



DelCampo International School

Tegucigalpa, Honduras



**PRE-SCHOOL AND ELEMENTARY
PARENT - STUDENT HANDBOOK**

2010 -2011

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ALL ABOUT US

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.

DCIS 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.

School 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 three divisions; preschool (N-K) and elementary (1-6), enrolling approximately 1200 students mainly from Honduras, with international students from the United States and other Central and South American countries.

School Objectives

1. To ensure that our students develop essential understandings, as well as knowledge and skills.
2. To individualize our teaching to meet the needs of all our students, supporting each of them to attain his/her full potential.
3. To provide effective teaching acknowledging different learning styles.
4. To help our students develop a sense of self-discipline and responsibility.
5. To help our students develop their ability to think and make decisions both on their own and collaboratively.
6. To provide a forum in which moral and ethical issues can be raised and discussed in a constructive and positive way.
7. To recognize the significance of information technology by providing our students with the tools and skills to become independent learners able to evaluate critically.
8. To promote an appreciation of the fine and performing arts.
9. To help our students develop their physical fitness and sense of good sportsmanship through a wide and challenging athletic program.
10. To take full advantage of the possibilities for cultural enrichment available in Honduras.
11. To encourage in our students an acute awareness of the state of the world environment and instill in them a willingness to work enthusiastically for its betterment.
12. To prepare our students for further education and for a constructive use of their leisure time.
13. To recruit and retain faculty of the highest quality and to contribute to and encourage their continued professional development.
14. To be alert and responsible to new ideas in education, keeping our curriculum, facilities and organizational structure under constant review in order to maintain the highest level of performance.
15. To foster a sense of community among students, parents, faculty, and administration based on mutual respect, cooperation and concern.

School Faculty

Preschool Staff 2010- 2011

Grade	First Name	Last Name	Email mail address
Principal	Jessica Dixiana	Pérez de Montoya	jperez@delcamposchool.org
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Music	Nancy	Domínguez	ndominguez@delcamposchool.org
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CORE 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 call 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.

PROMOTION AND IMPLEMENTATION OF CORE VALUES

1. Our core values will be posted at DCIS Website.
2. Posters promoting the core values will be displayed.
3. Core values will be stated to the academic and administrative personnel during the hiring and training processes.
4. New students will be advice to live out our core values.
5. Our academic curriculum will include the study and practice of our core values.
6. The Strategic Plan will be based on our core values.
7. Our core values will be published as part of several of our corporate image documents.
8. We will appropriately recognize the practice of our core values, encouraging the cycle:
Knowing – living – recognizing.

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.

General Policies

Admissions

- Starting in early February division Principals inform the School Superintendent of 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.
- Parents of prospective students must return a completed application (PDF) and teacher recommendation form (PDF) to the Superintendent's office. Teacher recommendation forms are waived for Pre-School and early elementary students. As applications are received priority is given to children of faculty and staff. Siblings of children already enrolled in school are also given higher priority.
- In addition to submitting a completed application and registration materials, first time applicants must 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 test is scheduled to be taken on the same day as the interview.
 3. Submit a recent teacher recommendation form. (PDF)
 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.

- If admissions offer is accepted, parents are instructed of the deadline for registration fee payment (2 weeks) and provided with tuition payment plan options, the Agreement between Parents and School and the Transportation Service Contract (if required).
- Once payment is received students are officially registered and school divisions are informed. Please note that if after the two week period payment is not received the student is removed from the indicated list.

Student Attendance Policy

Absences and Excuses

1. If a student has been absent, parents should send an excuse note from home.
2. There are two types of absences, voluntary and involuntary:
Involuntary Absence: Death in the family, USA embassy appointment, sickness with a doctor's note, and any other absence considered excused by the Principal.

Voluntary Absence: Any absence without a proper excuse and/or note.

1. If a parent wishes to take their child out of school for trips or appointments, they must apply for permission in writing to the Principal.
2. Parents are asked to schedule appointments or/and trips in a way that does not interfere with the students' classes and evaluation process.

Tardies

1. When a student arrives late by car (after 7:35 a.m.), s/he should get a late pass from the Primary or Preschool office before going to their class.
2. If a student arrives late 4 times, s/he will be reported to the Principal, and if the situation continues the student will receive a detention after school, and/or parents will be called in for a meeting.
3. Please encourage your children to arrive punctually at school every day.

