



THE INTERNATIONAL SCHOOL

Parent Handbook

2008-2009

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This Parent Handbook contains general information for all parents. Please read it carefully and keep it handy. Within this booklet, all references to “the office” refer to the Stearns Hall, Main Building, or Corbett Street reception area, whichever is most convenient. .

## **ABOUT THE SCHOOL**

### **THE BEGINNING**

The International School opened in the fall of 1990 with two Spanish teachers and nine students. Today the school offers full language and cultural immersion in Spanish, Japanese and Chinese to over 350 students.

### **SCHOOL MISSION**

- » To provide children with a comprehensive, challenging education and promote fluency in a second language;
- » To develop children who are cultured,

responsible and productive citizens of a diverse and interdependent world.

### **RESOURCES FOR PARENTS**

**The school community includes many people who are resources for parents to contact with questions, comments or concerns. All staff members can be reached by email using FirstNameLastInitial@intlschool.org, or at 503-226-2496.**

**For issues relating to your child’s studies or classroom activities, please contact your child’s teacher first. If the issue still needs attention, please contact the lead teacher next, then the principal, then the head of school if necessary.**

**For other questions, comments or concerns, the following pages can help find the right person to talk to. If you’re unsure, any TIS administrative staff member will be happy to help.**

### **THE TIS COMMUNITY**

**Students:** A highly diverse group of

children representing a variety of cultural, economic and ethnic groups.

**Faculty:** A dedicated team of caring and knowledgeable teachers and aides from a diverse array of cultural backgrounds. All TIS teachers demonstrate native ability in the language they teach and are committed to immersion education.

**Lead Teachers – Maria Lira (Spanish), Yukako Owen (Japanese), Hong Shentu (Chinese):** Oversee operational and educational matters for their language tracks. This includes:

- » Curriculum development, textbook selection and evaluation of teachers (with the principal)
- » Assisting with individual student achievement and discipline matters (with the teachers and, if needed, with the principal).

### **Principal - Maria Abad**

The school's educational leader, responsible for day-to-day operations and adherence to the school mission in all school activities.

Responsibilities include:

- » Directing the teaching and administrative staffs
- » Supervising, assisting, and evaluating faculty in curriculum, classroom management, teaching methods, and general school procedures;
- » Leading the Academic Policies/ Curriculum Committee to articulate school goals, department goals, course objectives, materials, methods and means of assessment;
- » Providing an orderly, controlled environment for learning to take place, a school climate which is supportive and respectful with high morale;
- » Addressing the educational, physical, social, and psychological needs of the members of our school community;

- » Providing academic guidance and overseeing the grading of students;
- » Maintaining student discipline; monitoring adherence to school policies and citizenship expectations;
- » Chairing the textbook committee, a committee of lead teachers, classroom teachers and head of school that selects all textbooks (consulting with outside experts as required);
- » Resolving routine & unique issues as they arise.

The Principal reports to the Head of School.

### **Parent/Teacher Organization (PTO):**

Supports the school's educational mission by managing many volunteer activities. Facilitates communication between parents, administration and the Board of Trustees. The PTO president sits on the school's Board.

All parents, teachers, and staff are members of the PTO and are encouraged

to attend PTO meetings. The meetings are held at least quarterly - please refer to the calendar for dates & locations.

The 2008-09 PTO officers can be reached at [PTO@intlschool.org](mailto:PTO@intlschool.org):

- » President: Paula Prince
- » Vice President: Kathy Guilfoyle
- » Secretary: Debbie Rink
- » Treasurer: Peter Maxwell
- » New Parent Liaisons: Kimmy Simon and Debbie Richman

### **Admissions Director – Jan Williams**

Manages the enrollment process for new and returning families. Liaison to prospective parents, feeder schools, agencies and other organizations.

### **Business Manager - Rob Timmons**

Manages the financial operation of the school including all matters of billing and collections.

