



INTERNATIONAL SCHOOL OF SAN SALVADOR

SEE HIGHLIGHTED UPDATES

*... developing compassionate, inquisitive, and ethical learners
prepared for roles of leadership in the global community.*

HANDBOOK

FOR PARENTS AND STUDENTS

AUGUST 2018



Accredited by
The Southern Association
of Colleges and Schools
Ministry of Education of
El Salvador - Category A



**AUTHORIZED BY
THE MINISTRY OF EDUCATION:**
Educación Parvularia #1250 de 22-04-89
Primero a Tercero #1230 de 22-04-89
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Bachillerato General #15-0703 de 01-06-83

IMPORTANT INFORMATION

Official name	Colegio Internacional de San Salvador
Also known as	International School, International School of San Salvador, Colegio Internacional
Address	Calle La Reforma 169, Colonia San Benito, San Salvador
Mailing address	Box 05-15 San Salvador, El Salvador
International mailing address	VIPSAL 1214, Box 025364, Miami, FL 33102-5364
Date of founding	June 1979
Projected Enrollment	330
School colors	Red, White, and Blue
School mascot	Falcon or Halcon
Accreditations	Ministerio de Educación de El Salvador – Colegio Bilingüe con Calendario del Norte AdvancED (Southern Association of Colleges and Schools, USA)
Phone	(503) 2224-1330
Fax	(503) 2265-7860
E-mail	c_stemp@intschoolsansal.com
Internet homepage	www.CISS.edu.sv
Office hours	7:00 a.m. - 5:00 p.m. Monday to Friday
Class hours	Kinder from 7:30 to 12:00 Prep. to 9 th and 12 th grade from 7:30 to 2:30 10 th and 11 th grades from 7:30 to 3:30
Member of	Association of American Schools in Central America, International School to School Experience, National Association of Elementary School Principals, National Association of Secondary School Principals, ACPES – Asociación de Colegios Privados de El Salvador, National Association of Student Councils, National Association of School Activity Advisors, International Schools Association, National Honor Society NHS, and AdvancED (Southern Association of Colleges and Schools).

VISION OF CISS

Colegio Internacional de San Salvador exists to provide a multicultural educational environment which promotes academic excellence and encourages students to be inquisitive, compassionate, life-long learners prepared for leadership roles in the global community.

MISSION STATEMENT

Colegio Internacional de San Salvador believes in providing a holistic education that inspires students to become life-long enthusiastic learners who value integrity, cultural diversity, and the pursuit of excellence. CISS incorporates an internationally accepted U.S. curriculum and complies with the requirements of the Ministry of Education of El Salvador. Our qualified professionals work with the school community to prepare students to be independent, creative and critical thinkers, and socially responsible global citizens.

BELIEFS

ACADEMICS

1. The foundation of our academic curriculum is based on that of the United States and we comply with the educational requirements of the Ministry of Education of El Salvador, with the purpose of preparing students for success in institutions of higher education.
2. We take pride in the success of our students, given our rigorous curriculum and record of academic excellence.
3. We recruit competent and dedicated teaching faculty, following AdvancED and MINED accreditation standards.
4. Our grading system uses the standard U.S. model and facilitates successful transition to national and international schools.
5. English is the primary language of the school, except in those to be taught in Spanish by MINED.
6. We recognize the importance of respecting the rich traditions and cultural heritage of El Salvador, and we expect all international students to work toward fluency in the Spanish language.

I. SCHOOL CLIMATE

7. Even though we are a Salvadoran school and follow a U.S. curriculum and calendar, we are proud of our multi-cultural community and the strengths developed through its diversity.
8. Our strong and nurturing school community promotes cooperation between parents and school.
9. We emphasize the importance of a democratic society.
10. In order to preserve a conservative school identity, maintain a school climate conducive to learning, and to avoid distractions, we require the use of a school uniform and strictly enforce the school dress code.
11. Our Code of Conduct was designed with the purpose of preparing students for success within the disciplinary structure required for future university and work environments.

II. INTEGRAL DEVELOPMENT

12. We believe that a holistic education is important, stressing the value of physical and cognitive development, mental/emotional health, as well as character education.
13. Our teaching philosophy nurtures curiosity and creativity of students and develops critical and independent thinkers.
14. We promote social responsibility, self-motivation, leadership, and global awareness in our students.
15. We promote environmental awareness in our academic and extra- curricular activities.
16. We encourage students to learn from the past to prepare for the future.
17. We emphasize self-discipline, mutual respect and personal responsibility.
18. We provide extra-curricular opportunities such as creative arts, athletics, technology, and leadership oriented activities that allow students to reach their full potential.

COLEGIO INTERNACIONAL DE SAN SALVADOR, S.A. DE C.V.

Colegio Internacional de San Salvador (CISS) is totally owned and administered by Colegio Internacional de San Salvador SA de CV, a for-profit corporation founded under the Commercial Code of El Salvador. By its Statutes of Incorporation the Board of Stockholders maintains complete and ultimate authority, rights, and responsibilities for the functioning of the school. This includes its mission statement, philosophy, objectives, procedures, policies, staffing, etc.

ADMISSION PROCESS AND REQUIREMENTS

Age Requirements:

Kindergarten - need to be four (4) years of age before July 31st of the current year.

Preparatory - need to be five (5) years of age before July 31st of the current year.

Testing:

For admissions and placement purposes, testing is required.

Grades:

Minimum grade for acceptance is a 70 in all subjects.

