

SIS Student
and Parent
Handbook

2016-
2017

This handbook is for families to use as a reference throughout the school year. It outlines many important school policies and practices.

Updated
August 2016

suriname international school



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WELCOME TO SIS

Greetings to new and returning SIS families!

The Student-Parent Handbook is designed to serve as a guide for students and parents. Please read it carefully and save it as reference tool to use over the course of the year.

During the past year we have made a number of revisions to school policy for the betterment of our students and for the institution. We have also made significant improvements in our educational program and school curriculum.

This manual has been updated to reflect those changes. It will be stored on and downloadable from our website. You will be notified of any updates or corrections made to it throughout the year.

The success of SIS relies on the help and support of our parent community. I want to thank all of our community members who helped contribute ideas and suggestions for policy updates and changes and for your continued support this school year.

Warm regards,

Denise Giorello-Moczulski
Director



MISSION, VISION, AND VALUES

MISSION:

Our mission is to provide a multicultural educational environment for our students in which they achieve academic success, personal growth, and become socially responsible active global citizens with an appreciation of learning as a life-long process.

VISION:

Our vision is to create an academic environment that is internationally minded, culturally and ecologically coherent, technology-based, and quality-focused, to prepare students to become leaders in a sustainable world.

VALUES:

At Suriname International School, we value:

- **Responsibility:** Students are self-motivated and take responsibility for being life-long learners.
- **Critical Thinking:** Students can use the knowledge and skills they acquire in the classroom to solve complex problems in school and in the real world. They are inquisitive and able to find answers to their questions.
- **Communication:** Students are able to express themselves verbally and in writing. They can communicate effectively in more than one language.
- **Integrity:** Students act with honesty, fairness, and universal respect for mankind. They are advocates of economic and ecological sustainability
- **Cultural Understanding:** Students understand their own culture and are open to the cultures, perspectives, and traditions of others.
- **Balance:** Students understand the importance of intellectual, physical, emotional, and spiritual balance as they develop a sense of self.

CONTACT INFORMATION TEACHER EMAILS AND SCHOOL PHONE NUMBERS

Physical and Mailing Address: Mr. Jagernath Lachmonstraat 164, Flora, Paramaribo, Suriname

Website: www.suriname-internationalschool.com

Phone: +597 432-000



Emails:

Administrators

Director: Denise Giorello-Moczulski <director@suriname-internationalschool.com>

Curriculum Coordinator: Cindy Gopie <cindygopie@suriname-internationalschool.com>

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Faculty

Pre-K and K: Karlijn Paulus <kpaulus@suriname-internationalschool.com>

Grades 1 and 2: Sabrina Somojiono <ssomojiono@suriname-internationalschool.com>

Grades 3 and 4: Margaretta Jones <mjones@suriname-internationalschool.com>

Grades 5 and 6: Nicole Grant <ngrant@suriname-internationalschool.com>

Grade 7 and 8: Joanna Smith <jsmith@suriname-internationalschool.com>

High School & Literacy: Cindy Gopie <cindygopie@suriname-internationalschool.com>

Spanish and Library: Ernestina Garcia Pupo <tinagarcia@suriname-internationalschool.com>

Physical Education: Valerie Setrosentono <vsetrosentono@suriname-internationalschool.com>

OPENING AND CLOSING TIMES AND PROCEDURES

MORNING DROP OFF

During morning drop off time, 7:00-7:20 A.M., parents will be allowed to park outside the main gate on Calciumstraat. Younger children (grades Pre-K to 2) should be accompanied by their parents to their classrooms. Older children may be dropped off at the main gate on Calciumstraat.

AFTERNOON PICK UP

During the afternoon pickup time, parents may park outside and walk to the lunch area to wait for their child(ren), but may not go to the classroom(s).

Children in grades Pre-K through 2 will be escorted from the classroom to the lunch area where they will need to be picked up by their parents. Older children will be able to walk out to the gate to meet their parents.



WHEN A CHILD NEEDS TO LEAVE SCHOOL EARLY

If it is necessary for a student to be dismissed during the school day, s/he must bring a written request/notification (email is okay) from the parent or guardian to the office the day prior to the dismissal. If not, the parent must contact that school office to make appropriate arrangements. The permission should also be presented in writing and signed. The school may then contact the parent using previously provided information.

Whenever possible, all appointments should be made after school hours.

Excused early dismissals include:

- Doctor's/ dentist appointments
- Family emergencies
- Government issues such as passports and visas.

LEAVING WITH A DIFFERENT DRIVER

If a parent wishes a child to go home with a different driver, the school must be contacted. If the student is going home with someone who has not been previously approved in the contact forms, this request must be made in writing and signed by the parent.

