



Sosúa, D.R.

“Reaching de Maximum Academic Excellence”

HANDBOOK PARENT/STUDENT

Updated: 2022-2023

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GARDEN KIDS INTERNATIONAL SCHOOL PROFILE

Garden Kids International School is a privately owned American International school. It is located in El Batey, Sosúa, Puerto Plata, Dominican Republic. It was founded in 1998 by Mr. Joel Fajardo and Mrs. Yvis Castillo Fajardo to meet the needs of Dominican and foreign families who reside in the Dominican Republic and who are interested in obtaining a quality education in the English and Spanish languages. Classes began in 1998 at our temporary location in the Los Charamicos sector of Sosúa, and in 2002 were relocated to our present campus to accommodate a booming enrollment. GKIS offers all levels of education from Early learner through high school. The institution has the approval and follows the Spanish Language Curriculum of the Dominican Ministry of Education. The courses studied at the school are valid in all foreign countries in accordance with international treaties to which the Dominican Republic is a party. The English language program follows the standards in the Common Core curriculum, enhanced and adapted to meet local requirements.

The school is constantly upgrading its campus' infrastructure through acquisition of up-to-date technological resources in order to offer the best possible academic preparation for our students. High academic standards and a strong curriculum base have qualified GKIS to be ranked among the best in the country.

Vision

The vision of Garden Kids International School is

To educate capable and responsible multicultural citizens by integrating academic excellence and social ethics for global success.

Mission

The mission of Garden Kids International School is *To provide opportunities that inspires the student to achieve his maximum potential in a loving, nurturing multicultural community.*

GKIS BELIEFS

- We believe each student is a valued individual with unique physical, social, emotional and intellectual needs.
- We believe cultural diversity can increase students' understanding and appreciation of different people, cultures, and themselves.
- We believe schools need to function as a learning organization and promote opportunities for all those who have a stake in the success of the school to work together as a community.
- We believe that we are committed to educate, encourage and challenge students to fulfill their academic potential.
- We believe the importance of parental involvement in the education of their children and in their life at school. We recognize parents as the most important partners in our endeavor.
- We believe schools have a social function where we train our students to be critical, conscious and able to participate in the society, having a commitment to being part of the change.
- We believe the commitment to continuous improvement is imperative.

GKIS PHILOSOPHY

The philosophy of the school is to promote academic excellence by providing the best possible disciplined learning environment with an appropriately challenging academic program.

GKIS is a multicultural school with a diversity of more than 20 nationalities. The school encourages open communication and interaction among administrators, teachers, parents, and students in order to enrich the learning experience and to maintain discipline and balance. We emphasize respect, worth, and dignity of all peoples and of each individual. Working together, GKIS students overcome language and cultural barriers.

GKIS OBJECTIVES

- ❑ To achieve academic excellence through a complete International curriculum in a multicultural environment.
- ❑ To promote and develop critical thinking and investigation skills and help students develop life-long habits of learning.
- ❑ To raise awareness within our community for the need to preserve, care for, and improve our environment.
- ❑ To ensure, through the use of modern teaching and advanced technological resources, that students take responsibility for their own learning process in the various disciplines of knowledge.
- ❑ To encourage the development of ethical and civic values through student participation in community service projects.
- ❑ To actively encourage parents to become and remain involved in the education of their children.
- ❑ To provide our students the possibility of learning at least three languages, which will give them an important tool for communication and will help them to find their place in the world of today.
- ❑ To achieve the integral development of our GKIS students through sports activities, art programs, and research projects as sources of health, social harmony, and cultural enrichment.
- ❑ To encourage students to develop patriotism towards their own nation while respecting and appreciating other cultures.
- ❑ To raise student awareness of God and promote respect towards all religious beliefs.

THE CURRICULUM

We are committed to providing our students with a U.S. curriculum for the instruction in English, and the Spanish Language Curriculum of the Dominican Republic. Instruction is delivered in English and Spanish by highly certified and qualified local and foreign teachers. French is taught as a foreign language from grade five to twelve. The weekly class schedule for each grade level includes two or three hours of French instruction. In this manner, students progress through eight levels of French.

We encourage the criteria of No Child Left Behind, by constantly re-evaluating the student's needs and the curriculum, making adjustments as needed to provide students with a solid foundation in math, physical sciences, computer science, social studies, and especially in English language and literature. Furthermore, they are expected to pass standardized examinations in all language skills and math in both English and Spanish. GKIS students are required to take a number of "standardized" tests in order to track their progress. We have also launched the intervention program for those children who need to be leveled.

Education is seen in an individualized and global context where the distance does not matter. That is why we have Virtual School, the children can study no matter where they are. We also ensure the appreciation of art, music, and foreign languages, and a lifelong enjoyment of physical exercise and sports.

The students that complete their schooling in our program will be able to fluently communicate in written and oral form in two languages; English and Spanish.

GKIS

ADMISSIONS PROTOCOL

Parents interested in **GKIS** (early childhood to high school) must make an appointment with the Principal or Assistant Principal. During this process the parents will make a placement reservation in our waiting list, submit the information required by the admissions representative and pay the placement and entrance exam fees.

For Elementary, Middle school and High School students, parents are requested to bring update transcripts that confirm the grade level of the student and a good academic performance from their previous school.

During the meeting with the Principal, an interview with parents verifies that the students meet the criteria established by the school for their grade level (age, family dynamics, and child's development).

Early Childhood Students

A developmental inventory is administered to the students applying from Early Learners to Kindergarten. These inventories assess the development in cognitive, motor, and social emotional areas. The admissions department also requires a duplicate of the progress report from the previous school, when applicable, where the student was most recently enrolled.

