
Middle
School &
High
School
Parent/
Student
Handbook

2011-2012



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Introduction

Welcome

Welcome to DelCampo International School. We are delighted to have you as part of our community and look forward to working with you to support the academic, social, and emotional growth of all our students. This handbook has been prepared to provide you with the information that will help you to understand our school and make sure your questions are answered about school procedures. We hope you find it helpful.

History

DelCampo International School was founded 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 bilingual 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, in August 2010, DelCampo International Academy initiated a full time school within a school program to provide services for students with specific academic learning needs. "The Academy," as it is usually referred to, provides intensive remedial and integral services for students with an identified disability in a small group instruction and setting by highly qualified members of a multidisciplinary team.

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 and other countries of the world. 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 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.

School Mission

DelCampo International School is a college preparatory school offering instruction in a wide range of content areas that focus on developing competencies and reflective life-long learners by challenging all to a high academic standard while encouraging honesty and social responsibility.

Vision

DelCampo International School aims to develop in each student the ability to think critically, creatively, and independently in order 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 global community.

School Profile

DelCampo International School is a 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 five divisions; preschool (TC-K), elementary (1-6), middle school (7-9) high school (10-12), and Academy enrolling approximately 1350 students mainly from Honduras, with international students from the United States and other Central and South American countries. DelCampo International School is a child centered school, dedicated to providing a high quality bilingual education, integrating modern technology and educational methods to promote learning in a process of discovery, experimentation, and reflection.

Curricular integration based on the investigation of multifaceted problems enables students to discuss social and environmental issues of great relevance in the community, as well as promoting interpersonal skills.

The school’s academic program, through which students create their understanding, develop effective written and oral communication skills, analytical thinking, research skills and problem solving techniques, also promotes creativity, builds teamwork and collaboration, and provides a solid foundation in language arts, mathematics, the sciences, social studies, the arts, and physical education.

School Philosophy

DelCampo international School, is a child centered school, dedicated to providing a high quality bilingual education, integrating modern technology and educational methods to promote learning in a process of discovery, experimentation, and reflection.

Curricular integration based on the investigation of multifaceted problems enables students to discuss social and environmental issues of great relevance in the community, as well as promoting interpersonal skills.

DelCampo International School’s educational program develops students with a high self-esteem who act according to a system of values, and it enables students to become global citizens of the 21st century, showing respect towards others and with the understanding of and respect for differences.

The school’s academic program, through which students create their understanding, develop effective written and oral communication skills, analytical thinking, research skills and problem solving techniques, also promotes creativity, builds teamwork and collaboration, and provides a solid foundation in language arts, mathematics, the sciences, social studies, the arts, and physical education.

Student Profile

<ul style="list-style-type: none"> • Creative/artistic • Appreciates arts and music • Critical thinker • Independent thinker • Problem solver • Good decisions maker • Risk taker • Applies learning to real life situations • Reflective learner • Lifelong learner • Inquirer/naturally curious/eager to learn • Takes ownership for her/his own learning, independent learner • Prepared for constant changes in 	<ul style="list-style-type: none"> • Effective Communicator/High level of written and spoken communication skills • Fully bilingual in Spanish and English • Technologically savvy/competent • Mathematically competent • Scientifically competent • Knowledgeable • Fully prepared for international universities • Able to compete for university scholarships • Academically competitive in all core content areas and arts • Honest Responsible
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<ul style="list-style-type: none"> education • Enthusiastic about learning • Socially responsible • Caring • Culturally appreciative/culturally aware • Service oriented • Has global perspective, identity/Involved in the world community/Citizen of the world • Makes the world a better place • Environmentally conscientious 	<ul style="list-style-type: none"> • Respectful of peers and adults • Collaborative • Tolerant of others • Open-minded • Competitive in athletics, physically fit • Has self-discipline • Believes in self • Organized • Hard-working
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DelCampo International School Educational Goals

