

# Highlands International School

## Student/Parent Handbook 2007-2008

# STUDENT/PARENT HANDBOOK AND POLICIES

Preschool

Elementary School

Middle School

High School

Highlands International School (HIS)  
School year 2007/2008

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## **PART 1.....WHO WE ARE**

Introduction  
Vision, Purpose, Mission, Core Values  
School Identity: Name, Motto, Slogan, Mascots  
History  
Statement of Faith  
Expected Student Learning Results

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### **Introduction**

Highlands International School (HIS) was founded on February 3<sup>rd</sup>, 2003. Since May 19<sup>th</sup>, 2003, HIS is a member of the Network of International Christian Schools (NICS), with 19 schools in 15 countries around the world. HIS is an International Christian School that provides an environment of academic excellence and respect for people of all cultures and religions. Our purpose is to train servant-leaders who impact their world.

### **Vision**

A city and world impacted for Christ.

### **Purpose**

To train servant-leaders who impact their world.

### **Mission**

To train servant-leaders in La Paz, striving for the highest standards and values in International Christian education, seeking professional Christian educators, quality international curriculum and state-of-the-art resources and facilities.

### **Core Values**

*Servant Leadership, Christ-like Compassion, Biblical Stewardship*

### **Name**

“Highlands International School (HIS)”

The name “Highlands” was selected because it refers to both the physical location and the purpose of the school. At an approximate altitude of 3500 meters a.s.l. (13,000 ft.), Highlands International School (HIS) operates to prepare its students for the Highest lands.

## **History** “HIS Story”

Highlands International School (HIS) is the story of God working in La Paz, Bolivia, through a group of families with a common vision and purpose. The story began in Roxana Cardona’s home on December 18, 2002, during a meeting that was called and organized by Ines Benavides. Within a few weeks, the first steps toward establishing the school were completed. Everything showed the strong and powerful hand of the Lord. The students, curriculum, and facilities all became part of this new project in record time. The school, as a pilot project, opened its doors on February 3, 2003.

As part of this story, we wish to recognize the pioneering efforts of the following 19 families, 11 staff members, and 31 students:

Families: Benavides, Cardona, Comboni, Cone, De la Vega, Gonzales, Gonzales Carrasco, Hurst, Little, Mendizabal, Molina, Ochiai, Pereira, Ramirez, Reguerin Moscoso, Saldi, Velasco Benavides, Vidal, Wende

Teachers: Ines Benavides, Marcela Comboni, Jennifer Cone, Christy Molina, Pablo Molina, Bethany Nelson, Magaly Sanchez, Davida Valda, Maria Elena Zalles

Principal and Principal’s Assistant  
Ronald and Maria Esther Wende

Students: Alyssa, Andre, Andres, Andres Reg., Austin, Bethany, Camila, Carlos, Cecilia, Christian, Daniel D., Daniel S., Diego, Esteban, German, Hannah Joy, Hannah Franchesca, Hannah Rachel, Ian, Ignacio, Josiah, Juan Carlos, Juan Felipe, Matias, Mia, Micaela, Mikael, Patricia, Rafael, Stefano, Ximena

The 11 families who endorsed the NICS initiative by signing the April 29, 2003 minute:  
Mendizabal, Wende, Gonzales, Hurst, Benavides, Saldi, Moscoso, Comboni, Cardona, Pereyra, Molina Johnson.

On May 19, 2003, Highlands International School became a member and part of the  
Network of International Christian Schools (NICS.)

Highlands International School began its first official year as a NICS school on  
September 1, 2003, operating temporarily as an educational project of the  
Rocksalt Foundation. The school began with 25 students.

The rest continues to be HIS story.

## **H.I.S. PHILOSOPHY STATEMENT**

H.I.S. is a Christian school founded upon the belief that God is the source of all truth, and true education is based on His revealed word, the Bible. (John 14:6; John 17:17)

We are dedicated to establishing a godly environment where the Bible is actively integrated into all aspects of school life. (I Corinthians 10:31)

We believe the purpose of education is to cooperate with parents to develop in students the knowledge and character that will enable them to fulfill their role within God's plan. (Deuteronomy 6:6,7)

We believe that education is characterized by a traditional and well-rounded curriculum combined with a high expectation for student achievement. (II Tim. 2:15)

We believe that respect for authority is an essential ingredient to quality education and character development; therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated teachers. (Hebrews 12:6-11)

Our international atmosphere provides a welcome environment for students of all cultures, which fosters positive self worth and mutual respect. (Revelation 7:9, 10)

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## **H.I.S. SCHOOL-WIDE STATEMENT OF OBJECTIVES**

The school aims:

1. To teach the Bible as the inspired word of God, which governs all of life. (II Timothy 3:16; II Peter 1:20, 21)
2. To encourage each student to enter into a special relationship with Christ. (John 3:16; I John 5:11-13)
3. To stimulate biblical character, spiritual discipline, and growth in Christ through modeling and training. (I Timothy 4:12; II Timothy 3:14, 15)
4. To help each student to discern how best to contribute to reaching the world for Jesus Christ. (Matthew 28:18-20; Acts 1:8)
5. To develop the necessary learning skills, which will enable each student to think logically, independently, and creatively throughout life. (Proverbs 1:1-7; Luke 2:52)
6. To provide each student with a strong academic foundation in preparation for higher education. (Proverbs 4:10-13; II Timothy 2:15)
7. To help each student develop a godly self-image in a stimulating, caring environment. (Psalm 139:14; Ephesians 4:32)
8. To provide physical and health education which will encourage each student to live an energetic, wholesome, and productive life (I Corinthians 6:19, 20; Romans 12:1)
9. To assist each student in developing necessary communication, conflict resolution, and leadership skills. (Ephesians 4:29; Matthew 18:15-17; Mark 10:42-45)
10. To train each student to understand the biblical model of authority and to respond to authority figures with respect and obedience. (Romans 13:1-7; Ephesians 5:22-6:9)
11. To encourage each student to appreciate other cultures and to become knowledgeable, active citizens of the world. (James 2:1-9; Genesis 1:26-31)

## Expected Student Learning Results

1. Investigative Learners who:
  - a. Are life long learners and maintain intellectual curiosity.
  - b. Evaluate progress and are able to formulate and pursue realistic goals.
  - c. Maximize individual academic potential.
  - d. Are well prepared and proficient in all academic disciplines.
  - e. Have a knowledge and understanding of people, events, and movements in history and the cultures of other people and places.
  - f. Appreciate literature and the arts and understand how they express and shape their beliefs and values and those of others.
  - g. Utilize scientific inquiry method.
  - h. Know and understand and apply a personal relationship with Jesus Christ as described in God's Word to daily life **OR** apply Biblical wisdom and principles to daily life.
  - i. Use time management and research, organizational and study skills.
  - j. Know and understand the process of salvation according to the Bible.
  