The registration form, developmental inventory, psychological exam and entrance exams are considered by the academic principal who makes the final decision concerning the admission of the student. All this information is registered and kept in our database.

Early Childhood students should meet the age criteria established by the school:

Early Learner: 2 years old before December of the year of enrollment

Toddlers: 3 years old before December of the year of enrollment **Pre-k:**
4 years old before December of the year of enrollment ·

Kindergarten: 5 years old before December of the year of enrollment

Elementary, and Middle School:

The Admission Department verifies that the student has a good academic record (average 75% and above) and good behavior in his/her current school, according to his/her grade level.

Students applying for 4th grade and upper levels should also be able to handle reading, writing and comprehension skills at a basic level in both languages (English and Spanish).

Students will take a psychological test and entrance exams. Our grade teachers or academic coordinators administer entrance exams.

The academic principal, in order to decide on the admission of the student, considers and evaluates the registration form, updated transcripts, and entrance exams. All this information is registered and kept in our database.

If coming from a school abroad, students from 3rd grade on should follow the procedure established by the Dominican Ministry of Education to validate the academic program taken in their previous school.

The results of the entrance exams will be communicated verbally to the parents within a short period. If the student is accepted, the family will have a limit of 2 workdays from the date the results were communicated to formally register the students. If the parents have not formalized the registration by the end of the deadline, the space available will be given to others who wish to register.

It is important to remember that the school works with a limited number of spaces per grade, and the interviews offered to the parents interested in our institution depend on this availability. Any available spaces will be taken only with the formal registration of the student after the fulfillment of the required process of our Registration Department.

ADMISSIONS REQUIREMENTS

1. Psychological entrance examination, mathematics test and reading comprehension, vocabulary and grammar tests in both Spanish and English.
2. Original Birth Certificate (If the child was not born in the Dominican Republic, a legalized copy must be made by the consulate in the country of origin.
3. Two photographs size 2 x 2.
4. Medical Certification – students must have a complete physical examination within the 3 months previous to enrollment with complete record of vaccination.
5. Up-to-date transcripts or grade reports from previous school.
6. A letter of recommendation from the last school attended including a letter certifying that all financial obligations have been met.

High School Admissions Requirements

1. Psychological entrance examination, mathematics placement assessment and reading comprehension, vocabulary and grammar test in both English and Spanish.
2. Original Birth Certificate (If the child was not born in the Dominican Republic, a legalized copy must be made by the consulate in the country of origin.)
3. Four photographs size 2 x 2
4. Medical Certification. Students must have a complete physical examination within 3 months previous to enrollment with complete record of vaccination.
5. Up-to-date transcripts or grade report from previous school- results of 8th grade national tests.
6. A letter of recommendation from the last school attended including a letter certifying that all financial obligations have been met.

Entrance Placement Examination Fees

	Aptitude Exam	Academic Exam
Toddlers to Kindergarten	US \$50.00	US \$50.00
1st to 12th	US \$50.00	US\$50.00

School Schedule

GRADES	AGES	ENTRANCE-DISMISSAL
DAYCARE	3 MONTH – 23 MONTH	7:45 – 12:00 NOON
NURSERY	2 YEAR OLDS	7:45 - 12:00 NOON

TODDLERS	3 YEARS OLD	7:45 - 12:00 NOON
PRE-K	4 YEARS OLD	7:45 - 12:00 NOON
KINDERGARTEN	5 YEARS OLD	7:45 -3:00 PM
ELEMENTARY SCHOOL		
FIRST GRADE	6 YEARS OLD	7:45 AM - 3:00 PM
SECOND GRADE	7 YEARS OLD	7:45 AM - 3:00 PM
THIRD GRADE	8 YEARS OLD	7:45 AM - 3:00 PM
FOURTH GRADE	9 YEARS OLD	7:45 AM - 3:00 PM
FIFTH GRADE	10 YEARS OLD	7:45 AM - 3:00 PM
SIXTH GRADE	11 YEARS OLD	7:45 AM - 3:00 PM
SEVENTH GRADE	12 YEARS OLD	7:45 AM - 3:00 PM
EIGHTH GRADE	13 YEARS OLD	7:45 AM - 3:00 PM
HIGH SCHOOL	14-17 YEARS OLD	7:45 AM - 3:00 PM

Registration is completed when all of the required information/documentation has been received and when the full payment has been made.

GENERAL ATTENDANCE INFORMATION

School hours are from **7:45 a.m. to 3:00 p.m.** Children who are transported to school must not arrive prior to 7:30 a.m. Students are not allowed to play on the playground prior to the start of morning classes as we have no one assigned to supervisory duty prior to 7:45 a.m. and cannot be held responsible for your child.

The preschool parents have the option to leave the child in the carport from the entrance of the school, or take them to the classroom. We ask the parents to be punctual in bringing and picking up their child. We request that parents come at the dismissal time. Between 7:45 A.M. and dismissal, parents and guardians are not authorized to enter classrooms nor remove their children without permission.

EXPECTATIONS FOR STUDENT ATTENDANCE

No student shall fail to comply with the local authorities' attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or assigned educational location once he/she has come under the supervision of a school employee, prior to specific dismissal times without official permission.

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Habitual tardiness is truancy and will be treated as such. **THE SCHOOL GATE WILL BE CLOSED AND LOCKED AFTER 8:00 am. NO STUDENT WILL BE ADMITTED AFTER THAT TIME UNLESS ACCOMPANIED BY A PARENT OR GUADIAN WITH A VALID EXCUSE. STUDENTS WITH MORE THAN 3 TARDINESS WILL BE COUNT AS AN ABSENCE AND THE SCHOOL WILL NOTIFY THE PARENTS. STUDENTS IN THE VIRTUAL SCHOOL PROGRAM SHOULD FOLLOW THE SAME POLICY.**

ABSENCE GUIDELINES

Students shall abide by the attendance laws of the local school authority unless excused by the principal.

