



ISSOSUA Family Handbook

(updated 2026-2027)

This handbook is intended to define the rights and responsibilities of school members, enabling all members to be effective learners and to function in harmony within the community.

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Foreword

Welcome to the International School of Sosúa (ISS), a student centered institution that educates young people who come to us from destinations worldwide. We share a common vision that stresses healthy minds and bodies and prepares students for university and productive careers. ISSOSUA is accredited by Cognia and the local Ministry of Education.

As a student at ISS, you are part of a school family. The friendships, skills, and academic foundation you receive will serve you well in the future. Grow and learn; become involved.

This handbook is based on school policies, and has the purpose of acquainting you with our school's rules and procedures, as well as your rights and responsibilities as members of our educational community.

Our priority is to collaborate with you so you may reach your full academic and personal potential, and offer you all the necessary support for a successful school year. We expect you to read this handbook thoroughly, and to internalize its content.

Purpose and Vision

The International School of Sosúa is dedicated to the academic excellence the world requires and the social consciousness the world needs.

Core Ideals

Community is at the heart of who we are. It's this tight-knit bond that makes our school truly special. As we gather once again in our classrooms and hallways, let's foster an environment where each individual is valued, and where collaboration and support flourish.

Integrity is the foundation upon which we build our characters. Let us be guided by honesty, accountability, and respect for ourselves and others. In every decision and action, let our commitment to integrity shine as a beacon of light.

Wisdom is the treasure we seek to impart and acquire. With each lesson, discussion, and experience, we aim to cultivate not only knowledge but also the wisdom to apply that knowledge for the greater good. Let's challenge ourselves to think critically, solve problems, and make a positive impact on the world around us.

Section I - School Life at ISS

School Year

The academic year has a minimum of 180 instructional days divided into two semesters and four grading quarters. The school calendar recognizes a number of U.S. and Dominican holidays. Time is also allotted for school celebrations and staff development activities.

2025-2026 Update: Student absences for the following Jewish holidays will be excused: Rosh Hashanah and Yom Kippur.

The School Day

The school day begins promptly at 8:00am therefore students are expected to be on campus by 7:55am at the latest. PK-12 students attend Monday Morning Circle (assembly) in the covered court during which ISSOSUA community members make announcements, celebrate birthdays, pay homage to a nationality represented at our school, and play the Dominican national anthem. Please note that parents are always invited to attend Monday Morning Circle. All other days, students report to their first class which begins at 8:00am.

The school day ends at 3:00pm at which time all parents are required to promptly pick up their child. Children cannot be left unattended after 3:00pm.

Any child left unattended will be held in the office and a supervision fee will be included.

Institutional Profile

The International School of Sosúa is a private institution administered by a Board of Directors, which is in charge of supervising the overall functioning of the school, formulating school policies, and long-term planning and supervision of financial resources. The Board of Directors makes decisions about situations not covered in the institutional policies. The Head of School is responsible for carrying out the policies and regulations dictated by the Board of Directors, and of guaranteeing the implementation of an academic program that reflects the institutional philosophy and purpose.

Recognition, Accreditations & Memberships

The International School of Sosúa is recognized by the Ministry of Education of the Dominican Republic to operate at the Primary and Secondary levels. Additionally, The International School of Sosúa is accredited by **Cognia**, the largest accrediting organization of schools and universities in the world. This accreditation guarantees our students receive high quality education by complying with its multiple standards of excellence. In addition, it facilitates the easy transfer to other accredited schools, prep schools and universities in the US, Canada and throughout the world.

We are affiliated with the Association of Colombian and Caribbean American Schools (ACCAS), Eco-Escuelas, and Tri-Association.

Admission Policy and Windows

All students that enter the school must complete the admission process and meet the requirements stipulated in the ISSOSUA Admission Policy.

The following policy governs late entry to the Secondary School after the official start of any quarter of study:

- Students that arrive within the first two weeks of the quarter – teachers govern make-up work choices. A percent grade will be assigned for the quarter.
- Students that arrive after the third week of the quarter, the student will submit a grade report from their previous school and credit will be assigned at the discretion of the secondary administrator.
- Students may also be placed on a Waiting List if class sizes have reached capacity. Capacity at ISSOSUA is dependent on the overall academic status; however, classrooms are considered at capacity between 20-22 students.

As a private institution, The International School of Sosua maintains the prerogative to assess admissions based on academic performance, behavior, available resources, and family background. This discretion allows us to ensure the maintenance of our educational standards and the well-being of our school community.

Admission Contracts

In some cases, families may be required to sign admission contracts that detail any conditions that must be met for ISSOSUA to officially register the child. These conditions may include: *“convalidacion” of grades, plan to make-up missed assignments, *tutoring requirements, *ESL classes, etc.

**Note-families are required to pay additional fees for any special services.*

High School Transfer Credits

ISSOSUA will recognize high school credits earned from other accredited institutions and will note the number of credits recognized on the student’s ISSOSUA Transcript.

Extra-Curricular/After-School Clubs and Events

Extra-Curricular Clubs and special events will be offered after regular school hours. These clubs and events are organized by a community member(s) who has a special interest in sports, games, computers, dance, arts and crafts, etc. Parents must pick up their children from after school activities promptly and students, particularly younger children, should never be left unsupervised.

Reinforcement

Teachers will be available in their classrooms on Mondays through Fridays from 3:00-3:30pm to provide instructional support for students. Students may attend voluntarily or they may be mandated to attend as a measure to improve their academic standing. Students must be picked up promptly at 3:30pm.

Attendance and Make-up Work

Attendance at school is vital for student learning. When a student is absent from school, they miss out on invaluable learning opportunities which occur daily during class time. Further, as a school, we want to instill a sense of commitment to learning within our students and a mindset that school attendance is a top priority. As such, holidays outside the regular school holidays are strongly discouraged. If a child must be absent, a parent or guardian must contact the main office before 8:00am. Once enrolled in the school, any student who misses more than 36 school days may not be promoted to the next grade level or awarded credit unless all standards are met and approval from administration has been granted.

Students are responsible for making up missed work during their absence. It is the student's responsibility to contact the teacher for make-up work and arrange a time to redo tests and turn in assignments. Tests and assignments not completed by the arranged time will not receive a mark.

In rare cases of excused long term absences, a student will not receive their Report Card at the end of the quarter and the level Principal will establish a timeline for the student to complete the program of study.

Students who have excused absences have the amount of days excused to work without the Late Work Policy initiating.

In the event of a ***planned absence***, between 5 and 20 instructional days, the family will notify the head administrative assistant and teacher of the intended absence. The family will be required to complete a "Student Planned Absence" confirmation at least a week prior. This timing allows teachers to prepare make-up work which must be completed and returned to the teacher when the student returns to class. Included with the work packet, a contract of completion will be signed by the parent/guardian, student and level administrator. Upon return to school, the completed packet will be submitted to the teacher for evaluation of learning.