2. Perceptive Thinkers who:
  - a. Know how to utilize resources including technology to find, analyze, and evaluate information.
  - b. Have the critical thinking skills to question, solve problems, and make wise decisions..
  - c. Exercise discernment regarding truth and ethics.
  
3. Effective Communicators who:
  - a. Convey their message in written and spoken English clearly and accurately to others.
  - b. Are courageous and articulate in defending those things in which they believe, while having an understanding of opposing views.
  - c. Receive and interpret the written and spoken messages of others in an effective manner.
  - d. Have a high degree of technological literacy.
  - e. Study and use English while developing proficiency in the Spanish language as well as an appreciation of Bolivian culture and studies.
  
4. Quality Producers who:
  - a. Reflect creativity, high standards and a pursuit of excellence that underlies all that is done.
  - b. Are good stewards of their finances, time, and all other resources.
  
5. Cooperative contributors who:
  - a. Develop integrity and appropriate skills for personal and social relationships and for exchange of thoughts and ideas with others.
  - b. Foster, develop, maintain, and appreciate relationships within varied cultures and diverse settings, including especially the host culture.
  - c. Offer and accept constructive criticism with gentleness.
  - d. Develop a commitment to servant-hood.
  
6. Involved Citizens who:
  - a. Contribute their time, energies, and talents to improve the quality of life in our school, communities, nations, and the world.
  - b. Are wise in moral reasoning and embrace the principles of moral reasoning such as integrity, honesty, mercy, kindness, perseverance, compassion, self-control and a sense of fairness and justice.
  - c. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony that encourages and respects others.
  - d. Have an appreciation for the natural environment and practice responsible stewardship of the created world,
  - e. Respect and care for their bodies as the dwelling place of God while understanding the importance of physical, mental, and spiritual balance and personal well-being.

## Statement of Faith

- A. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God (Exodus 24:4; Psalms 19:7-10; Luke 24:44; Matthew 5:17-18), without error in the original writings (Deuteronomy 4:1-2), the complete revelation of His will for the salvation of man, and the divine and final authority for all Christian faith, life, and conduct (2 Timothy 3:16; 2 Peter 1:20-21).
- B. We believe in one God (John 10:30), Creator of all things (Genesis 1:1), infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
- C. We believe that Jesus Christ, without any change in His eternal deity (John 10:31-38; Hebrews 1:3), became man through conception of the Holy Spirit and virgin birth (Luke 1:31-35), that He died on the cross (Mark 15:23-26; John 19:16-18), a perfect and complete sacrifice, in our stead and for our sin according to the Scriptures (Hebrews 9:13-15; Ephesians 1:6-7). He arose bodily from the dead and ascended into heaven (I Corinthians 15:3-4; Acts 1:6-11) where, at the right hand of the Majesty on High, He is now our High Priest and Advocate (Hebrews 2:16-17).
- D. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ (John 16:13-14) and, during this age, to convict of sin and regenerate the sinner upon belief in Christ (John 16:7-12; Romans 8:9; 1 Corinthians 6:11); at the time of regeneration baptizing the believer into the one body of which Christ is the head (Galatians 3:26-28) and to indwell, guide, instruct, fill, and empower the believer for godly living and service (Romans 8:26-27 & 15:13; Proverbs 3:5-6).
- E. We believe that man was directly created by God in His own image (Genesis 1:27), but fell into sin (Genesis 3). The entire human race is, therefore, lost and only through repentance (2 Corinthians 7:10), faith in Jesus Christ (Ephesians 2:4-9), and regeneration of the Holy Spirit, can salvation and spiritual life be obtained (Romans 8:13-14).
- F. We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe (John 14:6; Acts 4:12), and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him sealed to the day of redemption (Ephesians 4:30).
- G. We believe in the personal return of the Lord Jesus Christ (2 Timothy 4:1), and that the hope of His appearing has a vital bearing on the personal life and service of the believer (2 Timothy 1:8-10).
- H. We believe in the bodily resurrection of all the dead (Romans 8:11), of the believer to everlasting blessedness and joy with the Lord (Romans 4:7-8), and of the unbeliever to judgment and everlasting and conscious punishment (Matthew 25:46; Hebrews 10:29).
- I. We believe that the Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head (Romans 12:4-5; 1 Corinthians 12:12-13).
- J. We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as a means of salvation (Matthew 28:19; Acts 18:8; 1 Corinthians 11:23-29).
- K. We believe that all the saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine, sinful pleasures, practices, and associations (Ephesians 5:25-27; 1 Peter 2:11).

