



**COLEGIO INTERNACIONAL
DE SAN SALVADOR**

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

HANDBOOK
FOR PARENTS AND STUDENTS
2025 - 2026



MINISTERIO
DE EDUCACIÓN,
CIENCIA Y
TECNOLOGÍA

**AUTHORIZED BY
THE MINISTRY OF EDUCATION**
*Educación Primaria #1250 de 23-04-89
Primero a Tercero #1230 de 23-04-89
Cuarto a Sexto #2161 de 05-03-84
Séptimo a Noveno #15-0703 de 01-06-93
Bachillerato General #150703 de 01-06-93*

IMPORTANT INFORMATION

Official Name	Colegio Internacional de San Salvador
Address	Calle La Reforma 169, Col. San Benito
Mailing address	Box 05-15 San Salvador, El Salvador
International Mailing Address	VIPSAL 1214, Box 025364, Miami, FL 33102-5364
Founded	June 1979
Projected Enrollment	300
School Colors	Red, White, and Blue
School Mascot	Falcon
Accreditations	Ministerio de Educación de El Salvador COGNIA
Phone	(503) 2224-1330
E-mail	receptionist@ciss.edu.sv
School Website	http://www.ciss.edu.sv
Office Hours	7:00 a.m. - 4:00 p.m. Monday to Friday
Class Hours M-Th	Kinder: 7:30 to 12:00 Prepa - 6th grades: 7:30 to 2:30 7th - 12th grades: 7:30 to 2:40 Fridays- 7:30 to 11:55 (K to 6th) 7:30 to 12:10 (7th to 12th)
Associations:	Association of American Schools in Central America International School to School Experience National Association of School Psychologists National Association of Student Councils National Association of School Activity Advisors Asociación de Colegios Privados de El Salvador ISA International Schools Association Association of Directors of International Schools Bilingual International Association

CISS VISION

Developing compassionate, inquisitive and ethical leaders prepared for roles of leadership in the global community.

CISS MISSION

To be a vibrant multicultural community that nurtures ethical and compassionate leaders.

CISS BELIEFS

I. ACADEMICS

Our students are capable of rigorous academic expectations that form the foundation for success in higher academic institutions after graduation.

Highly trained, compassionate professionals provide excellent instruction as well as nurture each student's individual educational journeys.

Intensive instruction in the English language provides our students the fluency needed for professional success later in life.

Recognizing the demographic trends impacting the futures of our graduates, all students work to attain functional fluency in the Spanish language.

II.SCHOOL CLIMATE

Pride of our multicultural community and recognition of the strengths developed through diversity undergird our school culture.

A proactive and collaborative working relationship between families and the school provides the best possible educational experiences for students.

Respect of democratic traditions is reinforced throughout our school community.

Traditional expectations regarding grooming and school attire form the guidelines for the CISS Dress Code.

Students thrive with structured expectations and the CISS Code of Conduct is designed to provide students with the guidance needed to develop a strong moral foundation to facilitate success as productive and ethical adults.

III.INTEGRAL DEVELOPMENT

Physical and cognitive development, mental/emotional health, as well as character education are equally important components of our educational program.

Nurturing curiosity and creativity of students accelerates the development of their critical thinking skills.

By promoting social responsibility and global awareness, our students are prepared for multiple roles as international leaders.

Environmental awareness is a critical component of our students' education.

Self-discipline, mutual respect and personal responsibility enhance efforts to create an inclusive school community.

By providing wide ranging activities such as creative arts, athletics, tech activities, and leadership opportunities, students are encouraged to explore and discover additional talents and interests.

ADMISSIONS

Age Requirements:

Kindergarten - Four years old before December 31st of the admission year.

Preparatory - Five years old before December 31st of the admission year.

Testing: Admissions testing is required. The fee is \$30.

Required Documents:

- Application Form
- Recent, original Salvadoran birth certificate or a copy of student passport
- Report Card/Official Transcripts/Grade Certificates from the last 3 years apostilled at the Salvadoran Embassy in the country of origin
- Certificado de Estudio for students transferring from local schools
- Applicants from Salvadoran schools: solvencia de pagos (statement of solvency)
- Letter of Good Conduct
- School Report Form.
- Standardized test scores (if available)
- MINEDCYT Registration Form.
- Photograph Release Waiver

Interview:

Applicants and families will be interviewed by the Admissions' Coordinator.