Secondary Students: All assignments will be uploaded to their Google Classroom. They are expected to comply with the completion of all necessary assignments.

Tardiness

Students who arrive late to school after the attendance is reported must check in at the office before being permitted to enter class. Students who arrive late to class during transitions will be noted on the "Teacher Attendance Report".

In Primary and preschool, the principal and teacher will conference with the family of any student who consistently arrives late.

In the secondary school, frequent tardiness within a quarter will be addressed by the Principal, and the following disciplinary consequences will be enforced (secondary only):

Late arrival to any class:

- 3 times late to any class = Detention and parental notification;
- Each additional late in the same class will result in an additional detention and a parent meeting.

Note: At the end of each quarter, lates are reset to 0 although an accumulative record is maintained and reported on school reports.

Early Dismissals

The following policies regarding early dismissal were developed for security purposes:

- Parents must inform the office in advance via note, phone call or visit of the departure time and transportation arrangement;
- Students must pass in any homework due before the end of the day before they can be dismissed and make arrangements to make-up any assignments or tests that they will miss;
- Students must receive an “Exit Pass” from the administrative office signed by the Head of School or designate.
- Leaving campus without an “Exit Pass” is considered a major infraction equivalent to skipping school.

Section II - ISSOSUA Family Profile & Responsibilities

Family Profile

A meaningful educational experience is one in which the family and school work together in order to achieve success. The school expects its families to support and promote a successful partnership with the purpose of developing well-rounded individuals. In order to accomplish this goal, families at ISSOSUA should:

- a. Assume an active role in the teaching/learning process of their child.
- b. Strengthen the values that are taught and promoted by the school.
- c. Trust in the recommendations and decisions of the administrative and teaching staff.
- d. Offer constructive criticism and solutions for the well-being of the school community.
- e. Be a role model for the school community.
- f. Recognize and accept that each student is a unique individual.
- g. Communicate constantly with school leaders and academic staff.
- h. Demonstrate pride, trust and respect for the institution, its policies and its educational pursuit.
- i. Agree with all school policies and procedures stated in this handbook.
- j. Actively participate in academic and informative activities, such as: parent-teacher conferences, project presentations, workshops, conferences, among others.

Family Expectations

ISSOSUA has the following expectations for all its families, which are aligned with what is established in the “Normas de Convivencia del Sistema Educativo Dominicano”:

1. Know, accept, respect and unconditionally apply the policies and procedures established in the Student-Family Handbook, and guide their child to abide by the rules of the school.
2. Actively engage in their child’s educational process.
3. Monitor and show interest in the academic, extracurricular and co-curricular activities in which their child participates in.
4. Attend school activities to which the school invites you, such as: appointments, meetings, school acts, including visits to the school to verify their learning progress.
5. Respect and comply with any measures taken by the school to guarantee the safety of their child, as well as the fulfillment of academic and disciplinary expectations.

6. Monitor and follow up with their child's attendance and punctuality.
7. Provide the necessary school supplies for learning.
8. Comply with all assumed financial obligations agreed upon at the moment of registration.

Communication with Parents/Guardians

Maintaining communication with the school is very important in order to stay updated on the academic and socioemotional well-being of your child.

1. It is the responsibility of parents/guardians to maintain updated documents in the school's Registrar's Department, which includes: medical forms, pick up authorization form, among others. Any new information should be immediately reported in writing to this department or updated in ClassTag for accurate and updated data in case the school needs to contact parents/guardians.
2. Parents/guardians should communicate with their child's teachers through the school's established communication system.
3. It is the parents/guardians' responsibility to return phone calls, written communications or emails from the school, as quickly as possible.

Parent/Guardian Meetings

Parents/guardians are the primary source of information and the first educators in the lives of their child. It is necessary for them to meet with school personnel throughout the year to discuss their child's progress, as well as any situations that arise.

1. When school personnel requests a meeting with parents/guardians, it is important to:
 - a. Arrive on time to the meeting.
 - b. In case parents/guardians cannot attend the scheduled meeting, communicate with the school to cancel the meeting prior to the scheduled time and make a new appointment.
 - c. Parents/Guardians must bring all requested documents and information to the meeting.
2. When parents/guardians request a meeting with school personnel, it is important to:
 - a. Take into consideration that the teacher is the first point of contact when you wish to discuss any concerns related to your child.
 - b. Contact the child's teacher or the area administrative assistant via email or phone call to schedule an appointment.
 - c. Be aware that it is not possible for you to meet with the teacher during instructional time.
 - d. If you are still unsatisfied with the result of the meeting held with the teacher, you may request a meeting with the area's Principal.

- e. If you are still unsatisfied with the results of the meeting with the area's Principal, you may request a meeting with the Academic Director and/or Head of School.
- f. If you are still unsatisfied with the result of the meeting with the Head of School, you may send a letter to the Board of Directors through the Head of School.

Behavior of Parents/Guardians

ISSOSUA expects parents/guardians to address school authorities, teachers, psychologists, support staff (maintenance, security), other parents/guardians of the rest of the students, students, their own children and school visitors in an adequate and respectful manner at all times.

1. The school reserves the right to deny access to school grounds and participation in any school-related events or activities to any parent/guardian who does not behave adequately, according to the expectations established in this handbook.
2. Parents/guardians should refrain from directly intervening in conflicts and situations involving minors or in which their child is involved in school. Any doubts, questions or concerns regarding incidents between students should be addressed to the school administration. Principals/Directors are responsible for handling conflicts between students and helping solve situations that arise from them. Minors are protected by law.
3. Parents/guardians and guests should dress appropriately when in school grounds or at school events and activities, avoiding the use of revealing or suggestive clothing.
4. The school reserves the right to request any family to seek admission at another educational institution that is a better fit for their values and expectations when they incur in the following circumstances:
 - Interfering with the proper functioning of the school
 - Failing to comply with policies and procedures established by the school
 - Not collaborating in the educational process of their child
 - Failing to comply with recommendations or conditions established by the school
 - Not contributing adequately with the physical and emotional wellbeing of our student body

Comments and Suggestions

In case you wish to provide an idea or suggestion about the school, we invite you to schedule an appointment during school hours with a school authority. As always, confidentiality is maintained, and all conversations must be handled respectfully using appropriate language when addressing our staff.

We exhort all members of our educational community to communicate with school staff regarding any situation that deserves to be reported and that is known to you so it may be investigated and actions may be taken. Whatsapp is not a proper channel to discuss issues or situations about the school, teachers or students.

Confidential Information

Parents/guardians are the only ones authorized by the school to discuss any situation pertaining to a child. Parents/guardians should refrain from mentioning or discussing student-related issues in Whatsapp and/or any form of social media or communication. Minors have a right to privacy as established in law 136-06.