**PART 2.....REGULATIONS AND GUIDELINES**

- Dress and Personal Care
  - Toys and other Personal Items
  - Tardy Policy
  - Cheating Policy
  - Physical Limits
  - Damage to School Property
  - Punctuality, Attendance, and Absenteeism
  - Classroom Rules and Procedures
  - Discipline Procedures (more details for Grades 1-12 found in Appendix A)
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**Dress and Personal Care**

**1<sup>st</sup> – 6<sup>th</sup> grade dress code**

- No sleeveless attire
- Shorts and skirts must be appropriate length
- Hair must not be in the eyes
- No Hats inside

**7<sup>th</sup> – 12<sup>th</sup> grade dress code**

**All Students**

- Pants → No sweatpants, or athletic wear on **NON-PE days**; no holes in pants; no “low-rise” pants
- Shirts → No sleeveless attire, No “inappropriate slogans”
- Hats → No hats inside
- Shoes → No slippers, thong flip-flops
- Hair → Hair must not cover any part of the face

**Boys**

1. No Facial hair – 2<sup>nd</sup> semester senior privilege
2. No body piercing other than the ear

**Girls**

1. No body piercing other than the ear
2. Shirts and blouses may not be 3 cm below collar bone
3. No “plunging” necklines
4. Shirts must cover entire mid-section
5. Skirts must be no more than 10 cm from the top of the knee
6. Shorts must be no more than 15 cm from the top of the knee

**All dress code rules are enforced on Special Event Days unless otherwise stated**

## **Toys and other Personal Items**

Toys are not to be brought or used in school and are only allowed in special cases for “Show and Tell”. Teachers are authorized to keep these items in their possession until school is over if they are found to be used or played with.

## **Other Personal Items**

Personal music equipment is allowed. However, it should not be in use or visible during instructional time. This means that no headphones or earpieces should be visible between 8:20 AM – 11:45 AM & 12:30 PM – 3 PM. (High School only)

No personal items for elementary during the instructional school day.

Cell phones should be turned off during school hours. Teachers are authorized to keep these items in their possession until school is over if they determine that the items are being used improperly.

All inappropriate items that are brought to school are subject to be taken by school personnel according the following policy:

1. First offense: Student receives item at the end of the day
2. Second offense: Parent must pick up item at the end of the day
3. Third offense: School keeps the item for 1 week and parent must pick up
4. Fourth offense: Student is suspended from school at the discretion of the Director.

All personal items brought to school should be marked with the student’s name. The school has a “Lost and Found” service but is not responsible for any losses.

## **Tardy Policy**

Students are required to be in class at 8:20 AM. A warning bell will ring at 8:15 AM, and students should make their way to their assigned classroom. If students are late to school, for an unexcused reason the following consequences will apply:

### **Quarterly Policy**

1. First offense: Verbal warning from classroom teacher
2. Second offense: Note sent home to parents with required signature
3. Mandatory Parent conference with Director or designee
4. Third offense: After-school detention
5. Fourth offense: Student must have a meeting with Parents and Director before returning to school

## **Cheating Policy**

Cheating is considered a serious offense here at HIS and will be dealt with in a serious manner. The following consequences apply:

1. First offense: Student receives a zero on assignment and teacher will inform the parent
2. Second offense: Student will receive a zero on the assignment and may not return to school until student and parent have had a meeting with the Director of the school.
3. Third offense: Student will be suspended from school at the discretion of the Director.

## **Physical Limits**

Students are required to stay outdoors until 8:15 a.m. If they arrive earlier, they are required to stay within the school property. Students are required to stay within these limits at all times and required to stay out of other indoor areas (classrooms, library, teacher's lounge, and administrative office areas) unless supervised by an adult. No student is allowed to leave school grounds during school hours without receiving express permission from a parent or the administration.

## **Stewardship Duties**

Students are expected to share in the taking care of all school property.

Any school property damaged by the students will need to be replaced at cost.

## **Damages to School Property**

The school will assign books and other property individually to students. If any individually assigned items or other items belonging to the school are damaged by a student, the costs related to repair or replacement will be charged to the parents.

Students and parents must sign a disclaimer saying they have read and understand this policy

## **Attendance and Absenteeism**

Attendance each day is highly encouraged and expected. Perfect attendance for any school year is rewarded.

The school will be keeping records of excused and unexcused absences. Absenteeism requires each student to complete all missed work. Excused absenteeism will require a written note from the parents. The following will be considered "excused" absences:

1. Sickness
2. Doctor's appointments
3. Death in the family

All other absences will be considered unexcused by the school, including family vacations. This however, does not mean you cannot take vacation during the school year, just that the school will consider those absences unexcused for record keeping purposes. ***After the 10<sup>th</sup> absence, student must have a mandatory meeting with parents and director.***

Family must request student academic work at least 1 week in advance for family vacations.

### **Classroom Rules and Procedures**

Each teacher will have a set of rules to be followed by their students. Lists of rules, negative consequences, and rewards will be communicated to parents.

Additionally, each teacher will have a set of procedures to be followed by the students. These procedures involve greetings, seating assignments, order and cleanliness, loudness, entering classrooms, bathroom use, asking questions, and especially the effective use of time and respect for others.

### **Public Display of Affection**

There should be no public displays of affection during the school day or any school sponsored activity. This is at the discretion of HIS employees.

1. First offense → Verbal Warning
2. Second offense → Mandatory parent conference with both sets of parents

### **Discipline Procedures**

Discipline consequences will apply for students according to the HIS discipline plan. Please see Appendix A for more details regarding grades 8 through 12.

## **PART 3.....SCHOOL SERVICES**

Library Procedures  
School Bus Procedures  
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### **Library Procedures**

1. There is to be no talk above a whisper in the library.
2. Students will check books out through their classroom teacher.
3. Books are to be kept no longer than a week, videos two days.
4. Reference materials are not to be checked out.

### **School Bus Procedures**

1. Students are to stay seated in the bus at all times and are not to switch seats while the bus is moving.
2. Keep hands, head, etc. inside the bus at all times.
3. No spitting out the windows or throwing any type of trash out of windows or on the floor or seats.
4. Respect the bus driver and each other at all times.
5. There is to be no rough housing or physical playing on the bus.
6. Please keep voice at a moderate level so that the bus driver can best do his or her job in maintaining safety.
7. Those who ride in the front seats must wear a seatbelt at all times.
8. Music played by students must be done so only with the aid of headphones.
9. Priority must be given to small children or anyone with special needs.
10. All students are to be ready at their respective bus stops *before* the driver arrives. Please be courteous to others' schedules. The driver of any bus reserves the right to continue with his stops if any student is not waiting at their bus stop at the schedule time -- in which case the student's parents would be responsible for him or her arriving to school on time.