Upon acceptance, additional documentation must be presented:

- Medical Release Form from family physician
- Vision/Hearing evaluations
- Vaccination certificate
- Copy of Salvadoran parents' DUI
- Copy of International parents' passport
- Applicants' passport size photo

WAIVER OF LIABILITY

Supervision of students is only available between the hours of 7:00 a.m. and 3:00 p.m. with the exception of students participating in school sponsored after school activities from 3:00 to 4:30.

CISS is not responsible for lost, stolen or damaged items.

FEES

Located at <https://ciss.edu.sv/admissions/>

CODE OF CONDUCT

Located at [Code of Conduct](#)

INSURANCE

The school provides an accident insurance policy for all students who are enrolled in CISS starting August of each year. **Students enrolled after August 31 will only be eligible for insurance the following school year.**

TRANSPORTATION

Each family is responsible to provide safe and reliable transportation for students to school and back home each day. Parents will provide a list of authorized individuals for student transportation each year as a part of the registration process.

No later than 2PM, emergency or temporary transportation permission must be submitted via email to receptionist@ciss.edu.sv.

TEXTBOOKS/DIGITAL LEARNING PLATFORMS

Required lists of textbooks/digital learning platforms per grade level will be provided by the school. Parents may purchase those items from the school or a school approved provider. Workbooks, novels, and digital learning platforms are non-refundable.

Learners in grades 4-12 are required to bring a laptop with the required specifications each day.

[Laptop Specifications](#)

ACADEMIC PROGRAMS

CISS offers an integrated curriculum that includes the Ministry of Education, Sciences and Technology (**MINEDCYT**) in addition to a college preparatory, US curriculum accredited by **COGNIA**. Minimum grade requirements for promotion and individual course credit is 70. However, the **MINEDCYT** can provide a "Certificado de Rendimiento Escolar" for scores 45.0 (5) in all grades except 10/11 where scores of 55.0 (6) are required.

Advanced Placement (AP) courses are more challenging classes offered at CISS and give students the opportunity to earn college credits. In order for a student to possibly receive college credit, he or she must take the AP Exams in May. Colleges and universities grant course credit and placement based on the AP Exam score. As part of the established school curriculum, CISS offers AP World History Modern Era in 9th grade, AP Human Geography/AP Seminar in 10th grade, AP Psychology/AP English Language and Composition in 11th grade, and AP Spanish Literature and Culture/AP Comparative Government, AP Macroeconomics, AP Research and AP Precalculus/AP Statistics in 12th grade.

I. PHYSICAL EDUCATION, DANCE AND SWIMMING

GRADES K - 6

Physical education, dance, and swimming are integral parts of the CISS educational program. Absences are excused only for medical reasons indicated by a note from the parents or a physician. (Maximum 3 days per quarter by parents)

Student performance during physical education and swimming is considered on an equal basis with other subjects for promotion to the next grade and academic awards.

GRADES 7 - 12

No P.E. classes are held during regular class hours and students are required to participate in organized P.E. activities a minimum of 2 hours per week.

Students may request permission to participate in organized sports outside of school hours and receive credit for P.E. Please contact nhenriquez@ciss.edu.sv in order to request this permission.

Students approved are responsible for submitting the quarterly form to the Athletic Director in order to receive appropriate credit. Grade deductions will be applied: One day late: Maximum 80/Two days: Maximum 70/Up to one week: Maximum 60.

In cases of injury or illness, students must provide a medical authorization in order for the absence to be excused. Research projects regarding the maintenance of good health will be assigned to students whose conditions require absences of more than one week.

II. ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

Students whose English language proficiency is below grade level may apply for admission to the ESL program. Qualified staff will evaluate each student for eligibility and placement in order to provide an individualized English enhancement program. Once students have demonstrated the appropriate English capacity, they will transition into the regular curriculum. Students in Grades 9-12 may not receive academic credit for courses delivered in ESL.

