

# International Christian School of Cascais



## Parent-Student Handbook 2010-2011

## Table of Contents

	Page
I. Introduction	
A. Background	4
B. Mission Statement	4
C. Philosophy	4
D. Organizational Structure	5
E. Statement of Faith	5
F. ICSC Core Values	6
II. Accreditation	6
III. Attendance Policies and Procedures	
A. Enrollment Requirements	7
B. Operating Schedule	7
C. Arrival and Dismissal	7
D. Excused Absences	7
E. Unexcused Absences	8
F. Summary of Procedures for Absences	8
G. Tardiness	9
H. Unexpected Dismissals	9
I. Leaving School Property	9
IV. Academic Policies and Procedures	
A. Homework	9
B. Cheating and Plagiarism	10
C. Make-up Work Due to Absence	10
D. Incomplete Work Not Due to Absence	10
E. Tests and Exams	10
F. Grading Scales	11
G. Secondary Evaluation	11
H. Academic Probation	11
I. Promotion/Retention	11
J. English Language Learners/Remedial Classes	12
K. Reporting Progress	12
L. Parent/Teacher Conferences and Communication	12
M. Standardized Testing	12
N. Withdrawal	13
O. Student Records	13
P. Library Services	13
Q. Field Trips	13
V. Student Life – Policies and Procedures	
A. Spiritual Emphasis	13
B. Student Conduct	13
C. Discipline	14
D. Bus Conduct	15
E. Student Dress	16
F. Health Services	17
G. School Property	17
H. School Computers	18

VI. Student Activities	
A. Special Events Calendar	18
B. Class Parties/Projects	18
VII. Miscellaneous	
A. Emergency Drills	18
B. Telephone Calls	18
C. Lunch	19
D. Visitors	19
E. Lost and Found	19
F. School Pictures	19
G. Photocopier	19
H. School Yearbook	19
I. School Sales	19
J. Course Descriptions	19
VIII. Appendix A – School Staff	20
IX. Student/Parent Agreement	21

## I. Introduction

### A. Background

The International Christian School of Cascais (ICSC) was founded in 1980 as a ministry of the International Christian Church (ICC) in Cascais. ICSC serves the children of missionaries as well as the international community. Students from approximately 50 nations have been served at ICSC.

### B. ICSC Mission Statement

The purpose of ICSC is to assist families by providing quality education based on biblical principles that inspire academic, social, physical, and spiritual growth.

### C. Philosophy

The educational philosophy of ICSC is based upon belief in a personal God who has revealed the truth in His world and in His Word. Study and understanding of His world teaches man to honor Him as Creator. Man was uniquely created in God's image, but by nature and choice, he has decided to forfeit his privileged position under God and over creation. Study and understanding of His Word teaches man how to be restored in his relationship with his Creator. Then a clear understanding of the unity, significance, and purpose of truth and knowledge is possible.

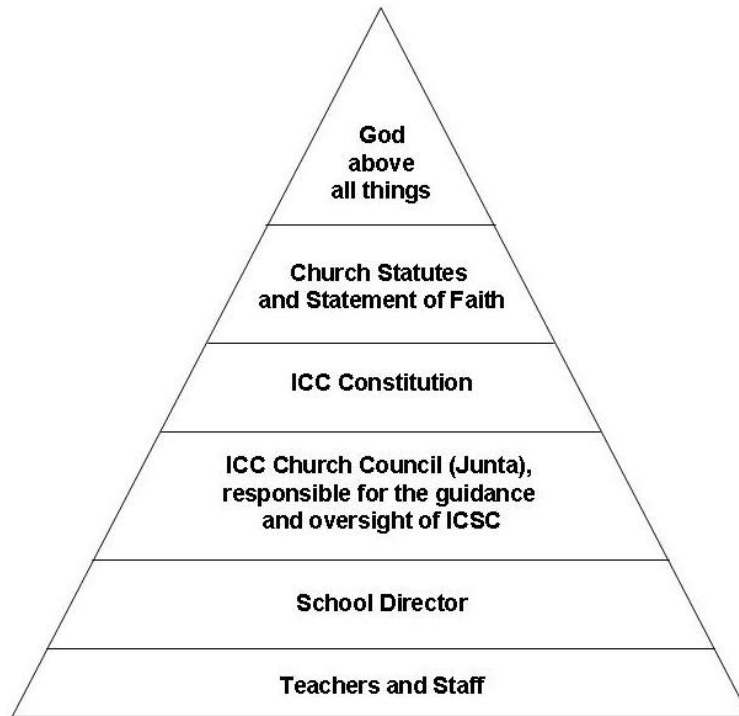
Therefore, one of the purposes of education at ICSC is to lead students to be restored in their relationship with God, to train them to think from a Christian world view, and to encourage them to seek to fulfill God's will for their lives.