Documentation that must be presented for the application process:

- Report Card or Official Transcripts from previous school (s) for the last 3 years, if applicable.
- Letter of recommendation that includes information regarding conduct from previous school(s)
- School Report filled out by the teacher sponsor or counselor from the previous school
- Standardized test scores (if available)

Interview

The student will have an interview with the Headmaster, Section Head or other administrator.

Once accepted, the following additional documentation must be presented for enrollment:

- Medical history form including sight and hearing evaluations
- Vaccination certificate (copy)
- Copy of the birth certificate or passport
- One recent passport size photo, or similar

Additional documentation for presentation to the Ministry of Education if the child will be registered there:

- Original Salvadoran birth certificate. If Student is from another country a copy of passport must be presented or it must be presented with an Apostille Certificate or authenticated by the Salvadoran Embassy in the country of origin. It must then be translated to Spanish by a Salvadoran lawyer.
- Certificado de Estudio if transferring from a school in El Salvador. If the document is from another country it must be presented with an Apostille Certificate or authenticated by the Salvadoran Embassy in the country of origin. It must then be translated to Spanish by a Salvadoran lawyer.

WAIVER OF LIABILITY

Adequate supervision of students will only be provided between the hours of 7:15 a.m. and 2:45 p.m. (12:30 p.m. for kinder) Monday through Friday except for those students who are participating in school organized activities from 3:00 to 5:00. The school will not be responsible for students on campus before or after these hours .

CISS is not responsible for lost or stolen items.

FEES

At www.CISS.edu.sv you will find a copy of the current fee schedule.

DRESS CODE

At www.CISS.edu.sv you will find an updated version of the dress code.

INSURANCE

Parents are responsible for obtaining insurance coverage for their children.

SCHOOL BUS

Although the school does not own its own buses, there are responsible persons who offer this service for the students. Contact the office for their names, routes, and phone numbers. The school does not take responsibility for the service they offer or the fees they charge.

ENGLISH LANGUAGE TEXTBOOKS

Students are required to have a set of school approved textbooks and novels for every subject taught in the English language program. Parents may purchase textbooks and novels from a provider at the school or from any other supplier. If these books are returned the following June in undamaged condition they will be bought back by the supplier at 75% of the purchased price. Workbooks, novels, and other non-reusable materials will be available for purchase at the same time, but will not be bought back at the end of the year.

SPANISH LANGUAGE TEXTBOOKS

Students are required to have a set of school approved textbooks and for every subject taught in the Spanish language program. These may be purchased at local bookstores. From July 15 until August 15 one or more distributors of these textbooks will be on campus in case parents would like to purchase them at that time.

RELIGIOUS INSTRUCTION

Although the International School firmly believes that a strong religious foundation is a fundamental element in the development of every child, no particular religious doctrine will be imparted during class hours. Teachers or parents interested in organizing classes or other activities for children of the school after regular classes or on weekends will be given complete cooperation and access to school facilities.

ACADEMIC PROGRAMS OF STUDY

CISS offers two integrated programs of study, each with its own requirements to receive credit for the year and pass to the following grade at CISS. The first is the program of the Ministry de Education (MINED) and the second is the program accredited in the U.S. by the Southern Association of Colleges and Schools of Atlanta, Georgia, also known as AdvancED. Students must meet the requirements of BOTH programs to be promoted to the following grade at CISS.

In grades 3 to 12 a predetermined level on a U.S. standardized achievement test will also be required to be promoted to the following grade.

I – Grades 1 to 6

A – Ministry of Education program

The subjects required in grades 1 to 6 are: Lenguaje, Matemáticas, Ciencia, Salud y Medio Ambiente, Estudios Sociales, Educación Artística and Educación Física.

The passing grade is a year average of 45.0 (4.5 in MINED terms). Students meeting these requirements will be issued a “Certificado de Rendimiento Escolar”.

B- U.S. Accredited program

This program includes the complete MINED program as well as Oral English, English Language Arts, Reading, Spelling, Social Studies and Computer Technology. To receive credit for this program all subjects (including the MINED required subjects) must be passed with a final year average of at least 70.0. In grade 3 to 6 a predetermined level on a U.S. standardized achievement test will also be required to be promoted to the following grade.

Only students meeting the requirements of the MINED program and the U.S. accredited program will be eligible to be promoted to the following grade at CISS.

II – Grades 7 to 9

A – Ministry of Education program

The subjects required in grades 7 to 9 are: Lenguaje y Literatura; Matemáticas; Ciencia, Salud y Medio Ambiente; Estudios Sociales y Cívica; Inglés and Educación Física.

The passing grade is a year average of 45.0 (4.5 in MINED terms). Students meeting these requirements will be issued a “Certificado de Rendimiento Escolar”.

B- U.S. Accredited program

This program includes the complete MINED program as well as Literature in English, English Language Arts, Social Studies in English, Computer Technology (7th and 8th grades) and one or two electives. To receive credit for this program all subjects (including the MINED required subjects) must be passed with a year average of at least 70.0. In grades 7 to 9 a predetermined level on a U.S. standardized achievement test will also be required to be promoted to the following grade.

Only students meeting the requirements of the MINED program and the U.S. accredited program will be eligible to be promoted to the following grade at CISS.

III – Grades 10 to 12

A – Ministry of Education program

Grades 10 and 11

Lenguaje y Literatura; Matemática; Ciencias Naturales; Estudios Sociales y Cívica; Idioma Extranjero; Informática, Curso de Habilitación Laboral, Orientación para la Vida, and Seminarios .