Student Conduct and Discipline

General Principles 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

Fifth and sixth grade teachers will maintain a 6-trait minor behavior chart for each student as necessary. The Elementary 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

Discipline Code from First to Fourth Grades

DelCampo International School implements a positive discipline system in which students learn to confront their actions. The following regulation contributes to maintain the discipline and promotes students to continually monitor and improve their behavior.

Minor Infractions

- Interrupting class.
- Being late during the morning or in between classes.
- Eating in class.
- Not presenting homework.
- Being unprepared for class.
- Wearing improper uniform.

- Not carrying a hall pass while being out of class.
- Carry cell phone, electronic gadgets or toys during school time.
- Speaking in Spanish in school, except with the staff that only speaks Spanish. (An after school detention will be applied when receiving a 3rd ticket or verbal infraction)

Consequences:

- A. First time: Verbal infraction
- B. Second time: Loss of lunchtime recess and a note sent to parents
- C. Third time: Conference with parents and after school detention

Major Infractions

- Stealing.
- Running through the hallways or stairs.
- Littering.
- Selling any type of objects (cards, bugs, toys, stickers, videos, CDs) and/or food (candy, fruits beverages)
- Fighting, including hitting a classmate, spitting, pushing, nicknames, jokes, bullying.
- Damage or destroy school property.
- Disrespect school authorities, school staff, or classmates while being at school or riding the bus.
- Copying someone else's homework, cheating during quizzes or exams.
- Falsifying signatures.
- Using improper language.
- Playing in forbidden areas.
- Inappropriate displays of affection.
- Carrying pornographic material and / or of violent nature
- Carrying short-pointed objects or bladed weapons
- Carrying medicines without medical prescription
- Plagiarism (intentionally handing in someone else's work)
- Acts that offend the establishments prestige or honor people that work at school
- Leave the premises without permission.
- Sell, use, or possess of obscene materials or music, gestures or inappropriate language.
- Any other act considered serious by school authority and / or covered by the Educative Law of the Government of Honduras

Consequences:

- A. First time: Note sent to parents and after school detention.
- B. Second time: One day home suspension without the right to recover any class work, quiz or exam.
- C. Third time: 3 days of home suspension without the right to recover any class work, quiz or test.

Commitment on parent's behalf to start school counseling and/or look for appropriate professional service outside of school hours.

D. Fourth time: 5 days of home suspension without the right to make up any class work, quizzes, or test

E. Fifth time: 10 days of home suspension without the right to make up any class work, quizzes, or tests

Petition the school to withdraw the student from school permanently.

F. Sixth time: Expulsion

Observations:

- Three detentions for various reasons will result in a suspension.
- There will be no replacement of grades (homework, tests) when applying a suspension.

Any student using school uniform off campus is responsible for their behavior and is subject to disciplinary measures that the school considers convenient.

Discipline Code for Fifth and Sixth Grade

DelCampo International School implements a positive discipline system in which students learn to confront their actions. The following regulation contributes to maintain the discipline and promotes students to continually monitor and improve their behavior.

Minor Infractions

- Not presenting homework.
- Speaking Spanish in school, except with the staff that only speaks Spanish. (An after school detention will be applied when receiving a 3rd ticket or verbal infraction)

Consequences:

A. First time: Verbal infraction

B. Second time: Loss of lunchtime, recess and a note sent to parents

C. Third time: Conference with parents and after school detention

Saturday's Detention: Minor Infractions covered by the Discipline Folder

- Being late during the morning or in between classes.
- Being unprepared for class.
- Inappropriate Conduct (e.g. Not carrying a hall pass while being out of class, Interrupting class.)
- Wearing improper uniform.
- Carrying a cell phone, Electronic gadget or toy during school schedule.
- Eating or drinking beverages during class.