The primary responsibility for this education lies with the students' parents. Partnering with parents, ICSC focuses on the avenue of school education, guiding students in the discovery and understanding of truth.

The participants in the process are willing students, involved parents, well-trained, mature Christian teachers, and God, who enables each one to know, understand, and apply truth to their experience.

Our process demands a recognition and acknowledgement of objective truth, an understanding of a multiplicity of learning styles, needs, and abilities, and a proper understanding of the nature and limitations of knowledge. All these factors are integrated throughout our curriculum, teaching methods, and relationships. The result is the laying of a biblical foundation for our students, enabling them to think intelligently, act responsibly, and have compassion towards others. These students will become individuals who can lead tomorrow's world most effectively.

#### D. Organizational Structure



#### E. Statement of Faith

We believe in one God eternally existing in three equal persons: Father, Son, and Holy Spirit, who are distinct in function and activity.

We believe the Bible to be the verbally inspired Word of God, without error in the original writings, and the supreme and final authority in faith, life, and practice.

We believe that man was created innocent in the image and likeness of God, but that he sinned, bringing both physical and spiritual death to himself and his posterity. We believe that man inherited a sinful nature, is alienated from God, and is in need of salvation.

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin, Mary, in order that He might reveal God and redeem sinful man. We believe that He accomplished the believer's redemption through His death on the cross as a substitutionary sacrifice. We believe the believer's redemption and salvation are guaranteed by Christ's literal, physical resurrection from the dead. We believe in His future return to earth from heaven.

We believe that salvation is a gift of God and is received by man through personal faith in Jesus Christ and His death for sin. We believe that man is justified by grace through faith in Christ, apart from works. We believe that all true believers, once saved, are kept secure in Christ.

We believe that believers are responsible to grow spiritually in Christ by the power of the Holy Spirit and God's Word, the Bible. We believe that believers are to meet regularly together for worship, prayer, instruction, fellowship, and outreach to unbelievers.

## F. ICSC Core Values

We are committed to:

### i. Loving Relationships

We desire a loving relationship with Jesus Christ (John 15:1-17), with our colleagues, with our students and their families, and with the surrounding community.

### ii. Evangelizing

In partnership with ICC (International Christian Church), we intend to impact the world for God. We are committed to bringing the Good News to the lost whether it is to students, to parents, to our neighbors, or to the world.

### iii. Developing Character

In partnership with parents, the staff of ICSC endeavors to assist in the development of character qualities such as honesty, integrity, respect, responsibility, creativity, innovation, perseverance, self-control, compassion, and trustworthiness in all of our students. The staff will strive to model these qualities by their actions and their words.

### iv. Serving All

We are servants both individually and as a school. We take our example from our Lord, who said of Himself, "...the Son of Man did not come to be served, but to serve..." (Matthew 20:28). This attitude characterizes our work. We consider our attitude to be as important as our actions.

### v. Excellence

We attempt to create an environment in which students are motivated and encouraged to excel and achieve their full potential (Philippians 4:3-9).

## II. Accreditation

ICSC is a member of American Christian Schools International (ACSI) and is currently completing the accreditation process with ACSI. In the interim, we have entered into an agreement with the University of Nebraska which provides a validation process for our high school.

### III. Attendance Policies and Procedures

Daily attendance is very important to your child's academic success. Our curriculum and grading system places a strong emphasis on daily progress and classroom work. We urge you to make it a priority for your child to attend school regularly.

#### A. Enrollment Requirements

Students attending grades 9 to 11 must be enrolled in at least 30 credit hours per semester (including courses taken through the University of Nebraska). All students enrolled at ICSC must be enrolled in Physical Education, Bible, and Portuguese (and/or ELL-English Language Learners) classes.