EARLY DISMISSAL DUE TO ILLNESS OR INJURY

If a student becomes ill or injured during school, a parent will be contacted to pick up the student. Any child released during the day, prior to the regular dismissal time, will need to check out through the office. The parent/guardian will come to the office where he/she will sign the child out of school. A member of the office staff will go to the classroom to get the child and bring him/her to the office.

TARDINESS

It is the parents' responsibility to ensure that their children arrive to school on time. Students who arrive after 7:30 a.m. are considered tardy. Parents of students who are frequently tardy will be contacted by phone or e-mail.

DURING THE DAY

During the day, all visitors are to log in at the office and receive an official SIS badge.



Office personnel will issue him/her a temporary pass and collect a piece of ID to retain until the visitor leaves. If the visitor is there with a delivery for a classroom, the item is left with office personnel; in these cases the visitor does not go to classrooms.

When the visitor is ready to leave campus, he/she returns to the office to return the visitor's pass and collect his/her ID.

The visitor will be logged out through the office.

Visitors do not stay during after school hours unless they follow the procedures that are established for after school and weekend access.

AFTER SCHOOL ACTIVITIES PROGRAM

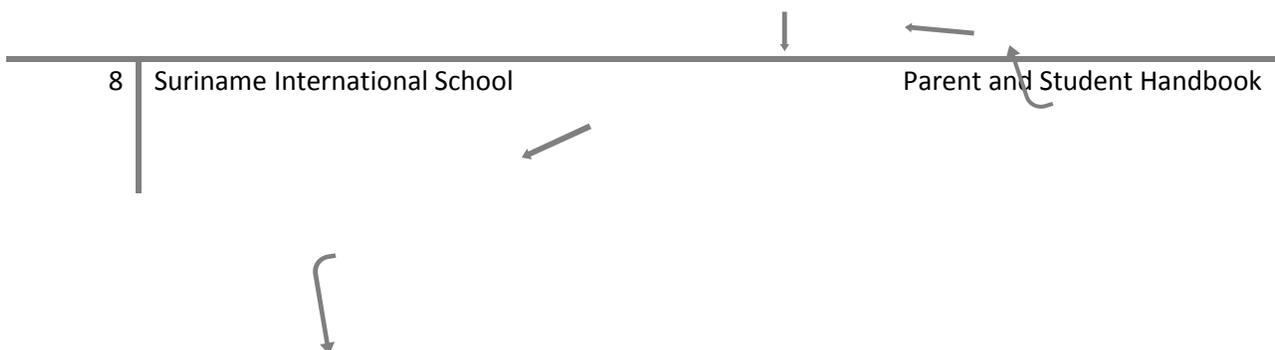
The after school activities program takes place two or three times a year. Sessions are held from 2:10-3:00 P.M. on Monday, Tuesday, Wednesday and Thursday. There are no after school activities on Fridays.

Students who stay for the after school activities program will follow the same pick-up procedures as the 2:00 P.M. dismissal.

PARENT DROP-OFF AND PICK-UP PROCEDURES AND TIMES:

Parents should drop off their children between 7:10 and 7:20 a.m. Students are dismissed at 2:00 p.m. and are free to leave campus with their parents or assigned drivers at that time. Please use the entrance on Calciumstraat, behind the school property. For safety reasons, students should not enter through the gate on Jagernath Lachmonstraat.

The school entrance can become crowded and difficult to navigate in the mornings and afternoons. Last school year a great deal of time was spent analyzing the traffic patterns and the following procedures were designed to make the drop off and pick up easier for everyone.





- 1) Please enter Calciumstraat off Doekhieweg as illustrated by the arrows and leave by continuing west as indicated. This will help keep the flow of traffic smooth and reduce the chances of a collision when two cars are backing out of the parking area at the same time.
- 2) Parents from grades Pre-K to Grade 4 must park their cars and drop off or pick up their children personally.
- 3) Parents of students in Grades 5 through 12 have the option of picking up their children without leaving their vehicle. They may do this by pulling up to the gate. Cars waiting in line must not block the parked cars.
- 4) Please wait for cars to pull out whenever possible.
- 5) Always keep an eye out for students or parents who may be crossing the road or walking behind your car when you are backing out.
- 6) Always be courteous and polite to the SIS and local community members.
- 7) Thanks to everyone for your support and cooperation!

SCHOOL SUPPLIES

Students should come to school each day with the materials they need for learning. Although your child's teacher may provide a more specific list, students generally need the following each day: pencils, sharpener, pens, notebook paper, ruler, backpack or schoolbag, water bottle or thermos, and their lunch and snack. We also ask that students in Pre-K and Kindergarten pack a change of clothes and that all students have an extra shirt in their bag or in the classroom.

ORGANIZATION OF CLASSES

CURRICULUM

Students in grades pre-K through 8 will follow a US style curriculum, which is based on the American Common Core states that we have adopted. (See www.corestandards.org for more information.)

