

# Table of Contents

- History & Mission..... 3**
  - History ..... 3
  - Mission Statement ..... 3
  - Profile..... 3
  - School Faculty ..... 4
- What We Believe ..... 6**
  - Philosophy of Education..... 6
  - Values..... 6
- General Policies ..... 7**
  - Admissions ..... 7
  - School Hours ..... 7
  - Attendance ..... 7
    - Excused and Unexcused Absences ..... 8
    - Late Arrivals ..... 8
  - Assembly Period Schedule ..... 9
  - Communication ..... 9
- Academics..... 11**
  - Program of Study ..... 11
  - Grades ..... 12
  - Exams ..... 12
  - Reports ..... 12
  - Parent Conferences..... 12
  - Recuperation Tests ..... 12
- Student Conduct and Discipline..... 12**
  - General Principals of Student Conduct ..... 12
  - School-Wide Rules..... 13
  - Classroom Behavior Chart..... 13
  - Additional Behaviors with Definitions: ..... 13
  - Consequences/Interventions ..... 14
  - Policy/Procedure Explanations ..... 15
    - Behavior Chart..... 15
    - Cell Phone Policy..... 15
    - Bullying Policy ..... 15
    - Cafeteria Policy..... 16
    - Break Policy ..... 16
    - Assembly Policy ..... 16
    - Hallway Conduct..... 16
    - Saturday Detention in Secondary ..... 16

Teacher Council.....	17
Suspension .....	17
Social, academic or behavioral Probation.....	17
Attendance Probation.....	17
Confiscating Objects .....	17
<b>Official School Uniform.....</b>	<b>17</b>
<b>Extra Curricular Activities.....</b>	<b>18</b>
<b>Programs .....</b>	<b>18</b>
<b>Conduct.....</b>	<b>19</b>
<b>Medical Information .....</b>	<b>20</b>
<b>Infirmery Referral.....</b>	<b>20</b>
<b>Communicable Diseases.....</b>	<b>20</b>
<b>General Information .....</b>	<b>21</b>
<b>Cafeteria.....</b>	<b>21</b>
<b>Closed Campus.....</b>	<b>21</b>
<b>Contact Information.....</b>	<b>21</b>
<b>Counseling Department.....</b>	<b>21</b>
<b>DCIS Acceptable Use Policy for computers and networks .....</b>	<b>21</b>
<b>Earthquake.....</b>	<b>21</b>
<b>Educational Nuisances .....</b>	<b>22</b>
<b>Emergency Procedures.....</b>	<b>22</b>
<b>Emergency School Closings .....</b>	<b>22</b>
<b>Field Trips .....</b>	<b>22</b>
<b>Fire .....</b>	<b>22</b>
<b>Fundraising &amp; Solicitations.....</b>	<b>22</b>
<b>Guest Speakers .....</b>	<b>23</b>
<b>Library .....</b>	<b>23</b>
<b>Lockers .....</b>	<b>23</b>
<b>Lost and Found .....</b>	<b>23</b>
<b>Office Hours .....</b>	<b>23</b>
<b>Overnight Field Trips .....</b>	<b>24</b>
<b>Personal Items.....</b>	<b>24</b>
<b>Physical Education .....</b>	<b>24</b>
<b>Search and Seizure .....</b>	<b>24</b>
<b>Technology.....</b>	<b>24</b>
<b>Telephone Calls and Messages.....</b>	<b>24</b>
<b>Textbook/Supplemental Loans .....</b>	<b>24</b>
<b>Valuables.....</b>	<b>25</b>
<b>Transcripts requests .....</b>	<b>25</b>

## **History & Mission**

### **History**

DelCampo International School was originally founded under the name of The Garden of Children and Private Bilingual School “Los Angeles” in 1987. For the first six years the school offered pre-school and elementary services, growing yearly until 1993, when the Honduran Ministry of Education authorized the establishment of the secondary education program. By then the school had changed its name to DelCampo International School and a new vision was created centered on the premise of providing a quality bi-lingual American style college preparatory education. The school curriculum was designed to allow students to earn the equivalent of a U.S. recognized high school diploma as well as the Honduran Bachillerato degree.

Most recently DelCampo International School has entered into the field of Adult and Continuing Education. This program is geared toward providing educational services to members of the community at large. The early evening and weekend class times fit conveniently into the schedules of working adults. English as a Second Language and the Bachiller en Ciencias y Letras por Madurez (equivalent to U.S. GED) are examples of some of the course offerings.

DelCampo International School’s history of achievement in providing college counseling services and assisting students seeking to continue their studies at the university level outside of Honduras is well known. The College Counseling office has successfully developed strong binding relationships with university admissions offices throughout the United States. These relationships have translated into millions of dollars of scholarship money for DelCampo students. The program’s success is a testament to the school’s quality academic program and most importantly to the academic ability of the DelCampo student.

At DelCampo we are proud of our past but also recognize that we cannot rest on our many laurels and achievements. Through the efforts of the entire DelCampo school community we are optimistic that our future will be even brighter as we undertake the challenges of providing quality 21st century educational services.

### **Mission Statement**

DelCampo International School is an American style college preparatory school that develops reflective life-long learners by challenging every student to a high academic standard while encouraging honesty and social responsibility.

### **Profile**

DelCampo International School is an American style college preparatory school with English and Spanish as the primary languages of instruction. The program of study offers students the opportunity to graduate with an American high school diploma as well as the “Bachillerato” degree which fulfills requirements of the Honduran Ministry of Education. The school is divided into four divisions; preschool (N-K), elementary (1-6), middle school (7-9), and high school (10-12) enrolling approximately 1200 students mainly from Honduras, with international students from the United States and other Central and South American countries.