1. To ensure that our students develop essential understandings, as well as knowledge and skills.
2. To provide effective teaching strategies acknowledging different learning styles.
3. To help our students develop a sense of self-discipline and responsibility.
4. To help our students develop their ability to think and make decisions both on their own and collaboratively.
5. To provide a forum in which moral and ethical issues can be raised and discussed in a constructive and positive way.
6. To provide our students with the tools and skills to become independent learners able to evaluate critically.
7. To promote an appreciation of the fine and performing arts.
8. To help our students develop their physical fitness and sense of good sportsmanship through a wide and challenging athletic program.
9. To take full advantage of the possibilities for cultural enrichment available in Honduras.
10. 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.
11. To prepare our students for further education and for a constructive use of their leisure time.
12. To recruit and retain faculty of the highest quality and to contribute to and encourage their continued professional development.
13. To be alert and responsive to new ideas in education, keeping our curriculum, facilities and organizational structure under constant review in order to maintain the highest level of performance.
14. To foster a sense of community among students, parents, faculty, and administration based on mutual respect, cooperation and concern.
15. To provide effective and appropriate use of technology that enhances our instructional program and academic results.

Values

At 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. At 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 students and teacher relationships. 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 able to appropriately communicate in conflict resolution.

Cooperation

We believe that greater results and celebration comes from doing things together and 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 students, teachers, and parents working together to achieve academic and athletic goals.

Promotion and Implementation of Core Values

1. Our core values will be posted on the DCIS website.
2. Posters promoting the core values will be displayed.
3. Core values will be explained to the academic and administrative personnel during the hiring and training processes.
4. New students will be advised 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 our corporate image.
8. We will appropriately recognize the practice of our core values, encouraging the cycle:

Knowing – Living – Recognizing

Advisory Period

Similar to homeroom time, students will meet with their Advocate during Advisory class three times each week. This time will also be used to share and model the DCIS core values.

Faculty and Academic Program of Study

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Academic Program of Study

The educational program for the Secondary level is aligned with the suggested national curriculum of the Ministry of Education. It is also aligned with the High School curriculum corresponding to the “Plan Americano.”

MIDDLE SCHOOL / Subject	Grade 7		Grade 8		Grade 9	
	*Hours/*Credits		*Hours/*Credits		*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.	3	NA	3	NA	3	.5
Civics	2	NA	2	NA	2	.25
Computer	2	NA	2	NA	2	.25
Music	2/3	NA	2/3	NA	2/3	.5
Art	3/2	NA	2/3	NA	2/3	.5
Advisory	3	NA	3	NA	3	NA

HIGH SCHOOL / Subject	Grade 10		Grade 11		Grade 12	
	*Hours/*Credits		*Hours/*Credits		*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.	3	.5	3	.5	3	.5
Honduran History	5	1	-	-	-	-
Computer	-	-	5	.5	2	.25
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

Social Development	3	.5				
SAT Prep			2	.25		

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

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 secondary. Using a variety of assessment strategies, the teachers assess understanding, knowledge and skills.

Reporting Student Progress to Parents

1. Progress reports- Reflect graded average obtained up to mid quarter date and teacher comments. All signed progress reports should be sent back to school signed on the following Monday where they are placed in the students’ files by each teacher.
2. Report Cards- At the end of each quarter students receive their quarter grade in their report card. A Parent-teacher conference is held on a Saturday to discuss progress, lack of progress, behavioral and academic performance.
3. Conference meetings- A conference can be held at any time during the year. It may be initiated by school or parents to discuss progress throughout the year.
4. Email & Ren Web updates- Teachers are also able to send a report at any time directly to parents by e-mail and direct form the Ren Web page.

Parent-Teacher Conferences

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 a.m. During conferences, parents will pick-up their student’s report card from the division office. Conferences should take about 10-15 minutes per parent. If you need more time with some teachers, conferences can be scheduled with them prior to that Saturday.

Teachers may ask parents for other conferences at any time during the year. Additional conferences are scheduled at the end of the year for those students that had discipline problems and need to sign an academic or behavioral contract for the upcoming school year.