*Students with conduct contrary to these rules will be reported by the drivers or accompanying teachers. Any student not following these guidelines will be required to stay in detention after school. The student will be forbidden to ride the bus (temporarily or permanently) if these rules are broken continuously or excessively.*

## **Age Procedures**

As a general guideline, our K4, or Prekinder, level requires students to have reached the age of 4 before August 31. This goes on to age 5 for Kinder, age 6 for 1<sup>st</sup> grade, age 7 for 2<sup>nd</sup>, age 8 for 3<sup>rd</sup>, age 9 for 4<sup>th</sup>, age 10 for 5<sup>th</sup>, age 11 for 6<sup>th</sup>, age 12 for 7<sup>th</sup>, age 13 for 8<sup>th</sup>, age 14 for 9<sup>th</sup>, age 15 for 10<sup>th</sup>, age 16 for 11<sup>th</sup> and age 17 for 12<sup>th</sup>.

**Daily Schedule**  
**Highlands Schedule 2007-2008**

<b>Teacher</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Lunch</b>	<b>Period 5</b>	<b>Period 6</b>	<b>Period 7</b>
	8:20 – 9:15	9:15 – 10:05	10:05 – 10:55	10:55 – 11:45	11:45 – 12:30	12:30 – 1:20	1:20 – 2:10	2:10 – 3:00
<b>James B. Room 3</b>	Science 8	Algebra II (10,11)	Pre-Calc (12)			Biology (9,10)	Chemistry (11,12)	* SAT Math Prep (10, 11)  # Science Elective or Study Hall
<b>Scott C. Room 10</b>	English 10 (9,10)		*Creative Writing (11) #Yearbook (11)	English (8)		English 11 (11,12)	Creative Writing (10)	* SAT English Prep (10, 11)  # Web Design
<b>Marcos M. Room 1</b>	Comparative Government & Economics (11,12)	# Keyboarding (8) * Study Hall (8)	Pre-Algebra (8)	World History (9,10)		History 8	* PE 5 -7	# Adv. PE
<b>Jason V. Room 1</b>		Algebra I (9)						
<b>John S. Room 2</b>		Study Hall (12)	The Inner Man (9,10)  Wise Up (9,10)	Dynamic Christian Living (11,12)  Christian Adventure (11,12)			Route 66 (8)	* TBA  # Christian Service
<b>Victor Room 9</b>			* BSS 3,4 # BSS 5	* BSS 1 # BSS 2	# BSS K3-5	* BSS 6,7	Spanish Grammar 1 (9)	* Bolivian Social Debate  # Spanish Literature
<b>Tom F.</b>								*HS EFL # Worship
<b>Alison Z.</b>							^Music (1-4)  # PE (1-4)	# Art by semester 1. 1,2 2. 3,4 3. 5 4. 6,7  ^ Music (5-7)

## Schedule for Pre-Kinder and Kindergarten

For grades Prekinder and Kinder (K2 – K5), students are expected to arrive any time between 8:10 and 8:15 a.m., and to be picked up at 12:30 p.m. Teachers are able to stay with your Prekinder and Kinder students up until 12:40 p.m. If the students are not picked up by this time, our staff takes care of your children in the office.

## School Year 2007-2008 Calendar

See appendix C

## Emergency Evacuation Procedures

### CONTINGENCY PLANNING

#### a) EMERGENCY PREPAREDNESS

- i) HIS has in place as required by the NICS School Board an Emergency Preparedness Plan (EPP). This includes four primary components: prevention, preparedness, response, and recovery. Policies and procedures for fire and evacuation drills are provided in the Faculty and Staff Manual.
- ii) In the event of emergencies or civil unrest that may endanger the school community, HIS will work to obtain accurate information as quickly and accurately as possible. HIS will rely on the following sources of gathering information:
  - (a) Parents and friends of the school informing us of local difficulties.
  - (b) The use of local radio and television stations.
  - (c) HIS is also connected to the United States Embassy in La Paz, where it could also receive appropriate information.
- iii) HIS has developed a telephone tree to handle outgoing communication with parents.
- iv) The school will have food and water surplus at the school to cater for a minimum of 24-hour period for students and staff only. They will also have a supply of candles, flashlights, batteries, and emergency lights.
- v) General Principles during times of concern.
  - (a) No child will leave the school without being collected by a parent or a designated adult.
  - (b) Parents should not send their child to school if there are concerns about safety.
  - (c) At times of unrest, when traveling on the streets is considered dangerous, parents can be confident that their children will remain under close indoor supervision by the teaching staff.
  - (d) School field trips will not take place during times of identified unrest.
  - (e) Fire procedures are posted in each of the rooms in the school and they are attached to this policy.

#### b) EMERGENCY GUIDELINES

- i) In the event of a serious political, environmental or social emergency, these guidelines have been written to provide direction to the Administration, SAC, and Parent Community of the actions to be taken to secure the school, students, and staff.
- ii) The administration, SAC, and representatives of the staff will meet to assess the situation and determine the status of the school and its community. All effort to gather as much information about the current situation should be made including embassy recommendations, news reports, responses from organizations in the community, parent community, etc.
- iii) A telephone tree will be used to disseminate pertinent information to all school parents. In the event of a situation where parents need to come and collect their children from the school, parents in outlying areas will be called first to give them time to get here.