#### B. Operating Schedule

Teacher supervision begins	8:15 A.M.
Students line up	8:25 A.M.
Classes begin	8:30 A.M.
School dismisses	3:20 P.M.

#### C. Arrival and Dismissal

Kindergarten to 8th grade students arriving in the morning are to go directly downstairs to the chapel while 9<sup>th</sup> grade to 12<sup>th</sup> grade students report to their homeroom. Late-comers will go to the office to obtain a tardy slip. A teacher will be on duty beginning at 8:15 A.M. and after school until 3:45 P.M.

There will be a late fee charged to parents who pick their children up after 3:45 P.M. **The late fee is €2.50 per child and is charged at 3:45 P.M. and for every 15 minute increment thereafter that the parent is late.** Continuing abuse may result in increasing late fees. The school will not provide supervision for students who stay beyond 3:45 P.M. and the playground will not be available for use by students. School insurance does not provide coverage after that time.

Walkers will be dismissed at the church entrance.

#### D. Excused Absences

##### i. Personal illness of student

Parents must notify the teacher by 11:00 A.M. if a student will not be in attendance due to illness. A note explaining the absence **must** be sent to school and given to the teacher on the day that the student returns. Failure to call in on the day of the absence or failure to send a note explaining the absence will result in an unexcused absence.

##### ii. Medical appointments or early dismissal from school

When appointments cannot be scheduled after school hours, please write a note to the classroom teacher or notify the school office requesting early dismissal. Work assigned that day will be due the next day as usual.

iii. Death within the immediate family

In case of prolonged absence as a result of a death in the immediate family, notify the office of the days the student will be absent.

iv. Number of days absent

In the event a student is absent from school for more than 10 (ten) days during one quarter, for any reason, the student's parent will be required to meet with the director to discuss the situation. Extended illness, validated by a doctor's certificate, will receive special consideration.

In the event that the total number of absences, for any reason, is equal to or exceeds 25 (twenty-five) days in one semester, promotion of the student to the next grade may be in jeopardy without additional tutoring after the school day or during the summer at the parent's expense.

v. Make-up work for excused absences

Any work assigned before the absence is due on the day that the student returns to school.

Students who have been absent may need to take make-up tests after school or at recess.

When a student is absent, parents may ask for their homework assignments. Please make all such requests before 11:00 A.M. Books and assignments may be picked up after school.

E. Unexcused Absences

These are absences for reasons other than personal illness, medical appointments, or a death in the family. Also, an excused absence becomes an unexcused absence if the prescribed procedure (see section F below) for dealing with an absence is not followed.

Class work and assignments due on days of unexcused absences will receive a 10% reduction in grade and all make-up work must be turned in the day the student returns to school.

F. Summary of Procedures for Absences

i. On the day of absence

1. Notify the teacher/school office by 11:00 A.M. of any absence.
2. Request assignments, if applicable.
3. Pick up assignments after school.

ii. On the day of the return to school

1. Send a written note to the teacher explaining the absence.
2. Return the make-up work on time.

### G. Tardiness

Most tardiness is avoidable. A student is tardy when he or she arrives to class after 8:30 A.M. When late, the tardy student must go to the school office to explain the reason for their tardiness. Students must then secure a pass from the school office in order to enter class. After five tardies per quarter parents will be contacted and disciplinary action will result, which may include after school detention.

### H. Unexpected Dismissals

At times, due to circumstances beyond our control, classes may have to dismiss early or be cancelled. Parents must provide the school office with their phone numbers and an emergency contact to call, if necessary, for notification. The school will not dismiss any student early whose parents or contact was not notified. Students will remain at the school until a parent or other designated person can be contacted.

### I. Leaving School Property

We have a closed campus and students are not allowed to leave the school property without permission from school authorities. Students are not allowed to open the front gate to anyone.

## IV. Academic Policies and Procedures

The ICSC educational philosophy is based upon the conviction that the basic life principles in the Scriptures are foundational to all areas of learning. Our goal is to help students integrate the information and knowledge they receive into a Christian world view.

ICSC provides a comprehensive, American-style curriculum for students grades K4-12. Please see Appendix A for specific curriculum information.

### A. Homework

Homework is designed to encourage students to develop initiative, responsibility, self-discipline, and good study habits. Homework provides an opportunity to practice and apply the concepts learned in the classroom. Homework will be given on a regular basis. Failure to complete homework may result in disciplinary action by the classroom teacher.