The following ESL options are available:

- 1. Full Immersion:** Students may choose to be enrolled in the regular academic program without accommodations but supplement language acquisition by attending additional language classes after school. CISS will provide a listing of preferred tutors that parents can contact to provide this service.
- 2. ESL Program:** Students who qualify based upon admissions testing results may enroll in the CISS ESL program. In order to demonstrate readiness for mainstream academic classes, students must take a placement test to determine if their level of language proficiency corresponds to their appropriate grade level.

III. SPANISH AS A SECOND LANGUAGE PROGRAM

Students whose Spanish language proficiency is below grade level may apply for admission to the SSL program. Qualified staff will evaluate each student for eligibility and placement in order to provide

an individualized Spanish enhancement program. Once students have demonstrated the appropriate Spanish fluency, they will be transitioned into the regular curriculum.

The following SSL options are available:

1. **Full Immersion:** Students may choose to be enrolled in the regular academic program without accommodations but supplement language acquisition by attending additional language classes after school. CISS will provide a listing of preferred tutors that parents can contact to provide this service.
2. **SSL Program:** Students who qualify based upon admissions testing results may enroll in the CISS SSL program. In order to demonstrate readiness for mainstream academic classes, students must take a placement test to determine if their level of language proficiency corresponds to their appropriate grade level.

Students who do not wish to receive the **MINEDCYT** diploma may be exempted from specific Spanish language courses as requested by the parents. A signed exemption form is required.

The ESL and SSL Programs are not special needs programs. If a specific learning challenge is detected while a student is enrolled in the ESL/SSL program, a professional third-party evaluation will be required in order to provide specific learning strategies for a tutor/language therapist. In addition, students who have been in Spanish as a Second Language during 10th or 11th grade are not eligible for the MINED diploma.

IV. SCHOOL-SPONSORED FIELD TRIPS

CISS believes that our educational programs are enhanced by activities that occur outside the school campus so field trips are conducted in order to expand student learning opportunities.

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

V. TOLERANCE/INCLUSION OF INSTRUCTIONAL MATERIALS

CISS seeks to provide a welcoming and inclusive environment for everyone as we understand that our diverse community requires a common respect for differing perspectives. As such, parents may request alternative lessons based upon personal reservations related to learning materials. These concerns must be addressed to the teacher at least one week in advance of the lesson date.

VI. RELIGIOUS INSTRUCTION

Although CISS is a non-denominational organization, we nevertheless respect the religious holidays of our community members. In addition, CISS will allow for excused absences for religious activities so long as those requests are received by the student's administrator at least one week in advance.

CO-CURRICULAR SCHOOL SPONSORED ACTIVITIES

CISS sponsors several opportunities for students to enhance learning that can occur outside of the traditional classroom. These activities include clubs, athletics, and other activities:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. AASCA Leadership Conference 2. MathCounts Tournament 3. AASCA Knowledge Bowl 4. Angel Tree 5. A Taste of the World 6. AASCA/Liga Bilingue Basketball 7. AASCA/Liga Bilingue Volleyball 8. STUCO 9. ESEN Debate Competition 10. Cuenta Cuentos | <ol style="list-style-type: none"> 11. Semana de la Cultura 12. Drug Prevention Program 13. Civic Week 14. Falcon Spirit Week 15. CISS Survivor Games 16. STUCO Movie Night 17. Fall Costume Parade 18. CISS Cancer Awareness 19. VivArte 20. Washington Workshops |
|---|--|

Student eligibility requirements for international or off campus co-curricular events include:

- 1- No failing grades listed on the last official grade report before the scheduled event.
- 2- No more than 2 NI's for conduct during the current academic year.
- 3- No U in conduct for the current academic year.

Students who are not eligible to participate in school sponsored events are required to continue to practice school sponsored activities. **Eligibility for international, school sponsored events is dependent upon the solvency of student tuition accounts.**

GRADING, PROMOTION, AND GRADUATION REQUIREMENTS

Grading Scale

90 - 100

80 - 89

70 - 79

< 70 No credit

Non-numeric Evaluation

E	Excellent
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory
I	Incomplete (Excused Absences)
N/A	Not Applicable

Late Assignment Policy

Assignments not submitted according to the due date can be submitted one day late for a maximum of 80%. Assignments submitted two days late may receive a maximum of 70%. Any assignments completed more than two days late but less than one week late will receive a maximum score of 50%.

I. KINDER

Report Cards are provided quarterly.