Legal Proceedings between Parents

In case a student's parents are divorced and if legal custody is granted to one of the parents or a legal guardian, ISSOSUA must be notified, and all legal documents certifying the custody must be provided to school officials.

The school cannot provide any personal information or student documentation to any other student or parent without prior written authorization from the primary parent/guardian. In case of a legal dispute or any other inconvenience among parents that has not been notified in writing with the necessary legal documents, the school will suppose there is no difference between the rights of the parents in regards to their child.

Section III - Academic Life

ISSOSUA strives to create an academic program that is rigorous and interactive, where all students engage in hands-on activities, and are provided with learning opportunities to become critical thinkers and eloquent communicators. Our curricular design promotes student-centered learning environments, where teachers facilitate engaging learning activities, and students work collaboratively to find solutions to problems and establish connections.

Evaluation System

Evaluation of student learning in ISSOSUA is ongoing, and follows the criteria established by the dispositions of the Dominican Ministry of Education and the Cognia accreditation agency standards.

Assessment

Assessment in ISSOSUA is linked to the standards and benchmarks outlined in the school's curriculum. Knowledge and skills are assessed separately from attitudes and conduct. The following policy outlines the general assessment procedures for the school. Teachers are responsible for communicating their individual assessment policies to the students and parents at the beginning of the school year.

Early Childhood (Infant - Pre-School)

- Assessments are based upon observations and demonstrated learning in accordance with developmental checklists
- The assessment process is ongoing; however, the summative results guide promotional decisions
- Progress is reported through ongoing direct correspondence from the teacher and formal report cards.

Primary (Kinder-6th)

- The assessment process is continuous and teachers examine the process as well as the end result
- Documentation and demonstration of student learning will be shared throughout the year through scheduled conferences with parent
- Progress is reported through ongoing direct correspondence from the teacher and formal report cards.

All students received their progress reports four times a year, these are sent via digital services. Parents may request, at any time, a physical copy of the progress reports of their children. These will be provided within 24 hours and as long as there are not outstanding balances or needs from the family.

All benchmarks have been aligned to the ISSOSUA standards for each content area. The grading criteria are:

EXPLANATION OF STANDARDS AND EFFORT MARKS			
E: Emerging Student is in the beginning stages of understanding concepts and procedures and requires consistent support “I don’t get it yet. I need help.”	D: Developing Student accomplishes part of the task independently. Student can sometimes explain or demonstrate the process but may need prompting to complete it. “I almost get it but I sometimes need help.”	P: Proficient Student demonstrates proficiency of targeted grade level standards and is confident and competent. “I get it! I can do it well!”	M: Mastering Student demonstrates proficiency of targeted grade level standards with evidence of application to new contexts. “Since I can do/get this, I can figure out new things!”
1 Effort Needs to Improve	2 Effort is Improving	3 Satisfactory Effort	4 Exemplary Effort

- The assessment process is continuous and teachers examine the process as well as the end result;
- Progress is reported via an internet based program and classroom platform called Thinkwave
- Documentation and demonstration of student learning will be shared throughout the year through scheduled conferences with parents
- Progress is reported through ongoing direct correspondence from the teacher and formal report cards.
- Final grades are accrued by averaging the two semester grades.

The International School of Sosúa does not assign GPA points, nor does it weigh grades on transcripts.

Although ISSOSUA does not use letter grades or GPA points, the following table would be used for post-secondary institution conversions.

A+	97-100 %	B+	87-89%	C+	77-79%	F	=<70%
A	93-96%	B	83-86%	C	73-76%		
A-	90-92%	B-	80-82%	C-	70-72%		

NOTE: Per Ministry of Education law, 70% and above is considering a passing grade
*All courses that receive a grade are calculated into the grade point average.

Homework and Late Work Policy

We understand the importance of a balanced workload for our students. Teachers are encouraged to give reading materials or videos as homework. Any additional work that students did not finish during the school day can be assigned as homework, but only if it is due to the actions of 1-3 students, not the entire class. This approach is designed to support our fellow teachers and ensure a reasonable workload for our students.

In AP classes, homework can and should be given, focusing on the appropriate AP-level content.

Homework is assigned to guarantee student's development of responsibility and study habits, as well as to reinforce and complement learning that took place in the classroom. Teachers will evaluate homework based on proposed objectives, the curriculum and quality of student's work.

Homework is not a punitive measure, rather an opportunity to complete, investigate, practice or extend skills and abilities acquired in the classroom. If teachers require certain homework to be signed by parents, we exhort you to comply with this measure.

Middle & High School Late Work Policy (MS):

All work is due in class when requested for submission by the teacher, Google Classroom, or ThinkWave. After the initial request, any work handed in by 3:30 PM on the next school day will have a 10% deduction from the student's score. Anything submitted more than three days late will be scored as a zero.

Time to complete missing assignments:

Students with outstanding assignments will complete work during Acceleration Lab. If necessary, students may be asked to stay for reinforcement from 3:00 PM to 3:30 PM until their work is completed.

However, if a child cannot complete missing assignments during these allotted times on campus, they will be required to do so at home.

Progress Reports

Early Childhood and Primary:

Teachers will provide ongoing communication with parents with regard to progress.

Secondary:

Thinkwave enables ISSOSUA students and parents to continuously monitor student performance in all subjects. All students (and parents upon request) are provided access codes to login to Thinkwave and it is strongly recommended that families establish a weekly time to review student performance. A formal Mid-Quarter Progress Report is sent home in the middle of the quarter.

Academic Probation Policy:

Students will be placed on academic probation if, within a quarter or trimester, they earn a grade less than 70% in any individual subject or fail more than one course with grades less than 70%. Families with a student who is placed on academic probation will receive direct communication from the Principal

Parent/Teacher Conferences

Parent/teacher conferences to review student progress are scheduled by the teacher/school as required. Parents that would like to discuss their child's progress during the school year must make an appointment with the teacher directly or through the administrative office. Our teacher's priority is to the students; therefore, discussions with parents cannot be scheduled or take place during academic teaching periods and we ask that parents respect that teachers are usually involved in classroom preparation from 7:45-8:00am.

Grade Promotion Requirements

The student who have met the academic requirements and standards of the grade and complied with the rules of the school will be automatically promoted to the next grade.

ISSOSUA students must meet a minimum of requirements in order to be promoted to the next school grade, as established by the Ministry of Education.

3rd to 6th Grade

3rd to 6th Grade students must obtain a final average of 65% or more in each of the subjects taken in order to be promoted to the next grade. At the end of the school year, students who do not meet the minimum average must attend pedagogical recovery. The student who, after the final pedagogical recovery process, does not pass four or more subjects, repeats the grade, according to the Ordenanza 04-2023 of the MINERD.