**Marketing Director - Linda Bonder**  
Manages all school marketing activities.

**Development Director - Linda Bonder (acting):** Oversees school fundraising activities (together with the board's development committee and the PTO).

**Facilities Manager - Frank Bojanowski**  
Manages all aspects of school facilities.

**Summer Camp Director - Pilar Arias**  
Manages all aspects of summer camp.

**Administrative Assistant – Jhoanna Co**  
Manages many administrative aspects of school operations including the Head of School's schedule, student and staff records, and Child Care Division Certificate.

**Receptionists:** Manage the reception area, assisting the many children, parents, and visitors who come through.  
Main Building: Ellen Savaria  
Corbett Street: Shelley Stoye

Stearns Hall: TBA (also the marketing assistant)

### **Head of School**

Hired by the board to manage the school's overall welfare and your child's education.

Responsibilities include:

- » Hiring, supervising, and dismissing school employees;
- » Preparing and delivering a curriculum that carries out the school's mission (with the Principal and Lead Teachers);
- » Verifying that students who are admitted fit into the school's program (with the Principal, Lead Teachers and Admissions Director);
- » Preparing and overseeing the budget, and seeing that the facilities support the program (with the Business Manager);
- » Overseeing the school's fundraising activities (with the Development Director);
- » Planning for the future (with the Board);
- » Serving as the school's formal

ambassador to the outside world.

### **Board of Trustees - Michelle Kerin, President**

Establishes and safeguards the school's mission, ensures that the founding vision lives on, and keeps the School's educational vision current and viable for generations to come.

Board members keep their eyes on the big picture to enable the school to pursue its mission effectively today and for the future. Its work includes short and long-term planning for financial resources, facilities, policies, and other related tasks.

The Board's work does not include, for instance, deciding on textbooks and curriculum; hiring; supervising, and dismissing faculty; or setting employee salaries. The Board does not hear complaints, sit as a court of appeals, or overturn the Head's decisions.

All community members are welcome

to attend Board meetings. Meeting times and locations are posted on the school calendar at [www.intlschool.org](http://www.intlschool.org). Board members are listed on the web site and can be reached at [Board@intlschool.org](mailto:Board@intlschool.org).

The International School is committed to providing equal treatment to all individuals without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law to all the rights, privileges, programs, educational policies, admission policies, financial aid, athletics and activities generally made available at the school.

## **SCHOOL CODE OF CONDUCT**

### **PRINCIPLES OF PARTNERSHIP FOR PARENTS**

All school parents are expected to:

- » Respect the school's responsibility to do what is best for the entire community while recognizing the needs of individual students.
- » Familiarize themselves with and support the school's policies and procedures.
- » Provide a home environment that supports positive learning attitudes and habits.
- » Involve themselves in the life of the school through volunteering and other means.
- » Share with the school any religious, cultural, medical, or personal information that may help to best serve their child and the school community.
- » Seek to resolve problems and secure information through appropriate channels.
- » Treat everyone with respect and maintain an educational - rather than adversarial - tone in the face of the inevitable challenges.
- » Acknowledge that payment of tuition is not an investment of ownership in the school, with related controls, but rather an investment in the educational process of their child.

The school believes that a positive and constructive partnership with parents and guardians is essential to the fulfillment of the school's mission. Thus, TIS reserves the right not to continue enrollment or not to re-enroll a student if the administration reasonably concludes that the actions of the parent or guardian make such a positive, constructive relationship impossible, or otherwise seriously interferes with the school's educational purposes.

### **PRINCIPLES OF CONDUCT FOR STAFF**

All school employees are expected to:

- » Establish positive professional relationships with students and parents, characterized by mutual respect,

warmth, and goodwill.