Students in grades 9 through 12 engage in the K12 International Academy curriculum. The K12 curriculum is an individualized program tailored to each student's goals and abilities. Students complete online courses that are accredited in the United States through AdvancED. K12 is an award-winning online school that offers students a wide variety of courses including Advanced Placement options. Students are supported by full-time, certified instructors. The platform engages students with videos, interactive



learning activities, and synchronous learning sessions. K12 helps students become responsible for their own learning, with teachers acting as facilitators in this learning. (Visit www.k12.com/int for more information.)

In addition to the core classes, students receive art class, physical education twice a week and world language three times a week. All core classes (math, science, social studies, reading, writing, etc.) are conducted in English. However, English is not the first language for many students. Students who are learning English for the first time will also be offered additional support during school hours.

BREAK TIMES AND LUNCHTIMES:

Students have a 15-minute break in the morning at 9:30 a.m. to enjoy a nutritious snack. Lunch times are as follows:

- High School Lunch: 11:15-11:45
- Elementary Lunch: 11:45-12:15
- Pre-K/Kindergarten Lunch: 12:15-1:00

Our brains and bodies need fuel to function properly and good food is always the best fuel. Although you may send a special dessert or sweet with your child we always recommend a healthy and balanced meal for all children. If you have questions about something you would like to send to school with your child, please feel free to call the school.

Please provide a (thermal insulated) lunch bag and thermos or water bottle for your student to bring to school each day. Once the thermos or bottle is empty students can refill with cold water at the fountain in the hallway throughout the day.



SCHEDULES

Student Schedules, Grades PK - 8

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:30	Whole School Literacy Block				
8:30-9:00	Whole School Word Work Block				
9:00-9:30	Library Grades 3/4	Library Pk/K	Library Grades 5/6	Library Grades 7/8	Library Grades 1 /2
9:30-9:45	Break				
9:45-10:30	World Language Pk-2	PE Grades 1-2	World Language Pk-2	PE Grades 1-2	World Language Pk-2
9:45-10:30	Math/Science/Social Studies				
10:30- 11:00		PE PK/K		PE PK/K	



10:30-11:15	Math/Science/ Social Studies				
11:15-11:45	Spanish Grades 3/4	Art Grades 7/8	Spanish Grades 3/4	Art Grades 5/6	Spanish Grades 3/4
11:15-11:45	High School Lunch				
11:45-12:15	Elementary/Middle School Lunch				
12:15-1:00	Math/Science/Social Studies				
12:15-1:00	Art Grades 1/2	PE 8-12		PE 8-12	Art Grades 3/4
1:00-1:45	Spanish Grades 5/6/7	PE 3-7	Spanish Grades 5/6/7	PE 3-7	Spanish Grades 5/6/7

HIGH SCHOOL SCHEDULE (2014-2015)

Period	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:30	K12	K12	K12	K12	K12
8:30-9:00	Words Their Way				
9:00-9:30	Break	Break	Break	Break	Break
9:45 - 10:30	English Literature				



10:30- 11:15	K12	K12	K12	K12	K12
11:15 – 11:45	Lunch	Lunch	Lunch	Lunch	Lunch
11:45-12:15	K12	K12	K12	K12	K12
12:15 – 2:00	K12	K12	K12	K12	Cooperative Learning

HIGH SCHOOL GRADUATION REQUIREMENTS

High school students are required to earn 24 academic credits according to the following program:

Subject	Credits Required (1 Credit is a full year)
English	4 Credits
Math	4 Credits
Science	4 Credits
History	4 Credits
World Language	2 Credits (must be 2 credits of the same language)
Health	0.5 Credit
Physical Education	0.5 Credit
Electives	5 Credits

Course Sequence:

English: Literary Analysis and Composition I (9th Grade)
 Literary Analysis and Composition II (10th Grade)



American Literature (11th Grade)
British and World Literature (12th Grade)
Or: Advanced Placement English courses (11th and 12th Grade)

Math: Algebra I (9th Grade)
Geometry (10th Grade)
Algebra II (11th Grade)
Pre-Calculus (12th Grade)
Advanced Placement Math courses (11th and 12th Grade)

Science: Earth Science (9th Grade) –Some students may skip and take Biology.
Biology (10th Grade)
Chemistry (11th Grade)
Physics (12th Grade)
Advanced Placement Science courses (11th and 12th Grade)
Or: Physical Science (9th, 10th, 11th Grade)

History: World History (9th Grade)
Modern World Studies, or Geography and World Cultures (10th Grade)
US History, or Modern US History (11th Grade)
US Government, and Politics or US and Global Economics (Civics)
Or: Advanced Placement History courses (11th and 12th Grade)

Additionally students are required to complete a community service requirement and Life Skills class for each year of high school.

ATTENDANCE POLICY

Regular school attendance is essential for student success. When students miss school, they miss learning opportunities, which can affect their performance and their grades. The school calendar will allow your family to plan vacations and trips during scheduled school breaks.