Students with a 20% unjustified absence record shall be required to repeat that grade in accordance with Law 1'96- article.51.

Absences are considered justified when:

- Illnesses are properly certified.
- Accidents cause temporary incapability.
- Death of mother, father, guardian or sibling.
- Other incidents deemed major by the school administration.

Absences are considered not justified when:

- Pleasure Travel
- Relatives come to visit home
- Parents permission for personal issues.

Garden Kids International School requires that students returning to school after all absences bring a written note from their parent or guardian stating:

1. The date(s) of absence(s);
2. The reason for the absence(s);
3. The parent's or guardian's signature; and,
4. The parent/guardian phone number.

The parent/guardian is to notify the school before 10:00 a.m. if his/her child is absent unless the parent has given previous notification of the absence.

Upon returning to school following an absence or tardiness, students must give the homeroom teacher a note from the parent, guardian or medical professional stating the reason for the absence or tardiness.

WITHDRAWAL OF STUDENTS

If you find it necessary to change schools during the year, please notify the office as soon as possible. You will be required to complete a withdrawal form. All fees are required to be paid in full and rented materials returned.

It is helpful if you can provide the address of the new school and your family's forwarding address. Your child's records will be sent within fourteen days of our receiving a request for records from the new school.

EARLY DISMISSAL OF STUDENTS

Students are dismissed through the school office. They are not allowed to wait in front of the building or to enter cars unless accompanied by a parent. These rules are necessary to ensure student safety. ***You must come to the office to sign your child out.***

You must send a note each time there will be a change in your child's dismissal time or procedure. **We will ask to see identification of any person we do not know and will not release a child to a baby-sitter, stepparent or friend without prior authorization. *We will follow the child's normal routine without a note from the parent.***

HOMEWORK

Homework provides an opportunity for parents to become partners in their student's learning process. Teachers give homework to strengthen children's skills in specific areas. If parents or guardians cannot meet the homework needs of the student after school, we recommend that you enroll your student in the after school homework program.

The amount of homework should increase as a child moves through the Elementary, Middle, and High School grades. Since the needs of each child are different, homework assignments may vary from child to child within each class.

GKIS HOMEWORK HELP PROGRAM PROTOCOL

The goal of the study hall program is to offer a space where students from 1st to 12th grade may do assignments, homework, and/ or exams that they missed due to excused absences. Students also will be able to meet with their teachers in order to reinforce on an individual basis, concepts that were taught in class.

If the teacher understands that it is appropriate for the student to stay for this program whether to hand in a late assignment, make-up a quiz/exam, or offer extra time to reinforce content, parents/guardians will be informed through the school agenda, a message, a letter, an e-mail, or a call from the office.

The messages must be returned signed by the following day.

If a parent/guardian wishes his/her son/daughter to participate in this program, they must, likewise, inform the teacher through the school agenda, a message, a letter, an e-mail.

If a student participates in this program and no improvement is observed during that same evaluation period, the school will decide the best program for his learning success.

The parents/guardians are responsible for motivating their son/daughter to show appropriate behavior and attitude during these sessions in order to accomplish the academic results expected.

Students must be picked up punctually at the end of the Study Hall.

EXTRACURRICULAR ACTIVITIES PROTOCOL

Early Learners Club: The main purpose of this program is to supervise the academic progress of the child after classes by overseeing the completion of their homework and by developing effective study habits. This program is addressed to 2-5 years old students.

Basketball and Volleyball Club: Kids from Elementary, Middle and High School are actively involved in intramural teams to practice basket or volley ball in the afternoons.

Cheerleaders and Color Guard: Students from 4th - 12th grades are encouraged to participate in the Sosua community's annual Independence Day Parade. The students must exhibit good behavior throughout the year in order to be chosen for this privilege. The school encourages students to develop a feeling of patriotism toward their own nation while respecting and appreciating and respecting other cultures.

The Municipal Annual Spanish Story Writing Competition:

In 2009 the school promote "The Municipal Annual Spanish Story Writing Competition": In this competition all public and private schools are invited to participate in "writing stories" that have not been edited or written before. This is awarded in a beautiful ceremony at Sosua By the Sea Convention Center on the month of May. Workshops are offered to all students by the Spanish teachers

to encourage, motivate and help students to improve their writing skills. The school recently opened this opportunity to the Public schools as well.

GKIS led the way in the creation and implementation of a community-wide Annual Spanish Literacy Completion. In this important event more than 15 private and public schools participated. GKIS students were awarded in many positions and with honorable mentions.

OTHER ACADEMIC PROGRAMS

English as a Second Language (ESL):

The majority of the students at GKIS are first language Spanish speakers. Therefore, our ELL program plays an important role in helping students succeed in an English immersion environment. The ELL teachers work together to reinforce four skills (oral language, reading, writing, study skills) in English to promote successful academic growth as they acquire the English language. We also have available the language Institute, which is designed to address this type of requirement.

Spanish as a Second Language (SSL):

GKIS offers a Spanish as a Second Language program (for new students who do not have the level of Spanish required for the entry grade. Students participate in SSL class where they work on a personalized program with their SSL teacher. In some instances, these students stay in their regular Spanish class and have the help of an SSL teacher (immersion).

The Virtual Education Program:

Virtually

GKIS is proud to say that is the Lead on the DR in having the first formal Virtual School. This program integrates the social emotional aspect of mainstream learning and the individualize capabilities of on-line learning, students benefit from working on there on pace and one on one assistance.