The accumulation of nine faults in any category will cause a detention on a Saturday from 8:00 am to 12:00 pm

Major Infractions

- Stealing.
- Running through the hallways or stairs.
- Littering.
- Selling any type of objects (cards, bugs, toys, stickers, videos, CDs) and/or food (candy, fruits beverages)
- Fighting, including hitting a classmate, spitting, pushing, nicknames, jokes, bullying.
- Damage or destroy school property.
- Disrespect school authorities, school staff and classmates while being at school or riding the bus.
- Copying someone else's homework, cheating during quizzes or exams.
- Falsifying signatures.
- Using improper language.
- Playing in forbidden areas.
- Inappropriate displays of affection.
- Carrying pornographic material and / or of violent nature
- Carrying short-pointed objects or bladed weapons
- Carrying medicines without medical prescription
- Plagiarism (intentionally handing in someone else's work)
- Acts that offend the establishments prestige or honor people that work at school
- Leave the premises without permission.
- Sell, use or possess of obscene materials or music, inappropriate gestures or language.
- Any other act considered serious or very serious by the school authority and / or covered by the Educative Law of the Government of Honduras

Consequences

A. First time: Note sent to parents and after school detention.

B. Second time: One day home suspension without the right to make up any class work, quizzes, or exams

C. Third time: 3 days of home suspension without the right to make up any class work, quiz or exams.

Commitment on parent's behalf to start school counseling and/or look for appropriate professional service outside of school hours.

D. Fourth time: 5 days of home suspension without the right to recover any class work, quiz or test

E. Fifth time: 10 days of home suspension without the right to recover any class work, quiz or test

Petition the school to withdraw the student from school permanently.

F. Sixth time: Permanent suspension.

Observations:

- Three detentions for various reasons will result in a suspension.

- There will be no replacement of grades (homework, tests) when applying a suspension.

Any student wearing a school uniform off campus is responsible for their behavior and is subject to disciplinary measures that the school considers appropriate.

Additional Behaviors with Definitions:

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

Nicknames - Negative nicknames 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 reasonable request

Improper display of affection – holding hands, kissing on the mouth, intimate hugs

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)

Lying – passing an untruth as truth

Solicitation - selling or distributing items without school authorities' 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

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 result of inappropriate behaviors. They are listed in no particular order, and the division principal will determine the appropriate consequence\intervention to correct the behavior

Behavior Chart

Counselor Referral

Lunch Detentions

Confiscation

Incident Reports

Temporary Removal from Class
Student Contract
Student Conference
Parent Conference
Community Service
Loss of Privilege
Saturday School
In- School Suspension
Out of School Suspension
Probation
Write-Up “ Libro de Actas”
Home-Schooling
Teacher Council
Expulsion

Policy/Procedure Explanations

Behavior Chart for Fifth and Sixth Grade

Each teacher will have a behavior chart. If the student does not comply with the expected behaviors the teacher will issue a verbal warning and will speak with the student privately. 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 for any given category, he/she will have to attend Saturday school. After the fourth infraction, parents will be informed.

An accumulation of nine infractions will mean the student will have a Saturday detention. If a student does not show up for Saturday detention; they will have an automatic in school suspension the following Monday. An accumulation of three or more Saturday detentions along with other types of infractions will automatically place the student's situation in the hands of the Teacher Council. The admission of that student will be discussed and he/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 for a valid reason, he/she may go to the Elementary office and have the secretary make the call for them.

If a student is seen using his/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 an after school 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 serve a Saturday detention.

DCIS staff won't be responsible for any damages to cell phones at school.

Bullying Policy

Definition: Bullying constitutes any consistent, prolonged and direct or indirect behavior that offends, and physically or emotionally hurt others. Horse play, pranks, verbal or physical threats, cyber bullying, hitting, shoving/pushing all constitute bullying. Also 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, administrators or any other member of the school community. Remaining silent encourages further abuse.

A conflict resolution meeting with both parties involved is facilitated by the 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.

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.

Cafeteria Policy

All school rules apply during snack and lunch time.

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 or run in the hallways during break or lunch.

Saturday School in Elementary

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.

Work will be assigned for each student to do during their detention; however some community work may 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) which the student is expected to use to eat a snack and go to the bathroom. Each student must bring their own snack from home, he or she will not be allowed to go buy snack anywhere in or out of 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 Elementary faculty who review special situations. Decisions made by the teacher council are supported by the Ministry of Education.

Suspension

Students that are involved in major 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 unless specified by the discipline committee.

Social, Academic or Behavioral Probation

Students at DCIS may be placed in social, academic and/or behavioral 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, required summer school attendance, 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 written a physician's excuse which is 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 Elementary Office and put away under lock and key. These objects may be returned to parents only.