## School Faculty

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## What We Believe

### **Philosophy of Education**

DelCampo International School aims to develop in each student the ability to think critically, creatively, and independently, and to attain his or her academic and personal potential. Our larger purpose is to equip students to lead constructive and fulfilling lives, to appreciate and respect a diverse range of cultures, and to have a sense of service and responsibility toward the world community.

### **Values**

In DCIS we believe that our core values are the essence of our character, they reflect our deepest convictions, and we are committed to live them out in what we do.

### **Honesty and Accountability**

We believe that telling the truth and accepting responsibility enriches relationships and allows long lasting results.

We want to be recognized as honest people, humble enough to even admit our mistakes when appropriate. We want to practice the joy of asking for help from others as well as offering help to others. We want to foster trust in a trustless world.

### **Care and Service**

We believe that we are called to care for each other among us and to break barriers by serving others beyond our campus (Social Responsibility.)

We are learning to serve by sharing our time, our talents and our resources with others. We see ourselves extending our hands to help those in physical, emotional or economical need.

### **Growth and improvement**

We believe that growth is natural and improvement allows us to be better people and achieve higher goals.

In DCIS we strive to create an environment full of opportunities for the students to grow academically and for the staff to grow professionally.

### **Respect**

We believe that every person matters and our differences are cherished and welcomed to help each other maximize our potential.

We encourage respectful relationships student – student and student – teacher. We abide by the golden rule: Treat others as you would like to be treated.

### **Open Communication**

We believe that open and effective channels of communication are the key to build a healthy and warm environment for personal and organizational development.

We see the parents, the students and the teachers freely and respectfully communicating with each other, expressing their own perspectives on school related issues. We see our personnel being able to appropriately communicate verbally and by writing being skillful in conflict resolution techniques.

## **Cooperation**

We believe that greater results and celebration comes from doing things together, sharing our talents for the common good.

DCIS should become the ideal place to share ideas, initiatives and actions. We foresee staff, teachers, students and parents becoming a team. We envision one student cooperating with other student to achieve better academic or sport results, we see the parents and the teachers working together to support the students performance, we see the teachers working together with other teachers to develop better methodologies.

## **General Policies**

### **Admissions**

- In early February division Principals provide the School Superintendent with the projected number of available student spaces for the upcoming school -year.
- In March, the School Superintendent announces the start of the application period. The application period is ongoing until the established number of students per grade level is satisfied.
- Prospective families must complete and submit an application to the Superintendent's office. As applications are received, priority is given to children of DelCampo faculty and siblings of children already enrolled in school are also given higher priority.
- First time applicants must also do the following;
  1. Schedule an Interview - Interviews are scheduled in the Superintendent's Office and conducted by division Principals.
  2. Take a Standardized Achievement Test - Upon completion of the interview applicants must take a Standardized Achievement Test. This test is also scheduled through the School Superintendent's office and administered by the Counseling department. In most cases, the may be taken the same day as the interview.
  3. Submit a recent teacher recommendation form. (PDF). Teacher recommendation forms are waived for Pre-School and early elementary students.
  4. Submit grades reports, transcripts and test scores from all previously attended schools.
- Upon receipt of the requested application materials and completion of the interview/testing process a decision is reached and communicated to parents within three days.
- Once a student is accepted, parents are instructed of the deadline for registration fees (2 weeks) and provided with tuition payment plan options, and the Agreement between Parents and School and the Transportation Service Contract (if required).
- Once payment is received students are officially registered and the school divisions are informed. Please note that if a payment is not received within the two-week time frame, the student is not officially enrolled and their spot will be assigned to another applicant.

### **School Hours**

The student's regular school day is from 7:15 a.m. to 2:36 p.m. Monday through Friday. Please review the school calendar online for scheduled holidays throughout the school year.

### **Attendance**

Each student needs to use their electronic ID to check in every morning at the collectors found at each building. Any student who fails to scan their ID will be counted absent. Each morning, teachers will receive an attendance report with the names of those students who have not checked in to compare with their own classroom attendance record. Students should be in their classrooms at 7:25 a.m.

## Excused and Unexcused Absences

There are two types of absences, Excused and Unexcused:

**Excused Absences** includes: death in the family, USA embassy appointment, passport appointments, sickness with a doctor's note, and any other absence considered excused by the Principal.

**Unexcused Absences** includes any absence without a proper excuse and/or note. Teachers are not required to offer make-up work for unexcused absences. Please **review the teacher's expectations** for specific class policies.

If a student has been absent, teachers will give her/him all the assignments, tests, projects that need to be made up only after the student has brought in a valid, written excuse approved by the principal. Students are responsible for finding out what they have missed as well as submitting it within the time framed allowed.

*Artículo 377 de la Ley Orgánica de Educación explica que todo alumno que exceda la cantidad máxima de ausencias, perderán derecho a examen.*

Make up tests must be scheduled outside of class time.

## Late Arrivals

Parents who drive their son or daughter to school will also have an electronic ID which allows access to the school campus. We encourage parents to drop their child off on time. Any student arriving to school after 8:00a.m. without a valid excuse will be sent home, the absence will be considered unexcused.

## Bell Schedule

The day is divided into seven class periods per day and two breaks.