Exams

All core subjects’ grades 9th – 12th will have semester exams at the end of each semester. During the week of semester exams, with parental permission, students may leave school once they have finished their exams. Students who do not leave campus will be assigned to a study hall.

Recuperation Exams

At the end of the academic year, students in secondary school whose average in any class is less than 70% pass one of the two recuperation opportunities during the summer. Parents will be notified and receive a content sheet and appropriate study material needed for students to study for the test.

The passing grade for the test is also 70%. For students not making the passing grade there are two choices: repeat the grade or transfer to another school.

Two recuperation 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 over the topics assessed during the second semester.
2. During the month of July, those students who failed three or less core subjects may take a second recuperation test.

According to Honduran law, students who fail four or more core subjects have to repeat the school year after the first recuperation is taken.

Summer School

Providing summer school is determined annually as needed.

Grades

A student's grade should be the result of objective, continuous and well planned assessment. Students final grade should be the result of several grades accumulated throughout the quarter. Discipline should not be part of the grade.

Grades should be written in a grade book and kept in an electronic grade book.

Grades will be available on RenWeb.

General Policies and Information

Admissions Policy

- 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, they 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.

Homework Policy

Homework is assigned to reinforce and enrich student learning and to help students develop self-discipline and accountability. At the beginning of the school year teachers will provide a classroom syllabus with teacher expectations outlining individual homework policies. Students should expect to receive homework in Math, Spanish, and English class on a daily basis. Homework in other core subjects will be assigned up to two times per week. Homework will not be assigned over scheduled vacation periods, with the exception of summer reading requirements.

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down assignments in the agenda
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

Teachers will post homework assignments on a weekly basis using the RenWeb School Management System.

School Hours for Students

The school day for students is from 7:30am to 2:40pm for Kindergarten, Elementary, and High School students. A short day schedule is followed each Wednesday. Wednesday hours are from 7:30am to 11:30am. Students are required to check in and check out by scanning their student identification card.

Secondary school is then divided into 8 class periods with 2 breaks provided.

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, 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, 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. 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. Middle School will have assemblies once a month during advisory period. All of secondary will have regularly scheduled grade level assemblies, quarterly assemblies and pep rallies.

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.

I-Pad Policy

I-Pad policy forbids students to download applications not authorized by school, such as games, videos, social networks, non academic reading materials, music, or any applications not required for instruction. Additionally, hacking, synching, playing games during instruction time, video and voice recording, along with photographing and publishing images without subject's consent are also considered serious infractions and subject to the sanctions defined in Honduran Educational Law and published in the Parent/ Student Handbook.

Secondary Student Council

Secondary students are represented by a Student Council (STUCO). There are two representatives for each grade and section from 7th to 11th grade, and a president, vice-president, secretary, treasurer and activities director in 12th grade. Each representative has been elected by their peers and speaks on behalf of his or her classmates. The council is chaired by one staff member. Representatives will meet once a week and dates are given to them at their first meeting of the school year. STUCO's main objective is to discuss different aspects of school life that concern the student body and support DCIS mission and vision.

School Celebrations

Middle/High School – will participate in the following DCIS Celebrations: Cultures of the World Festival, Christmas Program, Father's Day, and Mother's Day.

Advisory teachers should ask parents to sign up for the celebration of their choice at the beginning of year at the OPEN HOUSE. When they sign up, they are responsible for organizing the food students will be eating that day. Parents who don't attend the open house meeting will be included in a celebration committee by the teacher and which will be reported to them.

Additional school activities throughout the school year may occur involving all of the Secondary division.

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 and returned signed by the parent 3-5 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. No emails, phone, or fax permissions will be accepted.

Guest Speakers

Parents as guest speakers are welcome in classrooms to share their experience and expertise. Teachers will make necessary arrangements and coordinate visits.

Other Activities

Visit the school website at www.delcamposchool.org for a calendar of school events.

Tutoring

Teachers are available for 30 minutes after dismissal to assist students or answer any questions. According to Honduran Law it is prohibited for teachers to tutor their own students for pay. Additionally, DCIS and DCIA policy prohibits paid tutoring on the school campus.