Vandalism/Property Damage

Students who destroy or vandalize school property will be required to pay for the losses and damages. Damage often results from horseplay in the corridors or rooms, and students are liable for either accidental or malicious damage.

Official School Uniform

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

Boys Everyday Uniform

Green slacks with a white polo shirt with embroidered school emblem. **Only solid black and DCIS sweat shirt will be allowed.** NO SWEAT SHIRTS, SWEATERS OR JERSEYS of any color will be allowed.

Girls Everyday Uniform

Green knee-length jumper or green slacks with a white polo shirt with embroidered school emblem may be worn by female students. White ankle length socks must be worn with jumper. **Only Official black DCIS or solid black sweat shirt will be allowed.** NO SWEAT SHIRTS, SWEATERS OR JERSEYS of any other color will be allowed.

They may use small earrings and only black and white hair accessories.

Girls and boys may wear watches. Bracelets, rings and necklaces are not permitted in school. If the students wear a t shirt under the polo shirt it has to be white.

P.E. Uniform

Students need to come to school with solid black sweat pants or shorts with white P.E T- shirt with embroidered school emblem.

Boys and girls are meant to wear black, white, or gray tennis shoes.

Academics – Program of Study

Subjects Taught in Preschool

The educational program for the Preschool level is aligned with the suggested educational program from the Ministry of Education. Some subjects that pertain to bilingual education have been added.

Nursery and Pre-kinder	Kinder
English	English
Math	Math
Fine Motor	Fine Motor
Science	Science
Art	Social Studies
Home Economics	Spanish
Music	Art
Physical Education	Home Economics
	Music
	Physical Education
	Computer
	Library

School Hours

The school day is from 7:30am to 2:40pm for all grades in preschool and elementary.

Preschool Students Free Choice Time

First thing in the morning, children may move freely between the different areas of the classroom. The children have the opportunity to choose according to their needs. Some guided activities in which the children may choose to participate will also take place during this time.

Preschool Circle Time

Circle time is mostly held in English. Activities include songs, finger plays, stories, conversations about a certain topic or theme, games, etc.

Quiet Time in Preschool

Quiet time is a time to read, to enjoy books and to share them with others. It's a special time for both teachers and children, a relaxed and happy time. It helps build good relationships between the teacher and the children, and helps children develop confidence and a sense of security.

Assessment

Assessment is integral to all teaching and learning. Its primary purpose is to improve student learning. It involves the gathering and analysis of information about student learning. Assessment is a continuous, on-going process in the preschool. Teachers use a variety of assessment strategies, to assess understanding, knowledge and skills.

Grades

In PreSchool there are no number grades. Instead there is a developmental scale with the evaluation key: E: Excellent, S: Satisfactory, N: Needs Improvement.

Reports

1. Halfway through the quarter, teachers send home a progress report, with teacher comments. All signed progress reports should be sent back to school where they are placed in the students' files by each teacher.
2. At the end of each quarter, there is a report card.

Subjects Taught in Elementary

The educational program for the Primary level is aligned with the suggested educational program from the Ministry of Education. Some subjects that pertain to bilingual education have been added.

1st to 4 th	5th and 6th
Spanish	Spanish
Math	Math
Science	Science
Social Studies	Social Studies
Reading	Reading
Language	Language
Spelling	Spelling
Health	Health
Caligraphy-Penmanship	Penmanship

Art	Art
Music	Music
Agriculture	Agriculture
Dance/gym	Dance/Gym
Physical Education	Physical Education
Computer	Computer
Home Economics	Home Economics
Industrial Arts/Shop	Industrial Arts/Shop
Estudios Sociales (3rd, 4th grade)	Guidance Class
	Social Studies

Assessment

Assessment is integral to all teaching and learning. Its primary purpose is to improve student learning. It involves the gathering and analysis of information about student learning. Assessment is a continuous, on-going process in the primary. Using a variety of assessment strategies, the teachers assess understanding, knowledge and skills

Grades

A student's grade should be the result of objective, continuous and well-planned assessment. Final grades should be the result of several grades accumulated throughout the quarter. For each class a percentage grade should be assigned. The passing grade is 70%. Discipline should not be part of the grade. Grades should be written in a grade-book as well as kept in an electronic grade-book.