The passing grade is a year average of 55.0 (5.5 in MINED terms). Students meeting these requirements will be issued a “Certificado de Grado”.

No student who has been in Spanish as a Second Language during 10th or 11th grade can receive a “Certificado de Grado”.

B- U.S. Accredited program

This program includes the complete MINED program as well as additional subjects in English. To receive credit for this program all subjects (including the MINED required subjects) must be passed with a year average of at least 70.0. In grades 9 to 12 a predetermined level on a U.S. standardized achievement test will also be required to be promoted to the following grade.

Only students meeting the requirements of the MINED program and the U.S. accredited program will be eligible to be promoted to the following grade at CISS.

GRADING PROCEDURES, PROMOTION, AND RETENTION

Grading Scale

S+	Excellent
S	Satisfactory
S-	Satisfactory most of the time
NI	Needs Improvement
U	Unsatisfactory
I	Incomplete (due to absences)
-	Not Applicable

Grading Scale

90 - 100	Outstanding
80 - 89	Very Good
70 - 79	Satisfactory
60 - 69	Deficient (failure)
0 - 59	Very deficient (failure)

I. KINDER

Report Cards are issued 4 times per year. They should be signed and returned within one week of issue.

Mid-Term Progress Reports are issued at the middle of each quarter. There are only sent to the parents of those students with academic or conduct difficulties. PLEASE NOTE: An NI or U means that the student needs to improve by the end of the year to be adequately prepared for the next grade level. A student may need improvement throughout the year, but master a skill by the end of the year. Your child’s teacher will meet with you when they give out the grades at the end of the quarter. If you have doubts, you can schedule a meeting with your child’s teacher through the secretary.

II. PREPARATORY

Report Cards are issued 4 times per year. They should be signed and returned within one week of issue.

Mid-Term Progress Reports are issued at the middle of each quarter. There are only sent to the parents of those students with academic or conduct difficulties. PLEASE NOTE: An NI or U means that the student needs to improve by the end of the year to be adequately prepared for the next grade level. A student may need improvement throughout the year, but master a skill by the end of the year. Your child’s teacher will meet with you when they give out the grades at the end of the quarter. If you have doubts, you can schedule a meeting with your child’s teacher through the secretary.

The report card is divided into three areas:

- 1- Basic academic areas, which receive numerical grades with the same scale as grades 1-12.
- 2- Areas of personal and social development receive grades of S - Satisfactory, N.I. - Needs Improvement and U – Unsatisfactory
- 3- A Mastery Checklist of skills which must be mastered in order to be prepared to enter first grade.

III. GRADES 1 to 12

Report Cards are issued 4 times per year. They should be signed and returned within one week of issue.

Mid-Term Progress Reports are issued at the middle of each quarter. There are academic and conduct warnings and are only sent to the parents of those students in danger of failing a class or receiving a poor conduct grade. PLEASE **NOTE: A passing grade at the mid-term is not a guarantee of a passing grade at the end of the quarter. At the end of the year an average will be made for each subject. Passing grades are 70 or above. Students who fail for the second time at CISS will not be allowed to continue in school.**

Grades 1-6

Students failing one or two subjects between 60 and 69 for the year's average in the U.S. accredited program must make them up during the summer vacation period either by attending this school's summer program or by completing other activities as agreed to by the administration. Students failing any subject below 60 or failing three or more subjects in the U.S. accredited program will not be able to enroll in the following grade at CISS. Students in grades 3 to 12 not scoring at a satisfactory level on the IOWA tests administered in May must retake and pass the tests in August to be considered for promotion. Exceptions on the IOWA test requirement will be made only for students who have entered regular classes from Special English within the last year.

Grades 7-12

Promotion to the next grade at CISS or graduation will be allowed only for students with no failing average for the year in the U.S. accredited program. In grades 7 to 12 successfully passing the IOWA test is also a requirement for promotion.

During the June to August vacation period up to two failing grades between 60 and 69 may be made up by successfully completing a school-approved program. Students failing three or more subjects will not be promoted to the next grade or graduate from CISS. **Seniors failing more than one subject will not be allowed to participate in the graduation exercises.**

CONDUCT GRADE

Students receive a conduct grade each quarter. The grade is determined by input from teachers and administrators. The grades can be:

- S+: Consistently exemplary behavior
- S: Satisfactory Conduct, meets expectations
- S- : Satisfactory Conduct, meets expectations most of the time
- NI: Needs Improvement in Conduct
- U: Unsatisfactory Conduct

PHYSICAL EDUCATION, DANCE AND SWIMMING SCHEDULE

Physical education, dance and swimming are integral parts of the educational program and should be pursued as seriously as any other class. Absence is excused only for medical reasons indicated by a note from the parents (maximum 3 days per quarter) or a physician.

In grades kinder to 6 on days when swimming is received: the swimming suit, towel, and sandals should be brought in a bag.

The grades for physical education and swimming will be considered on an equal basis with other subjects for promotion to the next grade, honor rolls, and enrollment for the following year.

KINDER AND PREP

- Monday P.E.
- Tuesday - swimming or dance
- Wednesday – swimming
- Thursday – swimming or dance
- Friday – P.E.

GRADES 1 TO 6

- Tuesday - swimming or dance
- Wednesday – swimming (2nd to 6th)
- Thursday – P.E. or dance
- Friday – P.E.