7th to 12th Grade

7th to 12th Grade students must obtain a final average of 70% in each of the subjects taken in order to be promoted to the next grade. At the end of the school year, students who obtain 69% or less in any subject, must meet the following requirements, according to MINERD's Ordenanza 04-2023:

a) Take a Completive Exam on the date established in the MINERD calendar. The exam is worth 50%; the average of the grades obtained throughout the school year represents the remaining 50%. After averaging the exam, students who obtain a final grade equal to or above 70% approve the subject and obtain its credits.

b) Students who take Compleitive Exams and do not obtain a final average equal to or above 70% in 1 or 2 classes must take an Extraordinary Exam worth 70% of the final grade; the average of the grades obtained throughout the school year represents the remaining 30%. After averaging the exam, students who obtain a final grade equal to or above 70% approve the subject, obtain its credits and are promoted to the following grade.

c) The student who, after taking Extraordinary Tests, does not achieve a final average equal to or greater than 70% in three or more subjects repeats the grade.

d) Students who take Extraordinary Exams and do not obtain a final average equal to or above 70% must take a Special Exam worth 100% of the final grade on the dates established by the Ministry of Education.

Students who fail the Special Exams with a grade below 70%, fail the grade according to what is established by the Ministry of Education.

1. Students who do not approve the Extraordinary Exams and have Special Exams pending in subjects of the North American program must take a pedagogical recovery program in the summer and pass this program with a grade equal to or greater than 70%. Our counselor will provide the options for said recovery program.

2. The student who transfers to another educational center and has Extraordinary and Special Exams pending, must attend the school to take them on the exam dates established in the official calendar of the Ministry of Education.

Repetition of Grade Level

Nido-2nd grade students are automatically promoted to the next grade level. In exceptional cases, the 2nd Grade may be repeated (only once) in a collegiate decision between the leadership team, director, area principal, psychologist/counselor, teacher and the student's family, when, after analyzing the student's development process and learning, it is determined that it is most convenient for the student due to a condition that has prevented him/her from achieving minimal progress. This measure of exceptionality will only be taken once it has been demonstrated that the appropriate interventions have been carried out and in consensus with the aforementioned actors, in order to ensure that this decision is the most beneficial for the student and their future development.

According to what is established by the Ministry of Education, from 3rd to 6th grade, the student who, after the final pedagogical recovery, does not pass four or more subjects repeats the grade.

From 7th to 12th grade, the student who, after taking Extraordinary Tests, does not achieve a final average equal to or greater than 70% in three or more subjects, repeats the grade. Likewise, students who fail the Special Exams with a grade of less than 70% fail the grade.

The school reserves the right to readmit students who, at the end of the school year, fail the grade level. If parents/guardians have registered the student for the following school year, the school will reimburse their investment.

Graduation Requirements

All students enrolled in ISSOSUA complete a program of study leading to the US High School Diploma and the Dominican High School diploma. Additionally, all students must complete a minimum of 60 hours of community service during their high school career.

All outstanding balances must be paid and borrowed items (uniforms, books) returned.

International School of Sosúa, graduation requirements

Courses	Credit Hours
English	4
Spanish	4
Social Studies	4
Dominican Social Studies	4
Science	4
Mathematics	4
Fine Arts	1
Physical Education	1
Electives	2
TOTAL	28

Credit hours are calculated using Carnegie units. The **Carnegie Unit** defines a semester **unit** of credit as **equal** to a minimum of three hours of work per week for a semester. Note: Fractions of Carnegie units may be assigned for quarter or semester courses.

Online/Correspondence Courses

All fees associated with online course work are invoiced to the family. Families are responsible for any course costs above and beyond the registration fee such as software applications, text books, mailing fees, etc.

Self-Study Courses and Advancement Policy

ISSOSUA's academic program is carefully designed to prepare students for admission to competitive universities worldwide. Each course in our scope and sequence is intentionally placed to build skills in the correct order, ensuring all students meet graduation requirements while receiving the strongest academic foundation possible.

- **No Advancement in Core Courses**
Students are not permitted to advance themselves in any core subject (Mathematics, Science, English, or Social Studies) outside of the established ISSOSUA course sequence. All students must complete the required courses in the grade levels and order in which they are offered.
- **Self-Study Courses Within the Program**
Students may not self-study any course that is already part of ISSOSUA's academic program or scope and sequence. Doing so will not replace the requirement to take the course at ISSOSUA, and the self-study course will not appear on the ISSOSUA transcript, regardless of exam score.
- **Courses Not Offered at ISSOSUA**
Students may take courses that are **not** offered at ISSOSUA through an accredited online or in-person provider at their own expense. Only courses from accredited providers will be eligible for inclusion on the ISSOSUA transcript, provided they are pre-approved by the administration.
- **Transcript and Credit Requirements**
Self-study AP courses and other independent study programs that are not taught by ISSOSUA or an accredited provider will not be recorded for credit on the transcript. All students must still earn the required number of credits in each subject area (including the 4 credits in Mathematics and 4 credits in Science) by taking the courses as outlined in ISSOSUA's scope and sequence.

Disciplinary & Student Code of Conduct:

School rules offer specific guidelines for responsible student behaviour.

- Classroom rules and regulations must be respected at all times.
- Proper uniform is required at all times unless otherwise specified. Appropriate footwear must be worn at all times (flip flops are not allowed).
- Students are expected to use appropriate language at all times.
- Harassment and/or intimidation of community members by students or adults will not be tolerated.
- Discrimination (race/religion/nationality) of any kind will not be tolerated
- All members of the community must respect the property and personal space rights of others.
- Students are expected to behave reasonably, courteously and responsibly at all times: public displays of affection, sitting on desks, and other poor behaviours are discouraged.
- No alcohol, tobacco, drugs, political, drug paraphernalia, weapons or weapon paraphernalia, or any facsimile thereof, are allowed in school. Smoking is not permitted on school property.
- Students are not permitted to sell any goods or services for profit without permission from the Head of School. Betting is not permitted on campus at any time.
- Pets are not permitted in school.
- Toys should not be brought to school unless permission to do so has been granted by a specific teacher. If toys are brought to school, ISSOSUA accepts no responsibility for lost or stolen property.
- **Electronic Devices Policy:** Students are not permitted to use electronic devices (including cell phones, tablets, smartwatches, laptops, and earbuds) during school hours from 8:00 AM to 3:00 PM.
 - **Supervision:** Devices may only be used under the direct supervision and explicit instruction of a teacher.
 - **Laptops:** Laptops may only be used during class time when a teacher states they are required for learning.
 - **Earbuds:** Earbuds/headphones are strictly prohibited and may be used under the direct supervision and explicit instruction of a teacher.
 - **Snack & Lunch:** Electronic devices are not allowed during snack or lunch breaks.
- Improper use of the Internet or other technology will result in a loss of privilege.
- Requests for visitation by non-ISSOSUA students must be made to the Head of School at least two days prior to a visit.
- Lost and damaged books and supplies are the responsibility of the student. Students are expected to pay a replacement cost for books or equipment that is lost or damaged.
- Students must respect green areas, school resources, and school facilities.
- Students should be in their designated areas during snack and lunch. Please use the garbage containers for waste paper/ bottles/ cans.
- Food is not allowed in the classrooms except if teachers give permission on special occasions.