Student take the 4 core subjects and 2 elective credits such as Computer, music, Art and P.E. The students do not attend to Spanish, Sociedad and Civica.

On-Line

In this program GKIS students take the 4 core subjects and 2 elective credits. These students work remotely and only attend when is needed.

GKIS HOMEWORK HELP PROGRAM

The goal of the study hall program is to offer a space where students from 1st to 12th grade may do assignments, homework, and/ or exams that

they missed due to excused absences. Students also will be able to meet with their teachers in order to reinforce on an individual basis, concepts that were

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taught in class.

Summer school

Summer school consist of a 4 weeks program in the month of July. As well GKIS offers an Individualized Academic Program in our Intellectual Development Center which operates in the regular academic school year. GKIS Virtual School is the online interactive program that revolutionizes the integration of learning and technology.

THE FINE ARTS

Music: GKIS believes that an understanding and appreciation of music can aid in our understanding of the human experience.

- Music education integrates and expands learning across areas of study
- A music curriculum is a part of the core educational program for all students. (toddlers through high school)
- Music fosters creative and critical thinking, self-discipline, and lifelong learning.
- Through music, people celebrate and understand themselves, others, and the world.
- Music is a powerful means of communication among individuals, generations, and cultures.

Art: GKIS students are exposed to a rich and fulfilling experience through their exposure to the visual arts. Young artists communicate through visual expression with the guidance of handcraft, dance, paint, and cultural art.

PURPOSE AND USE OF STUDENT AGENDA

The administration, faculty and students developed and prepared the "**GKIS Student Agenda**" to assist students and their families to clarify rules and regulations and to help students abide by rules and regulations designed to

assure an environment of intellectual stimulation and co-operation. This handbook exists to foster the efficient operation of GKIS. To meet this objective, the administration has the flexibility and ability to exercise discretion to provide safety, order and discipline necessary for a safe, comfortable learning environment.

Student Agenda Planners must be carried by the students to all scheduled classes. They may be required by teachers for classroom assignments and activities. A student may not use the agenda of another student for any purposes. Replacement agendas may be issued at student cost.

Each day your student will write their daily homework assignments on the consecutively dated pages of this agenda.

PARENTS ARE REQUIRED TO INITIAL THIS PAGE DAILY, which will indicate their confirmation that all homework tasks for that day have been completed, and that you are aware of scheduled testing indicated therein.

If necessary, there is space provided on each page for general as well as personal information exchange between the school and the parent, the teacher and the parent, the parent and the teacher and the parent and the school administration.

STUDY HABITS AND HOMEWORK

Many of the issues concerning success in school revolve around developing good study habits and expectations regarding homework. Parents can help students to succeed at school. They can help students be most successful by following the suggestions below:

- 1. GET “READY” FOR STUDING BY ORGANIZING AND PLANNING..**
- 2. ESTABLISH A STUDY ROUTINE FOR HOMEWORK.**
- 3. CREATE A HOMEWORK CHART AT HOME.**
- 4. CHOOSE YOUR OWN PLACE AT HOME TO DO HOMEWORK WHERE YOU WILL BE FREE OF DISTRACTION.**
- 5. READ THE INSTRUCTIONS CAREFULLY.**
- 6. FIND THE MAIN IDEAS.**

- 7. USE YOUR GLOSSARIES OR DICTIONARIES TO LEARN NEW WORDS.**
- 8. ASK YOUR TEACHER WHEN YOU DON'T UNDERSTAND.**
- 9. TAKE NOTE OF THE IMPORTANT DETAILS DURING THE TEACHER'S EXPLANATIONS.**
- 10. GET READY FOR THE NEXT DAY. KEEP YOUR BACKPACK IN ORDER. REMOVE UNNECESSARY PAPERS.**

DETENTION RULES

School Detention Rules during Recess and Lunch Break.

1. Students must bring something to work on or something to read.
2. Students will be REQUIRED to stay busy.
3. Detention will begin at 10:25 AM sharp and end at 10:45 AM for 1st through 5th and 11:10 sharp and 11:30 AM for 6th through 12th.
Lunch detention begins immediately after lunch.
4. There will be no talking during detention time!
5. If detention rules are broken, the teacher in charge may extend the detention time that particular day or issue an additional day of detention.
6. Failure to fulfill after -school detention for two (2) consecutive days will result in an in-school suspension
7. Students should eat before detention.

INCOMPLETE HOMEWORK

- 1st time: finish during recess and a note in the agenda.**

□ 2nd time: detention.

□ 3rd time: call the parents.

LOCKER POLICY

All lockers made available for student use in the school classroom are the property of the school. These lockers are made available for student use for storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish GKIS's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

LOCKER RULES

In order to implement the GKIS's policy concerning student lockers, the school adopts the following rules and regulations:

1. **LOCKS** The school will retain access to student lockers by keeping a master list and a master key. Students may not use their own locks to prevent access to lockers by school staff and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational functions, or which are forbidden by law or school rules, such as drugs (other than medicine for which a student has current prescription or common cold or headache medicine sold over the counter which must be stored in the office), drug paraphernalia, beverages containing alcohol, weapons, any flammable substances, bomb or explosive devices, any pungent acid or nauseous chemicals, any library book not

properly checked out or overdue, unreturned gym equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers unlocked in a clean and orderly manner.

3. **AUTHORITY TO INSPECT** GKIS retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the Principal, Assistant Principal, or a member of the administrative staff designated by the Principal.

4. **INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS.**

A.) The inspection of a particular student's locker will be conducted by the main teacher, the principal, assistant principal, in any pertinent moment that they may consider necessary. If, the principal or his designee has reasonable suspicion that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy, the Principal or designees must notify the parents of the inspection.