Please note that computer classes, music and art are held one day a week.

The pool is available for swimming from 2:30 to 3:15 daily.

GRADES 7 - 12 - No P. E. classes are held during regular class hours. All students must be active members of a school sports team (volleyball, basketball, cheerleaders, etc.) and participate at least two afternoons a week after regular class hours.

In special cases students will be given permission to take a sport out of school for at least 2 hours a week and receive credit for P.E. Contact the Sports Coordinator for further information. Approval forms for outside sports must be picked up from the Sports Coordinator, during the first week of each quarter and returned to him during the last week of the same quarter. He can be reached at school from 12:30 to 5:00 p.m.

In case of students not being able to practice sports due to an injury or illness they should present a medical report or excuse during the quarter in question. The Sports Coordinator will assign a written project about a sport related topic so the student can receive a grade for sports during that quarter.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

Non-native English speakers meeting admissions requirements from first through eleventh grade, whose English language proficiency is below grade level, may apply for admission to the ESL program. Administration reserves the right to evaluate each individual case for placement, to determine the limit of time the student may remain in ESL and to establish the minimum requirements for transition to the mainstream English program. Students will only be promoted to the next grade level if they have demonstrated a mastery of communication for social and instructional purposes within the school setting.

SPANISH AS A SECOND LANGUAGE PROGRAM

Non-native Spanish speakers meeting admissions requirements from first through twelfth grade, whose Spanish language proficiency is below grade level, may apply for admission to the SSL program. Administration reserves the right to evaluate each individual case for placement, to determine the limit of time the student may remain in SSL and to establish the minimum requirements for transition to the mainstream Spanish program. Students will only be promoted to the next grade level if they have demonstrated a mastery of communication for social and instructional purposes within the school setting.

ESL IN HIGH SCHOOL (GRADES 7 TO 11)

Students entering grades 7 through 11 whose English proficiency is below level have the following options:

1. Full Immersion

The student will be enrolled in the regular academic program with the full load of work without accommodations. Parents may choose to hire additional tutoring after classes. It is possible that the student may need to repeat the year; however, this method has proven to be effective in acquiring fluency in a second language.

2. ESL Program

Those who do not wish to enroll in the full immersion program may enroll their child in the English as a Second Language program for the school year or remainder of the school year. Upon completion of the ESL program, they must take a placement test to determine their language proficiency and readiness for their corresponding grade level.

For example, in the case of a student who completes 7th grade in another school, he or she will spend one full school year or the remainder of the school year working to master English proficiency, and at the end of the school year he or she will be tested for placement into 8th grade (language and academic proficiency).

ESL AND SSL RESTRICTION

The ESL and SSL Programs are not special needs programs. If a learning disability is detected as language develops, a psychological evaluation will be requested and an outside tutor or therapist may be recommended. Any child with learning disabilities who needs more individual attention will not be considered for the program on this basis alone.

SEMESTER EXAMS

At the end of marking periods 2 and 4 examinations will be taken by everyone in grades 7-12 in all academic subjects, except for electives.

The weight of the examinations will be:		grades 7 and 8	grades 9 to 12
Period 1	45%		40%
Period 2	45%		40%
<u>Exam</u>	<u>10%</u>		<u>20%</u>
Average	Semester Grade		Semester Grade

The average of the two semester grades will give the year average.

Seniors with a year average of 90 or above as of the end of the 4th quarter and who have not received two NI's or one U in conduct during the year will be exempt from taking the second semester exam in that course.

OPTIONS TO MAKE UP FAILED SUBJECTS

During the vacation months of June and July up to two failed subjects in the U.S. accredited program, with year averages of 60 to 69, may be made up through a school approved summer program. Students with 3 or more failures or failing a class with a grade below 60 will not pass to the next grade at CISS. **Students who fail for the second time at CISS will not be allowed to continue in school.**

In grades 1 to 12 the options for the summer vacation period are:

- 1- Summer school at this school. Five hours of classes per day over a four week period are required to make up failed subjects. A final exam will be given to the student at the end of the summer school program. The summer school course work will be 60% of the summer average and the test will be the other 40%. In order for the student to have a passing grade for that subject (s) for the year, the summer school grade and the year final grade will be averaged. A minimum average of 70 in each subject is required to pass the year. The student's records will show a 70 average for those subjects.
- 2- Other program. If a student is unable to attend the CISS summer school program, the teacher will provide a study guide (list of topics) and the student will take a final test at the end of the CISS summer school program in July. In order for the student to have passing grade for that subject for the year, the average of the final grade and the year course grade will be averaged and the student must score a minimum of 70 in each subject. The student's records will show a 70 average for those subjects.

COMMUNITY SERVICE INFORMATION

As a graduation requirement of CISS and the Ministry of Education your sons and daughters have to complete 150 social hours during by the end of their junior year. It is the students' and their parents' responsibility to find an organization, program or project approved by the school to fulfill this requirement. However, the student can submit for approval any other programs or organizations where they wish to work. The school does provide the space and time for people to come and present their projects or programs. The school does not supervise any child in these activities and is not responsible for any incidents occurring at the place where the student decides to work. **Permission to participate in community service activities during school hours will be granted to those students who have excellent behavior and good academic performance.**

At the end of March of their junior year they must present a folder with a cover page with their name, the school form, and letters from the different organizations they have helped, pictures, as well as a brief description of each project in which they have participated.