The average amount of homework time is approximately:

1 <sup>st</sup> and 2 <sup>nd</sup>	15-30 minutes
3 <sup>rd</sup> and 4 <sup>th</sup>	30-40 minutes
5 <sup>th</sup> and 6 <sup>th</sup>	60-75 minutes
7 <sup>th</sup> through 12 <sup>th</sup>	90-120 minutes

Parents should expect students to have homework and check with their child regularly so that it is a priority at home. While parents may assist by assuring that this work is completed, and explain work when necessary, the work must be done by the child. He/she must take responsibility for its accuracy and completion. The following are some ways that you can help your child with his/her studies:

- i. Be sure they have a quiet, secluded study place with good lighting.
- ii. Remove all distractions; television, radios, music players, and computers should be off.
- iii. Homework should be completed at a regular time each day so that a habit is developed.
- iv. Parents should encourage the use of an agenda so that the student has a systematic way of recording and completing all assignments.
- v. Parents should monitor the study time to see that the student applies himself/herself and uses his/her time wisely.
- vi. If the study time takes longer than 20-30 minutes, allow for a short break to aid in concentration.

#### B. Cheating and Plagiarism

Cheating on a test or assignment will result in an F (zero points) for that assignment. Plagiarism is the borrowing of another's words or ideas (including another student's) without attribution and will also result in an F (zero points) for that assignment.

First offense	Failure of assignment and note to parents
Second offense	Failure of assignment, after school detention, and recorded in permanent file
Third offense	Failure of assignment, three day out-of-school suspension, and recorded in permanent file
Fourth offense	Expulsion and recorded in permanent file

#### C. Make-up Work Due to Absence

Students will normally have one day for each day absent to make up their missed work. Assignments due on the day absent will be due upon the student's return to school.

#### D. Incomplete Work Not Due to Absence

If a student has incomplete work, he/she will stay in at recess. If the situation continues, parents will be contacted to determine steps for correcting the problem. Work due, but not completed, will receive a failing or lowered grade.

#### E. Tests and Exams

Tests and exams missed must be made up as soon as possible upon returning to school. Tests missed because of unexcused absences cannot be taken before the absence but must be made up upon returning.

## F. Grading Scales

### K – 2<sup>nd</sup>

- 5 - Excellent
- 4 - Very Good
- 3 - Satisfactory
- 2 - Poor
- 1 – Unsatisfactory (Area of Concern)

### 3<sup>rd</sup> – 12<sup>th</sup>

<u>Percent</u>	<u>Letter</u>	<u>GPA (9<sup>th</sup>-12<sup>th</sup> only)</u>
97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.70
87-89	B+	3.30
83-86	B	3.00
80-82	B-	2.70
77-79	C+	2.30
73-76	C	2.00
70-72	C-	1.70
67-69	D+	1.30
63-66	D	1.00
60-62	D-	0.70
Below 60	F	0.00

## G. Secondary Evaluation

Students' work will be evaluated based on the criteria established by the teacher and shared with the students at the beginning of the course. Most (7<sup>th</sup>-12<sup>th</sup> grade) courses will include a semester examination covering the entire semester. The examination shall contribute no more than 30% of the semester grade. Two to four days will be set aside at the end of each semester for the administration of these examinations. Students will be expected to be in school only during the examination time. Grade point averages (GPA's) will be computed at the end of each semester.

## H. Academic Probation

Because of the delay in getting students' previous records and the differences in educational systems, all new students are tested and considered on probation for their first nine weeks at ICSC. Upon completing the probationary period with average or above average grades, students are considered fully enrolled. If a student, either new or returning, fails to maintain satisfactory grades, he/she will be put on academic probation for the next quarter and his/her situation will be evaluated by the administration. Students unable to improve satisfactorily, or exhibiting learning difficulties that we are not equipped to handle, may be asked to withdraw.

## I. Promotion/Retention

Students will be promoted only upon completion of the academic requirements for their grade level. Students in Grades 3-6 who do not finish the year with satisfactory grades will only be readmitted to school upon approval of the administration. Readmission, if granted, would be on a probationary status and the grade would be

repeated. Parents will be notified by March if a student is being considered for retention.