There are no excused and unexcused absences. Students should not miss more than 20 school days, regardless of the reason. Students who miss more than 20 school days may be retained in their grade, at the discretion of the school administration.



ABSENCES DUE TO ILLNESS:

If your child is sick, please contact the school before 7:30 a.m. to inform your child's teacher. Use the school's official number (432 000) to call for absences due to illness or send an email. If a student is absent, please make arrangements to pick up your child's work from the teacher. Students must make up any work missed during an absence.

EXTENDED ABSENCES AND PLANNED ABSENCES:

Absence to extend vacations is strongly discouraged. If you plan to have your child out of school for any number of days, you must submit a letter to the administration explaining the nature of the absence. This letter should be submitted one week prior to the absence so that the teacher can prepare work for the student.

STUDENT ADVOCATE POLICY

Every student at SIS will be assigned a member of the faculty who will act as their advocate and supports them in all areas of their academic life. Each advocate will meet at least three times a year with their student to discuss areas of interest or concern that the student has. During each meeting the advocate should be getting to know the student, asking relevant questions and providing answers to questions that the students may have. Students will be able to talk to their advocate without fear of repercussions regarding their discussions. Students may also request to meet with their advocate when needed. All subjects discussed in the meetings are confidential, unless abuse or endangerment is suspected.

UNIFORM POLICY

As an international school within Suriname, we recognize that it is important for our students to present a clean and well-mannered image. Uniforms may be ordered through the office and will be embroidered with the SIS logo. Alternatively, please clearly label all pieces of the school uniform and P.E. uniform with the student's first and last name.

SCHOOL UNIFORM:

- Beige (sand/khaki) trouser, shorts or skirt
- White or navy blue logo embroidered polo shirt
- One color socks (no stripes or design), when socks are worn
- Shoes which fully enclose the feet or sandals that are fixed to the feet (no flip flops or clogs)



- The shorts or skirt has to be at the shortest 5 inches or 13 cm above the knee. The generally accepted guideline is that all skirts and shorts must be as long as the longest finger when hands are placed at the student’s side.
- No shirts that are strapless or have spaghetti straps are considered acceptable.

N.B. On days that the school uniform is not required, such as spirit days, the above guidelines should be adhered to and students choosing not to participate are required to wear the school uniform.

P.E. UNIFORM:

- Logo embroidered green t-shirt
- Black shorts
- Trainers
- Hat for the sun

The correct P.E. uniform should be worn for all P.E. lessons and sports activities. All jewelry should be removed during P.E. class, with the exception of earring studs or sleepers. SIS will not be held responsible for jewelry lost during P.E. class. Students with long hair must have it tied back when participating in P.E. activities. Deodorant is required for older children.

JEWELRY, HAIR AND MAKE-UP:

Jewelry is permitted (except during P.E. class) as long as it is discreet and respectful. While hair fashions change, students should not wear extreme styles at school. Discreet make-up is allowed in secondary school.

GRADING PRACTICES

GRADING SCALE AND DESCRIPTORS

Letter Grade	Percentage	Descriptor
A+ A A-	98-100 94-97 90-93	<p>Outstanding Performance</p> <ul style="list-style-type: none"> • The student demonstrates an excellent understanding of the items introduced in the course and has developed a high proficiency level in all skill areas to achieve nearly all of the course objectives. • Assignments are completed to an exceptional standard and outstanding progress in conceptual understanding and skills performance is evident throughout the course. • The student frequently makes connections between concepts and skills within this area and with other related areas. • May make errors, but these do not detract from communication. • Demonstrates an understanding of and ability to use with ease and confidence a broad

		range of language related to this subject.
B+ B B-	88-89 84-87 80-83	<p>Good Performance</p> <ul style="list-style-type: none"> ● The student demonstrates an above average understanding of the items introduced in the course and has developed proficiency in all skill areas to achieve most of the course objectives. ● Assignments are completed to a good standard and progress in conceptual understanding and skills performance is evident throughout the course. ● The student makes connections between concepts and skills within this area and with other related areas. ● Few lapses in accuracy, fluency and appropriateness, but communication is generally effective and consistent. ● Demonstrates an understanding of and ability to use a range of language related to this subject.
C+ C C-	78-79 74-77 70-73	<p>Satisfactory Performance</p> <ul style="list-style-type: none"> ● The student demonstrates an acceptable understanding of the items introduced in the course and has developed a proficiency level in some of the skill areas to achieve some of the course objectives. ● The standard of work in the assignments could be improved, and more progress in conceptual understanding and skills performance could be desired. ● At times, the student is able to make connections between concepts and skills within this area and with other related areas. ● Some lapses in accuracy, fluency and appropriateness, but usually succeeds in communicating and comprehending. ● Understanding of and ability to use the language is restricted to familiar vocabulary and predictable structures.
D+ D D-	68-69 66-67 65	<p>Minimally Acceptable Performance</p> <ul style="list-style-type: none"> ● The student demonstrates a basic understanding of the items introduced in the course and has developed some proficiency in the skills needed to achieve more than one of the course objectives. However, the standard of assignments shows that insufficient effort and progress in conceptual understanding and skills performance were made during the course. ● The student rarely is able to make connections between concepts and skills within this area and with other related areas. ● Work shows frequent problems in accuracy, fluency and appropriateness, so that communication and comprehension often break down. ● Difficulty in understanding and coping with language, even familiar vocabulary and predictable structures.
F	Below 65	<p>Unacceptable Performance</p> <ul style="list-style-type: none"> ● The student does not demonstrate a basic understanding of the items introduced in the course and has failed to develop proficiency in the skills needed to achieve any of the course objectives. ● Assignments were either not completed, showed lack of effort or minimal progress in conceptual understanding and skills performance. ● The student is unable to make connections between concepts and skills within this area or with other related areas. ● Demonstrates a lack of understanding of an inability to use a range of language, even non-specialized communication.