Mid-Term Progress Reports are provided each quarter.

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. Teachers will meet with each parent after grades are distributed at the end of each quarter. Please contact teachers by email if there are any additional questions/concerns.

II. PREPARATORY

Report Cards are issued 4 times per year.

The report card is divided into four areas:

- 1- Basic academic areas receive numerical grades according to the same scale as grades 1-12.
- 2- Areas of personal/social development receive non numeric evaluations
- 3- A checklist of skills which to be mastered in order to facilitate success in first grade.
- 4- **Indicadores de Logro** include skills required for completion of the preparatory **MINEDCYT** certificate.

Mid-Term Progress Reports are issued each quarter.

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. Teachers will meet with each parent after grades are distributed at the end of the quarter. Please contact teachers by email if there are any additional questions/concerns.

III. GRADES 1 - 12

Report Cards are issued 4 times per year.

Mid-Term Progress Reports are issued each quarter. **Passing grades are 70 or above.**

Grades 1-12

CISS students must pass all classes in order to be promoted to the next grade level. Summer school affords students the opportunity to reclaim credit for courses not successfully completed during the normal school year. Students who did not successfully complete up to two courses with grades between 60 and 69 are eligible for CISS summer school.

Courses where students received a grade below 60 are not eligible to recover credits in summer school and will not be promoted to the next grade level. Students failing three or more subjects will not be eligible for promotion to the next grade.

IV. 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. The GPA is calculated based on a 100-grade scale. All grades are added and divided by the number of courses per year.

Subjects meeting 4 or more periods per week will be given one full credit. Those meeting less will be given one-half credit.

For Advanced Placement classes offered by CISS, students with a passing grade will receive 5 additional points for their final grade. Students who score 3 or above on an AP exam will receive an additional 5 points on their final average.

Any subjects taken with an online provider will be reported to the universities, but will not impact students' CISS GPA.

Students in grades 1- 9 who achieve minimum averages of 45 (4.5 MINED) in the subjects included in the Ministry of Education program of study are eligible to receive a "Certificado de Rendimiento Escolar". This document allows students to transfer schools and maintain their current grade level. Minimal averages in grades 10/11 is 55 (5.5 MINED).

V. EXTRA CREDIT 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 announce these activities during the first week of the quarter in order to provide the same opportunity for all students.

V. GRADUATION REQUIREMENTS

Courses/Credits:

English Literature and Language Arts	4 credits
Spanish	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies (including US History)	4 credits
Economics	1 credit
Electives	1 credits
Physical Education	2 credits

Total **24 credits**

Community Service Information

In accordance with MINEDCYT guidelines, CISS requires students to complete 150 community service hours by the end of their junior year. The Ministry of Education requires the school to submit a project for consideration. Upon approval, CISS will coordinate the project implementation to fulfill each students' requirements.

During March, students in 11th grade must submit the community service project to their counselor. This project should be completed in accordance with the guidelines provided during their 10th grade year.

VI. CONDUCT GRADE

Quarterly input from teachers and administrators determines students' conduct grades according to the following guidelines:

E: Exemplary Behavior
S: Satisfactory Conduct
NI: Needs Improvement
U: Unsatisfactory

VII. SEMESTER EXAMS

Upon completion of the first and second semesters of the school year, exams in academic subjects will be required for students in grades 7-12. Final grades per semester will be calculated as follows:

	Grades 7-8	Grades 9-12
Period 1	45%	40%
Period 2	45%	40%
<u>Exam</u>	<u>10%</u>	<u>20%</u>
Final Average	50% Semester Grade	50% Semester Grade

The final course grade will be determined by an average of the two semester grades.

Students in grades 9-12 who have not received two NI's or a U in conduct and have achieved an average of 90 by the end of first semester and the final year average will not be required to participate in the semester exams for that course. During the first semester, this exemption does not apply for AP courses.

Students with averages of 80 and above in an AP class, meet the conduct expectations listed above, and take the AP exam will also be exempted from the final exam.

All exam exemptions are based upon the previous two quarters of academic performance.

Students with excused absences during midterm exams in December will be required to complete those exams on the first teacher workday in January.

Final exams may be rescheduled for medical emergencies or family bereavement without additional fees.