Transportation and Parking

Transportation

Students using school transportation are assigned a bus route. 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:

- Enter and leave the bus without pushing or crowding.
- Be seated at all times while the bus is in motion.
- Show respect for the driver and nanny.
- Show respect to everyone on the bus.
- Do not fight on the bus.
- Do not carry sharp objects.
- Talk using a quiet tone of voice and without profane or abusive language. Do not yell out of the windows.
- 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 eat or drink while on the bus.
- Keep the bus clean and avoid littering.
- 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 sign incident note
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

A nanny is assigned to each bus to supervise proper behavior and ensure student safety. Buses arrive to school anytime between 7:00 and 7:30. They leave at 2:50 p.m. except on Wednesdays, in which they leave at 11:40 a.m.

Students are expected to be punctual for arrival and departure time. However, if a child misses the bus at the end of the school day, he or she reports to the division office to contact parents.

Children using car or other transportation not provided by school need to have an official DCIS ID card to expedite entrance and exit of the premises. If a student must leave at any other time during the school day, an authorized pass from the office is required. This must state reason why the student is leaving and must be signed by the appropriate division.

After School Transportation Arrangements

- Any changes in 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. If there is space on the bus, permission will be granted. The child's word, email, fax, or phone calls for granting permission is not permitted.
- If a student is going home with another student or getting off at another student's stop, a written note will also be required from both students' parents. If a student does not have a note, he/she will be sent home on his/her regular way.
- 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 is 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, emails, or phone calls will be taken.

Students Arriving by Car

For students who regularly travel by car, a parent ID is required when entering and exiting school grounds. Families must fill in a form at the IT office with the names, identification number, and relationship of the people who are authorized to take child(ren) out of school. This ID is to remain in possession of the person authorized to take the student out of school. The exit ID is only valid at the start of the day or at the end of the day. If it is necessary to take a child out of school during the middle of the day, an office exit pass will be required.

Entrance into School

As a general rule when approaching the entrance gate vehicles must form a line, stop at the security gate, and lower both the front and back left side windows. A security guard will verify the passengers within the car before allowing the use of the ID card to lift the gate's pole. The security guards are here to protect us! They will enforce the security measures that the department deems necessary. Teachers and parents are notified of the security measures and procedures, and are expected to follow them. Disrespect to the security guards or school authorities will not be tolerated. Parking is limited and parents are expected to follow the parking signs and procedures implemented by school security staff with courteous and respect.

Parking Lots

The main parking lot will be available for parent use only. All teachers will be assigned a parking space in the Guanacaste area.

Bussing and Debussing

The right lane of the main entrance is for loading and unloading of students only. Cars will not be allowed to park: please use a designated parking spot if parking is required. If a car is left unattended in the right lane the security guards will take appropriate measures.

Student Supervision

During the school day, the school provides student supervision from 7:15 am to 3:10 pm and through 4:30 pm for students involved in extra-curricular activities.

Identification Cards

All students must have an official DCIS Identification card. This ID card is required to be carried at all times while on the school premises and during school field trips.

Students must scan their IDs each morning and afternoon. A report will be sent by the IT department reporting both students' and teachers' attendance each day after 9:00 a.m.

The Information Technology department must be notified immediately if an ID is lost or stolen. The missing ID will be deactivated and replaced at cost.

Student Behavior and Discipline

DCIS Secondary School Discipline Policy

The following policy describes necessary steps to follow and sanctions to be applied in order to enforce an effective discipline policy that will modify behaviors and help develop the traits that define a DelCampo International School student.

The policy has been created to address the day to day behaviors that occur on campus, and in effect, disrupt instruction or are in contrary to the mission, values, and DCIS student profile.

It is important to understand that the following rules and sanctions do not apply to offenses detailed in Honduran Educational Law and described as Serious or Very Serious. Offenses of that nature will have immediate and more austere penalties. Please see the DCIS Parent/Student Handbook section regarding Honduran Educational Laws to find offenses considered Serious and Very Serious and their sanctions.