EFFORT AND CONDUCT GRADING SCALE

1 Excellent 2 Above Average 3 Average 4 Below Average 5 Unsatisfactory

EFFORT AND CONDUCT CRITERIA

The following performance criteria will be used in all classrooms to evaluate Grades 3-12 students in the areas of effort and conduct:

EFFORT

- Be in the classroom when class begins.
- Be awake, focused, and fully participating in class.
- Bring required materials to class every day.
- Meet all assigned deadlines for homework, projects, quizzes and tests.

CONDUCT

- Listen, understand and follow instructions, oral or written.
- Respect each person’s right to speak and to be heard without interruption or ridicule.
- Avoid distractions during class discussions, presentations, quizzes or tests.
- No food, candy, gum or non-water drinks during class.
- Respect school property and the private property of others.
- Leave the classroom, lab, or library in better shape than you found it.

ELEMENTARY GRADING SYSTEM

The report card is an attempt to individualize the reporting so that it will reflect the child’s progress in relation to the individual ability and effort of the student.

Grades Used for Pre-K to Grade 2

O	Outstanding progress	LEVEL: MG	Meeting Goals
S+	Above average progress	EG	Exceeding Goals
S	Average progress	AG	Approaching Goals
S-	Below average progress		



- N** Progress is not satisfactory
- NA** Not applicable at this time

HOMEWORK

Homework is an extension of classroom work completed outside of school and not under the direct supervision of the teacher. Homework is a valuable learning tool that reinforces what was taught in class and provides for additional practice so the student retains learned material better. Please see the following guidelines that have been set up for the students and teachers.

- Pre-K brief tasks
- Kindergarten 10 minutes
- Grades 1 and 2 30 minutes
- Grades 3 and 4 45 minutes
- Grades 5 and 6 60 minutes
- Grades 6 to 8 1.5 hours
- Grades 9 to 12 1.5-3 hours

CODE OF CONDUCT

It is the intent of SIS to promote a sense of community among students, parents, and faculty; to develop social, civic and leadership skills in all students; and to encourage respect for nature, universal human rights, economic justice, and a culture of peace. We help students develop the skills and abilities that will encourage them to make healthy and responsible choices in their lives.

The teachers are responsible for developing classroom expectations and consequences in accordance with SIS's core beliefs. The Director is responsible for establishing a disciplinary consequence policy for SIS that reflects best practices in education and SIS's philosophy.

GENERAL CONDUCT

The school has adopted five agreements to guide the behavior and development of our students on a daily basis. These five agreements provide the groundwork for building a safe learning environment where students feel included, valued, accepted and safe. The agreements are honored by students, teachers, and administrators throughout their time together.

Attentive Listening:

- Attentive listening means paying attention to another's expression of ideas and feelings, letting others know that they have been heard, and checking for understanding. It means, "listening with your heart as well as your head."



Appreciation/ No Put-Downs:

- This two-fold agreement is very important. It means treating each other kindly and stating appreciations for unique qualities and helpful contributions. It also means avoiding negative remarks, name-calling, hurtful gestures and behaviors.

Right to Pass:

- The right to pass is used during group sharing activities and is designed to build “community” and a positive environment for learning. Research has shown that voluntary participation enhances learning, thus this agreement is important for building a learning environment that feels safe and comfortable for each student.
- The right to pass is not practiced during academic instruction time, and students do not have the option to “pass” on academic assignments.

Mutual Respect:

- This agreement helps people; young and old, respect other’s personal feelings, physical space, belongings, cultural differences, uniqueness and special contributions.

Personal Best:

- This agreement helps people, young and old, to do their personal best in academics, physical movement, effort, conduct and emotionally. This also means to know your limits, seek outside help and try to follow good example.