SALVADORAN MINISTRY OF EDUCATION GRADE CERTIFICATES

In grades 1 to 9 students with year averages of 45 (4.5 in MINED terms) or above in the subjects included in the Ministry of Education program of study are eligible to receive a "Certificado de Rendimiento Escolar". In case of grade failure at CISS, this document may enable the student the transfer to another school with lower requirements for passing

the U.S. program. In grades 10 and 11 the minimum grade to receive this document is 55 (5.5 in MINED terms). **No student who has been in Spanish as a Second Language during 10th or 11th grade is eligible for the MINED diploma.**

CALCULATION OF GRADE POINT AVERAGE

From 9th to 12th grade the administration will calculate a Grade Point Average annually which will be reported on the student's transcript. Subjects meeting 5 or more periods per week will be give one full credit. Those meeting less will be given one-half credit. Year averages of 90 to 100 are credited with a 4.0, 80 to 89 a 3.0, 70 to 79 a 2.0, 60 to 69 a 1.0 and under 60 a 0.0. Advanced Placement classes, as well as regular Spanish and Sociales classes, receive an extra 0.5.

STUDENT ABSENCES AND MAKE UP WORK

- a) Students who will be absent to participate in out of school activities such as horseback riding, travel, swimming and tennis must request permission by sending a letter to the Dean of Students at least 3 days in advance. If the request is approved, missed work may be made up. If not approved, missed work will receive a 10 out of 100.
- b) In grades 7 to 12, for work to be allowed to be made up, a note from the parent explaining the absence must be sent to and approved by the Head of Section.
- c) For absences in grades K-6 teachers will assign the work to be made up. For each day absent, students will be given two days to make up work at full credit.
- d) For approved absences in grades 7-12 students must take the initiative to make up missed tests and turn in assignments.
- e) Teachers may require that missed tests be made up after classes or on Saturday mornings. The administration will determine the maximum number of tests that can be made up during a school year.
- f) Excessive absences must be avoided. They can cause serious consequences for year averages and promotion to the next grade.
- g) Final exams cannot be rescheduled.

POLICY FOR LATE ASSIGNMENTS AND OUTSIDE SCHOOL SPORTS FORM

Homework, projects and other assignments will be accepted one day late, but 20 percent will be deducted from the grade. After more than one day late, they will be given a 10 out of 100. **Students who do not turn in their outside sports form during the last week of each quarter will have their grade reduced. If they turn it in one day late, the student will receive a score of 80, two days late the grade will be a 70 and three days later will receive 10 out of 100.**

PARENT/SCHOOL CONTRACT

At www.CISS.edu.sv you will find a copy of the Spanish version of the contract which will be signed by the parent and the Legal Representative of Colegio Internacional de San Salvador, S.A. de C.V. Salvadoran law requires all such contracts to be written in Spanish. If you need help understanding it, please give the school a call and someone will gladly translate it for you.

NON-RENEWAL OF EDUCATIONAL SERVICES CONTRACT FOR DISCIPLINE AND/OR ACADEMIC REASONS

Those students who exhibit behavior inappropriate for their ages, or who do not respect the rights of the other students and school community as a whole even after notifications of inadequate behavior or discipline actions are taken by the teachers and/or administration will have their cases taken to the appropriate Teacher Committee (Consejo de Maestros). This shall be done after the 4th quarter Progress Reports have been distributed. It shall be the function of the Teacher Committees to discuss each case individually and decide by simple majority vote to recommend to the Administrative Council that the Educational Services Contract not be renewed for the following academic year. The Head of Section will send a letter to the parent or guardian of each student whose case will be decided by the

Administrative Council before the final decision is made by the Administrative Council. The parent may appeal the decision with a letter addressed to the Consejo de Maestros within 3 working days of the letter being sent.

The Administrative Council will meet before the Closing Exercises to discuss each case that has been referred to it. By simple majority vote they can determine that the Educational Services Contract not be renewed for the following year. The Headmaster will then inform the parent or guardian of this decision. The same procedure of review by the Teacher Committee will be used for students who have failed the grade for academic reasons and can result in non-renewal of the Educational Services Contract.

Any student who receives a U or two NI's during the school year may be considered and referred to the Consejo de Maestros to evaluate whether or not to renew their educational contract.

CLASS SPONSORS

Each grade has a teacher/sponsor. The teacher/sponsor coordinates parent-teacher communications and organizes bake sales, parties, etc. Before class celebrations and bake sales sponsors and parent representatives should collaborate prior to sending out any communications to other parents. Throughout the year sponsors may request the participation of parent representatives for other school activities.

All funds collected through class activities must be deposited in a school-approved bank account where they will be available to the class exclusively for class activities of the current school year. All withdrawals must be cosigned by the sponsor and one parent representative or approved by the administration.

Class sponsors may request voluntary monetary donations for up to three class parties (i.e. Children's Day, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter, End of Year Party) throughout the year. No more than \$5 per child may be requested for any class party. For A Taste of the World Performance, no more than \$25 will be requested, and participation is strictly voluntary. In the case of a field trip or outside of school class party, the total of the entrance fee and transportation fees may reach no more than \$10, and participation is strictly voluntary. Class funds should be used for any costs above this amount. Parents may be requested to collaborate with the donation of items (paper plates, cookies, etc.) for bake sales and class parties. Sponsors will coordinate the collection of all requested funds or donated items, because participation from parents is **strictly voluntary and will be kept confidential**.