Middle School Bell Schedule		High School Bell Schedule	
1	07:30 – 08:20	1	07:30 – 8:20
2	08:24 – 09:14	Break	08:20 – 8:42
Break	09:14 – 09:36	2	08:45 – 9:35
3	09:39 – 10:29	3	9:39 – 10:29
4	10:33 – 11:23	4	10:33 – 11:23
5	11:27 – 12:17	Lunch	11:23 – 11:55
Lunch	12:17 – 12:49	5	11:58 – 12:48
6	12:52 – 01:42	6	12:52 – 01:42
7	01:46 – 02:36	7	01:46 – 02:36

## Assembly Period Schedule

An assembly schedule was developed to have assemblies and homeroom time with students. Homeroom programs are designed to deal directly with the affective needs of students. Activities may range from non-formal interactions to use of systematically developed units whose organizing center are drawn from the common problems, needs, interests, or concerns of students such as "getting along with peers," "living in the school," or "developing self-concept. Our aim is for students to have an opportunity to get to know one adult really well, to find a point of security in the DCIS, and to learn about what it means to be a part of a community.

*Using the following the schedule, Assembly/Homeroom will be scheduled a minimum of twice a month.*

Middle School Bell Schedule		High School Bell Schedule	
Assembly/Homeroom Schedule		Assembly/Homeroom Schedule	
1	07:30 – 08:15	1	07:30 – 8:15
2	08:19 – 09:04	Break	08:15 – 8:37
Break	09:04 – 09:26	2	08:40 – 9:25
3	09:29 – 10:14	3	9:29 – 10:14
4	10:18 – 11:03	4	10:18 – 11:03
5	11:07 – 11:52	Lunch	11:03– 11:35
Lunch	11:52 – 12:24	5	11:38 – 12:23
6	12:27 – 01:12	6	12:27 – 01:12
7	01:16 – 02:01	7	01:16 – 02:01
Assembly/ Homeroom	02:05 – 02:40	Assembly/ Homeroom	02:05 – 02:40

## Communication

DCIS believes a strong a strong communication system with parents/guardians is vital for our students' success. The following are just a few of many ways DCIS will communicate throughout the school year:

- [www.delcamposchool.org](http://www.delcamposchool.org) – visit our school website for school information
- [info@delcamposchool.org](mailto:info@delcamposchool.org) is available to e-mail questions about DCIS
- Division principals will provide a monthly online newsletter on the DelCampo website

- Parent/Teacher conferences are scheduled 3 times throughout the school year
- An all school calendar can be located at [www.delcamposchool.org](http://www.delcamposchool.org)
- Individual conferences may be scheduled with teachers and/or principal through the division offices
- DelCampo provides each registered family an e-mail address to contact staff members. (please let us know if you prefer having your e-mail communication sent to a different address)
- Progress reports & reports cards are sent home with students a total of 8 times throughout the year.
- A parent portal on the website is available for monitoring student progress.
- Open House in September is an opportunity for parents to meet with all their students' teachers at the beginning of the school year.

We encourage you to check your DCIS e-mail and the web page on a regular basis for up-to-date calendar information and any other announcements provided by the teachers, principals or administration office.

# Academics

## Program of Study

### Middle School

Subject	Grade 7 *Hours/*Credits		Grade 8 *Hours/*Credits		Grade 9 *Hours/*Credits	
English	5	NA	5	NA	5	1
Math	5	NA	5	NA	5	1
Science	5	NA	5	NA	5	1
Social Studies	5	NA	5	NA	5	1
Spanish	5	NA	5	NA	5	1
P.E.	2	NA	2	NA	2	.5
Civics	3	NA	3	NA	3	.25
Computer	3	NA	3	NA	3	.25
Music	5	NA	5	NA	5	.5
Art	5	NA	5	NA	5	.5

### High School

Subject	Grade 10 *Hours/*Credits		Grade 11 *Hours/*Credits		Grade 12 *Hours/*Credits	
English	5	1	5	1	5	1
Math	5	1	5	1	5	1
Science	5	1	5	1	5	1
Social Studies	5	1	-	-	5	1
Spanish	5	1	5	1	5	1
P.E.	2	.5	3	.5	2	.25
Honduran History	3	.5	-	-	-	-
Computer	-	-	5	.5	2	-
Music	5	.5	-	-	-	-
Art	5	.5	-	-	-	-
Accounting	-	-	5	.5	-	-
College Prep	-	-	2	.5	2	.25
Psychology	-	-	5	.5	-	-
Sociology	-	-	5	.5	-	-
Economics	-	-	-	-	5	.5
Philosophy	-	-	-	-	5	.5
Public Speaking	-	-	-	-	2	.25
TES	-	-	-	-	-	.25

\*DelCampo students will meet a set number of hours per class throughout the week. This includes yearlong and semester classes.

\*Beginning in the 9<sup>th</sup> grade, completed classes will count towards credits for college applications. DelCampo students will have 28 credits upon graduation from High School; which meets the requirements for the Bachillerato en Ciencias y Letras and the American High School diploma.

## Grades

Academic progress is reported on a grading period basis with percentage grades. The passing grade is 70% or greater.

## Exams

All core subjects' grades 9<sup>th</sup> – 12<sup>th</sup> will have semester exams. The following is the established exam days for the 2010-2011 school year.

Monday	Tuesday	Wednesday	Thursday	Friday
Math	History	Science	English	Spanish

Semester assessments for all non-core subjects may vary.

## Reports

Students will receive their report cards at the end of each quarter.

Students will receive a progress report half way through the quarter for parents to review and returned signed.