From time to time, ICSC will admit students with diagnosed special needs if we feel we can meet their unique needs. Promotion or retention will be decided on a case-by-case basis for these students.

#### J. English Language Learners/Remedial Classes

Students are permitted to enroll while not yet fluent in English in Grades K-6. Our practice is to mainstream such students, placing them in the regular classroom to learn English by daily immersion. ELL students may also receive separate English language classes.

#### K. Reporting Progress

Report cards will be issued following the end of a grading period. Report cards must be signed and returned to the school the following week. A €10.00 fee is charged if a report card is lost and must be replaced. The school will send home a progress report midway through the first quarter. If the student is receiving a grade of D or F during any quarter, the parents will be asked to schedule a conference with the teacher to discuss recommendations for improvement.

Semester reports for secondary (7<sup>th</sup>-12<sup>th</sup>) will include the credit hours earned, the GPA for the semester, and the total credit hours.

#### L. Parent/Teacher Conference and Communication

Communication between parents and teachers is extremely important at each grade level. We believe that the key to success for many students is for parents to take an interest and be involved in their child's work. Many students need additional motivation and discipline which parents can best give at home. In order for parents to know their child's progress, all parents are required to attend a Parent-Teacher Conference after the first quarter. After other quarters conferences will be scheduled as necessary. Teachers are regularly available after school from 3:30 P.M. - 4:00 P.M. and parents may ask for a conference at any time by calling the school office to schedule an appointment. All communication during the school day must be made through the school office. Parents and visitors may not interrupt classroom instruction during school hours.

#### M. Standardized Testing

Each spring ICSC participates in a testing program using the Stanford Achievement Test. The results are added to the student's file and reported to parents. This test provides helpful counsel about both the student's and the school's strengths and weaknesses.

## N. Withdrawal

When students are planning to withdraw, the school office should be notified at least two months in advance. Parents should request a withdrawal form and be aware of their financial obligations. Report cards and school records will not be released until all accounts are paid.

## O. Student Records

A cumulative file is kept on each student for the time enrolled at ICSC. The contents of the file are grade and progress reports, test scores, health forms, and suspension/expulsion forms. Parents may view their child's records upon request. However, nothing is in the file of which the parent has not already been provided a copy. Other than parents, only authorized school personnel are permitted to view the files.

## P. Library Services

Students regularly visit the library to become familiar with its educational resources and to borrow materials. The customary check out period for all library materials is one week. The book may be renewed for one additional week. Lost or damaged books will be charged at replacement value plus shipping from the U.S. All students receive the Library Rules at the beginning of the school year. Please read them when they come home.

## Q. Field Trips

Field trips are held for educational benefit. Coordinated events include an annual Track and Field Day, sports trips, museums, concerts, etc. The school will notify parents of details before each trip and secure permission.

## V. Student Life – Policies and Procedures

It is our goal to create an atmosphere in which students can develop to their fullest potential – academically, spiritually, and socially. To accomplish this, we must set guidelines to direct the energies and growth of the students. Many of these guidelines will be detailed in this section.

### A. Spiritual Emphasis

Because we are a Christian school, all of our activities necessarily relate to the spiritual development of our students. To that end, we teach Bible every day. An understanding of the Scriptures is the basis for a fruitful and successful life. We have chapel one day each week and seek to expose the students to a variety of topics and guest speakers.

### B. Student Conduct

Our goal is to develop within each student a respect for authority, a consideration for others, a sense of responsibility, a respect for property, and an understanding of basic safety. This section will explain what is required of students while in school. It is not intended to be an exhaustive list, but to provide a basic awareness of what is expected. Teachers will set guidelines for their individual classes as they deem necessary.

- i. Students are expected to be quiet and orderly, both in class and in the halls.
- ii. Students are expected to care for personal and school items in an orderly manner. It is expected that shared school equipment, bathrooms, and the playground will be left in good condition for the next person. Students are expected to respect certain areas as off-limits such as teachers' materials, other students' desks or belongings, and certain rooms in the school.
- iii. Teasing, lying, cheating, stealing, fighting, and profanity will not be tolerated. We encourage students to accept responsibility for their actions and deal with their problems in an emotionally healthy manner.
- iv. For the general safety of everyone, students should walk in the halls and on the stairs and stay clear of winter heaters.
- v. Students are not permitted to bring toys to school (except for "Show and Tell" days or with the teacher's permission). Music players, cameras, video games, skateboards, wheelies, roller blades, and other personal belongings are prohibited. Cell phones may not be used during school hours – 8:15 A.M. – 3:30 P.M. Pets are not allowed at school except with special permission.