PARENT COMMITTEE

- 1) Two representatives and one alternate representative from each grade, Kinder to 12th, will be elected by the parents of the grade at the first Open House of the year. To best represent the parents, one representative should be from El Salvador and the other from another country. This is the approximate division of the entire parent body. Whenever it is necessary for a representative to be absent from a meeting or school activity, he/she must request that the alternate representative participate on his/her behalf. A representative who misses more than three meetings without a valid excuse may be replaced by the administration.
- 2) The mission of the Parent Committee is that of maintaining channels of communication between the parents and the school and utilizing the individual talents and knowledge of the parents for the benefit of all the students.
- 3) At all general meetings the Administrative Council will be present to represent the school.
- 4) There is a Secretary and a Treasurer. Both are elected at the first meeting.
 - A) The secretary must take attendance at every meeting and report when someone does not attend three times. He/she must take detailed minutes of every decision taken at meetings and send them to the administration for review. Once in final form, the minutes will be sent by the administration to all members of the Parent Committee.
 - B) The treasurer must keep detailed records of income and expenses and provide a written report to the Parent Committee every month.
- 5) A general meeting will be held from 7:30 - 9:00 a.m. on the third Thursday of each month, unless programmed for a different date because of a vacation or a conflict with a school activity. Afterwards the representatives will be able to meet with the class sponsors. Occasionally, additional meetings may be necessary because of special events.
- 6) Topics involving a particular student or a group of students and a teacher will not be brought to the Committee. These should be handled through normal school channels, which are:
 - 1- Discussion with the teacher
 - 2- If not satisfied, discussion with the Head of Section.
 - 3- If still not satisfied, discussion with the Headmaster
- 7) The class sponsors may request help from the class representatives for social and cultural projects. All class communications to the parents for social and cultural activities will be sent by the class sponsor.

PARTICIPATION ON SPORTS TEAMS AND OTHER EXTRACURRICULAR ACTIVITIES

Students are eligible to participate in international tournaments, the Bicultural **Arts Festival in the Dance and Drama workshops, and leadership conferences if**

- 1- They are not failing any subject on their report card. If the event takes place during the fourth quarter, the average will be calculated by duplicating the first semester average, adding the third quarter grade and dividing by 3.
- 2- They have no more than 2 NI's in conduct during the academic year and
- 3- They have no U in conduct for the previous quarter nor during the quarter the tournament is being held.

Students are eligible to participate in Bicultural **Arts Festival in Art and Photography workshops**, local school sports tournaments or other local extracurricular activities if:

- 1- They are failing no more than one subject with an average of 60 to 69 on their report card for the year average. They can also not participate if they have any average below 60. If the event takes place during the fourth quarter, the average will be calculated by duplicating the first semester average, adding the third quarter grade and dividing by 3.
- 2- They have no more than 2 NI's in conduct during the academic year and
- 3- They have no U in conduct for the previous quarter nor during the quarter the tournament is being held.

All students may participate in non-official school games.

SPORT TEAMS CAPTAINS

Captains embody 3 C's in leading their **team**: Caring, Courageous, and Consistent. Being named a **team captain** is quite the honor. The position of **captain** is given to those athletes whom the coach and the rest of the **team** respect and trust to lead the **team** in the right direction. www.appliedsportpsych.org/resources/resources-for.../the-3-c-s-of-being-a-captain/

Procedure to choose the team captains in sports at CISS.

1. The nominees need to:
 - a. Be a member of the team for a year before being nominated.
 - b. Have a minimum of 75 in all subjects.
 - c. Have a very good behavior.
2. Coaches will allow their team members to nominate 1 teammate they look up because of his/her:
 - a. Positive leadership skills.
 - b. Strong School Spirit.
 - c. Excellent organizational skills.
 - d. Supportive, caring and fair attitude.
 - e. Respectful conduct towards the school community and others.
 - f. Responsibility and being good role model.
 - g. Commitment to the team.
3. The nominations and voting are done secretly.
4. Coaches will scrutinize and ultimately endorse or not the students choice. If the coach approves he/she will send the nominees to administrative council for endorsement. If the coaches do not agree with the nominee, he or she will send his nomination for approval.
5. The administrative council has the faculty to ratify or veto the nominations. Also, they can nominate another person who they think is better qualified.
6. The captains need to be elected at the end of every school year.
7. Team captains may be removed from their position if they:
 - a. Show lack of leadership, bad attitude inside or outside the court.
 - b. Receive two NI's or one U in conduct.
 - c. Fail one or more subjects in any quarter during the school year.

SPECIAL AWARDS

To show appreciation for students who have achieved a high level in studies, sports or leadership the school awards medals and diplomas at the year-end closing ceremonies:

- 1) Valedictorian of Graduating Class: Senior with at least 4 years at CISS, highest G.P.A. in class since 9th. Grade, must be enrolled in all regular classes since 9th grade, and have no NI or U in conduct during the last three years.
- 2) Salutatorian: same requirements as Valedictorian, except 2nd highest G.P.A.
- 3) Teachers can nominate 12th grade students to be members of the National Honor Society. Students must be at CISS since 9th grade, have a minimum GPA of 3.5, no NI or U in conduct during the last three years, have demonstrated leadership qualities and have been involved in school activities.
- 4) "Banda de Excelencia". Outstanding Student of each grade from 1st to 12th, no U or NI in conduct during the year, enrolled at CISS all year, attendance of at least 85% of the school calendar, not in SSL or ESL during the year, and the highest cumulative average in all subjects during the year.
- 5) High Honor Roll in grades 1-12: no year average below 90, no U and a maximum of one NI in conduct, enrolled at CISS all year, attendance of at least 85% of the school calendar, and have not been in ESL or SSL during the school year.
- 6) Honor Roll (grades 1-12): no year average below 80, enrolled at CISS for at least 3 quarters, maximum of one U or two NIs in conduct, not one U with one NI.
- 7) Iowa Tests, grades 3-12, minimum of 75th percentile (U.S. norms) for entire test battery. There are special awards for students above the 90th percentile.
- 8) Perfect Attendance: no absence, tardiness or have left early during entire year
- 9) Outstanding Female Volleyball Player (grades 7 to 11)
- 10) Outstanding Male Volleyball Player (grades 7 to 11)
- 11) Outstanding Female Basketball Player (grades 7 to 11)
- 12) Outstanding Male Basketball Player (grades 7 to 11)
- 13) Outstanding School Spirit (grades 7 to 12), cheerleader selected for best school spirit
- 14) International Understanding Award – given to the student who has most demonstrated and fostered international understanding both in and out of school
- 15) Outstanding Senior Sportsman and Sportswoman - at least 2 years at CISS

SCHOOL EVENT AWARDS

CISS students participate in a wide variety of academic and sports competitions, and CISS celebrates their achievements. All teams winning up to third place will be recognized at an assembly whether participating in local or international tournaments. Medals and/or certificates will be awarded by the headmaster or Head of Section during monthly assemblies. All teams participating in international tournaments will have a send-off pep rally.

SCHOOL-SPONSORED FIELD TRIPS

Permission for field trips is by discretion of the administration who will determine the level of security needed for the trip as well as to its relevance to the curriculum.

- 1 – As a general rule students cannot walk to any location without permission of the administration.
- 2 - Private cars can be used for trips within the city.
- 3 - Trips outside the city must be in rented buses.
- 4 - Adult chaperones
Kinder and Prep, one for every 4 students

Grades 1-6, one for every 6 students
Grades 7-12, one for every 8 students

A NOTE FROM THE SCHOOL PSYCHOLOGIST

If your child has an appointment with a neurologist or a psychologist, and he/she has requested information from the school, please inform the school psychologist one week in advance. That will allow time to provide the requested information to the professional evaluating your child prior to their visit.

LOST AND FOUND

After classes every day it is normal to find books, clothes, lunchboxes, etc. that children have left in school. Please speak with your children about the responsibility of taking home everything you give them in the morning. Also, to avoid confusion and to help us locate owners of these items, mark them with the child's name. Periodically all unclaimed items are donated to a local charity.

LUNCHES

Students may purchase lunches by the month, day or week. Parents of children who do not purchase lunches should take care to send healthy lunches and snacks and to avoid foods high in sugar. Microwave ovens are available for heating lunches. There is no cost for this service in grade P-3. There is a small charge for students in other grades.

DISMISSAL

For security reasons, the school requires written permission from the parents of any child who will not leave the grounds by his/her normal means of transportation. These written permissions must be turned in to the office first thing in the morning. Students who are not participating in afternoon extra-curricular activities must be picked up at the time of dismissal.

LEAVING CAMPUS

Written permission from a parent is required for a student to leave campus during class hours.

STUDENT BEHAVIOR

It is expected that all students entering the school have been prepared at home to respect the rights of others and to follow teacher's instructions. If this is not the case, the school and home will work together to attempt to correct the situation. Discipline measures may include: in-school or out-of-school suspension, Saturday morning detention (in dress uniform), etc. Please see the separate Code of Conduct.

EXPECTATIONS FOR PARENTS

Parents are expected to conduct themselves in a respectful and responsible manner at school, special events and sports events (on or off campus).

PARENT-TEACHER/ADMINISTRATORS CONFERENCES

Parents who wish to request meetings with teachers or administrators should request the appointment through the front office. Walk-in appointments are extremely difficult to accommodate and we would like to keep interruptions to a minimum. All visitors should check in with the front office.

Topics involving academics, discipline or any other concerns should be handled through the following channels:
Schedule an appointment with the appropriate teacher.

If not satisfied with the outcome of the meeting, you may request an appointment with the Head of Section.

If you are not pleased with the results of the meeting, you may request to meet with the Headmaster.

Formal complaints should be made in person, by letter or e-mail and not through social media or chats.

PARKING OUTSIDE AND INSIDE THE SCHOOL PREMISES.

Visitor parking is available inside the school from 8:00 a.m. until 2:00 p.m. This schedule has been established to allow a better flow of traffic. Parking in front of the gates is prohibited at **any** time.

CONTAGIOUS ILLNESSES

Students who are sick with contagious illnesses should not attend classes, to avoid spreading the illness. This includes pink eye, strep throat, chickenpox, respiratory problems, etc. In the case of a lice infestation, CISS maintains a no nit policy and students must be free of all traces of lice before returning to school.

MEDICATIONS

All medications including antibiotics, eye drops, Ritalin, etc. that must be taken during the school day should be given to the office along with the prescription. The student will be called at the appropriate time.

INVITING GUESTS TO SCHOOL

Occasionally students would like to invite friends visiting from abroad or former students of CISS who have left the country to visit the school or to sit in on classes. This is permitted if a written request is received from the student's parents at least a day in advance and approved by the respective Head of Section. Otherwise, teachers will request that the guest(s) leave the classroom and report to the office.