- » Work to establish and maintain an atmosphere of collegial support and adherence to professional standards.
- » Initiate growth in their own intellectual and professional development.
- » Model integrity, curiosity, responsibility, creativity, and respect for all people.
- » Model an appreciation for diversity of race, religion, culture, gender, and learning style.
- » Be teachers to all students at all times; be committed to character formation.
- » Develop and sustain partnerships with parents that support each student's well being and increasing autonomy.
- » Enforce standards of student behavior in a fair, firm, compassionate and educationally sound manner.
- » Make the school's philosophy implicit in their teaching and other work with young people, and also interpret this philosophy to parents as necessary.

## **PRINCIPLES OF CONDUCT FOR STUDENTS**

All students are expected to:

- » Attend all classes (unless excused in advance) and arrive on time.
- » Come to class prepared to learn and to help others with their learning.
- » Show respect for others, with basic civility, courtesy, and acts of kindness.
- » Consider the safety, feelings, and general needs of others at all times.
- » Tell the truth and act truthfully.
- » Respect the property of others and of the school; keep our building and campus clean.

## **SCHOOL HOURS**

Regular school hours are from 8:15am to 3:15pm. Students should arrive by 8:00am and be ready to learn by 8:15am. Please help us teach responsibility by bringing your child to school on time.

## **PARKING**

- » If parallel parking, turn your wheels toward the CURB & set your parking break.
- » If parking head-in, turn your wheels toward the UPHILL and set your parking break.
- » Honor the posted parking signs.
- » Do not park in the turnarounds or in the crosswalk - even for a minute.
- » Drive slowly, turn off cell phones & watch for small children.

## **MORNING PROCEDURES**

Before 7:30am, students should not be dropped off unless enrolled in the SquareGator morning program.

7:30 to 8:00am early care is provided by teaching assistants and is included in tuition. Early care will be at Corbett Street for pre-k, in the Stearns Hall music room for all Stearns Hall students, and in the Main Building for all other students (low-k

& kinder in the middle floor, grades K-5 in the gym).

Parents may pull up outside the Main Building lower entrance or Stearns Hall as appropriate, and a teacher assistant will guide children to the early care area and check them in. Corbett Street families must park and walk their child into the building and sign him/her in with a staff member.

All classroom teachers pick up their students from early care at 8:00 am.

**8:00 to 8:15 am:** Parents arriving during this time should bring children directly to his/her classroom.

**After 8:30 am:** Parents and children must stop by the office to get a Tardy Slip and sign in to the attendance log in the classroom.

## **AFTERNOON PROCEDURES**

**Regular Dismissal Days:** The school

provides supervision until 3:30 pm at no charge. If your child is not picked up by 3:30, you will be charged \$10.00 per hour.

**Noon Dismissal Days:** The school provides supervision until 12:30 pm. If your child is not picked up by 12:30 p.m. you will be charged \$10.00 an hour.

### **Pick-Up Release Form / Carpools**

If your child will be participating in a carpool, please add the name of all carpool drivers to your child's permanent pick-up list. If you will be sending your child home occasionally with another adult, you **must** fill out a pick-up release form. The designated person must bring photo identification and check in at the office. **We will not release your child to anyone that has not been previously approved by you in writing.**

**Before 3:15:** If you need to take your child out of school early, please sign him/her

out in the office and in the classroom attendance log. If your child will be returning to school later that same day, you need to sign in at office and classroom too.

**Corbett Street students** must be picked up in their classroom between 3:00 and 3:30pm unless the student is signed up for SquareGator aftercare.

### **For all other students:**

**3:10 to 3:15pm,** students may be picked up in their classroom. At 3:15, Stearns Hall students will be taken to the Music Room, and all other students will be taken to the lower floor of the main building's lower entrance.

**3:00 to 3:30pm:** Parents may pull up to the curb outside the main building lower entrance (for students in the main building or modulars) or Stearns Hall. Teacher Aides will take your Pick-Up Card (available in the summer packet and from the office) and

bring your child to you.

**After 3:30:** All children will be taken to rooms near the main building's lower entrance. Please park, go to the room, and sign your child out.