Homework Policy

Homework will emphasize practice in basis skills previously taught, studying for a test, make-up work following an absence from school, remedial activities, and project/enrichment activities that extend classroom learning. Reading a variety of books to enhance reading skills is encouraged. Students are assigned to read 10 to 20 minutes each night in addition to their regular assignments. Recommended amount of time assigned for doing homework:

- 1st and 2nd grades 15 to 25 minutes
- 3rd and 4th grades 25 to 35 minutes
- 5th and 6th grades 45 to 60 minutes

When students have a test, studying for that test is considered as a homework assignment. To ensure that the recommended amount of time is kept to, only between three and four homework assignments (including Spanish and Estudios Sociales) are assigned for any one day. Homework should not be assigned before weekends. Except when students are to present a project or reinforce any specific content.

Recuperation Exams in Elementary

1. At the end of the academic year, students in grades 3-6 whose average in any class is less than 70% have to take a recuperation test. Recuperation tests are scheduled toward the end of summer vacation. The passing grade for the test is also 70%.
2. Recuperation tests are held in school. The tests are checked by the Principal and Vice-Principal and by any teachers helping with this process. And parents are immediately informed of the results.
3. For students not making the passing grade there are two choices: repeat the grade or transfer to another school if their test grade is 60% or above (the ministry of education considers the passing grade to be 60%).
4. If a student fails 3 or more subjects, she/he is allowed to take the recuperation tests. However, even if she/he passes all the tests, she/he has to repeat the grade or transfer to another school.

Medical Information

Communicable Diseases

Lice Policy: If head lice are found on your child keep him/her home to treat. It is very important for you to inform the office as soon as possible so we can notify the classroom by letter, so the parents can be aware what to look for. Children can return to school only after appropriate treatment of live lice has been started.

Sick Children

Students must be fever free at least for the last twenty four hours.

Infirmary

A full-time registered nurse and doctor from are available from 7:30 am- 2:40 pm to provide first aid care. If a student feels or looks sick, s/he should be sent to principal's office to get passes signed student will go to the infirmary. The doctor or nurse will decide if the student can go back to class or if he/she should be sent home. If the child needs to go home, parents are responsible for coming to pick them up.

If students need to take prescription medicine, it should be sent to the infirmary staff that is responsible for giving it to the student. Along with the medicine, parents have to send the doctor's prescription so that the dosage and specific indications can be seen. Teachers need to remind students to go for their medicine.

Any special health needs or condition (for example: asthma, heart condition, allergies, etc.) should be reported to the classroom teacher in writing at the beginning of the school year.

GENERAL INFORMATION

Accident Prevention

School staff will do everything possible to prevent accidents. However, parents must understand that some activities such as recess play, physical education activities or field trips involve inherent risks to the student regardless of all feasible safety measures that may be taken. In consideration of your agreement to allow your child to participate in these activities, you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in these activities.

After School Activities- Extra-Curricular Program

There is a voluntary extra-curricular program of music and sports for elementary students. The activities take place between 3.00 and 4:15 pm Monday through Friday. Students are able to participate in the activity of their choice, as long as they have their parents' signed permission and they are not having discipline issues.

The activities available are.

- Track and Field
- Basketball
- Soccer
- Volleyball
- Concert Choir (2nd to 9th grade)

Birthday Celebrations in School

They are allowed following these guidelines:

- Parents must contact teachers beforehand.
- These celebrations must be done during the lunch period on Fridays.
- No invitation cards are allowed to be given out (cards send the message that a present is expected)
- All children have to be treated equally. They all should be allowed to participate.
- Students from other classes may not join in the birthday celebrations.
- No piñatas or clowns are allowed.

Bus Transportation

All students who take the bus arrive and depart on assigned busses. Students shall board and leave the bus only at the designated bus stops.

Each student transported on a school vehicle must be considerate of the safety and well being of fellow passengers. Misconduct on the bus can distract the driver's attention from his/her primary responsibility, which is to transport all students to and from school in a safe, orderly manner.

Rules for Bus Safety

For the safety of all riders, students are required to do the following:

- Show respect for the driver and nanny at all times.
- Enter and leave the bus without pushing or crowding.
- Be seated at all times while the bus is in motion.
- Talk using a quiet tone of voice and without profane or abusive language. Do not yell out of the windows.
- Keep the bus clean and avoid littering.
- Do not eat or drink while on the bus.
- Do not carry sharp objects.
- Remain in your seat without placing any part of your body out of the window, without climbing or jumping over seats, and without throwing objects.
- Do not fight on the bus.
- Show respect to people outside the bus, on the streets and riding other cars.