Faculty Expectations

The Secondary School Faculty Expects Students To;

- BE ON TIME AND PUNCTUAL (*sanctions for am tardies will differ)
- FOLLOW TECHNOLOGY PROTOCOLS
- WEAR PROPER UNIFORM
- EXHIBIT APPROPRIATE CLASSROOM and HALLWAY BEHAVIOR
- REFRAIN FROM USE OF INAPPROPRIATE OR FOUL LANGUAGE
- SPEAK ENGLISH AT ALL TIMES

Classroom Rules

- No side conversations – This means you are not talking to your friend when you should be listening or working independently.
- Raise your hand to ask questions and comment - This means you should ask questions and share ideas; however you need to raise your hand to do so.
- No Wandering- This means you are not moving around the room without permission and that you are in your seat.
- Respect yourself and others – This means keep hands, feet, and objects to yourself.
- Bring your materials to class – This means bring pencils, pens, paper, and other necessary materials to class everyday; this also means bring journals, homework, handouts, I-pads, and books when they are needed in class.

Sanctions

The accumulation of three violations in any one of the above will result in parent notification and a Thursday one hour detention. The accumulation of six offenses will result in both a Wednesday detention from 12:30 p.m. – 4:00 p.m. Teachers will record daily offenses on a discipline chart for each student. At the end of each day reports will be sent to the high school or middle school office. The offenses will be tallied and recorded in the student's file and on the RenWeb electronic management system.

Morning tardiness to school will be treated differently than tardies to class. Three lates to school will result in parent notification and Thursday detention. After six lates to school, parents will be asked to submit a written explanation, a parent meeting will be scheduled with the principal, and a Wednesday detention will be assigned.

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. Students accumulating any combination of five Wednesday Detentions or Suspensions in a school year are subject to appear in front of 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 unless specified by the discipline committee. School Suspensions can only be done through the Division Principal's office who will take the case to the Head of School.

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.

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.

Honduran Educational Laws

Art. 281. Students are required to:

- a) Punctually attend class, observe correct behavior and pay attention to their studies.
- b) Carry out with care all tasks that teachers and other authorities assign.
- c) Keep the building, furniture, books, equipment, tools, and other objects belonging to the institution in good repair, and will be held responsible for any damage caused.
- d) Participate in educational extension campaigns for the community's progress which have been planned in advance by teachers.
- e) Be courteous to classmates, teachers, employees, and other individuals on and off campus, and support the reputation of the same.
- f) Attend school in a neat and orderly manner.

- g) Abide by the disciplinary system.
- h) Cooperate with the disciplinary organization of school, in the hygiene services, and in other school activities in which attendance is required.
- i) Comply with the requirements of the present Regulations, the internal regulations of the institution, and its authorities.
- j) Pay monthly tuition installments in advance, even those corresponding to vacation months; these must be paid entirely before the final examinations, or by proportional fractions distributed across the school year.
- k) Remain within school grounds and the designated facilities according to student schedule.
- l) Bring to school only useful and necessary materials for class.

Art. 282. It is forbidden for the student to:

- a) Enter the establishment with any kind of liquor, drugs, tobacco, weapons, or other objects which use is contrary to the purpose of education; this also applies to books, magazines, brochures, etc. or materials harmful to the moral formation or contrary to the democratic doctrine of the State.
- b) Vandalize or intentionally damage the walls, doors, furniture, equipment and any other property belonging to the school, students, or personnel.
- c) Play inappropriate or rough games; also pertaining to the utterance and use of inappropriate language, screams, or whistling with the purpose of bullying, embarrassing, harassing, or intimidating.
- d) Present group accusations, complaints, or claims to authorities, having to do with an individual grievance. Grade levels or grade sections will delegate representation for due purpose.
- e) Leave the premises during academic hours without proper permission.
- f) Participate in activities of a political order.
- g) Attend canteens, pool rooms, or any other centers of corruption.
- h) Fail to use the regulated uniform in or around the campus during school days.

Art.283. Students of the secondary educational centers have the following rights:

- a) To be treated with respect for their dignity as human beings.
- b) To be provided with efficient education in quality and quantity, corresponding to student's needs and interests.