### **CHILDCARE - SQUAREGATOR**

After school care is provided by SquareGator from 3:15 p.m. to 6:00 p.m. every day and from 12:00 p.m. to 6:00 p.m. on noon dismissal days. The SquareGator program is a great place for children to unwind, enjoy friends, explore new skills, and get a head start on homework. Best of all, children have fun in a safe and secure environment with qualified teachers.

For more information, please contact SquareGator at (503) 515-7094, or SquareGator@gmail.com.

### **"NO SCHOOL" WEEKDAYS**

Please watch the school calendar and read InTheKnow every week to be aware of

"no school" days and childcare options.

In general, SquareGator provides full day childcare for days such as Teacher In-Service and Parent/Teacher Conferences. Children must be signed up with SquareGator a week in advance.

Regular classes are in session for some national holidays, and SquareGator is available on some other holidays. Please check the school calendar for details.

Please note that TIS cannot hire childcare workers that are not already employed by the School.

### **ATTENDANCE AND ABSENCES**

By enrolling your child at The International School, you assume a commitment to regular and punctual attendance. Oregon State Law requires that students attend school daily unless they have a medical excuse or a family emergency.

### **ABSENCES**

On days your child is absent; please notify the office before 9:00 a.m. It isn't necessary to call on subsequent days if the absence is longer than one day.

Children may not attend school on unscheduled days to make up for days missed due to illness or any other reason.

### **HEALTH AND MEDICATION**

#### **WHAT IS "TOO SICK FOR SCHOOL"?**

For the health of the school community, children may not be at school if they:

- » have had a fever in the past 24 hours
- » have an active cold
- » are contagious to others
- » are sick enough that you feel they should stay inside for recess.

If your child has a communicable disease, please contact the office as soon as possible so we can alert other parents. A report from the doctor is necessary before your child can return to school. Please let the office know

as soon as possible so we can alert other parents. Children with bacterial infections (i.e., strep throat, impetigo) must be on antibiotics for 24 hours before returning to school. Please note that we do not have an on-staff nurse.

### **IMMUNIZATION/ HEALTH FORMS**

The school is required to have current vaccination forms for each child. Please contact the office with any updates.

The state requires the following:

Under 5 years old: Diphtheria/Tetanus ((DTP, DT, Td, DtaP – 4 doses), Polio (OPV, TOPV, IPV - 3 doses), MMR (Measles, Mumps, Rubella - 1 dose), Hepatitis B (3 doses), Haemophilus Influenza type b (Hib, 1-4 doses), Varicella (Chickenpox – recommended by not required).

Under 5 years old: Diphtheria/Tetanus ((DTP, DT, Td, DtaP – 5 doses), Polio (OPV, TOPV, IPV - 4 doses), MMR (Measles, Mumps, Rubella – 2 doses), Hepatitis B (3 doses),

Haemophilus Influenza type b (Hib – not required), Varicella (Chickenpox – recommended but not required).

### **MEDICATION**

Parents must fill out a Medication Administration Form to give the school proper permission and instruction on administering medicine. **Please - never send medication with your child, and never give a child's medicine to the teacher. ALL MEDICATION MUST BE BROUGHT TO THE OFFICE BY AN ADULT and will be held and administered by the office.**

To minimize the danger of accidents, all medication must be in the original container with original labeling. No medication, whether prescription or over-the-counter, will be given to any student without written instructions from the child's physician or parent. This includes commonly used medications such as pain relievers, antihistamines, decongestants, antacids, etc. A general permission on the

Student Record Form allows the school to administer Tylenol and Pepto Bismol. When unplanned medication has been administered to a student, a Notification Form will be sent home.

### **NEW ILLNESS/ACCIDENTS**

**Please make sure the school has your current emergency contact information.**

If your child becomes ill during the school day, we will always call the parent first. If a parent cannot be reached, we will contact others from the emergency contact list on your child's enrollment form.