B.) Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practical, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practical thereafter.

5. **INSPECTION OF ALL LOCKERS**

A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant principal reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- (1) an interference with school purposes or an educational function,

- (2) a physical injury or illness to any person, (3) damage to personal or school property, or
- (4) a violation of school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- (a) When the school considers necessary.
- (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
- (c) At mid-term, end of grading period, before school holidays to check for missing library books, or lab chemicals, or school equipment; (d) When there is a reasonable belief that weapons are stored in the lockers.

B. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **STUDENT MATERIAL** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

7. **DISPOSAL OF CONFISCATED CONTRABAND** All contraband confiscated from lockers may be disposed of by the principal or designee as deemed appropriate, including:

- (1) return to the proper owner or place, unless it poses a threat to health or safety;
- (2) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under rules in this handbook;
- (3) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
- (4) destruction.

8. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS**

A. The principal, or assistant principal, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers; or
- (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

9. **LOCKER CLEANING.** Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:

- A. lockers from time to time in accordance with a general housekeeping schedule, or
- B. the locker of the student no longer enrolled in the school.

10. **PUBLICATION OF RULES.** A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

GUIDANCE

Counseling – The school counselor encourages children to make use of their inner resources to take responsibility for their social, emotional and academic experiences in order to enjoy life. The counselor spends a good deal of time in classrooms, on the playground, in the cafeteria area - anywhere kids are.

The counselor is also available to staff and parents for consultation about emotional, behavioral, and/or social concerns. The guidance counselor performs the following functions for the school:

1. Observations of students' behavior within and outside the classroom.
2. Observations in students learning process.
3. Assessments of students referred by teachers or parents
4. Guidance to preschool teachers in regard to preparing students for learning reading and writing process.
5. Teachers observations in their teaching process
6. Guidance to parents when necessary
8. Counseling for parents, teachers and students
9. Work habits guidance to students in 9th grade.
10. The administering of aptitude tests to students in grades 11 and 12 for admission to various universities.
11. Workshops for teachers.
12. Follow-up on every reported student case after giving appropriate recommendations.
13. New student evaluations.

DRESS CODE

GKIS is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear the appropriate school uniform.

DAILY SCHOOL UNIFORM: Appropriate, clean, school shirt (tucked in at the waist). Clean dark black belt-looped pants with the school logo (no designs, no side pockets, no trends, no shorts, no skirts). A school belt. White socks. Total Black shoes or Total black tennis shoes. (no black and white).

SPORT UNIFORM: White school shirt (with the logo). Sport school knit pants. White socks. **Total** White sneakers

No article of clothing shall be worn that distracts from the educational process. GKIS views the Dress Code as a serious issue and expects parents to promote the observance of this policy. The administrators have the final decision as to the appropriateness of all clothing and attire. Following are guidelines for the students, and all other individuals entering the school property.

1. Writing or symbols on clothing that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, substance abuse or an unhealthy attitude toward school are not productive for a positive school environment and also are not permitted.
2. Hats (or other head coverings) and sunglasses are not permitted to be worn inside the school building unless approved by a principal or the child's physician.
3. Accessories that increase a child's risk for accidents, such as key chains on book bags, chains, dangling earrings and studded accessories are not permitted.
4. Low-cut tops, see-through clothing, tank tops, spaghetti straps and shorts or skirts shorter than the lower thigh are examples of styles that are considered unacceptable for students *and visitors*. Shirts and tops must be long enough to be tucked in.

5. See-through clothing is not permitted. Clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
6. Clothing that compromises the safety of the students is not permitted; an example is extremely oversized clothing or flip-flop sandals.
7. Clothing which touches the floor is not permitted.
8. Appropriate footwear will be worn at all times. Examples of inappropriate footwear include stacked-heel shoes, floppy sandals, flip-flops, platform shoes, shoes with cleats, etc.
9. Men must wear short hair and face visible above the ear.
10. Girls should not use too bright hair colors.
11. Afro, long curly hairstyles are inappropriate for the institution.

CODE OF CONDUCT

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to maximum learning for all students. The Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

SERIOUS MISCONDUCT CODE

A violation of any rule may result in disciplinary actions, In-School Suspension, Out-of-School Suspension, expulsion, In-School Detention, compensatory payment of damages, assigned work, loss of credit for assigned work or tests, or loss of privileges:

1. Disruption of school: A student shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction of the normal operation of school.

2. Damage of school property, including buses and bus seats: A student shall not cause or attempt to cause damage to property of Garden Kids International School.

- The pupil has the right to use school equipment, requisites and textbooks related to the lessons, during it he/she is obligated to follow orders of teachers and other responsible persons.
- The pupil is obligated to keep all right and undamaged all things that constitute the class and school equipment and also things related to the lesson that were entrusted him.
- The school will claim compensation for damage of school property, including textbooks caused by a pupil deliberately or heedlessly.

3. Damage of private property: A student shall not damage private property, on or off school premises, during a school activity, function or school event.

- 4. Assault:** A student shall not behave in a way that could cause physical injury to other students, any school employee or other persons in the school building or on school property. This rule also applies during school-related activities held off school premises.
- 5. Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy.
- 6. Threats:** Students shall not through verbal, written, technological or any other means make statements threatening that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.
- 7. Harassment:** Students shall not harass other students, school employees, persons who are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.
- 8. Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
- 9. Narcotics, alcoholic beverages, drugs, look-alike drugs or drug paraphernalia:** A student shall not use, possess, transmit, conceal or be under the influence of the aforementioned items while in the school building, on school property or involved in any school activities held off the school premises.
- 10. Insubordination:** A student shall not repeatedly fail to comply with the directions of teachers, student teachers, secretaries, substitute teachers, teacher aides, bus drivers, the principal or other school personnel.
- 11. Theft:** Students shall respect the personal ownership rights of others. In addition to taking any of the disciplinary actions listed on the previous page, the principal may exercise his/her prerogative of reporting thefts to local law enforcement agencies.