School insurance does not cover students' personal items. We encourage students to leave at home any items of material or sentimental value. The school does not assume responsibility for any items lost or stolen during school, field trips, or other school activities.

### C. Discipline

Students will be held responsible for their actions and shall conduct themselves in keeping with their level of maturity, scriptural principles, and respect for fellow students and those in authority. Students are expected to conduct themselves in a manner which is conducive to the learning environment. Teachers will set and enforce classroom rules. Most behavior issues will be handled by the classroom teacher. Behavioral remedies may include: missing recess or other privileges, separation from other students, **detention\***, and/or a conference with parent(s). Whenever possible, the teacher will attempt to work out issues with the child and/or parent. However, a parent conference, either in person or by phone, will be required upon the issue of a detention.

If, after continued disciplinary action, the teacher feels the student is still unresponsive to correction, the teacher will refer the student to the school director for further and more serious disciplinary action.

Before determining what discipline is appropriate, the director will have a hearing with the student. At this time, the issue will be explained to the student as well as the basis and evidence of the problem. The student will be given the opportunity to explain his/her version of the situation. After that the director will decide what, if any, disciplinary action will be taken. Every effort will be made to inform the parents whenever disciplinary action is taken.

**Suspension\*\*** or **expulsion\*\*\*** from school are disciplinary options which can only be exercised by the school director. In the event of suspension or expulsion, parents will be required to meet with the director. Grounds for suspension or expulsion include, but

are not limited to: vandalizing school property, repeated instances of disruptive behavior, disrespect toward a staff member, failure to abide by school rules, possession of weapons on school property, and possession, use or distribution of alcohol, tobacco, or narcotics at school or at any school function.

**\*detention:** Student will be held at school for periods of at least one hour.

**\*\*suspension:** Student will remain away from classes for a period of one to three days.

Administrative option determines in-school or out-of-school suspension.

Credit will be given for work completed upon return to school.

**\*\*\*expulsion:** Student will be permanently dismissed from school.

#### D. Bus Conduct

- i. Have your child ready on time. When one rider is late, the entire schedule is delayed. Have your child at the bus stop five minutes early and remain after the scheduled time in the event of unexpected traffic or weather delays.

If your child is going to be absent, call the bus driver by 6:30 A.M. If that is not possible, call the parent previous to your pick-up to give the driver the message. If possible, notification a day in advance is preferred. After the second occurrence of a driver not being notified of an absence, a €5.00 fee will be charged to the parent(s).

If the bus does not arrive on schedule, please wait patiently at your normal stop. The school will make sure you are picked up as soon as possible. We will call you if we know the bus is going to be delayed. Please do not bring your child to school as this serves to delay the bus further.

- ii. Please cooperate with the bus driver by explaining to your child about proper behavior on the bus. The driver is in charge of the bus and pupils. Adherence to the bus regulations and consideration for the rights of others are mandatory for all riders. Persistent violators will be denied the privilege of bus transportation according to our established system of discipline.
- iii. If your child makes you aware of a problem on the bus, please contact the school so that we can work through the issue together.
- iv. When getting on the bus, students should go directly to their seats, buckle their seat belts, and remain seated and buckled in at all times. The driver will give students permission to exit the bus when he/she has stopped and has opened the door.
- vi. Students **must** keep their arms and head inside the window and may not throw anything out of the windows.
- vii. Students are expected to sit quietly and talk quietly. No turning around in seats or shouting is permitted.
- viii. Parents must make a request in writing to the school office for a student to leave the bus at any other than his/her scheduled stop. The school office will, in turn, notify the driver.

- ix. Students are not allowed to eat, chew gum, or drink on the bus.
- x. One-time riders on the school buses are permitted, upon availability, for a fee of €5.00 per person per trip.
- xi. Disciplinary steps:

The bus driver is responsible to report discipline problems to the school director, and this discipline will result:

- 1<sup>st</sup> step: Student will miss all recess privileges for one day.
- 2<sup>nd</sup> step: One day bus suspension. Parents meet with the school director.
- 3<sup>rd</sup> step: Three day bus suspension.
- 4<sup>th</sup> step: Bus privileges will be suspended for the remainder of the school year.