If we are unable to contact anyone, your family doctor may be called. In the event of an emergency, the office staff will take your child to the OHSU Emergency Care facility.

### **EMERGENCY CLOSURE**

In the event it becomes necessary to close the school after students have already

arrived, parents will be notified by telephone.

If the students must leave the building, they will be moved to the Boy Scouts of America Cascade Council Building across the street from, and just north of The International School. (Boy Scouts, 2145 SW Naito Pkwy, Portland, OR 97201, Tel: (503) 243-5022). Parents will be contacted from there.

### **INCLEMENT WEATHER**

In the event of snow, ice, or other difficult travel conditions, The International School closures will be announced on National Public Radio (91.5 FM), KATU channel TV news room (503) 231-4263 and on our web site (Parent Resources section with link to [www.newsbridge.net/The\\_International\\_School/](http://www.newsbridge.net/The_International_School/)). On a delayed school day, there will be no early care.

At times school may be open but travel in your neighborhood may be dangerous.

Please make safety your first priority.

### **CHANGE OF ENROLLMENT**

If you wish to make any schedule changes, you must submit a Change of Enrollment Form **to the Admissions Director (not to the teacher) at least a week before the desired change date.** The Admissions Director will notify you and the teacher in writing if the request is approved, along with any changes in tuition. Your child is not allowed to attend without the Admissions Director's approval.

### **ACADEMIC FEEDBACK**

All parents are strongly encouraged to attend Curriculum Night in September to understand the year's curriculum and the teacher's expectations.

Individual Parent-Teacher conferences are held in November and in March to discuss your child's progress, performance, behavior, etc... Conference sign up sheets

will be in your child's classroom. Parents are also encouraged to sign up for conferences with English, music, P.E. and art teachers at this time.

If you have concerns at other times during the year, please do not hesitate to set up a meeting with your child's teacher. Teachers are generally available to meet with parents from 7:45 to 8am and from 3:15 to 3:45pm each school day except Tuesdays. Longer times can be arranged. If you still have a concern about your child's progress or classroom activities, please make an appointment with the lead teacher, principal, then Head of School (in that order).

### **REPORT CARDS, PROGRESS REPORTS**

You will receive a comprehensive report card for your child in November, March and June. You will also receive a Progress Report in October and January only if the teacher feels that your child is struggling in

one or more areas.

### **SPECIALIST REFERRALS**

If a teacher feels that a student should be assessed by a specialist for any learning difficulties, the teacher will request a conference with the parents and principal. The school will provide a referral form stating the concern and referral recommendation. The parents will then be expected to follow up with a specialist and to let the school know the outcome. The school will work to provide possible resources, specialist names, or other assistance.

### **REPEATING A GRADE LEVEL**

Occasionally it is in the best interest of a child to repeat a grade level. Recommendations to repeat are made after year-long assessment of the child's academic progress and level of maturation. The recommendation is made by a team composed of the classroom teacher,

principal, the specialist teachers who see the child on a regular basis, and the child's parents. Previous year's teachers and consultants from outside the school may contribute to the decision making.

The first parent teacher conference of the school year is a common time to begin discussing repeating the class as well as other methods of remediation. As the year progresses it may be jointly decided that repeating is the best solution.

### **VISITORS**

Visitors and parents are welcome in our school. For security reasons, all visitors must report to the receptionist upon arrival to sign-in and pick up a name tag. To minimize class disruption, **please do not go to a classroom during school hours unless by prior arrangement with the teacher.** Items that need to be brought to children should be dropped off with the receptionist.

### **MEALS AND SNACKS**

The school provides morning and afternoon snacks for pre-k, low-k and kindergarten classes. All other students should bring snacks from home.

All students should bring no-waste lunches from home unless they are signed up for one of the on-site lunch programs on that day (see web site for details under "Parent Resources"). Each classroom has a microwave oven which can be used to heat children's lunches (teachers use the microwave for younger children).