The nanny of the school bus will report promptly to the principal or assistant principal any misconduct on the bus or violation of the driver's instructions by students.

The principal or assistant principal may exclude a student from the bus for disciplinary reasons, and the parents will be responsible for providing the student's transportation to and from school during the period of such exclusion.

Consequences for violating these rules include:

1. Verbal warning and bus contract
2. Loss of one day of bus privilege
3. Loss of three days of bus privilege
4. Loss of five days of bus privilege
5. Loss of 10 days of bus privilege and Saturday detention
6. Permanent loss of bus privilege

Buses will arrive between 7:00a.m. and 7:20a.m. at school. They leave at 2:45 p.m.

If a student misses the bus at the end of the school day, the student has to report to the Elementary office and parents will be phoned.

Cars: If a student comes to school in a car she/he needs to have an official DelCampo pass in order to leave the school at the end of the day. Passes will be issued by the Elementary Office, after the parent has presented their ID to the Elementary Secretary.

Parents and/or drivers must lower their car windows when arriving or leaving school, for security reasons. We thank you for your support following this policy.

After School Transportation Arrangements

- Any changes in bus transportation (such as riding a bus other than the regularly assigned bus) will require a note signed by the parent and presented to the office on the day the change is needed. Permission will be granted, if there is space on the bus. If a student is going home with another student or getting off at another student's stop, a note will also be required from both students' parents. If a student does not have a note, he/she will be sent home his/her regular bus route.
- If the student is to go home with a classmate after school, both the visiting and the host students should bring notes from their parents indicating the planned visit and transportation plans. The students are to report to the school office on the morning of the planned visit with the notes. This is required as a safety precaution. Some buses are at capacity and visiting students may be denied riding home on the bus with a friend.

No student can be permitted to ride home, after school hours, with anyone other than his/her parent unless the child brings a note from his/her parent requesting this. Only written notes will be permitted, no verbal agreements or phone calls will be taken.

Cafeteria

The cafeteria offers drinks, snacks and lunches for the whole school. Students in grades 5-6 may go to the cafeteria to buy their own food. Students in preschool through fourth grade may only order food through their homeroom. First thing in the morning, using the form provided, the homeroom teachers take their food orders.

Change of Address or Phone Number

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

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 to leave the campus for any reason.

Communication

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

- DelCamposchool.org – visit our school website for school information
- 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 found on the school website
- 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 4 times each throughout the year.
- Open House in August, it is an opportunity for parents to meet with all their student's 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 to check our calendar and any other announcements made by teachers, principals or administration office.

Parent-Teacher Conferences

1. Parent-teacher conferences take place three times a year, usually one or two weeks after the end of each quarter. Conferences are held on Saturdays from 8:00 a.m. to 11:30 am.
2. Conferences should take about 10 minutes per parent. If they consider that they need more time with a teacher, conferences should be scheduled with them in non-contact times.
3. Teachers may ask parents, or parents may ask teachers for other conferences at any time during the year.

Reports

1. Bi-weekly reports are developed for a two-week period in Elementary. In the Bi-weekly, teachers write a comment with relevant information about student's academic progress and behavior.
2. Halfway through the quarter, teachers send home a Progress Report for both Preschool and Elementary. This is a report giving the average grades for each subject and including some

teacher comments. Like the bi-weekly reports, they must be signed and returned to the teacher the following day.

3. At the end of each quarter, there is a report card for the quarter with the final grades.

Monthly Letters

Each month Preschool and Elementary offices send via e-mail a letter to parents to inform them about different school activities and events.

Preschool homeroom teachers send a weekly letter to parents by e-mail. This is done to inform parents of activities done during the week and it includes important information about materials needed for upcoming events.

Appointments with Teachers

Parents may call the Preschool and Elementary offices to request a meeting with a teacher during their non-contact time. In order to protect the instructional time teachers will not be able to meet with parents during their regular scheduled class time

Counseling Department

The role of the school counselors is to help promote student success through providing an extensive program of guidance and counseling services based upon students' needs.

Counselors work on prevention as well as on intervention strategies including individual, peer, small group, and classroom counseling as needs arise. Team work among principals, teachers, parents, and counselors is promoted in order to enhance children's psychosocial and educational success. Counselors also facilitate lectures and workshops on topics concerning their children development.