## Parent Conferences

Report Card Day\Parent Teacher Conferences are scheduled three times a year on Saturday mornings. See school calendar for dates for this school year.

## Homework Policy

Students should expect to receive homework assignments on a regular basis. At the beginning of the school year teachers will provide a classroom syllabus with teacher expectations outlining individual homework policies.

## Recuperation Tests

According to Honduran law, students who fail four or more core subjects have to repeat the school year.

However all students have two opportunities to test on the subjects on which their average is below 70%.

Two opportunities are available at the end of the school year.

1. The First Recuperation opportunity takes place eight days after the end the school year. Those students who failed any subject may take a recuperation test and the material assessed corresponds to the second semester.
2. By the end of July, those students who failed three or less core subjects may take a second recuperation test.

If a student fails the second recuperation test he or she will have to repeat the year at DCIS or transfer to another school.

# Student Conduct and Discipline

## General Principals of Student Conduct

We understand that a majority of students attending DelCampo come to school ready and willing to learn. With the community support of the faculty, family, friends and the community members DelCampo students will succeed. To assist with the success of our students, the student code of conduct has been established using the values promoted by DelCampo as a guide. The expectations provided in the code of conduct are useful both in the educational environment and life. Parents and students should review the code of conduct.

As member of the DelCampo community, students and parents are responsible for assisting school officials in providing all students with a positive, safe and secure learning environment. When misbehaviors occur, the appropriate consequences will be applied.

Working together, we are committed to providing all of DelCampo students with the support and guidance needed to be life-long learners and good citizens.

### School-Wide Rules

1. Walk quietly in the halls and stairs at all time
2. Behave respectfully
3. Be honest at all times
4. Keep the school clean and tidy
5. Wear the correct school uniform

### Classroom Behavior Chart

Classroom teachers will maintain a 6-trait minor behavior chart for each student as necessary. The secondary office will track and apply appropriate consequences for the following behaviors:

1. Improper uniform
2. Disruptive behavior
3. Food and drink (including candy and gum)
4. Tardiness
5. Unpreparedness
6. Improper use of electronic devices

### Additional Behaviors with Definitions:

**Physical/verbal aggression** - Physical/verbal aggression is not tolerated toward any member or visitor on the school grounds.

**Nicknames** – Derogatory names are not to be used in school at any time.

**Cell phones** - Cell phones may be used before 7:30 a.m. and after 2:40 p.m. Cell phones used at any other time will be confiscated and turned into administration.

**Defiance of Authority** – failure to comply with a reasonably request

**Improper display of affection** – holding hands, kissing on the mouth, intimate hugs, petting, etc.

**Disrespect** – negative comments or gestures towards others

**Fighting** – physical contact involving but not limited to pushing, shoving, or hitting even if it was intended to be a joke and or a game

**Fraud** - an intentional deception made for personal gain or to damage another individual

**Academic dishonesty/Cheating/Forgery** – copying or intention to copy any kind of assignment, quiz, or test

**Plagiarizing** – using work done by another individual and taking credit for it

**Drug use/sale** – the sale of or coming to school under the influence of any illegal substance

**Alcohol use/sale** - the sale of or coming to school under the influence of alcohol substance

**Vandalism** – destruction or defacement of the property of others (school or personal); students are responsible of the restitution cost of any vandalism.

**Lying** – passing an untruth as truth

**Solicitation** – selling or distributing items unauthorized without administration approval

**Cumulative bad conduct** – continual violations of school rules, 6-traits and code of conduct

**Leaving school without permission** – leaving school or school sponsored trips without permission

**Failure to do school work** – failure to participate in class activities and complete assigned work

**Bullying/harassment** – negative unwanted behaviors towards others, verbal, written or physical contact that creates a feeling of powerlessness in the victim

**Truancy/Skipping** – unexcused absence from school/class

**Educational nuisance** – items that disrupt the educational environment

**Cafeteria violation** – failure to comply with established cafeteria procedures

**Break/Playground violation** – failure to comply with established grade level procedures

**Hallway violation** – failure to comply with established hall procedures

**Assembly violation** – failure to comply with established assembly procedures

**Unauthorized sales/distribution** – sale/distribution of products\items to others for personal profit

**Uniform violation** – failure to comply with uniform policy

**Stealing** – taking the property of others without permission, accepting stolen property is included

**Contributing to or Inciting a Disruptive Situation** – participating or encouraging a situation disruptive to the learning environment

**Technology misuse** – the misuse of technology (cameras, cell phones, computers, etc) resulting in damaging, degrading or illegal activities

**Trespassing** – unauthorized visitor on campus, all visitors must report to the appropriate office

**Excessive Tardiness** – continuous failure to report to class on time

## Consequences/Interventions

The Consequences/Interventions listed below are the results of improper behaviors. They are listed in no particular order, and the division Principal will determine the appropriate consequence\intervention to correct the behavior.

Behavior Chart	Student Contract	Out of School Suspension
Counselor Referral	Student Conference	Probation
Lunch Detentions	Parent Conference	Write-Up “Libro de Actas”
Confiscation	Community Service	Home-Schooling
Incident Reports	Loss of Privilege	Teacher Council
Temporary Removal from Class	Saturday School	Expulsion
	In- School Suspension	

## Policy/Procedure Explanations

### Behavior Chart

Each teacher will maintain a behavior chart for inappropriate behavior. If the student does not comply with the expected behaviors the teacher will issue a verbal warning and will speak with the student privately. The teacher has the liberty to ask for the counselor's assistance, the homeroom teacher and /or the division principal's assistance at any time. If the student continues breaking the rules, the teacher will write his/her name on the behavior chart. When the student has accumulated nine infractions on any given category, he will have to attend Saturday school. After the fourth infraction, parents will be informed.