MINORITY RIGHTS IN CLASSROOM ACTIVITIES

If a part of the content of a required course is objectionable to a family for ethical or religious reasons that can be substantiated to the school, a serious effort will be made by the school to substitute for the objectionable material.

OUT OF CLASS ACTIVITIES

Out of class activities such as religious clubs, speakers, and movies which do not follow the Policy on Bias in Instruction are permitted to use the facilities if parents and/or students are given the option to participate. The content of these programs, the sponsors, and methods of promotion are subject to revision and control by the school .

BIAS IN LEARNING ACTIVITIES

No one at school - teachers, employees, parents or students should exert pressure to influence the attitudes of others in those issues considered to be controversial and of a personal nature where family and personal values should predominate. This does not mean, however, that we cannot reinforce attitudes and points of view which are not controversial in our community (i.e. where a consensus exists) or upon which the school has taken an official stand. If not, how could we teach that drug and alcohol abuse are not conducive to a positive lifestyle? Or that cheating and theft are wrong?

GROUP PROJECTS

Although students may need to work together at lunch hour, in class or after school to organize and designate specific tasks, group projects should never require parents to transport students to the homes of others. Before the day of presentation the teachers must be informed of the responsibilities of each individual in the group. Although a presentation may be done as a group, each student should be responsible for a specific task and must be graded solely on his/her participation. No one should be rewarded or punished based upon the quality of work of other students in the group

EXTRA CREDIT ASSIGNMENT POLICY

Extra credit assignments will not be provided at the request of parents or students to remediate a low grade. Those teachers who decide to offer extra credit work will program and announce these activities during the first week of the quarter in order to provide the same opportunity for all students.

CHEATING AND PLAGIARISM

Copying from another student, bringing information into a test, and any other attempt to circumvent the normal requirements of academic performance is unacceptable. Taking credit for someone else's work by failing to cite an author for ideas incorporated into a paper, cutting and pasting paragraphs from different websites, or handing in a paper downloaded from the Internet are forms of cheating called plagiarism. Cheating of all forms is not permitted and will lead to academic and/or disciplinary sanctions.

OUT OF SCHOOL BEHAVIOR

The school reserves the right to take disciplinary action with any student whose behavior outside of school reflects negatively on the school's image in the community. This includes Internet on-line behavior if it reflects negatively on CISS or becomes an internal issue.

While in school uniform (including sports uniforms, class t-shirts, school jackets and other school attire) off campus, students directly represent CISS and are expected to behave within the constraints of school rules and policies.

DISTRACTIONS

Toys are distracting and should not be brought to school. If brought, they will be taken away by the teachers, and the parents will be called to pick them up. Cell phones may be brought to school, but must be turned off in class. Students in grades Kinder to 6 may use cell phones only before 7:30 or after 2:30, unless given permission by a teacher and used while under supervision. Students in grades 7 to 12 may bring other similar devices but they may be used only before and after class hours and during recesses and lunch. Noncompliance will result in disciplinary action. Please refer to the Code of Conduct.

APPROPRIATE USE OF RECORDING DEVICES

Wireless and multimedia technologies have become part of our daily lives, and are very useful tools. Therefore, as a matter of courtesy, if a parent, student, or teacher wishes to use any recording device during a class or a conversation, we request that permission is asked beforehand and the device be placed within sight.

AUTHORITY FOR DISCIPLINARY ACTION

Authority for disciplinary action lies with the administration, which may use any reasonable means to obtain evidence of the offense. This includes search of student and belongings (with at least two school personnel present), questioning of witnesses, requesting the services of Salvadoran investigative and enforcement authorities, etc.

LEGAL CUSTODY OF STUDENTS

If parents of a student are separated or divorced, we request that you please inform the school of the legal custody status of your child.

POLICY ON ABUSED CHILDREN

If a teacher observes any sign that a child is physically or emotionally abused outside of school, it must be reported to the headmaster or head of section who will do whatever is possible to study the matter carefully and take appropriate action.

TOBACCO USE

The school promotes healthy living for its students and believes that the use of tobacco products at any age is unhealthy. Therefore, the use or possession of tobacco products on campus or at school-sponsored events is prohibited.

ALCOHOL USE

Any student who uses, possesses, or is found to be under the influence of alcohol on campus or at school-sponsored events will receive appropriate disciplinary action.

ILLEGAL SUBSTANCE USE

Due to the proliferation of substance abuse in today's world, CISS has formed a policy on these issues to safeguard its students and staff. The school assumes a zero tolerance policy towards substance abuse by its students and staff both on and off campus. Possession, use, sale, distribution, dealing, being under the effects of, or promoting the use of illegal substances will result in appropriate disciplinary consequences and/or legal action. Utilizing the school as a contact medium for the same purposes will result in the same disciplinary and/or legal action.

PROHIBITED MATERIALS

Students should not bring the following items to school: knives, firearms, firecrackers, smoking materials, alcoholic beverages, as well as any form of pornography or any other material contrary to generally accepted moral standards. The administration will immediately take away all prohibited materials, contact the parents, and/or inform the corresponding authorities. The school will take other appropriate steps, which may include suspension or expulsion. The administration will return the materials at their discretion.

STUDENT USE OF TECHNOLOGY

CISS reserves the right to take appropriate disciplinary action if the Internet is utilized for non-educational activities on the school grounds. It also reserves the right to define the parameters of appropriate internet use. Students in grades 7 to 12 may bring laptop computers to school if they and their parents have signed a CISS technology use contract provided by the Head of Secondary.