Other requests for exam date modifications must be submitted in writing and upon approval a fee of \$50 per exam will be assessed prior to the administration of the test.

VIII. SUMMER SCHOOL

Grades 1-6:

Students will receive weekly assignments (project/test) for 4 weeks. Teachers will provide the activities on a weekly basis along with 1 hour of personalized instruction via ZOOM. The grade for

summer school will be an average of the four activities and a minimum score of 70 is needed to receive course credit. Student report cards will show a score of 70 for these subjects. **A fee of \$275 per course will be assessed for this service.**

Grades 7-12:

Students will receive 2 independent projects lasting two weeks for the course needing remediation and two exams covering each project's content. One hour of virtual personalized instruction/feedback will be provided for each project. The grade for summer school will be an average of the four assignments and a minimum score of 70 is needed to receive course credit. Student transcripts will show a score of 70 for these subjects. **A fee of \$275 per course will be assessed for this service.**

In accordance with specific needs as determined by administration and faculty, on-site summer school may be required for a fee of \$300.

IX. COMMENCEMENT AWARDS

Valedictorian: The graduate who attended CISS since grade 9 and completed both the US and Salvadoran diploma requirements with the highest G.P.A. will be honored.. Recipients may not have more than two NI's in conduct during their junior/senior year.

Salutatorian: Same requirements as Valedictorian, except 2nd highest G.P.A.

High Honor Roll: All grades 90 or above along with attendance/behavior requirements which include enrollment for the full year and a maximum of one NI in conduct.

Honor Roll: All grades 80 or above along with attendance/behavior requirements which include enrollment for the full year and a maximum of one NI in conduct.

Outstanding Senior Athlete (Female/Male) - Enrollment of 2 years at CISS is required.

The Falcon's Nest Award - Honoring those enrolled at CISS since Kinder

STUCO/Knowledge Bowl participation

X. SPECIAL AWARDS

- 1) **High Honor Roll** (Grades 1-11): All grades 90 or above along with attendance/behavior requirements which include enrollment for the full year and a maximum of one NI in conduct.
- 2) **Honor Roll** (Grades 1-11): All grades 80 or above along with attendance/behavior requirements which include enrollment for the full year and a maximum of one NI in conduct.

STUDENT ATTENDANCE

Colegio Internacional believes that dedicated effort should be made for students to attend every class of the school year. CISS expects that the only reason for absence is due to illness or emergency.

Parents are responsible to contact their child's respective Head of Section as soon as they realize the child will miss school, regardless of the reason for the absence.

A student must be in attendance for 85% of the school year to receive academic credit. Both excused and unexcused absences contribute to the total number of absences; however, absences due to school sponsored events do not apply.

If the number of absences accumulated exceeds the 85% requirement, students will be required to regain the necessary "seat time" on campus by attending special Saturday School. For one absence, two 3.5 hour sessions on Saturday will be required.

Exceptions to this policy may be available for international students based upon the discretion of the General Director.

Warning notices will be distributed when students accumulate more than 10 absences in a semester.

Excused Absences

Absences due to illness will be taken into account for the attendance requirement calculation. Students who have been absent three or more consecutive days or have a chronic medical condition must provide a physician's note.

Absences as a result of participation in government-recognized trips in representation of the student's country are considered school sponsored events and not counted as absences.

Other school-approved trips are not considered absences; however, students with poor academic performance or excessive absences may not be permitted to participate in these activities.

During excused absences, students may complete make up work. Students will be given one day plus one to make up missed work for full credit. In grades 7-12, students are responsible for taking the initiative to communicate with teachers regarding make up work. Missed tests will be completed after school hours.

Unexcused Absences

Any other absence will be considered an unexcused absence. Parents and students are strongly advised to plan family vacations during the regularly scheduled vacation times in the school calendar. Family trips are considered unexcused absences.

Any assignments missed during an unexcused absence may be submitted for full credit upon return to school. Assignments not submitted according to the due date can be submitted one day late for a maximum of 80%. Assignments submitted two days late may receive a maximum of 70%. Any assignments completed more than two days late but less than one week late will receive a maximum score of 50%.

When students are absent from school, without prior arrangements or notifications to the grade-level sponsor, parents are asked to notify the corresponding Principal of the absence by 8:00 AM so that the school can verify a child's whereabouts in the most timely and efficient manner.