An accumulation of nine infractions results in the student receiving a Saturday detention. If a student does not show up for Saturday detention; an automatic in school suspension the following Monday is assigned. An accumulation of three or more Saturday detentions along with other types of sanctions will automatically result in the student being referred to the Teacher Council. The admission\ "matricula" of that student will be discussed and he or she may have to transfer out to another school at the end of the year.

### Cell Phone Policy

DCIS discourages students from bringing cell phones to school. However, cell phones may be used before 7:30 a.m. and after 2:40 p.m. Cell phones may not be used during class for any purpose, if a student needs to make a phone call, he/she may go to the Secondary office and have the secretary make the call for them.

If a student is seen using his or her cell phone it will be confiscated. Below is the cell phone return procedure

1. **First time:** The cell phone will be returned to the student at the end of the day and after he/she signs a confiscation note.
2. **Second time:** The cell phone will be returned to the student only after bringing a note signed by his/her parents.
3. **Third time:** The cell phone will be returned to the student only after bringing a note signed by his/her parents and serves a lunch detention.
4. **Fourth time:** The cell phone will be returned after 3 weeks.
5. **Fifth time:** The cell phone will be returned after 5 weeks and/or serve a Saturday detention.

DCIS staff will NOT be responsible for any damages to cell phones brought to school.

### Bullying Policy

DCIS's mission is to provide a safe and warm environment conducive to learning for all; thus, we do not tolerate bullying of any kind.

DCIS will investigate any allegations of bullying in a professional, timely and safe manner.

Definition: Bullying constitutes any consistent, prolonged and direct or indirect behavior that offends, and physically or emotionally hurt others. Horse play, pranks, verbal, written or physical threats, laughter mocking, cyber bullying, hitting, shoving/pushing all constitute bullying. Additionally any kind of social alienation and exclusion is defined as bullying.

Reporting bullying is the responsibility of the student, parents or any adult that witnesses or suspects bullying. Students can report bullying to their teachers, homeroom teachers, counselors,

administrators or any other member of the school community. Remaining silent is discouraged as silence encourages further bullying.

A conflict resolution meeting will take place with those involved in the conflict along with a counselor, principal or vice-principal. Both parties are warned that if conflict continues by involving friends or family members, severe consequences will follow. If deemed appropriate, the counselors can facilitate further meetings. Parents are asked not to interfere with their children's quarrels by approaching directly offenders or their parents. DCIS will keep parents of the victims informed of all actions taken.

### **Cafeteria Policy**

All school rules apply during lunch and breaks. Secondary students may enjoy their lunchtime in three designated places:

1. Cafeteria area
2. Soccer court A (stone steps)
3. Soccer court B (in front of the Middle school classrooms)

### **Break Policy**

All school rules apply during break. Secondary students may enjoy their break time in three designated places:

1. Cafeteria area
2. Soccer court A (stone steps)
3. Soccer court B (in front of the Middle school classrooms)

### **Assembly Policy**

All school rules apply during assemblies. Students are expected to show respect to the presenters as well as the presentations throughout the entire assembly.

### **Hallway Conduct**

All school rules apply in the hallways. Students may not linger in the hallways during break or lunch.

### **Saturday Detention in Secondary**

When a student accumulates nine infractions in any particular category from the behavior in the discipline chart he or she will have an automatic Saturday detention.

To be admitted into Saturday school, students must bring the signed detention note. A complete uniform is a must. He or she has to be punctual, if the student arrives after 8:15am admission will be denied and the detention will have to be re-scheduled for another Saturday. However this will be considered an unexcused absence and will be sanctioned as such.

The use of electronic devices is prohibited this day.

Schoolwork will be assigned for completion during the detention; however, some community work may also be assigned when the administration deems it appropriate. Students are expected to work diligently and quietly until the completion of the work assigned. There will be time for a small break (20 minutes) when the student is expected to use it to eat a snack and go to the bathroom. Each student must bring a snack from home, he or she will not be allowed to go buy snack anywhere in or off school campus.

If at any time during the detention a student fails to follow the behavioral expectations he or she will be remitted to the Principal for an immediate suspension.

- *If a student accumulates 3 or more Saturday detentions, he/she may be referred to the Teacher Council. This may result in the denial of admittance to DCIS for the following school year.*

## Teacher Council

The teacher council includes the entire secondary faculty who review special situations. The ministry of education supports each decision made by the teacher council.

## Suspension

Students that are involved in mayor infractions or an accumulation of minor infractions will be suspended from regular school day either by doing community service (first time suspension) or by staying at home. While suspended, students cannot make up any academic work.

## Social, academic or behavioral Probation

Students at DCIS may be placed in social, academic and/or behavior probation any time during the school year. Parents and students will be asked to sign a contract when placed in probation.

## Attendance Probation

Students may be placed on attendance probation for excessive absences (exceeding twelve) and/or excessive tardiness (exceeding twelve) to school. Excessive absences or tardiness could result in the loss of academic credit, obligation that the student to attend Saturday school, or lead to a student's withdrawal from school.