### **FIELD TRIPS**

Teachers and room-parents will arrange class field trips. Parents will be notified via a permission slip explaining the cost, time of day, destination, purpose, and transportation. Parents will need to promptly return the signed permission slip (along with any money needed) to the teacher. We rely on parent chaperones

to assist during field trips, and teachers appreciate your help in this way.

Each student will be given one school t-shirt per year which **they must wear on field trips**. If a shirt is lost or otherwise unavailable on field trip day, the parent should get a new one in the office for \$8.

#### **FIELD TRIPS RULES FOR PK AND LK:**

According to state regulations:

1. Parents can transport their own child - please write that on the permission slip.
2. Parents can pick up other children if:
  - a) There is a written permission from other parents authorizing this parent to drive their child for this field trip.
  - b) The driving parent has a valid Criminal Background Check with a copy in the school office.
  - c) Vehicle is equipped with a cell phone or other communication device.
  - d) The driving parent is certified for First Aid, and has a copy of his/her certificate in

the school office.

If (b) and (d) are not available, a teacher or aide must be in the car.

3. Parents must provide car seats for children under 60 lbs.

#### **PARENT-TEACHER ORGANIZATION (PTO), VOLUNTEER REQUIREMENT**

Like most schools, The International School relies heavily on parent volunteers for assistance with classroom activities, fundraising, and other school projects. In addition, research shows unequivocally that children benefit in many ways when parents volunteer at school.

**We ask every family (regardless of number of children or number of parents/guardians) to provide at least 25 hours of volunteer time each school year.** We appreciate that many families devote well above the 25 hour minimum - thank you! We also know that the 25 hours are difficult

for some families. Volunteering is very important for your child(ren) and for the school - we expect every family to complete the 25 hour volunteer requirement.

**There are volunteer opportunities to accommodate many interests and schedules.** If you attend a class or school meeting, chaperone a field trip, help in the office, or work on a fundraiser, all those hours count. See the enclosed "Volunteer Opportunities" form for some of the options, and learn of upcoming needs by reading *InTheKnow* on the web site every week.

**Please record your volunteer hours** in the notebook in your child's classroom (behind the parent mail folders). When you record your hours, we can properly thank you and represent your contributions in grant applications.

#### **ROOM PARENTS**

Each class will have at least one room parent to help the teacher coordinate

field trips, class parties, and special class activities. To become a room parent or to get a copy of the room parent handbook, please sign up with your child's teacher and the PTO Vice President.

### **IN THE KNOW - NEWSLETTER**

InTheKnow is a weekly newsletter published on the web site for the PTO Community. Submissions are welcome and should be e-mailed to the InTheKnow editor at [ITKEditor@intlschool.org](mailto:ITKEditor@intlschool.org).

### **FUNDRAISING**

To keep tuition as low as possible, your tuition dollars do not cover the full cost of a TIS education. Like most schools, we rely on volunteer-led fundraising programs to make up the difference. The school raises money for four main areas:

- » Operating Expenses such as teacher salaries, classroom materials and utilities
- » Materials for art, music, and performances

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- » Capstone Academic Trips Abroad
- » New facilities

Please see the "Giving" section of the web site and the weekly InTheKnow newsletter for information about current fundraisers.

### **GREEN SCHOOL**

TIS is a "Green School" as certified by the Oregon Green School Association (OGSA). In the past, Green Committee programs have included:

- » Supporting the TIS science curriculum;
- » Running the garden and garden classes;
- » Supporting classroom composting, recycling & conservation;
- » Educating our whole community about opportunities to be Green;
- » Maintaining a Green field trip guide.

If you are interested in serving on the Green Committee, please contact any PTO officer.

### **LOST AND FOUND**

PLEASE label all clothing and lunch bags. The Lost and Found bins are near the reception areas. Remaining items will be periodically donated to charity.

### **BIRTHDAYS & CLASSROOM PARTIES**

If you would like to celebrate your child's birthday at school, please contact the teacher in advance. **All food must be store-bought.** We cannot serve any food that has been prepared at home. Please do not bring candy to classroom parties.