If students need to be absent for the day, arrive late, leave early, or leave and return during the school day, permission to do so must be requested the day before, or earlier, from the Principal. This should be done only for medical reasons or family emergencies.

Medical or dental appointments should be scheduled outside of school hours whenever possible.

Tardies

Any student arriving to class after 7:30 a.m. will be considered tardy. Families will receive a courtesy reminder after three tardies. Upon the fourth tardy students will be required to attend a two hour Saturday school from 8:00 a.m. to 10:00 a.m. Upon the 5th and subsequent tardies students will be required to attend Saturday school from 8:00 a.m. until noon. These protocols will reset at the beginning of each semester.

Students will be on time to Saturday school or their Saturday school obligation will be rescheduled. All students need to wear their formal school uniform and electronic devices will not be allowed. Students must bring paper and pencil to work on a written reflection. If assignment completion is not satisfactory, Saturday school will be programmed for the following week.

PARENT INVOLVEMENT

CISS greatly values the relationships between parents and school staff. The success of each student is enhanced through the collaborative efforts of our community stakeholders whose positive input enhances the CISS school culture. Listed below is some very important information to help parents understand school procedures as well as opportunities for parents to contribute to the educational experience for all students.

GRADE LEVEL 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 grade level administrator.

Class sponsors will collect a \$25 fee per semester for class activities (i.e. Children's Day, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter, End of Year Celebration). Additional fees may be required for other events such as field trips. ***Participation in these activities is voluntary.***

Sponsors will organize and coordinate the following activities in high school:

- a. 8th grade will be responsible for the Fall Festival grams
- b. 9th grade will be responsible for the Survivor Games Goodies
- c. 10th grade will be responsible for the Valentine's grams
- d. 11th grade will be responsible for movie events

PARENT COMMITTEE

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.

CISS believes that in order to provide the best possible educational opportunities for our students, a strong collaboration between parents and school staff is essential. In order to facilitate this relationship the CISS Parent Committee contributes our community in accordance with the following guidelines:

- The Parent Committee will have a Secretary and a Treasurer elected at the first meeting.

The secretary must take attendance at every meeting. A representative who misses more than three meetings without a valid excuse may be replaced by the administration. 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.

The Parent Committee treasurer must keep detailed records of income and expenses and provide a written report to the Parent Committee every month.

- A general meeting will be held from 1:30 - 2:45 p.m. on the first Friday of each month. These meetings will be either virtual or in-person, depending upon the discretion of CISS administration.
- Topics involving individual/small groups of students will not be discussed by the CISS Parent Committee. Normal school channels will be utilized for this purpose. They are:

- 1- Discussion with the teacher
- 2- If not satisfied, discuss with the Principal.
- 3- If still not satisfied, discussion with the General Director

- Each grade level will have three representatives that will serve for a one year period, rotating positions on a yearly basis. After serving as President, members must wait two years before re-applying to serve as Treasurer.
 - President
 - Secretary
 - Treasurer
- Three representatives from each grade, Kinder to 12th, will be elected by the parents of the grade at the first Open House of the year. A representative who misses more than three meetings without a valid excuse may be replaced by the administration.
- All grade levels will have the opportunity to host one bake sale per year. All bake sales will occur on Fridays. Parents may be requested to donate items (paper plates, cookies, cakes, etc.) Sponsors will coordinate the collection of all of the donated items, because participation from parents is **strictly voluntary and will be kept confidential**.

- From Kinder - 3rd grade, three parent representatives and two more volunteers will be able to assist during the bake sale. From fourth grade to 12th grade, the three parent representatives will support the bake sale and supervise the students.
- Beginning in 7th grade, 25% of fundraising activities will be donated to a charity of the grade's choice. As a community of privilege, we are leading by example and demonstrating our commitment to the betterment of our community. Once a month, one grade level will visit the charity/organization they will be supporting throughout their high school years. The students will provide items which fulfill pre-determined needs.
- Class sponsors may request help from the parent representatives while planning social, educational and cultural events. All class communications to the parents for any of these activities will be sent by the class sponsor via school email.