BEHAVIOUR PROGRAM, GRADES PK - 6

GENERAL EXPECTATIONS

- I will work and play safely
- I will show respect for myself, others, and property
- I will help make our school a good place to learn.

PLAYGROUND EXPECTATIONS

- Walk, don’t run, on sidewalks.
- Respect others’ property.
- Play only in designated play areas
- Keep your hands and feet to self.



- Use playground equipment appropriately and safely.
- Report problems to playground assistants.
- Line up as soon as the teacher says so.
- Stay where the playground assistant can see you.
- Use appropriate language.

LUNCH EXPECTATIONS

- Eat food only in designated lunch or snack areas.
- Be courteous to others.
- Remain in your seat while eating.
- Use a quiet voice.
- Keep your eating area clean.
- Stay in the eating area until you're finished with your lunch.

CONSEQUENCES

Teachers will attempt to manage student problems at the classroom level using appropriate classroom management techniques. Students will need to speak with the director for repeatedly not meeting expectations and a parent meeting may need to be called.

CODE OF CONDUCT – MIDDLE AND HIGH SCHOOL

Paramount to all of the rules is respect. In theory, if respect for others and their property is in place, as it is with many of our students, then the situation would be ideal. Students need to know that their teacher respects them and will treat them fairly. In most cases, these two things will improve the behavior and attitudes of the majority of our students. They need to look to us as role models of respect. All students are going through some phase of learning about acceptable behavior. It is important that we teach, have discussions, and make the rules clear so that the students understand what behaviors we expect and to make it clear what will happen if they step over the boundaries. As educators we should be committed to teaching students how they can achieve a more respectful behavior and attitude so that this becomes a life-long habit no matter where the student goes. The student who behaves because it is in his or her self-interest has achieved a valuable skill. A successful instruction program is directly related to responsible behavior and attitude.

Teachers will attempt to manage student problems at the classroom level using appropriate classroom management techniques. Students will need to speak with the director for repeatedly not meeting expectations and a parent meeting may need to be called.

SERIOUS INFRACTIONS



Students will be sent to the director for serious infractions including but not limited to:

- Continued and willful disobedience or open defiance of authority of any teacher or staff member.
- Continued repetition of lesser behavior issues that cannot be resolved through other means.
- Conduct that endangers the well-being of other people.
- Physical assault or battery upon any person (including fighting).
- Theft, taking or trying to take another person's property or money by force, fear or other means.
- Willfully causing or attempting to cause damage to private or school property (vandalism).
- Unauthorized presence on the school grounds, or failure to leave promptly after being told to do so by the principal or staff member in charge.
- Unauthorized use or possession of any firearm, knife, or other weapon on school property, such as the use or possession of explosives, including fireworks, smoke bombs or stink bombs.
- Gambling in any form.
- Violation of smoking regulations
- Use of tobacco products, alcohol, or illegal drugs.
- Harassing, cursing or verbally abusing any person, including remarks intended to demean a person's race, religion, sex, creed, national origin, handicapped condition, or intellectual ability.
- Willful substantial disruption of school activity.
- Forgery, cheating or plagiarism.
- Violation of attendance regulations.
- Violation of any law, regulation of the school, or regulation of the Board of Directors.

CONSEQUENCES FOR SERIOUS INFRACTIONS

The following consequences may be applied when students are involved in serious infractions.

DISCIPLINARY OR ACADEMIC PROBATION

Disciplinary or academic probation is a period of time during which a student's behavior must meet specified standards. The Director is authorized to place students on probation. The student and his parents shall be informed in writing precisely what behavior is expected, the length of the probation, and the consequences of failure to meet the probationary standards.



SUSPENSION

Suspension is a temporary exclusion of a student from school. The Director is authorized to suspend students for serious misconduct. The student and his/her parents will be notified immediately in writing by the Director. The student will be readmitted to SIS only after his parents have been interviewed by the Director and a satisfactory solution to the student's conduct has been agreed upon.

NON-APPROVAL OF RE-ENROLLMENT

Not approving a student's re-enrollment to SIS for the following academic year is a serious consequence reserved only for extreme cases of misconduct. It can be used when the student has committed an act or series of acts that are serious in nature and demonstrate the student's unwillingness to comply with school expectations. This is a grave measure and shall be taken only when SIS has exhausted its resources for correction or is convinced that the student's continuance at school is not in the best interest of the other students.

EXPULSION

Expulsion is permanent dismissal from SIS. The Director may recommend expulsion to the Board in cases of extreme misconduct when continued attendance at school directly or indirectly poses a threat to the well-being of others or to the educational environment. Expulsion is a grave measure and shall be taken only when SIS has exhausted its resources for correction or is convinced that the student's continuance at school is not in the best interest of the other students.

DRUGS AND ALCOHOL POLICY

Drugs and alcohol are detrimental to the intellectual, social, physical, and spiritual development of a student. The school will provide support without penalty **at the discretion of the administration**, for any student who needs help to overcome substance abuse.