Deliveries for Students

Any deliveries for students need to be brought to the office for pick up. This would include anything for class, parties, birthday, homework, lunch money, etc. Our staff has asked that birthday and other celebrations be low key, therefore we do not allow deliveries of balloons and any other items that would be a distraction.

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.

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 to the designated areas. Students have regular fire and evacuation drills

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.)
3. Students must remain quiet and listen for further instructions. All students should remain with their teachers until instructions come from an administrator.
4. Wait for all clear signals to proceed to evacuate the building.

Field Trips

Field trips are a possibility if the trip is directly related to the curriculum. After the trip has been approved, a Parent Field Trip Permission Form will be sent home. This form must be completed and signed by the parent and returned to the teacher no later than three-five days prior to departure. No student will be permitted to participate in a field trip without a completed, signed and returned Parent Field Trip Permission Form. Phone calls will not be permitted to authorize a student to go on a field trip.

The safety and security of all students is the responsibility of the teacher for the duration of the field trip. There should be no less than one adult for every eight students for primary school trips.

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 only if they have been requested by the teacher and approved by the Principal.

If School Has To Be Closed

Sometimes, the school has to be closed for reasons beyond our control e.g. strike action, demonstrations in Tegucigalpa; hurricane warnings for Honduras. Phone trees will be activated.

We encourage parents to watch the evening and morning news on channel five, as well as facebook, twitter pages and the school website for last minute news.

In School Activities

Student Assemblies in Preschool

Every Monday morning there is an assembly coordinated and directed by a class and their teacher and teaching assistant. The national anthem is sung, and announcements about upcoming events are made. Special presentations by a class are made.

Internet

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.

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.

Library

The library exists to meet the academic and enrichment needs of students and staff. It supports and enriches the curriculum through many resources, including five computers with internet access available for individual teacher and student use. The library is normally open each day from 7:30a.m. to 3:30p.m. It closes at 2:40p.m. on Friday. Classes from kindergarten to third grade are scheduled to go to the library once a week. Classes from grades 4-6 schedule visits flexibly. Teachers may send small groups of students (generally no more than four without a teacher being present) to the library for a specific purpose.

"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

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

Pre-school and Elementary Library

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

Secondary Library

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

Library Rules

- Present library card for use of resources.
- Respect the library established service schedule.
- Demonstrate appropriate behavior while in the library.

- Devices that cause noise or disruptions are prohibited.
- Demonstrate appropriate behavior while being in the Conference Center by using proper tone of voice, keeping furniture in order.
- No students allowed unattended in the Conference Center.
- Respect library property.
- If a book is damage, payment of total cost needs to be done.
- Food or drinks are prohibited in the library.
- Group study or group discussion must be conducted in an appropriate manner so as not to disrupt other library patrons.
- Entering the library must be done through the door alarm system.
- Reference collections such as encyclopedias, references, dictionaries, and almanacs cannot be checked out.
- Textbooks need to be turned in the library before the school year ends.
- When textbooks are assigned to students, they must be covered with clear plastic paper and clear plastic. Text must be turned into the library in good condition; otherwise parents are responsible for their cost.
- Library solvency will be required for the following:
 - -school registration
 - -graduation and official transcripts

Library Class Visit

Aims and Objectives

Kinder-First Grade

Aim

Introduce to the students the knowledge of what a Library is with the purpose of knowing the facilities it provides.

Objective

At the end of the school year, students should have the confidence and knowledge of the library procedures to move on to the next grade level.

SECOND-THIRD GRADE

Aim

Let students know about the different available bibliographic materials found in the Library and them be introduce according to the grade level also as other diversity print materials, location, search and use.

Objective

Acquire at the end of the school year advantages and information that the Library offers in order to make use of the services in support to the work that teachers perform.

FOURTH-TWELVE GRADE

Support the users to identify the internal and external sources of information as well as computer program and data base in coordination with the IT department.

Lockers

6th grade students are assigned a locker at the beginning of each school year. They are expected to use it and take care of it. At the end of the school year; students have to clean their lockers and are responsible for any damages. If the student uses a locker that is not assigned to him/her, the lock will be broken and their belongings placed in Lost and Found.