- iv) Security of the school facilities will be ensured with adequate staff available to protect and maintain the school facilities.
- v) If an emergency takes place during the school day, the lead decision-maker to evacuate the school and send the children home will be the senior administrator. In the event of a broader based emergency involving the whole community or country, the senior administrator in consultation with the SAC will have authority, operating in cooperation with the community. In the event that families start to leave the community, a forwarding address and contact phone and fax number will be left with the school office. In the event that the senior administrator leaves the community, that individual in consultation with the SAC will appoint a temporary replacement. The replacement must receive a “hand over” and take charge prior to the previous individual’s departure.
- vi) If possible, an initial estimated length of time for a temporary closing will be announced. For temporary closure of the school, teachers will continue to receive their salary. As the school reopens, teachers will be asked to return to fulfill their teaching responsibilities.
- vii) In the event that an incident occurs during school holidays and it is necessary to close the school on a temporary basis, the school will endeavor to contact those families on leave providing they have left a contact fax or email address where they can be reached. Alternatively, parents can call the school to verify if it has been closed temporarily. Local staff should maintain normal workdays as much as possible to maintain a working presence at the school. Salaries for local staff will continue to be delivered except in the unlikely event that the school is dissolved. The banks will be authorized to accept instruction by fax from the senior administrator so that access to money can continue in order to pay staff and keep the school operating from outside of the country.
- viii) Depending on the circumstances, teachers and parents remaining in the community are encouraged to use the school and if possible, operate in as normal a routine as possible. They should operate with due care, providing adequate supervision to the children. Parents must take responsibility for their own children or assign by signature the responsibility to another adult.

**c) EVACUATION PLAN PROCEDURES, EVACUATION DRILL**

- i) In the event of civil unrest HIS has an evacuation plan that is simple, quickly executed, and moves students as far as possible from the school premises with as little commotion as possible.
- ii) In the event of a fire or bomb scare, students and staff will follow the normal procedure as instructed in the school fire alarm policy. Students will follow the posted fire escape routes and eventually exit the school premises toward Mallisilla and await further instruction.
- iii) In the event of civil unrest (e.g. a riot or any large group hostility directed towards the school and/or school population) the fire escape procedure is overly time consuming and would place students in unnecessary danger. Therefore the following plan will be implemented and followed.
- iv) Understanding that any violent mob activity directed at the school must be staged from Mallisilla, all escape routes must avoid this street and include as little visibility as possible. The escape routes should also place students as far from the school as possible in the shortest amount of time. Public transportation will be called and meet students there to take them to a safe house or to their parents.
- v) HIS’ EVACUATION PLAN A (Non-Violent, Non-Active in Mallisilla):
  - (1) The school administrator and/or designee will notify personnel.
  - (2) If evacuation is “non-violent” the office staff will call the designated taxi service to call for an appropriate number of taxis and/or buses.
  - (3) Teachers will call each student’s parent in their current class using their personal cell phone (they will be reimbursed by the school).
  - (4) Once parents have been notified, students will be released to go in a taxi to the parents’ desired location.
  - (5) Any student for whose parents cannot be reached will remain at school under the supervision of school personnel until such time that a parent is notified.

- (6) All HIS staff will be required to stay on campus until all students are safely home and under the supervision of their parent and/or designee.
- vi) **HIS' EVACUATION PLAN B (Protests or Violence in Mallisilla):**
  - (1) The bell will ring in **ONE CONTINUOUS SOUND** to indicate a necessary evacuation or you will be notified personally (when time allows) about this need.
  - (2) Immediately gather all your children together and exit through the back gate.
    - (a) If the way to the exit is blocked use an alternative route (someone will give alternative instructions)
  - (3) While walking:
    - (a) Walk quickly & safely (if it demands crawling do so)
    - (b) Walk without noise (not just quietly, but without noise)
    - (c) Suggestion for lower elementary students – have a rope with knots tied to it that the children hold onto
    - (d) Put someone responsible at the front and back of the line (Teacher, aide, responsible student)
    - (e) Practice this drill with your kids (at least to the back gate)
  - (4) Exiting:
    - (a) Staff: make sure you have a class roster with you to know that all are accounted for.
    - (b) Staff: make sure you know who is absent
    - (c) Staff: make sure you know if any of your students are in other areas of the campus
    - (d) When you reach the parking lot, be prepared to give an account of your students. This will be compared of the attendance count for the day.
  - (5) Safe Houses
    - (a) To be announced during first weeks of school
  - (6) At Safe House
    - (a) Students should NOT remove their shoes in the event they need to quickly relocate
    - (b) Immediately take attendance and be prepared to report
    - (c) Take care of anyone that needs attention (scared, hurt, toilet, etc.)
    - (d) Have everyone seated and get them busy with something to do
    - (e) Make sure all communication lines are free. Take an inventory of all hand phones (make sure you have a charger with some of the hand phones)
    - (f) Wait for further instructions – you will be contacted
    - (g) Where it makes sense the phone tree will be activated (information on this will be given separately from this document) and parents will be notified to pick up their children at each safe house.
  - (7) Office & support staff will exit and immediately go home or go to one of the safe houses to help with the children. Someone from the school will contact you with further instructions.
  - (8) You will be permitted to return to the school when an administrator or the one in charge gives the o.k.

**d) FIRE DRILL PROCEDURES**

- i) The bell will ring in **REPEATED SHORT RINGS** to indicate a fire drill
- ii) Immediately gather all your students together and follow the Emergency Map exit directions:
  - (a) If the way to exit is blocked use an alternative route
  - (b) There are at least two ways to exit every room
- iii) While walking to the front gates:
  - (a) Walk quickly & safely
  - (b) Walk without noise (not just quietly, but without noise)
  - (c) Suggestion for lower elementary students – have a rope with knots tied to it that the children hold onto
  - (d) Put someone responsible at the front and back of the line (Teacher, aide, student)
  - (e) Practice this drill with your children

- iv) You are to line up facing the school and have all your students seated (unless it is wet and then they can kneel down) at the front gates by grade/class. Teachers remain standing.
  - (a) If this happens at any other time other than homeroom. (homerooms take class to front gate) stay with the children you have and line them up with you at the gate – this includes study halls and the Library (if a student is in the library when they normally are in another class they will have a pass and the teacher who sent them with the pass will know that the librarian will take them to the front gate)
  - (b) Line up from lowest to highest grade from left to right as you are facing the gate.
- v) Be prepared to give a count (number) of the children you have. This will be compared against the attendance count for the day produced by the guidance counselor's office.
  - (a) Make sure you have a class roster with you to know that all are accounted for.
  - (b) Make sure you know who is absent – it is very important for homeroom teachers to fill out the absentee slips on time and for you to check your e-mail to know if someone came late.
  - (c) Make sure you know if any of your kids are somewhere else other than your room (e.g. bathroom, library, etc.)
- vi) Office staff and other staff are to exit and stand in a group at the front gate ready to assist as instructed.
- vii) You will be permitted to return to class when an administrator or the one in charge gives the o.k.