- Each student must have his/her own cup to drink from while in the classroom. Except for snacks and lunch, lunchroom cups will not be given to students and are not to be removed from the lunchroom.

Discipline Policy

ISSOSUA adopts the school discipline regulations emanated by the ISSOSUA Board of Directors, which are aligned to the *Normas del Sistema Educativo Dominicano para la Convivencia Armoniosa en los Centros Educativos Públicos y Privados* rectified in MINERD's Ordenanza 05-2023. Students must abide by disciplinary rules during the school day, at school-related events (on and off campus), and in situations that may affect their safety and/or of another member of our educational community.

In case parents/guardians disagree with the imposed disciplinary consequence and confront difficulties solving the situation with the authority, they should then proceed to meet with the area Principal; if an agreement is still not reached after this meeting, parents/guardians have the option of appealing the decision through the Mediation Team.

A misconduct consists of non-compliance with the rules and responsibilities established in ISSOSUA, for example: disrespect, actions that directly or indirectly affect the health, physical or psychological integrity or safety of any member of the educational community, or that interfere with the learning environment.

Misconduct (minor, serious, very serious) generates disciplinary actions, which can affect the student's academic performance, conduct grade and personal record. Each disciplinary consequence is aimed to achieve expected behavior and the effective development of the school.

<u>Misconducts</u>	<u>Disciplinary Measures</u>
Level One - Minor Misconducts: Actions that negatively influence the coexistence of students, the fulfillment of their responsibilities and all activities carried out inside and outside the context of the school. ● Interruptions to classroom or school work, as long as they do not correspond to a health or special condition of the student. ● Arriving late without prior notice. If the situation persists, the school will investigate the cause and meet with the family to find alternative solutions. ● Bother others with comments or jokes that ridicule classmates, teachers, and other members of the educational community, as long as it does not involve repeated behavior. ● Using verbal and/or non-verbal language in an offensive tone. ● Attending school without the established uniform. If a student shows up to school without being properly uniformed, the reasons why the student has broken this rule will be investigated, and a conversation will be had with the family to remind them of their role in ensuring that their children attend school properly uniformed. ● Leaving the classroom without justification during instructional time. It is the teacher's responsibility to ensure that students are involved in educational activities in the classroom. ● Use of electronic devices at school without authorization, such as cell phones, tablets, computers, headphones, among others. ● Staying in classrooms or unauthorized areas during recess. ● Throwing garbage, waste and littering any area of the school. Littering refers to minor damage caused to school facilities, which includes, but is not limited to, writing, scribbling, or drawing on school property.	Educational and disciplinary measures for minor misconducts: The teacher can apply these measures in the event of minor misconducts, as warranted by each case: ● Reflective dialogues with the student from a solution-focused support perspective. ● Giving a verbal reprimand in private and/or encouraging an apology, if applicable. ● Assigning occupational and/or reflective tasks that are related to the offense committed. ● Retention of distracting objects (cell phones, electronic tablets, others) until the activity or school day ends. ● Computers, tablets and other electronic devices may be used for academic activities in the classroom, only when authorized by the teacher. Otherwise, they must remain stored. ● Establishing written agreements and/or commitments with the student, following up on what was agreed upon and recognizing achievements. ● Written and/or verbal communication with the family to implement support strategies for students to achieve positive behavioral change. ● Analyzing and discussing reflectively with the group of students support measures for healthy coexistence and strengthening of their learning process. Sharing the agreements with families.

<u>Misconducts</u>	<u>Disciplinary Measures</u>
Level Two - Severe Misconducts: Voluntary actions that interrupt the harmonious coexistence and the integral development of pedagogical process of the members of the educational community. ● Failure to comply with the established rules in the execution of evaluations, tests or exams. ● Employing actions, such as confrontation, physical and/or verbal aggression, threatening attitudes and lack of respect towards classmates and/or authorities. ● Being irreverent verbally and non-verbally towards national symbols and any representation that is related to the country. ● Discriminating and stigmatizing members of the educational community based on race, nationality, religion, disability, sex, socioeconomic level, among other differences. ● Posting content on social networks (private or public) related to any member of our educational community without their consent; this includes iMessage, Whatsapp Groups, Snapchat groups, Instagram, etc. ● Damaging, staining or deteriorating school furniture, equipment and/or facilities. The term deteriorate refers to the extent to which school furniture, equipment or facilities are damaged. ● Leaving different school areas with or without permission to with the intention of causing harm or carrying out an act of misconduct. ● Leaving classes and/or school grounds without proper authorization. ● Behaving in a manner contrary to established norms in curricular activities inside or outside of school. ● Entering different areas of the school without authorization, after school hours.	Disciplinary measures for severe misconducts: The Leadership Team can apply these measures in the event of severe misconducts, as warranted by each case: ● All measures established for minor misconducts. ● Sending the student to an alternate space where he/she is supervised, previously agreed upon by the Leadership Team for a maximum time of one (1) day. If the situation requires more time, it must be consulted with the Guidance and Psychology staff of the corresponding MINERD educational district, guaranteeing, to this extent, the continuity of the teaching-learning process, the agreements and monitoring according to each case and informing the family. ● Drafting written reflection assignments, related to the offense committed and aimed at the integral development of the student. ● Giving oral and/or written public or private apologies. The Psychology Department will create an intervention and follow-up plan for the student and monitor him/her. This measure is part of the set of actions previously agreed upon with the students involved. ● Having conversations with parents/guardians to establish commitments with students and guarantee positive monitoring of the process, while documenting and evidencing such process. ● Written communications to parents/guardians in which the situation presented is described, the measures and deadlines established by the school for the students involved, and follow-up with their families. ● Canceling tests, exams, projects and/or individual/group assignments that are copied, plagiarized or stolen. Applying the corresponding loss of points to the subject and issuing a written warning to the person who carried out the infraction and to the person who provided the information.