- c) To enjoy a fair and impartial treatment.
- d) To have a favorable resolution to the students' requests after a serene, careful, and impartial analysis.
- e) To enjoy stimuli and self-improvement opportunities in relation to their good behavior and capacity.
- f) To join youth associations in accordance with high educational objectives.
- g) To be recognized and understood for their differences and guided according to their interests, needs, and vocation.

CHAPTER XVIII OF DISCIPLINE

Art. 284. The disciplinary system will comprise the following types: the educational, the preventive, and the corrective.

Art. 285. The educational disciplinary system will be founded in the democratic direction of the teacher, in his/her power of persuasion, in the esteem, in the respect, and in the frank and loyal cooperation between teachers and students, as well as in the teacher's work as in accordance with programmed activities.

This system's objective is to train students for self-government and self-discipline at work and study.

Art. 286. The preventive system will be utilized according to the degree of maturity of the student and will propose to foresee infractions and avoid their occurrence.

Art. 287. The corrective system consists on the application of sanctions to students for the committed infractions.

Art. 288. The disciplinary system will be governed by the following principles:

- a) Discipline will be based on the devotion to the human principles and ideals, such as freedom, justice, and equality for all.
- b) Discipline must recognize and respect the dignity and rights inherent to the student's personality, avoiding any acts of humiliation.
- c) Conduct must always be the result of self-direction and self-discipline.
- d) Discipline must be founded in the understanding of the goal it pursues.

Art. 289. In the management of the teaching job and in the development of the programmed activities, the following fundamental norms must be observed:

- a) Implementation and maintenance of a business plan.
- b) Mental occupation of all the students.
- c) Rotation of the students in the different academic and work responsibilities.

Art. 290. In case the corrective system cannot be avoided, the prescribed penalties in the following articles may be applied.

Art. 291. Will be responsible for the discipline, the Principal, the Vice-Principal, Student Councils, and other members of the teaching staff, also the Student Committees that within grade level councils are designated in a democratic form for such goal.

Art. 292. Disciplinary action taken must be of such nature that it must serve for the correction of the students, avoid faults, and preserve the institution from permissive influences.

Art. 293. Penalties are divided into minor, serious, and very serious:

Minor Sanctions are:

- a) Private reprimand by teacher
- b) Reprimand in class by teacher.
- c) Separating student from the class.
- d) Private reprimand by Principal or Vice-Principal.

Serious Sanctions are:

- a) No recess, detention, or suspension.
- b) Exclusion from the remaining portion of a class with remission to the School Counselor and with an unexcused absence.
- c) Seizure of prohibited items.

Very Serious Sanctions are:

- a) Reprimand by Principal in the presence of one of the parents or guardians.
- b) Suspension from school for up to eight consecutive academic days with unexcused absences.
- c) Loss of scholarship for those who have the privilege.
- d) Expulsion for the school year.
- e) Definite expulsion from the school.

Art. 294. Minor and serious penalties will be imposed by the Student Councils, Teachers, Vice-Principal, and Principal; and the very serious penalties by the Principal, except expulsion for the school year or definite expulsion which will be imposed by the Teachers' Council, resolved by vote majority. In case of a draw, the President of the Council will have a double vote.

Art. 295. Minor penalties will be imposed for:

- a) Creating disorder, disarray, or a mess on school grounds or classroom.
- b) Lack of compliance with the assigned tasks.
- c) Annoyance, trouble, or nuisance caused to other students or the teacher.

- d) For not attending any class without prior excuse.
- e) For any other non-specified offenses deemed as minor by the persons in charge of the penalty application.

Art. 296. Serious penalties will be imposed:

- a) For repeated failure in compliance with outlined tasks.
- b) For lack of respect towards authorities and service staff members.
- c) For lying in any form.
- d) For leaving the premises without permission.
- e) For quarrels and fights.
- f) For the obstruction of order during class or study hours.
- g) For any other non-specified offense, that is deemed as serious according to the Rules of Procedure.