The consumption of drugs and alcohol are not permitted on campus. The Board has the authority to authorize exceptions regarding the consumption of alcohol on a case by case basis.

Students are not permitted to be in possession of alcoholic beverages, drugs (illicit or prescription), tobacco, or weapons either on school property at any time or at any SIS sponsored activity at any location, even if held after school hours.

In event that the student is under the influence of a drug or alcohol, or in possession of drugs and/or alcohol, he/she will be suspended from SIS (in accordance with written procedures), and the parent(s)



will be contacted. In cases in which the law has been violated, he/she will be referred by the Director for recommendation to the Board for expulsion.

School properties may be inspected by SIS authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, alcohol, weapons, poisons, and missing property are matters relating to health and safety.

SMOKING

SIS is a smoke free campus. Smoking is prohibited at any time.

POSSESSION OF WEAPONS

Weapons, such as firearms or pepper spray, are strictly prohibited on school property. No student, parent, faculty member, administrator, or visitor will be allowed to enter the campus with a weapon of any sort.

LEAVING CAMPUS

SIS has a closed campus. The only time students leave campus is during physical education classes, which are held across the street from the school at the Anthony Nesty Sports Stadium. Students leaving campus prior to the end of the school day must check into the office prior to being dismissed. Approval for high school students to leave campus must be granted by the administration unless it is for a school sponsored activity or field trip.

LOST AND FOUND

Found articles should be deposited in the lost and found basket located outside near the rear entry door. Students may search for lost items in the lost and found basket. Periodically lost items will be displayed on a table outside in the picnic area.

ELECTRONIC DEVICE POLICY

To maintain quality academic environment, and healthy personal development of our students, the use of cellular telephones, electronic games, players, and other electronic communication devices (ECD's) are restricted during school hours. It is mandatory that all electronic devices are turned off and put away during school hours, and students assume the risk of any loss or theft of their devices. Should a student need to call parents for any reason during the school hours, he or she can ask to use the school's telephone. The Middle and High School students may use electronic devices, including cell phones, during breaks and lunch at the teacher's discretion.



The older students (grades 5-12) may bring their tablets and laptops to school for educational purposes and strictly under their teachers' supervision. Younger students may bring computers or laptops for special projects at the teacher's discretion.

Any student found breaking the rules will have his or her electronic device confiscated by the school authorities and parents will be informed immediately.

ANTI-BULLYING POLICY

The Suriname International School upholds the right of every child to grow within a safe, caring and supportive environment. We do not tolerate attitudes or behavior that in any way threaten or diminish the dignity of the individual. The principles of positive respect outlined in the School's Code of Conduct are the basis for our anti-bullying policy. If bullying does occur all students are expected to tell staff, who will take prompt and effective action. The Code of Practice provides the framework for supportive action for all parties involved.

The Suriname International School is committed to providing a caring, friendly and secure environment for all our pupils. We are confident that our whole school approach with regard to bullying affords a supportive and realistic way forward.

EMERGENCY PROCEDURES/SECURITY

GENERAL CONSIDERATIONS

A peaceful climate is essential to education and teachers have the legal and moral support of the community in establishing and maintaining order. The faculty, staff, and student leaders are encouraged to play a vigorous and innovative role during sensitive periods of social adjustment in our community. Faculty members are encouraged to conduct classroom discussions relative to social change, community order, the nature of personal freedom, and related topics, when appropriate. Faculty and staff members having experience or special competence in public order, social change, minority group culture, and related topics are encouraged to offer innovative ideas designed to prevent campus disturbance.

CAMPUS VISITORS

There will be no persons allowed to congregate on the campus during regular school hours who are not legitimate staff, faculty, or students. All visitors and service persons will report to the administration and will be given a pass/permission. Unauthorized persons who refuse to identify themselves and/or refuse to leave will be reported with a full description to the administration, which will cause them to be investigated and removed by police or security if necessary.



INTERNET USE POLICY

Network resources are provided for students to conduct research and communicate with others in relation to schoolwork. Internet access is also provided for educational purposes, which include use of Web information for classroom activities, educational research, and professional or career development activities. Please note that any reference to the school network service also includes using the school's Wi-Fi, and in some cases, any use of the internet while on campus or during school activities.

Access to the network service is given to students who agree to act in a responsible manner. Access is a privilege, not a right. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are to be considered public in nature. General school rules for behavior and communications apply. The Suriname International School may block general access to restricted websites and IP addresses and search words. This does not exclude all searches and websites that are not age appropriate.

Based on the guidelines outlined below, the SIS faculty will deem what is considered inappropriate use. On identification of inappropriate use of network services by the administration or faculty, student access may be denied or revoked at any time.

UNACCEPTABLE USES

The following uses of the SIS computer network and Internet are considered unacceptable for students and staff, but are not limited to:

1. Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- pornographic, obscene or sexually explicit material;
- obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- materials or information that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school's network to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.