● Committing plagiarism or copying works, projects, and/or exams. Using Chat GPT or other artificial intelligence for non-educational purposes or without prior knowledge and/or authorization from teachers. ● Breaking own or classmates' school supplies. ● Recurrence of minor offenses that have not been overcome, even with the monitoring and support of the school in coordination with families. The school must show sustained evidence of having addressed the behavior or reason for the student's misconduct.	● Assigning special occupational tasks related to the nature of the misconduct. These must provoke critical and deep reflection that leads to behavioral change. If the case warrants it, refer to a behavioral professional and inform the family. ● Prohibition of electronic devices due to repeated inappropriate use. School policies must define the rules for the use of devices. ● Replacement of damaged or destroyed furniture, facilities or equipment. When a sanction includes the repair of physical damage, this must be discussed with the families and agreements must be established with them regarding replacement. They must also dialogue alternatives that favor a change in student behavior.
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<u>Misconducts</u>	<u>Disciplinary Measures</u>
Level Three - Very Severe Misconducts: Actions that involve danger and/or damage to students, any person or the school facilities. Also, those that cause moral damage to students, authorities and the institution itself. ● Bullying, as defined in this handbook. ● Bringing, trafficking or consuming psychoactive substances of any nature to school and/or in educational activities. ● To appropriate or take ownership of objects or school supplies without the permission or consent of the owner, within the school or school context or in any school-related activity, individually or in complicity. ● Altering academic and/or administrative documents of the school, for personal or group benefit. ● Incurring in actions against the integrity of other people, such as confrontation, physical aggression and threatening attitudes. ● Bringing or using dangerous objects that cause harm to any member of the school, such as: sharp	Disciplinary measures for severe misconducts: The Leadership Team may apply these measures in the event of serious misconduct, as warranted by each case: ● In the case of very serious offenses, all disciplinary educational measures established for serious offenses apply. ● Sending the student to an alternate space where they are supervised, previously agreed upon by the Leadership Team, for a maximum of two days. The student will be assigned specific tasks and will commit to making progress every day under the supervision of the teacher and family. Parents/guardians must review and sign tasks assigned to students. ● Suspension of participation in curricular activities outside the school. The suspension cannot be longer than one month, during which time the student's behavior will be assessed. If the event occurred in an extracurricular activity, the student will not participate in the next activity.

objects, knives, firearms, among others/replicas of. ● Recurrence of serious offenses that have not been overcome, even with the monitoring and support of the school, in coordination with the families. The school must show sustained evidence of having addressed the behavior or reason for the student's misconduct. ● Carrying out practices that threaten health and the environment (electronic cigarette, hookah, vapor, homemade bombs, among others). ● Falsely accusing another person of a very serious offense without having proper evidence. ● Attacking and offending privately or publicly educational authority in the person of: directors, teachers and other members of the school. ● Posting offensive messages on social networks, memes, videos or photographs, without the consent of the school, classmates, teachers and any other member of the educational community and that violates morality and dignity; this includes iMessage, Whatsapp Groups, Snapchat groups, etc. ● Violating the privacy of social media accounts (hacking, identity theft, digital scam, etc.) of any member of the educational community. ● Creating accounts on social networks that involve the name of the school and members of its community, without the authorization of the school. ● Taking money from members of the educational community and items from the school without proper authorization or consent. ● Having intimate sexual relations within school grounds.	● Suspension of the student's participation in activities within the school, for a determined time proportional to the offense committed, as determined by the Leadership Team, and as long as these activities are not part of the mandatory curriculum. ● The case will be sent to the Academic and Disciplinary council to discuss next steps, behavioral contracts. These decisions may lead to conditional acceptance or non-enrollment.
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****Important Note: This list of actions does not present all disciplinary situations that may arise. The school administration reserves the right to consider whether the student's behavior is appropriate or not, or if it goes against the mission and vision of ISSOSUA, and/or the civil or criminal code of the Dominican Republic.***

ISSOSUA adheres to the belief that acquiring good judgement, self-control, and developing respect for others is part of the educational process. When errors in judgement result in inappropriate behaviour; consequences will be assigned to ensure that the student learns from the experience.

Depending on the age and maturity of the student, different strategies will be applied. These include, but are not limited to conversations with the teacher, reflective personal essays, notification of parents (written and/or oral), referrals to the principal, Head of School, or counselor, behavior contracts, detentions, and in-school suspensions.

All students and parents are required to sign an ISSOSUA Discipline Code of Conduct and Parent Agreement at the beginning of the school year that informs students of general policies and procedures and holds students accountable to high expectations.

Appeal of Disciplinary Sanctions

Students and parents/guardians have the right to appeal disciplinary action for negative behavior or very severe misconduct. The appeal must be made in written form the day after the disciplinary measure has been officially notified by their principal and directed to the Head of School. Once the communication is received, the committee will meet and review the appeal. Parents/Guardians and students will be informed of the final decision.

In case parents/guardians disagree with the decision, they can appeal within 48 hours to the Leadership Team. Once the communication is received, the team will meet and review the appeal. Parents/Guardians and students will be informed of the final decision.

If the parents/guardians continue to disagree with the decision, they must appeal to the Comité Distrital de Revisión de Medidas of the MINERD educational district.

Integration of the Mediation Team:

The team is made up of the area principal, a teacher, the school counselor or school psychologist, and the president of the student council. The head of school serves as tie-breaking vote and mediator.

Application of Disciplinary Measures

Minor infractions will be determined by the teacher. The corresponding sanctions will be applied immediately, without the need for any subsequent consultation process.

Serious and very serious infractions will be determined by the Leadership Team and authorized by the School Director. The team will evaluate and make appropriate decisions regarding infractions. Also, parents/guardians will be informed of any decisions made regarding their child.

Search and Seizure

ISSOSUA reserves the right to interview any student and/or search their belongings when the safety or rights of any member of the educational community have been violated.

Likewise, the school is the owner of any article assigned to students, and as a result it reserves the right to inspect them in case it is deemed necessary. Items determined to be a threat to the safety of others, or to interfere with the educational process, may be seized. In the event an investigation is necessary, a minimum of two school staff members will be present.

Sexual Behavior

Any sexual conduct, including but not limited to: indecent exposure, harassment, abuse, and any other sexual act is completely prohibited at ISSOSUA or at any school activity off campus, and will be considered a very severe offense in violation of the school discipline code. The ISSOSUA Leadership Team will meet to make decisions about the appropriate disciplinary action.

In the event that a student is suspected of engaging in any type of inappropriate sexual behavior at school or at any school event off campus, it must be thoroughly investigated before any consequences are applied. We ask family members who might be involved in any situation described above, to maintain confidentiality in this regard, in order to protect the integrity and emotional wellbeing of all students involved.

Dress Code

Students are required to be in proper uniform at all times. Uniforms must be maintained in a neat and orderly manner. The ISSOSUA school uniform consists of the following:

Students may use the:

- ISSOSUA green t-shirt or ISSOSUA white, polo-shirt
- Navy blue, black, khaki, or grey slacks, joggers, athletic pants, capris, bermudas, leggings, sweatpants, and skorts
- Blue and black jeans are permitted; they must not have holes or be frayed.
- Students should wear shoes at all times.
 - (Flip-flops and similar shoes are not permitted.)
- All shorts and skirts must be of appropriate length, reaching up to the knees.