Art. 297. Very serious penalties will be imposed:

- a) For intentional disobedience towards the Principal, Vice-Principal, Student or Teacher Councils, with visible manifestation of insubordination.
- b) For introducing drugs, liquor, tobacco, weapons of any class, or other objects whose use is contrary to the goals of education, the same as books, magazines, brochures, etc. harmful for the moral formation or contrary to the democratic doctrine of the State.
- c) For appearing drunk.
- d) For intentional damage caused to the building, furniture, or teaching materials.
- e) For object removal with proof of wanting to commit fraud in an exam.
- f) For consummated theft or for manifested attempts to commit theft, such as opening files, desks, shelves, trunks, cabinets, etc. without the proper permission.
- g) For evident, incorrigible, and persistent lack of performance.
- h) For encouraging other students to revolt against the established order, or against the authorities of the establishment.
- i) For acts that gravely offend the prestige of the institution or the honor of those who execute them.

Art. 298. The cracks or other damages caused to the walls, doors, windows, and establishment belongings, will be paid for by the student or students that have caused the damage mentioned, subject to punishment as may be.

Art. 299. The student who within or off campus perpetuates acts that produce any degree of penal responsibility will be excluded from the establishment from the moment in which awareness of the criminal act reaches the Principal; and will not be readmitted in any establishment as a student, except in the case of having been absolved by final verdict. Any student excluded that is sentenced by the competent court of law will be expelled definitely, and notice shall be given to the parents or guardians, Ministry of Public Education, Directorate General for Secondary Education, and the Principals of all the educational centers of the country.

Art. 300. Faults must be written in the corresponding student permanent record and behavior book, specifying the cause and obtained results. In case of expulsion, a copy must be submitted to the Teachers' General Council, Public Education Secretariat, Directorate General for Secondary Education, Principals, and the student's parent or guardian expressing the reason for expulsion.

Art. 301. The Principal, Vice-Principal, and First Students' Council will prevent abuse in the application of penalties. The Principal must assemble and present the pertinent proof to the Teachers' General Council, in case this organization must intervene for the application of penalties within Regulations.

Art. 302. It is strictly forbidden:

- a) Punishments harmful to the physical and mental health of the students.
- b) Physical punishments.
- c) General punishments.

Student Attendance Policy

Absences and Excuses

If a student has been absent for any period of time, parents must send a written note or appropriate documentation.

There are two types of absences: voluntary and involuntary.

Voluntary Absence

Voluntary Absence is any absence without a proper excuse.

Procedure to follow for a voluntary absence:

1. When 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 late work within the time framed allowed.
2. If a student arrives after 8:00 a.m., they will not be allowed to enter the school property. This will be considered a voluntary absence, the student is responsible to complete missed assignments but no credit will be given for these assignments. Missed evaluations will not be given upon return.
3. For planned trips or appointments parents must request permission in writing from the Principal prior to the absence. A written letter must be submitted to the principal stating that he takes the child out of school under his own academic responsibility. It is with the understanding that the student will make up and turn in the assignments for the period of his/her absence when

the student returns and the parent must provide the instructional support required to complete the assignments which may or may not be for full credit. Make up tests must be scheduled outside of class time.

Parents are encouraged to schedule appointments and/or trips during nonschool time, so that it does not interfere with the students' academic instruction.

Involuntary Absence

Involuntary absences include: death in the family, USA embassy appointment, passport appointments, sickness with a doctor's note, and any other absence considered excused by the Principal.

Taking Attendance

All students must scan their ID to check in when they enter the campus. By 9:00 a.m. a RenWeb report will be sent to each division listing the name of those students who are absent or didn't check in.

All secondary teachers are required to take attendance both electronically and in the record book provided.

If a student arrives late, after 7:30 a.m., a late pass from the division office is required before going into their class. All students arriving late to class throughout the school day must have a pass from the division office.

Tardies

Students should be in their first period class at 7:30 a.m.

1. When a student arrives after 7:30 a.m., he/she is considered late. In order to enter the classroom the student must first receive a late pass from the division office.
2. If a student arrives late due to late bus arrival, the student will receive an excused tardy pass.