Parents will receive a written warning when a student's attendance creates concern. Students who have been placed in this category may be denied the right to attend field trips and other extracurricular activities that require their absence from school. Students on attendance probation may be denied the right to participate in on campus special events that require absence from scheduled classes. Prearranged absences are not permitted while on attendance probation. Students on attendance probation are reviewed periodically to determine their status. Once a student has been placed on attendance probation, further absences require a physician's note of explanation acceptable to the school. Further unexcused absences or tardies may result in disciplinary action.

## Confiscating Objects

When a teacher confiscates an object from a student, it will be labeled with the student's name, grade and section, turned into the Secondary Office and put away under lock and key. These objects may be returned to parents only.

## Official School Uniform

**DCIS Polo shirts, PE shorts, PE t-shirts and sweat shirts can only be found at DCIS store**

### Boys Everyday Uniform

Male students must wear green slacks with a white polo shirt with embroidered school emblem. **Only Official black DCIS or solid black sweaters/sweatshirt/jacket will be allowed to worn over the white polo shirt**

### P.E. Uniform --- ONLY ON SCHEDULED PE DAYS

Students need to come to school with solid black sweat pants and white polo shirt with embroidered school emblem.

During PE class, students can choose to wear DCIS black shorts or DCIS black sweats with a DCIS white t-shirt. These DCIS items may be purchased at the DCIS store.

### **Girls Daily Uniform**

Female students must wear green knee-length jumper or green slacks with a white polo shirt with embroidered school emblem. White ankle length socks must be worn with jumper. **Only Official black DCIS or solid black sweater/sweatshirt/jacket is allowed to be worn over the white polo shirt.**

### **P.E. Uniform --- ONLY ON SCHEDULED PE DAYS**

Students need to come to school with a school solid black sweat pants with white polo shirt with embroidered school emblem.

During PE class, students can choose to wear official black shorts with logo found at DCIS store and official white t-shirt with logo also found at DCIS store or a solid black sweat pant with official white t-shirt with logo found at DCIS store

### **General Guidelines**

- Students may wear any color shoes or tennis shoes with socks. No boots, sandals, mules, crocks, open toed shoes or heels are permitted.
- Boys need to be clean-shaven and short hair is mandatory. DCIS reserves the right to decide appropriateness of hair length
- Baseball caps can only be worn during P.E. class
- Students should wear appropriate uniform at all times during the school day, bus and when representing the school
- Uniform must be in presentable condition at all times. Missing pockets, torn pants, shirts, t-shirts, and jumpers, un-hemmed pants, and/or any writing on school uniform is not acceptable,
- No make-up at any time
- No jewelry except for watches and small earrings for girls only are permitted. Natural color nail polish or French manicure is accepted.

## **Extra Curricular Activities**

### **Programs**

DCIS has a voluntary extra-curricular program that includes sports, music and clubs for secondary students. The activities take place between 3.00 and 4:30pm Monday through Friday. The activities available are.

- Track and Field
- Basketball
- Soccer
- Volleyball
- Table Tennis
- School Band
- Choir
- JSA
- MMUN
- Drama
- STUCO
- Yearbook Club
- Cheerleading
- Debate
- Operation Smile
- Helping Hands

### **Eligibility**

DCIS believes a strong extracurricular program helps the student develop physically as well as cognitively, socially and emotionally. All students participating are expected to represent DCIS with the upmost integrity and school spirit.

Participation in extracurricular activities is a privilege that can be lost if the student does not comply with academic and behavioral standards. Any student who wishes to participate in athletics, in-school activity or club must have a passing grade in all classes. In addition to academic responsibility, students who are part of DCIS teams must follow all rules.

#### **Monitoring Eligibility**

- Grades will be checked at progress report time and at report card time, if a student has less than 70% in any class the students will be removed from the activity (athletes may continue to practice, but may not take part in any games).
- Two weeks after the progress report\report card has been posted, those classes that did not meet the criteria will be checked. If grades reach 70% or above the student may fully participate in activities. If grades remain below 70% students will be denied participation in activities (athletes may not attend practice until grades improve).

#### **Team Selection**

Each athlete will be notified as to the procedures and criteria for making a team. During the first week of official practice, all athletes trying out will be evaluated and placed on an appropriate level of competition. Those athletes who do not make the team will be notified in a confidential meeting.

#### **Game day attendance**

On game days, when school is in session, students must be in school the majority of the school day in order to participate in the competitions unless otherwise approved by the division Principal. A team early dismissal is an exception to this policy.

#### **Suspension from daily academic activities**

Students who are suspended from school for academic or behavior reasons are automatically suspended from extracurricular activities. Athletes may not practice participate until they are reinstated in school.

#### **Athletic Obligations**

If students have an obligation (uniform, monetary, etc.) to a team, they may not participate in another activity until the obligation has been cleared. Report cards and transcripts also may be withheld.

#### **Athletics Attendance**

Athletes are expected to be at practice and athletic contests unless ill or excused by the head coach. Coaches will issue weekly or monthly schedules to athletes. Too many missed practices or games can result in suspension from a competition or suspension from the team.

### **Conduct**

#### **Athlete Conduct**

As members of athletic teams, students are high-profile representatives of DCIS.

Students are expected to act in an appropriate manner and follow the code of conduct in this handbook. Inappropriate behavior will not be tolerated.

- Any act of unsporting conduct will be dealt with immediately. If the act occurs during an athletic meet, or activity the student will be removed from the meet, game, etc.
- Any student ejected from a contest for unsporting conduct could be suspended from other extracurricular activities if considered necessary. Additional penalties will be assessed by the Division Principal as deemed appropriate.
- All students who act in an unsporting manner are required to meet with the activity sponsor or coach before resuming athletic participation.