3. Users will not use the school's network to engage in any illegal act or violate any local or international law(s).
4. Users will not use the school's network to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school's software, hardware, or wiring or take any action to violate the school's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school's network to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school's network to post private information about another person or to post, transmit, or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Users will not use the school's network to violate copyright laws or usage licensing agreements or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet. Any text copied or quoted from the Internet needs to be properly sourced.
8. Users will not use the school's network for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school. Users will not use the school's network to offer or provide goods or services or for product advertisement. Users will not use the school's network to purchase goods or services for personal use.
9. Access to certain social networking Web sites such as, but not limited to, Facebook and Twitter is not permitted from the school's network. The list of prohibited Web sites is subject to change at any time without prior notification.



PARENT INVOLVEMENT

The PTA is a non-profit organization consisting of all parents, teachers, and an elected PTA committee of the school community. The aim is to promote and enhance the international character and values of the education offered at SIS and to forge a unified, vibrant, and caring community in support of student education. Through close co-operation among the parents, staff, Board of Directors, and others associated with the school, the PTA assists in developing and extending our relationships. SIS values the voice of the parents and staff.

The PTA helps to organize, and sponsor, various events throughout the year. The PTA supports the school by assisting with voluntary help for sporting events and class field trips. Fundraising is also a part of PTA activities. There is support to various community charities in an effort to give back to the community we live in. If you have any ideas of projects or social events that might be appropriate for the future, please let us know.

If you would like to get involved, please attend a PTA meeting held and communicated regularly. This is a great way to learn about new developments and gives you the opportunity to contribute to the direction of the school. All parents can join the PTA (and are encouraged to do so). The Suriname International School offers reduced tuition rates and can only continue to offer this service if parents are active volunteers and participants in the PTA.



POLICY REVIEW AND ACKNOWLEDGEMENT

2016-2017

***Sign and return to your child's teacher.

I have received and reviewed the Suriname International School Parent/Student Handbook and agree to its contents.

Parent's Signature & Date

Student's Signature & Date



PARENT CONSENT MEDIA

2016-2017

***Sign and return to your child's teacher.

As the Suriname International school continues on its path toward excellence, we will be enhancing the Web site and publishing materials to distribute to families and the public. We will also be involved in social media initiatives that will teach the students the latest forms of communication and increase awareness of our growing school.

This waiver is for you to sign and give your consent to use pictures and/or videos of your child for school-sponsored media publications. If at any time you choose to revoke your consent or feel that a particular photo or video featuring your child is not something you want to share, please tell the director immediately and the item will be removed from any and all publications.

Please check the formats for which you give consent to have your child included:

- Yearbook
- Newsletter (published online and in print)
- Web site (www.suriname-internationalschool.com)
- Facebook site
- YouTube (short videos featuring school-sponsored activities)
- Blog (suriname-internationalschool.blogspot.com)
- All of the above

By signing this form you give the Suriname International School permission to use photographs and/or videos of your child and family in the checked formats above for the 2016-2017 school year.

Student Name: _____

Parent Name (print): _____

Parent Signature: _____ Date: _____



PARENT CONSENT MEDICATION

2016-2017

***Sign and return to your child's teacher.

The health and well-being of our students is of the utmost importance to us. Therefore, the school has decided to provide a Consent Form for medications to all the parents. Please be aware that school staff will always call parents before administering medication also if you give your consent. This consent form is in case we are not able to reach the parents.

See the options below for medications that we will have available at school:

1. Advil
2. Tylenol
3. Paracetamol

If you do give consent to the school to administer medication and your option is not listed, please provide it for your child with his/her name clearly marked on the medication. Please circle whether you do or do not give consent with the option you choose.

Please return the form to the school as soon as possible.



Student Name: _____

Parent Name (print): _____

I do / do not give my consent _____

Type of medication to be administered: _____

Amount to be administered: _____

Parent Signature: _____ Date: _____



PARENT CONSENT INTERNET USE

2016-2017

***Sign and return to your child's teacher.

I understand and agree that the Suriname International School is not responsible for the contents of the Internet. I understand that teachers are asking students to locate information for school assignments on the Internet and that the School's computers can provide such access.

I permit my child, who is between the ages of 4 and 18, to use the computers in the Computer Room with supervision of a teacher. I indemnify and hold the Suriname International School harmless from any and all liability for injury to my child arising out of his or her use of the computers in the Computer Room.

I understand that my child must abide the Internet Use Policy and follow the teacher's instructions. I have explained the Internet Use Policy to my child. I understand that if my child refuses to follow the Internet Use Policy, he or she may be restricted in use of the School's computers.

I give my child permission to use the School's Computers with Internet access for educational use.

Student Name: _____

Parent Name (print): _____

I do / do not give my consent _____

Parent Signature: _____

Date: _____