**NOTE: Fire Drill is a generic term and it could be for a chemical spill or any other dangerous issue that takes place within the school.**

**e) EARTHQUAKE DRILL PROCEDURES**

- i) In the event of an earthquake, the procedures will be different from fire and evacuation drills. We will not follow fire drill procedures because of the possibility of falling electric lines and trees. We will not follow evacuation drill procedures due to unstable ground and buildings.
- ii) Teachers will make subjective decisions during this time because each tremor, each earthquake will be different. In a best case scenario, teachers are to ensure that all students have their shoes on, evacuate orderly in the order listed below, and get everyone to the middle of the soccer field. In a worse case scenario, get everyone to the soccer field without worrying about shoes, about walking (you may be crawling), or about rushing. In a “worse case scenario,” teachers can make impulsive decisions to get your class to safety.
- iii) EARTHQUAKE DRILLS (best case scenario):
  - (a) Go under your desk until the initial tremors stop; then cautiously evacuate as a class/group down the stairway next to the library and go to the soccer field and sit with your class. Teachers will be in charge and will be making subjective decisions due to the damage, people hurt, and timing. Best case: wait 1-2 minutes under your desks before leaving the classrooms.
  - (b) Every class should evacuate to the middle of the soccer field. All classes should sit together with their teacher.
  - (c) Office Building Staff will evacuate to the playground to help the Elementary students get to the soccer field
  - (d) EVERYONE WILL MEET AT THE SOCCER FIELD. The Administrator will take attendance by checking with each teacher. Sit in a group with your homeroom or current teacher.
- iv) If it is too difficult to walk (moving ground, aftershocks), please crawl to the soccer field.
- v) If people are hurt, stop to help them. If people are pinned under debris, get your class to the soccer field and administrators will delegate people to go in and help those who are stuck or pinned.

**f) STUDENT ACTIVITIES EMERGENCY PLAN**

- i) All activities must have a qualified supervisor at all times. In the case that a student is injured during a school activity, follow the procedures listed below.
  - (a) Minor Emergency – defined as any injury not needing professional medical attention or immediate contact of the injured student’s guardian.
    - 1. Use supplies in the first aid kits provided.
    - 2. The supervisor will wash the wound and apply appropriate first aid supplies: such as ointment and bandage.
  - (b) Major Emergency- defined as any injury requiring immediate contact of the injured student’s guardian or professional medical attention.
    - 1. The supervisor will assess the situation and meet the needs of the injured first.
    - 2. Students will be instructed to appropriately wait for the supervisor while he/she contacts the guardian of the injured student.
    - 3. The supervisor should use their personal cell phone to call emergency personnel
    - 4. In the case that the supervisor must take the injured student to get immediate professional medical attention, he/she may use their personal vehicle, any staff member’s personal vehicle, or call an ambulance or taxi.
    - 5. The supervisor will need to cancel the club and find another adult to supervise the students until their parents pick them up.
    - 6. Upon the supervisor’s return, he/she must promptly fill out an accident report form and return it to the administrator of HIS.
    - 7. If the injury takes place off-campus at another facility, the supervisor will work with the staff of that facility to call for transportation and appropriate supervision.
    - 8. All supervisors should have enough money available in the case that they must pay for a taxi to a medical facility

**School Contact Information**

Highlands International School is located in Mallasilla, Urbanizacion Valle del Sol. Our postal office box number is 3-12468. Our telephone number is 591-2-274-5113. Our e-mail address is his@nics.org

**Recess and Snacks**

During recess and at all times, there is to be no aggressive behavior, no throwing rocks and other items, and no going out of designated play and snack areas. Teachers are on duty at all times to supervise.

We highly recommend that snacks brought to school be healthful. There are to be no candies or sodas. Please limit sweets. We recommend fruits, cut vegetables, sandwiches, crackers, and natural fruit juices or water for the purposes of helping our children to be alert, satisfied, energetic, enthusiastic and non-aggressive throughout each day.

**PART 4.....OTHER ITEMS**

- Child Abuse
  - Communicable Diseases
  - Grievance Process
- 

**1. Child Abuse**

HIS will protect its student from any type of child abuse. The school will follow internal rules and will also comply with international Bolivian law, as contained in the Bolivian Constitution (Articles 199,) and the Law of Children (Acts 105, 108, 112, 119, 120). (G-2.1.3)

**2. Communicable Diseases**

HIS will protect and act according to international and Bolivian laws and regulations regarding communicable diseases. (G-2.1.3)

When a student appears to be ill teachers will send the student to the office and the administration will determine whether the student needs to be sent home. If the illness appears to be serious, then the parents must be called to come and take the child home and to seek additional medical care.

If a student is vomiting or has a fever, he/she must be sent home.

If a serious communicable disease has been confirmed by a doctor, it must be communicated officially to the school (preferably in written form.) The school must, in turn, communicate this situation to all parents, including helpful information about symptoms and incubation period. All procedures must also be coordinated with the Epidemiology Department of the Bolivian Ministry of Health.

**3. Grievance Process**

HIS will provide a copy of the grievance process to those who believe they have not been accorded a reasonable interpretation of their rights. The full text of the appeals process is available to all parents, staff, and students upon request. (G-2-1-1)

## **APPENDIX A**

### **HIS DISCIPLINE PLAN GRADES 8-12**

Highlands International School is committed to working with our school's parents in a unified and cooperative manner. This section specifically addresses the areas of student discipline and procedures in grades 8 through 12.