### **STUDENT DRESS**

Students are encouraged to dress comfortably and cleanly. Boys and girls are required to wear clothes appropriate to running, jumping, and playing on the playground. Shorts and T-shirt should be worn for all PE classes. If a child wears dress shoes to school, please send along shoes

appropriate for Gym and outdoor play.

**Wheeled shoes are not permitted at TIS for safety reasons.**

**Younger children must have a complete change of clothes at school at all times, all children must have raincoat and boots at school at all times.**

## **CAPSTONE ACADEMIC TRIPS ABROAD**

Capstone is a two-week study abroad experience for our 5<sup>th</sup> grade students. The students travel to a native country of their language track, attend classes at a sister school and visit sites they have studied. Capstone trips enrich the students' language proficiency, cultural understanding, and self-confidence.

The trip is planned by the 5<sup>th</sup> grade teacher with guidance from the Capstone chairman and in consultation with the parents. The program is supported by the school but financed primarily by student

families and their fundraising efforts.

## **TELEPHONE USE**

Students may use school telephones for emergencies only. All teachers have voicemail for receiving messages and will not be interrupted or taken from their classes except for emergencies.

## **TOYS AT SCHOOL**

In general, we discourage children from bringing toys to school. If your child brings something to school for show and tell or other reasons, it cannot be the teacher's responsibility to keep track of that item. Each young child has a cubby in which to store personal items. **Trading cards and guns and knives of any kind (cap, water, plastic) are not allowed at school.**

## **PETS**

Parents should not bring pets into the school due to CCD regulations and various

health reasons, (including allergies). For special circumstances, parents may seek prior approval from teachers and school administration to bring pets to school.

## **VISITS FROM TIS GRADUATES**

TIS graduates are welcome to participate in our **Graduate Visit Program** when we have school and they do not. When graduates want to spend a day or part of a day at TIS, they must sign-up with Principal Maria Abad **in advance**. Graduates will be assigned a position as Teacher's Assistant to help a specific class in their language track. A limited number of slots will be available - they will be filled on a first come, first served basis.

## **HEAD OF SCHOOL ABSENCE**

When the Head of School is absent, the people in charge are:

- » Maria Abad –Principal: 503-226-2496 ext. #122

» Rob Timmons – Business Manager: 503-226-2496 ext. #236

## **EXPENSE REIMBURSEMENT**

Although we discourage parents from spending personal funds on school-specific supplies and activities outside the normal child-specific purchases, we recognize the occasional need for parents to front the costs of certain things, with the expectation of being reimbursed. The reimbursement policy is:

- » A Purchase Order must be completed and approved before any funds are spent.
- » A Reimbursement Form must be completed when the item or event has been paid
- » A receipt **MUST** be attached to the Reimbursement Form.
- » The Reimbursement Form must be approved by the Head of School, and will be forwarded to the Business Manager.

» Reimbursements will be made within 14 days of the date on the submitted form.

Please be aware that the school has relationships and extended payment terms with many suppliers. Please contact the Business Manager with questions about preferred suppliers or supplier relationships.

## **DISCIPLINE**

Discipline issues will be handled individually. Consequences and parent notification will be based on the severity of the action and on the frequency of the problem. The teacher may:

- » Keep the student in the classroom apart from other children.
- » Take the student to the office, Principal or Head of School
- » Give the child a verbal warning and use problem solving techniques to improve the situation
- » Send a disciplinary referral to the child's parents.

» Request a conference with the parents, teacher and principal.

If a child's behavior is not manageable by a combination of parents and teachers, or if a student's general attitude and conduct demonstrates an unwillingness to follow the principles that govern the school, then a separation of the child from the school community may become necessary. This separation will be determined by the Head of School.

These disciplinary procedures apply only to staff members. Parents will not be permitted to discipline someone else's children on school grounds.