STUDENT RECORDS REQUEST

Requests of academic records must be submitted one week prior to their delivery. Please send an email to receptionist@ciss.edu.sv that describes the exact nature of your request. Transcript requests for students no longer enrolled in CISS will incur a fee of \$5.

LOST AND FOUND

Students learn responsibility and accountability is through organization and careful attention to personal items. Please speak with your children about the responsibility of keeping their materials organized and ready to be returned home at the end of each school day. This process can be facilitated by marking students' belongings with their names in order to avoid confusion and to help locate owners of misplaced items. Periodically, all unclaimed items will be donated to a local charity.

CISS is not responsible for lost/damaged/stolen items.

LUNCHES

Parents should send healthy lunches and snacks for students. Food or snacks may only be delivered during the school day in case of an emergency such as leaving a lunch box at home.

Microwave ovens are available for heating lunches. There is a fee of 0.25 cents per day for all students.

DISMISSAL

For security reasons, in order for any child to leave campus with someone different than their usual means of transportation, an email to the school receptionist from the registered parents' email address is required. Students not participating in afternoon extra-curricular activities are required to remain in the dismissal area and should be picked up no later than 3:30PM.

Due to child safety protocols, permissions via a phone call will not be accepted in order to allow students to leave campus either alone or with an additionally authorized individual.

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 requiring meetings with teachers or administrators should request the appointment by emailing the teacher or administrator. Walk-in appointments cannot be accommodated in order to minimize the potential for interruptions of instruction. **Visitors should always sign in at the front desk before entering the campus.**

Topics involving academics, discipline or any other concerns should be addressed by scheduling an appointment with the appropriate teacher and then, if necessary, a follow-up meeting can be arranged with the teacher and administrator.

In order to maintain a harmonious community atmosphere, concerns should be addressed in person or through email and not discussed publicly through social media or group chats as these types of conversations can negatively impact the cohesiveness of our school community.

PARKING

Limited visitor parking is available inside the school from 8:00 a.m. until 2:00 p.m. The school guard will direct visitors to any available parking during these hours. Otherwise, parents may park on the street in front of the school; however, this practice is discouraged as there remains a possibility of receiving a citation from the local police. Parking in front of the gates is prohibited at **any** time.

CONTAGIOUS ILLNESSES

Students with contagious illnesses should not attend classes to avoid spreading the infection. Some examples include 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 and parents must submit verification from an approved lice treatment facility.

MEDICATIONS

All medications including antibiotics, eye drops, or any prescription medication needed by students during the school day should be given to the office along with the appropriate dosages and times.

ON-CAMPUS GUESTS

Students may request special permission to invite international guests or former students of CISS who have left the country to visit the school. This is permitted if an email request to the appropriate administrator is received from the student’s parents at least one day in advance and approved.

LEGAL CUSTODY OF STUDENTS

If parents of a student are separated or divorced, the school must be informed of the legal custody status of the child by sharing a copy of official documents as quickly as possible.

CISS CHILD PROTECTION PROTOCOLS

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

Colegio Internacional de San Salvador (CISS) is owned and administered by Colegio Internacional de San Salvador SA de CV; a for-profit corporation founded under the Commercial Code of El Salvador. The Statutes of Incorporation maintain that the Board of Stockholders have ultimate authority, rights, and responsibilities for the management of the school which includes the mission statement, philosophy, objectives, and policies.

ENROLLMENT CONTRACT

At www.ciss.edu.sv, copies 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. Translations are available upon request.

NON-RENEWAL OF ENROLLMENT

Students who exhibit inappropriate behavior 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. **Typically, any student who receives a U or two NI's during the school year may be referred to the Consejo de Maestros in order to evaluate eligibility for renewal of an educational contract for the upcoming school year.**

The function of the Teacher Committees is to discuss each case individually and decide by simple majority vote to recommend to the Administrative Council whether or not the Educational Services Contract can be renewed for the upcoming academic year. Via email, the student's administrator will inform the parent or guardian of each student's status before a final decision is rendered by the Administrative Council. Parents/Guardians may provide a written appeal to the Consejo de Maestros within 3 working days of the committee's initial decision.

Upon receipt of an appeal, the General Director will then take into account the information from both the parents and school staff in order to make a final decision regarding the enrollment status of the student in question. The General Director will have a personal meeting with the parents for the purpose of this process.