Harm towards ourselves, our bodies, others, and property – namely, disregard in areas of respect – harms not only our families and school, but also the individual.

As such, smoking, drinking, drugs, cheating, weapons, property damage, and bodily harm (violence to self or others) are considered serious offenses on the campus or anytime representing HIS while a student is enrolled in Highlands International School. These incidents are to be reported and handled immediately in forms of verbal and written action. Please assume your part as parents and students, along with the staff, in reporting any infraction or incident to the corresponding teacher and the office of the principal immediately so that matters may be handled quickly and efficiently.

The school's administration reserves the right to, upon suspicion at any time, request that a student reveal the contents of his or her locker, bags, backpacks, pockets or other personal belongings brought into the school.

The school will use only written reports from adults, staff or parents as official reports regarding problems with discipline on or off campus.

Report cards will reflect all disciplinary measures noted and taken.

#### **Detention/Counseling**

Detention will be utilized as a means of providing consequences for most offenses. During detention the school will retain the student after school, or have him return to school on a Saturday morning to work on the tasks instructed by the school administration. These tasks may include cleaning, watering, repairing and other activities. In some cases, counseling may be suggested or required during these times. Detention time will usually be for a period of 30 minutes to 1 hour. Parents are responsible for bringing the student to school and picking him or her up.

Students who fail to serve a given detention within a week will be referred to the administration.

Note: an excessive number of detentions will result in suspension.

#### **Suspension**

Suspension will also be utilized as a means of providing consequences for more serious offenses. The student will not be allowed in school for a certain number of days. The student will be expected to make up and catch up on all missed work. After suspension, parents must come to school personally with their son or daughter, hold a meeting with administration, and bring back the signed suspension form.

Note: an excessive number of suspensions will result in expulsion.

### **Expulsion**

Expulsion is an indefinite form of suspension. It is the last resort of the school. A student will be expelled from school in the extreme case of drug use and if and when the academic committee determines so after a review of successive problems in conduct and attitude.

### **Tardiness**

Tardiness refers to unexcused, late arrivals to school or any of the daily classes. Consequences for tardiness will follow the Tardy Policy. Excused tardiness (lateness) will not be counted as an offense. Tardiness will be unexcused unless a written explanation note or a call is made by the parents. Tardiness of over 30 minutes will be considered an unexcused absence.

### **Unexcused Absences**

When a student is absent, a written note is required or a telephone call to the office in advance or on the first day back. Otherwise, the absence will be determined “unexcused.” Additionally, the student must catch up on all work that was missed.

### **Trespassing Physical Boundaries**

Because of security considerations, leaving the school without authorization from parents or without adult supervision will result in two periods of detention.

### **Verbal (Scorning) and Physical Aggression**

Any form of aggression witnessed and reported by any staff member will result in disciplinary action as determined by the administration. This issue covers all forms of unilateral physical, verbal and non-verbal aggression (hitting, spitting, insulting, signaling, sexual harassment).

### **Cheating**

Cheating is considered a serious offense here at HIS and will be dealt with in a serious manner. The following consequences apply:

4. First offense: Student receives a zero on assignment and teacher will inform the parent
5. Second offense: Student will receive a zero on the assignment and may not return to school until student and parent have had a meeting with the Director of the school.
6. Third offense: Student will be suspended from school at the discretion of the Director.

### **Tobacco**

Any form of Tobacco is not allowed on or off campus. The school will send a written report to parents if any staff member or parent witnesses this activity off campus. If smoking takes place on campus, or anytime representing HIS, the student will be suspended for **three** days.

### **Weapons (or Misused Tools or Objects)**

The discovery of any form of concealed or unauthorized weapon will result in a minimum of five days of suspension from school and possible expulsion from school. All unauthorized weapons, and any authorized tools (potential weapons), which may be found being used inappropriately, will be confiscated. Note: repetition of this offense will result in expulsion.

### **Drinking Alcoholic Beverages**

Drinking is not allowed on campus. If drinking takes place on campus, the student will be suspended for five days.

Note: repetition of this offense will result in expulsion.

### **Drug Use – Zero Tolerance**

Drug use is not allowed on or off campus. The school will send a written report to the parents if any staff member or parent witnessing this activity off campus. If drug use takes place on campus, the student will be expelled from school.

## APPENDIX B

### HIS GRADUATION REQUIREMENTS

*Where the guidance department is designated within this document as the responsible party for review, the senior administrator or his or her designate will fulfill this responsibility until such time there is a qualified academic guidance counselor on staff.*

#### **CREDITS and GRADUATION REQUIREMENTS: Grades 9-12**

1. **Math, 3 credits:** 1 Algebra I (high school credit may be given for Algebra I taken in 8th grade), 1 Geometry, 1 math elective.
2. **Science, 3 credits:** 1 Physical Science (General Physical Science, Chemistry, Physics, etc.), 1 Biology, 1 science elective (Earth Science, Environmental Science, Ecology, Astronomy, etc.)
3. **Social Studies, 4 credits:** 1 World Geography, 1 World History, 1 U.S. History, 1/2 U.S. Government or Comparative Governments, 1/2 Economics, (U.S. History and U.S. Government are required for all students who are U.S. citizens. As the scheduling, resources and staff permit, non U.S. citizens may take other Social Studies courses designated by the administration in lieu of U.S. History or U.S. Government, for example, South American/Bolivian Studies, Comparative Governments, etc.)
4. **English, 4 credits:** 1 ninth grade English; 1 tenth grade English; 1 American Literature or 1 World Literature, or ½ American Literature and ½ World Literature; 1 credit British Literature.
5. **Physical Education/Health, 1 credit:** ½ credit designated to health. No more than 2 credits may be earned in P.E.; although, P.E. may be taken all four years of high school, if desired and offered.
6. **Fine Arts, 1 credit**
7. **Foreign Language, 2 credits**
8. **Computer, 1 credit**
9. **Electives, 4 credits**
10. **Total credits that must be earned for graduation: 23**
11. A student must have attended Highlands International School for a minimum of 4 full semesters to be eligible for class valedictorian or salutatorian.
12. Graduation from Highlands International School means that the student has satisfactorily completed the prescribed course of study.
13. Any exceptions to the stated graduation requirements shall be submitted to the guidance department. The guidance department will submit its recommendation for final approval to the principal. Exceptions may be made due to the school's inability to provide the required course selection for a student during his/her tenure Highlands International School.