Sweatshirts and jackets are allowed, as long as the uniform is underneath. **Hoods must remain down while inside classrooms.**

Hats and caps are not permitted to be worn inside classrooms.

On physical education days, students are required to wear appropriate athletic shorts and physical education t-shirts. Students are not allowed to wear spandex/lycra shorts.

On Dress Up Days:

On dress up days, appropriate dress is required based on the following restrictions:

- No exposed midriffs, low necklines, tank tops, or spaghetti straps.
- No flip-flops.
- All shorts and skirts need to be at or longer than the length of their arms when standing upright.
- No uncovered leggings/tights. Leggings are only accepted if the shirt over it clearly reaches the thigh.
- No covered faces.
- **Hats and hoods must remain off inside classrooms.**
- Respect towards all religions, ethnicities, and races is key.

Consequences for Violating the Dress Code:

- Removal from class until the proper uniform is obtained.
- Phone call home.

School administrators hold the final judgement in the case of any dispute.

Library Guidelines

All students are encouraged to take advantage of the services offered in the library in accordance with the following expectations:

- Use quiet voices.
- Be respectful, and courteous.
- Return books in good condition or pay for the replacement if lost or destroyed.
- Refrain from bringing food and beverages into the library.
- Remove their shoes if they are muddy or dirty.
- Only use computers for educational purposes (no game playing, chat, etc.).
- Follow directions and all rules and regulations established by the librarian.

Loss of Library Books

The library carefully monitors all books that are checked-in and out of the library. At the end of the academic year, students will be responsible for paying the replacement cost including shipping and handling of any books or resources that are checked-out in the student's name and not returned.

Students will be held responsible for the cost of any damages that they cause to the computer through physical abuse or the downloading of any unauthorized program.

Cafeteria Guidelines

Students must observe the following rules in the lunchroom:

- Students must enter the cafeteria in an orderly manner using the appropriate doors.
- Students must eat the prepared snack or lunch. Parents and students should review the menu with their child and send an alternative snack or lunch if the child does not like or cannot eat what is served.
- Students are permitted to use the microwaves with care and respect.
- Each student is responsible for cleaning his/her eating area and for returning eating utensils to the proper receptacles.
- Students must place their utensils and flatware in the plastic bin. Please do not throw plates, glasses and utensils in trash barrels.
- Students are not allowed in any part of the kitchen.

Play Area Guidelines

Equipment must be used in a safe manner and returned to the storage area when play is completed.

- Grabbing, hitting, pushing, kicking other students or jumping off equipment is not allowed.
- Students must respond immediately to teachers' requests while on the playground.
- The sand play area is limited to students in Pre-kinder through Grade 6.
- Use good judgement when playing, and remember safety is important!
- Inappropriate behaviour will result in loss of privilege of playground facility.
- No Primary or Secondary students are allowed in the PreK area without permission.

School Funds

All school fees must be deposited directly into the school accounts held at the Banco Popular (admission, tuition, registration, testing fees, uniforms, online course fees, etc.).

All monetary collections for school activities (Parent Teacher Association, Student Council, Field Trips, Club Activities, Community Service, etc.) will be deposited and held in the school safe.

Funds earned by any school group (teacher, parent, or student) cannot be distributed amongst its members. All funds not used or with proper invoices will remain for the following school group.

Distribution/Display of Community Information within School Grounds:

Head of School's approval is required to post or distribute any printed material on school grounds.

Special Events and Field Trips

Throughout the year, the school may sponsor curriculum related events and activities that may require students to travel to off campus sites. In all cases, students and parents are required to fill out permission slips to attend special events or field trips. Participation in special events and field trips is a privilege. When representing the school, students are expected to maintain appropriate behaviour at all times. Misbehaviours will be dealt with in accordance with the Parent/Student Handbook. All field trips must be completed before the end of April unless special approval is received from the Head of School.

Section IV - ISSOSUA Additional Procedures

Emergency Evacuation Procedures

In the case of an emergency, community members will follow the ISSOSUA Emergency Response Plan. Community members will:

- Take appropriate action independent of where they are on campus (get under desk, stop drop and roll, etc.).
- Exit instructional areas in an orderly fashion and assemble on the soccer field in their assigned area or alternative meeting site if the situation merits it.
- Teachers will check the attendance roll and report missing students to an administrator.
- Listen quietly for further instructions.
- If it is determined necessary to evacuate the campus, parents will be notified to pick up their children and a detailed list of departing students will be made.

The full Emergency Response Plan and Evacuation Routes are posted in all classrooms and common areas.

Volunteer Opportunities

Parents are encouraged to volunteer for school activities and to be active members of the Parent Teacher Association. The PTA are governed by policies and procedures that are continually reviewed and updated by their members. Parents may also be invited to help in classrooms with reading or other support areas. Please contact the Principal/Head of School of the school to learn more about volunteering in school.

Home/School Communication

Parents play a very important role in each child's progress. Parents are always welcome to meet with teachers to discuss an issue of interest and, if necessary, with the administration. Appointments can be scheduled through direct emails or telephoning the office.

The school will provide updates to parents via e-mail, the school's website, newsletters and the secondary online grading system.

Birthday Celebrations

ISSOSUA recognizes that a child's birthday is a special occasion. However, in order to ensure that each child is treated equally and that teachers may better plan their class schedules, we have established guidelines for birthday celebrations during school hours.

General Guidelines:

- Teachers should be notified at least two school days in advance.
- Recommended time for birthday celebration is during the lunch period.
- Please remember to bring all supplies, such as plates, forks, napkins, candles, and matches, with you. These items are not stocked in the classroom and the cafeteria cannot be expected to supply them.
- Be sure to help to clean up after the party.
- Promptness is essential. Teachers spend a great deal of time and effort planning their curriculum and we should all do our best to see that these efforts are not in vain.
- Gifts should be exchanged privately.

- Balloons are not allowed to be placed during any celebrations.

If a student/parent wants to hand out invitations at school, they are invited to do so only if all students within the classroom are invited. We respect a child's decision to make choices; however, we also must remember the impact not receiving an invitation will have on children.

Transportation

- Parents are encouraged to carpool in order to reduce traffic congestion and risk of accident during drop off and pick up times.
- Parents should use extreme caution when approaching the school. The road is narrow and there are a large number of cars, motorcycles and bicycles heading to and from the school.
- When parents drop their child off at school it is important that they exercise caution in the parking lot and especially in the drop-off circle. Many other students are being discharged and accidents can happen. The security and safety of our students is our priority. We cannot allow students to leave with drivers, relatives, or friends not authorized by the parent. If someone other than the regular bus, parent, or driver is to pick up a child, the school must be informed in writing.
- Students must stay behind the fence to wait for parents to come in for them. The guard or teacher may escort older students to the car.
- Cars should only pause long enough to load or drop off their child.
- If a child is permitted to leave school on motoconchos or drive their own vehicles to school, they must have written permission to do so and preferably use a helmet.