#### E. Student Dress Code

Our school is a ministry and a business. The goal of our dress code is to provide the best atmosphere possible for learning. To that end, we require good grooming, modesty, neatness, cleanliness, and clothes in good repair.

ICSC requires school uniforms, whether at school or at off-campus school functions, which may be purchased on the 4<sup>th</sup> floor of El Corte Ingles in Lisbon. Strict adherence will be enforced. No hats or any other clothing will be permitted. No visible tattoos or body piercings will be permitted. Students may wear white or matching blue undershirts under their uniform if they are tucked in properly.

K4 to 4<sup>th</sup> grade students must wear closed-toe shoes or sneakers (tennis shoes) with their uniform. 5<sup>th</sup> to 12<sup>th</sup> grade students must wear dark (blue, brown or black), closed-toe shoes and navy or black socks.

Students must have their uniforms on when entering the school grounds at the beginning of the day and must remain in their uniforms until after they have left the school grounds at the end of the day. Students will be asked to change clothing or to leave school if they are not in compliance with the ICSC dress code.

P.E. uniforms are required for physical education classes. K4-4<sup>th</sup> grade may come to school in their P.E. uniforms on P.E. days. Grades 5-12 must wear their school uniform every day and change into P.E. clothes on P.E. days. Students will not be permitted to wear jewelry (including watches) during P.E. classes. The P.E. teacher will not be responsible for any personal items.

The equipment necessary for swimming is provided by the parents and is as follows: goggles, cap, flip-flops, one-piece swimsuit for girls and tight shorts for boys.

We strongly recommend the use of a white smock for art to protect your child's uniform.

Please use name tags on all uniforms, P.E. clothes, and art smocks.

## F. Health Services

After school dismisses for the day, parents are responsible to supervise their children. School insurance will not cover accidents which happen after normal school hours.

At the beginning of each year, each parent is required to submit a signed Student Health Form, which includes authorization for emergency care. This form contains numbers for the family's preferred physician and one other contact person in the event that a parent cannot be reached. This information must be kept current. Please notify the school office of any changes occurring during the year.

- i. Minor first aid will be administered by school personnel. Accidents and injuries are covered by student accident insurance. In the event of serious injury, the emergency services of São Francisco Xavier (Lisbon) or the Cascais Hospital will be used.
- ii. Students are checked for head lice regularly by school personnel. If the student is affected, he/she will be required to go home and follow the prescribed treatment procedures. After treatment, he/she will be rechecked and, if found clear, will be allowed to return to school.
- iii. No child with a fever above 99°F (37.5°C) will be allowed to remain in class. Any rashes or eye infections may require a child to be sent home when there is a question that it may be contagious. A child may return to school when a physician states he/she is no longer contagious or when symptoms disappear. A child must be fever free for 24 hours without medication before being permitted to return to school. Thirty percent absenteeism due to illness may constitute school closure to avoid further contamination.
- iv. If an occasional illness requires prescription or over-the-counter medication to be given at school, a note signed by a parent with the following information will be required: name of child, name of medication, dosage, and frequency.

All medications **MUST be in their original container**, and are to be kept with the teacher, not with the child. Students are responsible for reminding the teacher of the proper time for taking his/her medication. A medication log will be kept by the teacher stating the date, time, medication, and dosage of the medication given.

## G. School Property

- i. Students are expected to respect and care for school property. Textbooks are loaned to students and the condition of each book is recorded. Damage beyond normal use of textbooks, library books, or other school equipment will be charged to the student's account.
- ii. Textbooks are to be covered with appropriate book covers at all times. After the first warning, a detention may be served for the purpose of covering the book.
- iii. Textbooks found around the school will be turned into the school office and students will be charged 50¢ for retrieval. (At staff discretion, a student may be required to perform community service in lieu of a monetary fine.)

- iv. Students are expected to respect all landscaping including leaves, flowers, bushes, and trees.

#### H. School Computers

Computers in the school lab are for student use. Computers may only be used under teacher supervision. Computers are not to be used for personal e-mails, games, phone calls, chats, Facebook, etc. No food or drinks are allowed in the computer lab. Student printing is not allowed (please see VII - G). No downloading or uploading of any kind is permitted. Students are not allowed to install programs.