12. Repeated Violation of School Rules: A student shall not repeatedly fail to comply with any school rules.

13. Cheating or plagiarism: Students shall not give or receive information regarding graded work or activities. See school Honor Pledge.

14. Forgery: Students must not misrepresent a signature on any document

STUDENT HONOR PLEDGE

Academic Integrity at Garden Kids International School

Garden Kids International School is an academic community whose fundamental purpose is the pursuit of knowledge. Like all other communities, GKIS can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of our school is the commitment to the principles of truth and academic honesty. Accordingly, this Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of GKIS share this responsibility, the Code of Academic Integrity is designed so that special responsibility for Garden Kids International School any of the following acts, when committed by a student, shall constitute academic dishonesty:

Cheating -: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- ❖ Students completing any examination should assume that external assistance (e.g. books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
- ❖ Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

Fabrication -: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

- ❖ “Invented” information may not be used in any laboratory experiment for other academic exercise without notice to and authorization from the instructor.
- ❖ One should acknowledge reliance upon the actual source from which cited information was obtained.

Facilitating academic dishonesty - intentionally or knowingly helping or attempting to help another student to violate any provision of the Code of Academic Integrity.

Plagiarism - intentionally or knowingly representing the words or ideas of another, as one's own, in any academic exercise.

- ❖ Quotation marks, appropriate indentation and proper citation required for all borrowed words and ideas.

- ❖ Acknowledgement required for paraphrased information. Paraphrasing is not reordering words in a sentence.

Garden Kids International School Student Honor Pledge

“ I have read and I understand the policies of academic integrity and honor as outlined by the Code of Academic Integrity described above and I pledge on my honor that I will adhere to these policies.”

Name: _____ Date: _____

Sign: _____

MINOR MISCONDUCT CODE

A violation of any rule may result in disciplinary actions, suspension, detention, loss of privileges, isolation, written notice to or conference with parents, and/or assigned work. Student shall be given due process before a disciplinary action is taken.

- 1. Use of profanity, possession of vulgar materials:** A student shall not use profanity or possess vulgar materials.
- 2. General misconduct:** Students shall refrain from running in the halls, throwing objects, purposely cluttering a restroom or other area, writing on furniture or in inappropriate places or being excessively loud in their talk or abusive in their behavior.
- 3. Inappropriate display of affection:** Students shall refrain from displays of affection, (i.e., kissing, embracing, etc.) while on school premises, school buses or any other school property, during school activities at or away from school.
- 4. Chewing Gum:** Students will not be permitted to chew gum. Teachers will enforce disciplinary action for chewing gum in school.

5. Repeated Violations: Repeated violations of minor rules may be dealt with in accordance with Rule 13 of the Serious Misconduct Code.

6. Violation of playground rules: (See Playground Rules)

7. Violation of cafeteria rules: Students shall not throw food or any object, leave their eating space in a dirty condition, talk too loudly, use food in an inappropriate manner or refuse to comply with instructions by any school employee.

8. Violation of Dress Code: Students shall not dress in such a way as to cause a disruption of the normal operation of the school or affect the health or safety of students. (See Dress Code.)

9. Other violations that are not covered in the above items: at the discretion of the administration.

In-School Detention (ISD) Guidelines

1. Students serving ISD shall be assigned to make up homework or read a book with teacher supervision.
2. Students are not allowed to play during this period.

EXPULSION (EXPELLING)

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the student Behavior Code is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 80 days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up. This rule should be in accordance with the Dominican.

APPEAL

Students should be afforded the right to explain the situation that has possible disciplinary consequences and the opportunity to know what the consequences may be. Should you not agree with a disciplinary action, please start the appeal process where it originated (i.e., if a teacher assigns a detention you do not agree with, discuss it with the teacher or if the principal recommends expulsion,

discuss it with the principal.) **The "chain of command" to appeal (in general) is: teacher, assistant principal, principal.**

PLAYGROUND RULES

Common sense and safety are the general rule regarding student behavior on the playground.

- ☐ ☐ Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar or profane language or gestures.
- ☐ ☐ Running is not permitted when entering or leaving the building and on the gravel, blacktop or mulch.
- ☐ ☐ All items brought from home must be checked with classroom teachers before they are allowed on the playground. **Cell phones, pagers and electronic games or devices are not allowed on the playground (or anywhere on school property). Students are not allow to bring cellphones to the school.**
- ☐ ☐ The throwing of stones, dirt, etc. is never permitted.
- ☐ ☐ There is to be no fighting or rough games that include tackling, pushing or shoving.
- ☐ ☐ Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
- ☐ ☐ **Students are not to retrieve balls or other items that go outside the playground.**
- ☐ ☐ Students are not to run through or otherwise disrupt someone else's game.
- ☐ ☐ Jumping from the playground equipment is never permitted.

Students are never to re-enter the building or leave the playground without the permission of the person on duty.

CAFETERIA RULES

- ☐ **Treat everyone with respect.**
- ☐ Pay for all food and eat it in the cafeteria or designated areas.
- ☐ Speak quietly at all times.
- ☐ **Pick up all trash** and put it in the proper container.
- ☐ Ask permission to leave your seat or to leave the cafeteria before you have finished eating.
- ☐ Do not throw anything.
- ☐ Do not take lunch food or drink outside of the cafeteria for any reason, except with staff permission. (snacks are permitted in designated areas but are not permitted on the playground).