School Cancellation

In the event that we are forced to close the school for days not indicated on the calendar (inclement weather, national strike, etc.), parents will be informed of school cancellation by email or a pre-arranged phone tree.

ISSOSUA Sick Child Guidelines

All parents are asked to keep their children at home if they are sick in order to not spread any medical illness throughout the school population. The school supplies basic first aid services only

It is our goal to keep the school environment as healthy as possible for all children. To protect your child as well as others please keep the following guidelines in mind:

A child will be sent home if he or she has:

- a temperature of 100 degrees or higher
- active vomiting or diarrhea
- suspected contagious illness
- a serious injury or appears obviously ill

Please be aware that we encourage students to stay in class when possible. If you, as a parent or guardian are called by the office, please pick up your child in a timely manner. Guidelines for parents to follow to avoid exposing other children to possibly contagious illnesses are as follows:

- Children with a temperature above 100 degrees must be fever-free before returning to school.
- If a child vomits or has diarrhea during the night or in the morning before school, that child should be kept at home
- If they have red swollen eyes that itch, have purulent drainage, or have a crusty appearance upon awakening, they should be kept home and see a doctor.
- If they have a productive cough that cannot be controlled with medication they should stay home.

In addition, injuries that happen at home should be taken care of before returning to school.

Communicable Conditions

Parents often ask about sending their child to schools with a communicable disease. ISSOSUA follows these guidelines:

Pink Eye: Child is excluded from school for 24 hours after the initiation of treatment

Strep Throat, Scarlet Fever: Child is excluded from school for 24 hours after the initiation of treatment

Lice: Child is excluded from school until treated with a pediculicidal agent. Students who have been excluded must be checked and found to be free of lice eggs before re-entering the classroom.

Chicken Pox: Child is excluded from school until all blisters are dried and crusted, usually five days from the last crop of blisters to erupt.

Impetigo, scabies and ringworm: Child is excluded from school until judged non-infectious by a physician (with documentation) or by the school nurse.

Student's Medication

If parents request the school to administer medication to their child or for their child to take medication at school, the following is needed:

- A written and signed request from the parent;
- A signed release form from the parent, indemnifying the school from responsibility;
- Written directions as to how to administer the medication;
- Medication in its original container with instructions (in English) and the appropriate formula.
- Administration of medication must occur in the office

Student Injuries

The school maintains a limited supply of medical equipment and common medicines for minimal ailments at school. In all cases, the parent will be consulted before any medication is given to the child. The school will also provide treatment for minor cuts and bruises. In the case of any major injury that requires external care, the parent will be immediately called and either a staff member or the parent themselves will be responsible for transporting the child to the nearest medical facility. All children at the school are expected to have medical insurance to cover any external treatment required. Any child that suffers a head injury of any kind will be immediately sent home and parents are strongly encouraged to take their child to a doctor for observation.

Policy Regarding Child Safety and Wellbeing Concerns

In order to ensure the safety and wellbeing of all our students, the International School of Sosua thoroughly investigates all concerns or allegations brought to our attention regarding child safety. If a person comes to administration with a concern usual protocol is:

1. The Principal will ask if they have discussed concern with the relevant teacher:
 - a. If not, and it is not a conflict of interest nor something needing immediate attention, the Principal will ask the person to meet with the teacher first
 - b. If so, and the person is not satisfied, the administrator will continue to hear the concern
 - c. If the person refuses to meet with the teacher first, the administrator will continue to hear the concern

****At any time the Principal has the discretion to intervene immediately with the concern**

2. The Teacher will then open an investigation and set up interviews with all individuals involved (relevant students and staff members). Depending on seriousness and/or frequency of allegations, the Teacher will keep the Principal abreast of the situation.
3. Once interviews with all relevant individuals have concluded, the Teacher will take appropriate actions based on all the evidence presented and/or refer it to the Principal
 - a. If a disciplinary action is to be taken, the Teacher will refer to our Discipline Policy (outlined in parent-student handbook)
 - b. If referred to the Principal, please refer to #6
4. The Teacher will then communicate his/her findings to all relevant individuals.
5. If the person still feels the concern has not been adequately or properly addressed, the person is entitled to refer the concern to the Principal.
6. The Principal then reviews the Teacher's investigation and can then:
 - a. Support the decision of the Teacher's findings
 - b. Conduct some additional interviews with relevant individuals
 - c. Conduct a new investigation with all relevant individuals
7. The Principal will take appropriate actions based on all the evidence presented
 - a. If a disciplinary action is to be taken, the Principal will refer to our Discipline Policy (outlined in parent-student handbook)
8. The Principal will then communicate his/her findings to all relevant individuals

9. If the person still feels the concern has not been adequately or properly addressed, the person is entitled to refer the concern to the Head of School.
10. The Head of School then reviews the Principal's investigation and can then:
 - a. Support the decision of the Principal's findings
 - b. Conduct some additional interviews with relevant individuals
 - c. Conduct a new investigation with all relevant individuals
11. The Head of School will take appropriate actions based on all the evidence presented
 - a. If a disciplinary action is to be taken, the Head of School will refer to our Discipline Policy (outlined in parent-student handbook)
12. The Head of School will then communicate his/her findings to all relevant individuals.
13. If the person still feels the concern has not been adequately or properly addressed, the person is entitled to refer the concern to the Board of Head of Schools.
14. The Board then reviews the Principal's investigation and the Head of School's investigations/decision/findings and can then:
 - a. Support the decision of the Head of School's findings
 - b. Conduct some additional interviews with relevant individuals
 - c. Conduct a new investigation with all relevant individuals
15. The Head of School, as the operational leader of the school, will then communicate the Board's findings to all appropriate individuals.

Section V - Responsibilities of the International School of Sosua

The International School of Sosúa IS NOT RESPONSIBLE for any act or situation in which its students are involved inside or outside school grounds, or after established school hours, regardless of the place in which the act or situation occurs.

The International School of Sosúa IS NOT RESPONSIBLE for any act carried out by a student that may harm another classmate, whether voluntarily or involuntarily, inside or outside the school campus.

The International School of Sosúa IS NOT RESPONSIBLE for the acts and/or conduct of any student, due to the fact that they are the responsibility of their parents/guardians.

The International School of Sosúa IS NOT RESPONSIBLE for any act or situation that violates the law, morality and good manners in which its students, parents/guardians or school personnel may involve themselves outside the school campus.

The International School of Sosúa IS NOT RESPONSIBLE for any type of interpersonal communication off campus held by the student, whether in person, digital, via telephone or cell phone, or any other mode of communication, with any member of the school staff, administration, peers, or families and friends of their peers, understanding that supervision of the student is the responsibility of the parents/guardians.