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.

School Uniform

It is every teacher's and staff's responsibility to verify and enforce the uniform policy during the entire school day. In order to avoid discrepancies we will all use the following uniform description:

There are 2 uniforms admitted for school use: everyday uniform and PE uniform, to be worn only on the days that their class has PE.

Boys Everyday Uniform

Male students must wear green slacks with a white polo shirt with embroidered school emblem and a plain white t-shirt underneath.

Only official black DCIS solid black sweatshirt, solid black sweater or solid white sweater will be allowed to be worn over the white polo shirt.

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

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

During P.E. class, students can choose to wear DCIS black shorts or DCIS black sweat pants with DCIS white t-shirt. These DCIS items may be purchased at the DCIS store.

Girls Everyday Uniform

Female students must wear green knee-length jumper or green slacks with a white polo shirt with embroidered school emblem and a plain white t-shirt underneath. White ankle length socks must be worn with the jumper. Only official black DCIS solid black sweatshirt, solid black sweater or solid white sweater will be allowed to be worn over the white polo shirt.

During P.E. class, students can choose to wear DCIS black shorts or DCIS black sweat pants with DCIS white t-shirt. These DCIS items may be purchased at the DCIS store.

General Guidelines

- Students may wear any color shoes or tennis shoes with socks. No boots, sandals, mules, clogs, slippers, swim shoes, toe shoes, 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 are not permitted unless specifically designated.
- 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.
- Students must wear official uniform on all official exam days and detentions.
- No makeup at any time.
- No jewelry except for watches, two small bracelets, and small earrings for girls only are permitted. Natural color nail polish or French manicure is accepted.

Parents and Students are expected to review and become familiar with the following Honduran Educational Laws and Code of Conduct and Consequences outlined in this handbook.

John P. Zuman Library

The library exists to support and enrich the academic needs of students and staff in a calm and peaceful environment. The library is open from 7:30 am to 3:30 pm on Monday to Thursday and until 2:40 on Friday. Kindergarten to third grade classes are scheduled to go to the library once a week, fourth to sixth grade may visit when needed.

The following services are provided:

- * Bibliographic material loans
- * Photocopy service
- * Audiovisual service
- * Periodicals

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.

If a teacher is concerned about your child's well being or academic performance he or she will notify the Principal. The Principal will look into the situation and inform other teachers. If it is determined that additional support is needed the following steps will be applied:

1. Homeroom teacher informs the Principal about the child's needs.
2. Homeroom teacher fills in a referral for the counseling department.
3. Counselor observes the child in different environments during the school day.
4. Counselor and principal talk about counselor's observations and decisions are made.
5. Counselor and/or principal talk to the parents to let them know about the situation.

* The counselor is the only professional in school that can recommend a psychological or medical evaluation.

Infirmary

A full-time registered nurse and doctor are available during school hours to provide first aid care. If a student feels or looks sick, he/she should be sent to principal's office to get a signed pass. The student will go to the infirmary and the doctor or nurse will decide if the student can go back to class or if he/she should be sent home. The teacher involved needs to complete an incident report in the appropriate division office, and the principal's assistant will phone the parents.

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

Any special health need 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.

Lockers

Secondary 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.

Extra Curricular Activities

There is a voluntary extra-curricular program of music and sports for all students. These activities take place between 3:00 and 4:30 p.m., 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 academic or discipline issues.

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. Classes should walk outside following the exit directions found in each classroom and hallway. Teachers will turn off lights, close classroom doors, and walk quietly to

your designated area. 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. Teachers will remain with their students at all times. Only the Superintendent or Head of Security can give the signal to re-enter the building.

Earthquake

If an earthquake strikes, the following procedures will 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 stay 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.

If School Has To Be Closed

Sometimes, the school has to be closed for reasons beyond our control, e.g. strikes, demonstrations, hurricane warnings. If possible, parents will be notified well in advance of the start of the school day through various means of communication. The Superintendent will also activate a phone tree.