Any violation of computer rules will result in the suspension of computer privileges. Any damage to computer lab equipment will be the student's responsibility.

### VI. Student Activities

#### A. Special Events Calendar

ICSC staff and administration plan a calendar of events each year to encourage social interaction, raise funds, and increase public awareness of our school. This calendar of special events, along with our chapel schedule, will be distributed at the beginning of each month.

#### B. Class Parties/Projects

Various parties and projects will be held throughout the year in conjunction with holidays and school functions. These will be under the supervision of the classroom teachers, and parents may be enlisted to aid. If parents desire to send cupcakes or other treats for a student birthday, teachers will distribute these during breaks or at the end of the school day.

### VII. Miscellaneous

#### A. Emergency Drills

Evacuation drills will be held to acquaint students with routes and procedures. We have an assembly each year to heighten awareness of fire safety, exit procedures, etc.

#### B. Telephone Calls

- i. Students may only make telephone calls for emergency needs, using the phone in the school office. Permission is required from the teacher and a note sent to the school secretary. Phone messages taken for students or teachers will be delivered at the next break. Calls made from school phones will be charged 50¢ for regular calls and €1.00 to call a cell phone.
- ii. Cell phones **must be turned off** during the school day and kept in lockers or backpacks. Cell phones may be used for emergencies with permission from the teacher. Teachers will confiscate all cell phones seen or heard during the school day and return them at the end of the day.

### C. Lunch

Students should bring sack lunches and should not expect to use kitchen facilities to store or prepare their lunch. Microwaves are available for warming food. ICSC maintains a vending machine that is stocked with sandwiches, juices, and other healthful items. Gum and lollipops are not allowed at school. No food or drinks are allowed in the chapel or in the basketball court.

### D. Visitors

Visitors and parents are welcome at the school. Please contact the school office before or upon arrival for assistance and so that classes are not disturbed. All visitors and parents must sign in at the office upon arrival at school.

### E. Lost and Found

Parents are encouraged to label all their child's belongings. Items found will be held for one month in the lost and found closet. After that time items will be given to the needy.

### F. School Pictures

Individual student pictures are taken annually and offered as a package to parents. Parents may request family pictures, pictures of siblings not attending ICSC, pictures with teachers, etc.

### G. Photocopier

The school photocopier is not available for personal use. In extreme circumstances, at the teacher's discretion, students may be allowed to make copies for school reports or projects. The teacher must make the copies and the student will be charged 20¢ per page.

### H. School Yearbook

Every year the school produces a yearbook to capture the year in pictures. The books are advertised for sale in the spring of each year and arrive in the summer, just before the close of the year. Sponsors are solicited to help defray the cost of production.

### I. School Sales

The School offers a snack/sandwich vending machine which students may use during lunch and recess. Prices vary from €0.50 to €1.50. Please send a note to the school office if your child has dietary restrictions.

### J. Course Descriptions

Course descriptions will be provided upon request.

## VIII. Appendix A - School Staff

Acting Director: Pastor Carlos de Freitas

Acting Co-Director: Pedro O. Santos

Administrative Services: Jorge Ferreira

Curriculum Coordinator: Marcia Santos

High School Coordinator: Robb Lenardson

Secondary Teachers: Robb Lenardson, Dan Pallmann, Anna Lenardson

5/6 Teacher: Marcia Santos

3/4 Teacher: Pedro O. Santos

1/2 Teacher: Debe Pallmann

K Teacher: Claudia Freitas

Portuguese Teachers: Sara Guerreiro, Luisa Espinho

ESL & Reading Reinforcement: Luisa Espinho

Specials Teachers: Pedro Chaveiro

Maintenance : Ana Paula Morais, Pedro Chaveiro

Bus Driver : Pedro Chaveiro\*

PE Teacher : Pedro Chaveiro

\*Note : Bus drivers may change during the school year. Parents will be informed of any changes that may occur.

IX. Student/Parent Agreement

-----

I have read the 2010/2011 Parent-Student Handbook and agree to abide by the rules and regulations outlined therein.

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

For all 7<sup>th</sup> – 12<sup>th</sup> grade students:

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Please sign, remove, and return this form to the ICSC school office by the first Friday of the school year.