#### **Parents Conduct**

We feel that parents play a vital role in the development of student athletes; therefore, DCIS believes in the following:

- Be a positive role model through your own actions to make sure your child has the best athletic experience possible.
- Be a team fan, not a “my kid” fan.
- Weigh what your children say; they will tend to slant the truth to their advantage.
- Show respect for opposing players, coaches, spectators and support groups.
- Be respectful of all officials’ decisions.
- Don’t instruct your child before or after a game because it may conflict with the coach’s plans and strategies.
- Praise student athletes in their attempts to improve themselves as students, athletes, and people.
- Gain an understanding and appreciation for the rules of the contest.
- Recognize and show appreciation for an outstanding play by either team.
- Help your child learn that success is oriented in the development of skill and should make persons feel good about themselves, win or lose.
- If you as a parent have a concern, take time to talk with coaches in an appropriate manner, time, and place.
- Remember that being able to watch a school athletic event is a privilege.

An additional rule which has been adopted by DCIS is that parents shall NOT curse, make derogatory comments about the players, coaches or referees, make threatening gestures or statements before, during, after, or in connection with, an athletic event or otherwise engage in other poor sportsmanship.

Parents who ignore this rule or those set forth above may be asked to leave the playing field area. Repeated violations of this rule may result in such parent being barred from attending athletic events and further review and action by DCIS in accordance with this Parent Handbook. DCIS expects nothing short of excellence from the entire school community and parental support is greatly appreciated.

## **Medical Information**

### **Infirmiry Referral**

If a student is sick while at school, he or she will be sent to the Secondary office for a pass. The secondary secretary will refer the student to the infirmiry. The doctor or nurse will decide after evaluating his or her condition if the student can go back to class or if he or she should be sent home. If the student has to be sent home, the parent will receive a phone call from the Secondary office.

If students need to take prescription medicine, it should be sent to the infirmiry staff who is responsible for the medication. Along with the medicine, parents have to send the doctor’s prescription so that the dosage and specific indications can be followed.

### **Communicable Diseases**

Please telephone the school immediately if your student is diagnosed as having either a contagious disease or pests (such as head lice). Students may not attend school while contagious; students must have a doctor’s not for re-admittance. Your cooperation in this matter is greatly appreciated.

### **Immunization Records – Accurate Medical Information**

All DCIS students must complete a medical information form stating specific information regarding the student’s health needed to service the child accurately. The medical form must be completed by September 1<sup>st</sup>.

All medical information records must be current and accompanied by the signature of the student's parent or guardian. Be sure to notify the school nurse in writing of any changes in health, medication, or allergies should they arise during the school year.

## General Information

### Cafeteria

The cafeteria offers drinks, snacks and lunches for the whole school. Lunches may be purchased, as desired, on a daily basis. A monthly lunch menu calendar will be available through our website. Students may go to the cafeteria only during their break, lunch or after school.

### Closed Campus

DCIS follows a closed campus policy. With the exception of officially approved school activities for which written parental permission is required, students must stay on the school grounds from arrival time until dismissal. A written parental request is required for students to leave the campus for any reason (phone permission is not allowed..

### Contact Information

Any changes in address, phone numbers, or work location must be reported to the school office. Emergency contact information should be updated yearly.

### Counseling Department

A counselor has been assigned to each secondary school division. The role of the counselor is to help promote student success through providing an extensive program of guidance and counseling services based upon students' needs. If you are concerned about an issue regarding your son or daughter, you may call the counselors to get more assistance.

Additionally, the counselor provides academic, career, college readiness and personal/social competencies to all 11th and 12th grade students. This service assist DCIS students who wish to apply for universities abroad and locally after graduating.

### DCIS Acceptable Use Policy for computers and networks

DCIS computer network provides unlimited supply of resources and information to the school community. DCIS rules are applicable to all users of computers and related technologies. The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notifying parents. Students should not assume that any messages or materials on their computer or the school's computer network are private.

The administration reserves the right to determine what is, or is not acceptable.

### Earthquake

Should an earthquake strike, the following procedures should be followed:

1. If inside a building, immediately get under anything available - a desk, table. Cover your head with your arms and remain under cover until the shocks stop.
2. If outside of the building, remain outside and away from all structures.
3. Teachers will turn off all electricity in room (lights, computers, etc.)
4. Remain quiet and listen for further instructions. All students should remain with their teachers until instructions come from an administrator.
5. Wait for all clear signal.

## Educational Nuisances

Students may not bring items to school that interfere with the learning environment.

## Emergency Procedures

DelCampo has developed a set of procedures to be followed in the case of an emergency. Since emergencies often strike without warning, students, parents and teachers are asked to become familiar with these procedures.

## Emergency School Closings

Sometimes, the school has to be closed for reasons beyond our control e.g. strike action, demonstrations in Tegucigalpa; rain warnings, hurricane warnings for Honduras. If possible, staff will be told the afternoon before. If this is not possible, the Superintendent will activate the phone trees by calling the division Principals either late at night or first thing in the morning. Homeroom teachers would then need to activate the class phone tree to inform the parents.

## Field Trips

Field trips are planned for the educational value of the students. Detailed information with permission slips will be sent home. It is essential that parents sign the permission slip and return it to the school. No student will be permitted to go on a trip unless a valid permission slip is on file in the office.