VALUABLE PROPERTY

Valuable property such as radios, CD and tape players, pagers, expensive jewelry, electronic games, cell phones, etc. may not be brought to school by students. **The school will NOT accept responsibility for the loss of personal property.** We recommend that students who ride bicycles and/or scooters to school lock them to prevent theft.

LOST AND FOUND

Found items are kept in or near the school office. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

SCHOOL RESPONSIBILITY FOR STUDENTS

GKIS school assumes responsibility for their students during the hours of **7:45 a.m. to 3:00 p.m.** while they are on school property. Students are the parent's responsibility at all other times.

If students choose to ride a bike or scooter to school, they are required to dismount when they arrive on school property. We highly recommend helmets for students using these modes of transportation.

STUDENT PHONE CALLS

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone. We will not allow students to call when they have forgotten something at home or to make arrangements to visit with another child after school. Each child must learn to accept the consequences of his/her actions.

The staff of Garden Kids International School greatly values their instructional time. If you need to leave a message for your child's teacher, please ask the office staff to relay your message or to make an appointment for you with the teacher. Students will only be called away from the classroom in case of an emergency.

SCHOOL TEXT OR LIBRARY BOOKS

Textbooks are to be treated with care to ensure that they can be used as long as possible. Parents must sign a lending document which addresses the responsibility accepted when renting books from the school. At the discretion of the principal, according to this document, parents may be assessed replacement costs for damaged or lost books.

COMPUTER USAGE POLICY

The students will have access to the computers in the laboratories during their scheduled classes. Students must handle the equipment according to the established rules. They are also expected to maintain order and discipline at all times.

Any student who damages computer laboratory equipment or furnishings will have to pay its replacement value.

- 1- **Students should only use computer programs approved by the classroom teacher.**
- 2- Students may only access the district network and/or internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- 3- Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run with teacher supervision.
- 4- Students may not download programs from the Internet nor may they copy programs from any disk, diskette or CD. Students may not install or delete programs on the school's computers.
- 5- Students are not to send messages over the network or participate in online "chat rooms". Students may not use any email or install messaging programs on a school's computer.
- 6- The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content.
- 7- Students may not bring food or drink into the computer lab.
- 8- All copyright laws are to be enforced. Students may not represent information found on the internet as their original thoughts, research or data.

- 9- Students are not to unplug or change any computer device or network connections.
- 10- Students are not to add or delete any program icons on the desktop or Start Menu.

NOTE: Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action.

EMERGENCY SCHOOL CLOSING

There may be times when it is necessary TO DISMISS SCHOOL DURING THE DAY because of an emergency. It is impossible for us to contact each parent when these situations occur. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

You will receive an *emergency information request* at the beginning of the school year. Please fill it out as soon as possible and return it to the school with your *current information*. We will use these forms in the event of a school closing. Please be sure to update these numbers throughout the year as it becomes necessary.

ILLNESS / INJURY AT SCHOOL

*It is important that students are not sent to school with a fever, or if they are vomiting. It is advisable to keep a child home until they are **fever free for twenty-four hours without benefit of a fever-reducing medication.***

If you and the other people on your emergency contact list are to be away from the phone and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and add their name to your emergency information.

FIELD TRIPS

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. **GKIS** reserves the right to prohibit students from attending field trips because of previous disruptive behavior.

Parent permission slips will be signed in advance. Students will travel by school vehicles or private transportation. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.

OFFICE HOURS

The school office is open from 7:15 a.m. to 4:00 p.m. on all school days. The office will be closed during the school year on any day students are not in school. You may leave a voice mail message anytime the office is closed by calling: 809-571-2857.

PARTIES

Garden Kids International School recognizes the importance of limited classroom disruption, for a quality education. If you wish to recognize your child's birthday in the classroom, please speak with your child's teacher. These parties must be kept simple. **We do not allow balloons/flowers delivered to your child during the day, or professional birthday greeters (e.g., clowns, etc.) to visit the classroom.** Birthday parties are allowed only on Fridays during the last period of class.

Parents who plan birthday parties to be held outside of school, may only distribute invitations at school if ALL students in the class are invited.

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, the GKIS often has the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, academic programs and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or videotape may be used in communication tools such as the school newsletter, website, advertisements and in communicating with the media. The school reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

SCHOOL VISITATION

We welcome visitors to our school. You must enter through the front door, and sign the visitor register in the office. You are also required to wear visitor identification. To maintain the high quality of our educational program, we ask that classroom visits be limited to approximately twenty minutes.

PTO BYLAWS

GARDEN KIDS INTERNATIONAL SCHOOL

Article I – Name

The name of the organization shall be the Garden Kids International School Parent–Teacher Organization (GKIS PTO) .

Article II – Purpose

The GKIS PTO is organized for the purpose of supporting the education of children at GKIS by fostering relationships among the school, parents, and teachers. Responsibilities of this organization include planning and arranging fund-raising activities, helping with field trips and holiday events, and providing refreshments for school events.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in parentis for a student at the school may be a member. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing.

Section 3. Duties of the Members: a) to attend an extraordinary general assemblies and meetings of other organs of the association if they are part of them. b) to comply with these statutes and agreements of the assemblies and valid board . c) to notify in writing any change in marital status or place of residence with implications for the PTO.

Section 4. Section 4: Membership is lost: a) by personal decision, b) by serious and repeated breaches of the statutes and the Association Agreement. c) or by loss of the use of their civil rights.