Parents need to bring their concerns about their child or other children directly to the teacher, lead teacher, principal or Head of School using mature and appropriate language. Corporal punishment is not allowed on school grounds towards **any** child, at any time, no matter the circumstance.

## **LEVELS OF OFFENSES AND REPERCUSSIONS**

The following lists provide *examples* of offenses and their consequences. These lists are not all-inclusive, therefore, the school reserves the right to take action for other offenses. Please note that the school considers inappropriate verbal behavior (verbal taunting, bullying, instigating, etc) to be just as serious as physical infractions.

### **LEVEL 1: TEACHER ADMONITION**

- » Foul Language
- » Noisy disruption of class

### **LEVEL 2: WRITTEN REPORT**

- » Cheating
- » Being expelled from class
- » Repeated occurrences of level 1 offense
- » Defacing of school or other property
- » Deliberate disobedience, insubordination, or disrespect
- » Taunting or bullying

### **LEVEL 3: WRITTEN REPORT / SUSPENSION**

- » Repeated level 2 offense
- » Setting off a false fire alarm
- » Tampering with a fire extinguisher
- » Purposeful destruction of school property, teacher property, or personal property of others
- » Hazing, Fighting, Stealing

### **LEVEL 4: WRITTEN REPORT / EXPULSION**

- » Striking a teacher
- » Repeated level 3 offense
- » Sale or distribution of controlled substances or prescription drugs

Retention or re-enrollment may be denied to a student if, at the sole discretion of the school, a parent/guardian's behavior is disruptive or injurious to the school or its reputation.

## **GENERAL RULES & POLICIES**

- » Wheeled shoes are not permitted on campus.

### **BATHROOM RULES**

- » Do not play in the bathroom.
- » Keep the bathroom clean (paper towels in garbage can, flush the toilet, keep water in the sink).
- » Use indoor voices.
- » Wash hands after using bathroom facilities.
- » Report any accidents or damage to the teachers.
- » No climbing on anything.
- » Wait your turn.

### **BATHROOM POLICY**

Students are allowed to go to the bathroom one at a time - permission must be granted by the teacher or aid. At the teacher's option:

- » A teacher or an aid will accompany student

- » Student will go with another student
- » Student will go if the classroom proximity permits the teacher or aid to watch the child enter or leave from the classroom.
- » Student will take a pass (applies from K - 5 only)

### **HALLS AND STAIRS RULES**

- » Walk.
- » Use appropriate language and indoor voices.
- » Enjoy and respect the bulletin boards and posters displayed around the school.

### **INDOOR GYM RULES**

- » Play safely.
- » Use equipment appropriately.
- » Use appropriate language.
- » Share toys and equipment with others.
- » Return equipment to storage areas.
- » Report damage of any equipment to a teacher.
- » Do not climb on basketball equipment.

- » Ask the teacher for help to resolve conflicts.

### **PLAYGROUND RULES**

- » Same as the Indoor Gym rules.
- » Keep sand out of bodies and faces.
- » Keep gravel & bark dust on the ground.
- » Respect the environment.
- » Don't play with sticks or rocks.
- » If you find something dangerous or that doesn't belong on the playground, give it to a teacher right away.
- » Play safely.
- » Share the swings, basketballs, and other playground equipment.

### **ASSEMBLY RULES**

- » All assemblies must be pre-approved by a lead teacher and the principal.
- » Audience members must sit quietly, listen to the performance or presentation, and congratulate the performers as appropriate.
- » Everyone must enter and leave in an

orderly manner.

### **LUNCH RULES**

- » Use table manners as taught by teachers.
- » Use appropriate language and indoor voices.
- » Clean up after yourself (throw away all garbage, wipe down the table).

**THANK YOU** for being part of The International School community. Please use this handbook and the school directory (which will be distributed by late September) to make contacts, and do not hesitate to ask any staff member or PTO officer when questions arise.

# Notes