Lost & Found

1. Students are to turn into the school office any item found on the school grounds that does not belong to them.
2. Students may check the Lost & Found during their break periods.
3. Students are not to be sent to the Lost & Found for lost textbooks or lost library books. Lost textbooks are returned to the student's teacher and lost library books are returned to the Library. If a book is not found, parents are responsible for replacement cost.
4. Write names on all personal items: jackets, sweaters, backpacks, lunch boxes etc.) All unclaimed lost and found items will be donated to charity organization after the school year ends.

Newsletter/Website

Division principals will provide a monthly online Wildcats Newsletter on the DelCampo website

Objects not Allowed in School

- Electronic devices are not allowed in the school (PSP, Gameboys, iPods, etc. If a student brings in these objects the school is not held responsible if they get lost.

- Students are not allowed to bring any items to be sold in school. Any activity of this kind will be reported to the Principals.

Office Hours

The Preschool and Elementary office are open Monday through Friday from 7:15 AM to 4:00 PM. To better attend the individual needs parents are encouraged to call the division secretary to arrange for an appointment when possible.

Other activities

Science Festival

Arts Week

100th Day of School

Valentine's Day

Big Book Shared Reading

Cool off Day

Pool Day

Easter Egg Hunt

Thanksgiving Day

Children's Day

Wildcats Fun day

Grade 5 Copan Trip

Environmental Week

Parent Volunteers

Parent volunteers are encouraged to take an active part in their child's school.

Volunteers work as special event organizers, guest speakers, playground monitors, and story tellers. If you are interested in volunteering you can contact your child's teachers.

Physical Education

The physical education program is an important part of the preschool and elementary education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period (*up to three days*) due to a temporary illness or physical condition, a written request from a parent is sufficient.

Elementary Student Council

Primary students are represented by a Student Council (STUCO). There is one representative for each grade and section from 3rd grade to 6th grade, 12 representatives in total. Each representative has been elected by their peers and speaks on behalf of his or her classmates. The council is chaired by the primary principal.

Representatives meet monthly and dates are given to them at their first meeting after elections. Primary STUCO's main objective is to discuss different aspects of school life that concern the student body.

School Celebrations

There are six main school celebrations throughout the year: Independence Day, Cultures of the World Festival, Christmas Celebration, Father's Day, Mother's Day and End of the Year Farewell party.

School Hours

The student's regular school day is from 7:15 a.m. to 2:40 p.m. Monday through Friday. Please review the school calendar for scheduled holidays throughout the school year.

Each student needs to use their electronic ID to check in and out everyday at the collectors found at each building. Any student who fails to scan their ID will be counted absent.

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.

Student Assemblies in Elementary

1. Every Monday morning there is an assembly coordinated and directed by 6th grade students and their teacher. The national anthem is sung, and announcements about upcoming events are made. Sometimes special presentations by a class or grade level are made if arrangements are made prior to the assembly.
2. Teachers have their own monthly grade level assembly.
3. The Principal has an assembly with each of the grade levels to discuss important aspects related to that specific grade level. These assemblies are held once every quarter.

Students' Placement

The placement of all students is left of the discretion of administration; changes of sections are not permitted.

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.

Tutoring

Paid tutoring is not allowed on the school campus. According to Honduran law teachers are forbidden to tutor their own students for pay.

Transcripts Request

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 and expected one week upon the initial request.

Visitors to DCIS

All visitors must come in the front doors of the school and check in at the office, state the reason for the visit, and receive a visitor's badge.

Visiting or volunteering in classrooms must be prearranged with the teacher and authorized by the principals prior to your visit. This is not a time for conferencing about your child's overall progress. **Observing in classrooms will not be permitted; it is a disruption to the instructional day.** If you have questions or concerns about a class/classroom, talk with the teacher first and then if necessary speak with the principal.

Legal orders regarding custody and visitation are kept on file in the school office. **However, it is not the responsibility of the school staff to enforce visitation agreements. The family member who has visitation rights for a given weekend or period of time needs to make the necessary arrangements for that visit without school personnel involvement.**

Student/Parent Agreement

Student's Name: _____ Date: _____

I have read the handbook with my parent and agree to support my school by following the procedures contained in this booklet.

Signature of Student _____

I have read the handbook with my child and agree to support my child's school by following the procedures contained in this booklet.

Signature of Parent _____