Article IV – Officers and Elections

Section 1. Officers -The officers shall be a president, vice president, secretary, and treasurer.

a. President. The president shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president will also present the meeting agenda for approval to the administration before each meeting.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an **accurate** record of receipts and expenditures, and pay out funds in accordance with the approval of the administration. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board or administration, and make a full report at the end of the year.

Section 2. Nominations and Elections. The executive committee shall select a candidate for each office and present the slate to the administration at a

meeting held one month prior to the election. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy by appointment of a candidate agreed upon by the administration and the executive committee at the next regular meeting.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Reminder: Members of the Executive Committee are prohibited from voting by proxy, mail, or email ballot unless the decision is made in writing and is unanimous. The thinking is that boards should meet and confer before making decisions, unless all board members agree.

Article VII – Committees

Section 1. Membership Committees may consist of members and board members, with the president and administration acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, and Auditing.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by the Executive Committee and the administration.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board and administration shall approve all expenses of the organization.

Section 4. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the Executive Committee's approval, spent for the benefit of the school.

Section 6. The fiscal year shall coordinate with the school year.

Reminder: Records must be made available to an organization's members and to the general public at the school.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended by the mutual agreement by the administration and the Executive Committee. Notice may be given by notice posted in a prominent place at the school.

Article XIII- Policies:

SECTION 1: This organization shall not seek to direct the administrative activities of the school or to control its policies:

Administrative Responsibilities	PTO Activities
Personal Issues	Book Fair
Teaching Methods	Newcomer Welcome Committee
Curriculum Choices	Pre-summer book exchange
School policies	Christsmas donated outgrown toys
Disciplines policies	Classroom enrichment
Homework policies	Post graduation reception
Testing policies	
Dress code	Audio visual committe
Schedule, school or class	Room visual committee
Attendance, school or class	Room parents coordinatior
Attendance picnic	Staff week appreciation
Religious policies	Staff driven committee
	Welcome back potluck

EMERGENCY PROCEDURES

Providing a responsible plan for the safety of our students is of the utmost concern to the administration and staff of GKIS. For this reason we have created a detailed Emergency Preparedness Plan. This plan is on file in the school office. The Emergency Planning Committee has put in place measures that will allow us to respond in the most positive manner to any emergency. Each and every teacher and staff member has the information they need to safely respond to any school-specific and/or local emergency situation.

It is imperative that the school have on file, at LEAST two emergency contact numbers for each student. At the beginning of each school year, parents will be asked to update this list. Should changes occur during the school year, it is the responsibility of the parents to notify the school so the student's file will be updated in a timely manner.

In order to preserve the safety of our students, faculty and staff, we have developed these emergency procedures in case of an earthquake, fire or any other school-wide crisis.

The emergency plan includes the following contingencies:

Procedures in case of Earthquake:

During the earthquake, the students should be placed against a wall or next to their desks, away from windows and loose objects. When the earthquake has passed, the students, faculty and staff wait for the alarm to evacuate. (one bell, repeated)

After the bell, evacuation procedures begin with the first floor, continuing to higher levels. Students will assemble at the designated safe haven (playground fence behind the school).

If damage is sufficient to keep students from returning to the classroom, parents will be notified by phone using the numbers provided and may pick up their child/ren at the gate of the playground fence.

Procedures in case of Fire

In case fire, students, faculty and staff must evacuate the building as soon as the alarm sounds using primary evacuation route (use secondary route if primary route is blocked). All students, teachers and staff will assemble at the playground fence . If damage is sufficient to keep students from returning to

the classroom, parents will be notified by phone using the numbers provided and may pick up their child/ren at the gate of the playground fence.

Procedures in case of Hurricane

In case of hurricane, teachers will provide students with reading and written homework to last two days and have students pack all books and notebooks inside their book bags to go home. Parents will be notified and students will wait in the classroom until their ride arrives. **A member of the safety team will come to the classroom and pick up the student who will be dismissed directly to their parent at the front gate.**

Procedures in case of Intruder on Campus

In the case that there is an intruder on campus, teachers will immediately lock their classroom door and assemble all students on either side of the door so that they cannot be seen from the hallway. Teachers and students will stay in this position (out of view) and wait for all clear signal (do not go to door, do not check hallway until all clear signal). It is incumbent upon the teacher to keep the students **extremely** quiet and calm while they are waiting. Contact with the parents as a result of this occurrence will be at the discretion of the administration.

Procedures for Tsunami Warning

In case of tsunami warning, all students must proceed via their primary evacuation route to the 3rd level (middle/high school level) of the school building in a quiet and organized manner. There they will wait for the all clear signal from the Emergency Team. If necessary, parents will be notified by phone using the numbers provided and may pick up their child/ren at the front gate as soon as the all clear signal has been made.

- ☐ Parents should always attempt to make contact with the school personnel before coming to the school.

TEMPORARY SHORT-TERM CLOSURE AND REOPENING

This section refers to both closings during the school day and for the following day or days as the situation merits. Such closures could be the result of the following:

- ☐ Earthquakes / fires
- ☐ Civil disturbances
- ☐ Immediate threats to the school.
- ☐

Government policy

In short, any event that threatens the safety of the staff and students would bring about school closure.

Re-opening of the School after a Short-Term Closure

Parents should be advised that, unless the school has announced otherwise, classes will resume on the following day (or on a specific, previously announced date).

Make-up Days

Depending on the school's calendar and/or policy, days lost to temporary closure may or may not be made up. The School Administration approves make-up days.

Reopening

Closing down the school in an efficient manner will greatly facilitate its reopening.

Basically, reopening involves the following:

- ☐ Verification of the safety of physical facilities.
- ☐ Verification of the safety of the school and grounds
- ☐ Notification of parents of reopening date and status of school.