14. Unit of credit means successful completion of a course which meets at a minimum 135 clock hours within an academic year. Traditionally this would be 45 minutes daily, 5 days per week, for at least 36 weeks, but alternative scheduling, such as block scheduling is permitted. The senior administrator has the authority to increase the number of required hours per credit, but may not go below the minimum of 135. A half credit will be given for successful completion of a class meeting between 67.5 and 134 clock hours in an academic year. This course may be completed within one semester or carried over to two semesters when alternative schedules are necessary (e.g. course meets only on Monday, Wednesday and Friday throughout the year). A repeated course will not be sanctioned with a second credit.
16. A credit is earned with a passing mark of a 'D' or above.
17. Repeated Courses:  
 Students wishing to repeat classes due to receiving a grade of *D* or *F* will be given credit only once for the repeated class. Only the highest grade will be calculated into the student's grade point average. However, both class enrollments and their respective grades will be reflected on the student's transcript.  
 Students receiving an *F* in a course required for graduation will be required to retake the class. With the approval of the guidance counselor, it is at the discretion of the student to retake failed courses that are not required for graduation.
18. Transfer Credits:  
 The transcripts of incoming students shall be evaluated by the guidance department in order to assess acceptance of transferred credits. Students transferring to HIS in grades 9 through 12 from schools that offer a non-American curriculum will be permitted to transfer a maximum of six credits for each academic year that they have completed.

Following verification and review of transfer records, the guidance department will determine the specific classes that will be accepted to meet high school graduation requirements and the credits that can be awarded for each class accepted.

Classes and grades accepted for transfer to HIS will be reflected on the student's official transcript as transferred credits, but will not be included in the student's cumulative grade point average.

19. Class Rank & Grade Point Average:  
Class rank is based on a grade point average which is cumulative for grades 9 through 12. The average includes all courses taken at HIS but does not include transfer grades from other schools. Honors and AP courses will receive one additional point per course in the computation of grade point averages based on a 4.0 scale. For example, a student receiving an equivalent score of 4.0 for an A.P. Biology class will have this score recorded as a 5.0 on his or her transcript.
20. Class Standing:
- |           |                      |
|-----------|----------------------|
| Freshman  | 0-5 credits          |
| Sophomore | 6-10 credits         |
| Junior    | 11-16 credits        |
| Senior    | 16 credits and above |

\*For class standing purposes, ½ credit increments will count toward the next level, for example, 5.5 will classify a student at the sophomore level.

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## **Appendix C**

# HIGHLANDS INTERNATIONAL SCHOOL

## SCHOOL CALENDAR 2007 - 2008

### 1st. Semester August

S	M	T	W	T	F	S
			1	2	3	4
						7
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7 1st.day for teachers  
1er. Día de trabajo profesores  
13 1st.day for students K5 - 12th  
Inicio clases K5 a 12avo.  
20 1st day for K3-K4 / 1er día K3-K4

### September

S	M	T	W	T	F	S
						1
						4 / 18
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

4 / 18 Half day for students HD  
Clases medio día (Acreditación)  
21 Holiday - Feriado NS  
Teachers Work Day  
29 Spring Festival

### October

S	M	T	W	T	F	S
						1
						9 / 23
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9 / 23 Half day for students HD  
Clases medio día (Acreditación)  
End 1st. Quarter / Fin 1er. Trimestre  
19 Teacher/Parent Conference NS

### November

S	M	T	W	T	F	S
						1
						2
						6 / 20
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Holiday / Feriado NS  
6 / 20 Half day for students / HD  
Clases medio día (Acreditación)  
22 Team Day / Día de Equipos  
23 Holiday / Feriado NS  
Thanks Giving Day/Día de Gracias

### December

S	M	T	W	T	F	S
						1
						6
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6 Christmas Program  
Programa de Navidad  
21-31 Christmas Break /  
Vacación de Fin de Año NS

### January

S	M	T	W	T	F	S
						1
						1-18
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-18 Christmas Break /  
Vacación de Fin de Año NS

**NS** NO - SCHOOL  
NO HAY CLASES

### 2nd. Semester January

S	M	T	W	T	F	S
						17-18
						21
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17-18 Teachers Work Day  
21 1st day after break K5 - 12th  
Inicio clases después de vacación  
28 1st day after break K3 - K4  
Inicio clases después de vacación

### February

S	M	T	W	T	F	S
						1
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

1 Team Day / Día de Equipos  
Anniversary Chapel  
4-5 Carnival / Carnaval NS  
12/26 Half day for students HD  
Clases medio día (Acreditación)

### March

S	M	T	W	T	F	S
						11
						11
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 Half day for students / HD  
Clases medio día (Acreditación)  
21 Half Day / Clases medio día  
End 3rd Quarter / Fin 3er. Trimestre  
24-28 Spring Break NS  
Descanso de Pascua

### April

S	M	T	W	T	F	S
						1
						4
						1, 15
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 Teacher/Parent Conference NS  
1, 15 Half day for students / HD  
Clases medio día (Acreditación)  
21-25 El Puente-Choro

### May

S	M	T	W	T	F	S
						1
						2
						1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Team Day / Día de Equipos  
2 Holiday / Feriado NS  
1 End of the Year Celebration  
Celebración de fin de año

### June

S	M	T	W	T	F	S
						5
						5
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 Last Day of School for students /  
Ultimo día de clases  
End 2nd Semester/Fin 2do. semestre  
6-7 Teachers Work Day  
9-12 Senior Trip / Viaje de Promoción

**HD** HALF DAY  
CLASES MEDIO DIA