Parents may be invited to participate as chaperones on field trips and should understand that their role is to assist the teacher. It must be understood that the supervision of the students is the responsibility of the teacher who retains full right to exercise authority in the administration of supervisory and disciplinary issues. Students must understand that they are to obey either their teacher or the persons designated to be in charge of their groups.

Students must ride to and from the field trip with the teacher, or have written permission from the administration to deviate from this policy.

School reserves the right to deny permission to any students who has had discipline issues of any kind from participating in the field trip. If the trip is part of the academic grade, another project will be assigned.

## Fire

A siren is sounded in the case of a fire or fire drill. Any time the siren is sounded, everybody must immediately leave the building in an orderly fashion:

1. Classes should walk outside following the exit directions found in each classroom and hallway. Teachers will turn off lights and close classroom doors.
2. Walk quietly to your designated area.
3. After the class is outside the building, homeroom teachers will take roll to make certain all students have safely exited the building. If a student who was in the class is missing, the teacher will notify a principal or vice-principal immediately.
4. Students who are in PE should go with their PE teacher and join their class.
5. Teachers should remain with their students at all times.
6. Only the Superintendent / Head of Security can give the signal to re-enter the building.

## Fundraising & Solicitations

All fundraising and solicitation activities must be approved by the Administration and will be monitored and scheduled through the **Activities Director** to ensure that students and families will not be overburdened.

## Guest Speakers

Guest speakers are allowed in classrooms if they have been approved by the division Principal and the content of the presentation is beneficial for the student's academic, social, or emotional growth.

## Library

"The Library is the temple of learning", here is where the knowledge flows back and forth. The Library is a place that provides the readers a calm, quiet and reading environment and respects different learning styles, therefore is a place that needs to be respected by all its users.

### **John P. Zuman Library**

#### Services

- Provides service to all academic student levels from Preschool, Elementary and Secondary.
- Bibliographic material loans
- Photocopy service
- Internet service
- Audiovisual service
- Periodicals
- Library class visit

#### Available Resources

- Reference Desk
- Spanish and English:
- Fiction
- Non-fiction
- Reference
- Periodicals

## Lockers

Division counselors will assign students a locker at the beginning of each school year to be used throughout the year. Students will need to provide their own padlock to secure the locker. Students are expected to use and care for the assigned locker, students are responsible for any damages. If a student uses a locker that is not assigned to him/her, the lock will be broken and their belongings placed in lost and found. At the end of the school year, students must remove personal and school items.

DCIS is not responsible for lost or stolen items. Please label all clothing, lunch boxes, and supplies. All items lost and found will be turned in to the school office, and will be given away if not claimed in a timely fashion.

### Newsletter/Website

## Lost and Found

In order to keep parents informed of school events, a newsletter is published monthly throughout the school year. Copies will be available on the school website. DCIS has a website: [www.delcamposchool.org](http://www.delcamposchool.org), to provide current information on all aspects of school life.

Parents are encouraged to visit the website frequently for latest information, such as event announcements and cancellation information.

## Office Hours

The MS\HS office is open Monday through Friday from 7:15 AM to 4:00 PM. To better attend your individual needs parents are encouraged to call the Secondary secretary to arrange for an appointment when possible.

## **Overnight Field Trips**

Some curriculum related field trips require overnight stays. School policies apply these school-sponsored events. DCIS reserves the right to remove a student from any school-sponsored trip at anytime for behavioral or academic reasons. Should a student fail to comply with established field trip and school policies while on a fieldtrip, the student will be sent home at the parent's expense

## **Personal Items**

Students are encouraged to look after their school bags and material as well as use their lockers at all times. DCIS is not responsible for any personal/borrowed items lost during the school day or left behind. The lost and found is located in the secondary office and in the general bodega.

## **Physical Education**

Unless legitimately excused, all students are expected to participate in physical education activities. All medical excuses, some of which may require written validation from a doctor, must be turned into the Secondary secretary. The physical education teacher shall be notified of these excuses as well as any other health-related problems.

Rules for student dress for physical education classes may be found under uniform policy.

## **Search and Seizure**

School authorities maintain supervision and control of students who participate in or attend school. The principal or designee is authorized to search a student locker, personal property, (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school.

## **Technology**

The IT labs are strictly for classroom projects and assignments. If students are found misusing this service, they will be sanctioned according to Code of Conduct. Any participation in social sites like Facebook that offend the personal and institutional integrity of DCIS and its community is severely penalized.

DCIS issues passwords and/or access codes to students. DCIS technology department monitors student use of technology resources and may recommend removal or suspension of access to those who misuse the privileges.

Parents are encouraged to talk to their children about avoiding giving out passwords and improper usage of this service.

## **Telephone Calls and Messages**

All telephone calls and messages to students or teachers must be directed to the Secondary office.

Please note the following:

- No student or teacher will be called out of class except in the case of an emergency.
- Forgotten books and homework are not viewed as emergencies.
- The administration or teachers will determine if any call is necessary.

## **Textbook/Supplemental Loans**

At the beginning of each school year, students may receive textbooks/materials from various classes. Students are accountable for the items they use while in loan. Parents will be financially responsible for material damaged or lost.

## **Valuables**

DCIS discourages students from bringing valuables to school, however, they are not absolutely forbidden except in the case of large amounts of money. DCIS staff will NOT be responsible for any damages, loss, or stolen valuables brought to school.

## **Transcripts requests**

The legal office will forward a final transcript for transferring students when all charges and fees have been paid in full. Requests should be done in writing. Transcripts will be sent within one week upon initial request.