



## **Teachers' Duties and Responsibilities**

All members of the teaching staff should comply in accordance with our school's philosophy and alignments in all activities programmed inside or outside the school.

Teachers, as well as all other school personnel, are required to treat students and parents with respect and courtesy.

Teachers need to be punctual for class, parent-teacher meetings, and all school related activities.

Teachers are also required to attend all events organized by Administration and/or Academic Departments. (i.e. PTA meetings, expositions, graduations, special activities, etc.)

Academic staff should always attend classes wearing correct uniform.

Teachers must help students strive to achieve the goals set by the School Philosophy, Mission, Vision, Objectives, Code of Honor and Parent-Student-Guide, as well as their academic responsibilities.

### **Entrance Procedures**

- Teachers and academic staff should arrive before 7:30 A.M.
- Teachers and academic staff are responsible for complying with all established schedules.

At 7:30 A.M., they should begin to comply with the duties assigned: take attendance using the IQ-pro platform, and participate in the Flag Ceremonies held on Wednesdays (TD-2<sup>nd</sup> grade) and Fridays (3<sup>rd</sup>-12<sup>th</sup> grade).

The first class period begins at 7:45 A.M. Please observe Disciplinary Code to follow procedure for student's late arrival.

All parents/guardians that need to contact students during school time, should request permission at the Academic Support Office; (i.e. messages, phone calls, authorization to withdraw students during school time, etc.). Only in special and justified cases may students be allowed to arrive or leave before or after established schedules. Only the Academic Support Dean (ext. 220) is allowed to give authorization by a signed pass.

### **Student Tardiness and Absences**

Classes start at 7:45 A.M., the school gates close at that time. After that time, all students must register their tardiness at the Calle Primera entrance.

Students in grade Toddlers may enter their classroom until 8:15 A.M.

In case of absences, students should make up missed assignments in all subject areas. Students may turn in those assignments the next day, but will lose a percentage of the assignments original value. These absences will also be reflected in his/her evaluation of responsibility during the corresponding evaluation period.

Every student needs to accumulate a minimum of (80%) attendance in order to be officially promoted to the next grade level. In compliance with a resolution of the Dominican Ministry of Education

(Ordenanza 196), any student with excessive tardiness and (unjustified) school absences will not be promoted to the next level.

When a student is absent, his/her parents must contact the Academic Support Dean and/or the Psychology Department to provide the reason for the absence. This should be done in all cases of absences (regular classes or semester evaluations). **The student is responsible for completing the schoolwork and assignments at home or in Study Hall, and turn in any assigned homework or projects missed during the student's absences.**

In the case of an Early Childhood student, it is the parents and guardians' responsibility to contact the psychologist to help the child make up the assignments.

**Only in cases of great importance (i.e., medical excuses, hospitalizations, death of a relative) will students be allowed to make up assignments for the total value assigned. This should be done before the end of the corresponding evaluation period.**

If a student cannot take physical education classes, he or she must bring a medical certificate to justify the inability to participate. In cases where students are excused from P.E. classes, they will not be allowed to participate in sports oriented extra-curricular activities (i.e., tournaments, special events). Even though excused, the student must attend P.E. class and fulfill other tasks assigned by the teacher.

#### **Tardiness Procedure for changing classrooms for 9th to 12th grade students**

During each class period the students have five minutes to change classrooms and the organization of the school supplies in their lockers. The students who enter the classroom after more than five minutes will receive a pink card (See Discipline Code). The student is responsible for making up missed classes for lateness.

#### **Student's Departure Procedures**

Teachers in grades Toddlers through 3<sup>rd</sup> grade should follow their assigned dismissal supervision schedule. During their supervision teachers should collaborate in keeping our students safe.

Teacher's working during last period should help students organize their belongings in lockers as well as backpacks. Classrooms should be completely organized, lights off and door closed before teachers leave.

Toddler students end their class program at 12:30 P.M. and will remain in their classroom until 1:00 P.M. From this time until 1:30 P.M. they should be picked up from the custodial classroom assigned at the beginning of the school year by the Early Childhood Department.

Pre-Kinder and Kindergarten students end their class program at 1:00 P.M. and will remain in their classroom until 1:30 P.M. From this time until 2:00 P.M. they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood Department.

Pre-First students end their class program at 1:30 P.M. and will remain in their classrooms until 2:00 P.M. from this time until 2:30 P.M. they should be picked up from the custodial classroom assigned at the beginning of the school year in the Early Childhood Department.

Early Childhood parents and guardians from Toddlers to 3<sup>rd</sup> grade should fill out a form indicating who is authorized to pick up their child. Any person not on this list should approach the Academic Support Department to confirm their authorization to release the student that day.

## **Dismissal Procedures for Toddlers to 3<sup>rd</sup> Grade Students**

Toddlers students will finish their class program at 12:30 p.m. and will remain in their classroom until 1:30 p.m. Pre-kinder and Kinder students will finish their class routine at 1:00 P.M. and will remain in their classroom until 1:30 P.M. Pre-First students will finish their class routine at 1:30 P.M. and will remain in their class until 2:00 P.M. Toddlers to Kinder students should be picked up from the custodial classroom assigned at the beginning of the school year in the Elementary area.

First and Second grade students end their class program at 2:15 P.M. and will remain in their classrooms until 2:45 P.M. From this time until 3:00 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Elementary area.

Third grade students end their class program at 2:30 P.M. and will remain in their classrooms until 2:45 P.M. From this time until 3:00 P.M., they should be picked up from the custodial classroom assigned at the beginning of the school year in the Elementary School area.

After 3:00 P.M., students from Toddlers to Third Grade who have not been picked up by their parents/guardians will remain in the Juan Garrido Innovation Center with the supervision of an adult.

## **Teacher's Departure Procedure**

Teachers will follow these schedules, according to each level:

Toddlers- Kinder	2:00 P.M.
Pre-First	2:15 P.M.
1 <sup>st</sup> to 6 <sup>th</sup> grade	3:00 P.M.
7 <sup>th</sup> -12 <sup>th</sup> grade	3:30 P.M.

All teachers are required to comply with recess supervision duty. These are assigned to supervise student's safety and help security personnel during recess.

The time between students dismissal and teachers departure, should be used to comply with study hall periods, clubs and also to attend meetings held by the Academic Departments.

## **Teachers' Absences and Tardiness**

All teachers must punch in/out using the biometric device located at both school entries, to confirm arrivals, departures and attendance.

Expected delays or absences must be reported via telephone, Whatsapps or email to your Principal/Academic Support Department. The school has the right to evaluate (accept or reject) the reasons cited for the absence. In case of absence, the teacher must present the proper written documentation (medical certificates, or others) to the Human Resources Manager to justify the absence.

In unexpected cases (sudden illnesses or emergencies), teachers should contact Academic Support Staff at 809-722-2632; as soon as possible, or call the school number: 809-533-4915. (ext. 220, 221, 250, 251, 252, 253, 201, or 241)

All absences that are not properly notified to the institution can be reported to the Dominican State Department of Labor. A sealed copy will be given to the employee.

## **Students' Uniforms**

All teachers must supervise that students are wearing the proper uniform. In case of any irregularity in the student's attire, he/she must be sent to the Academic Support Department in order to remedy the situation.

## **Recess**

The teacher should be **the last to leave the classroom** in order to ensure that all the students have left to the courtyard. The teacher is responsible for organizing the classroom at the end of each class period making sure that all the lights and computers have been turned off.

Every teacher will be assigned an area of the school to supervise three times a week, where they must remain during recess. Teachers are expected to be responsible in order to avoid, or at least remedy on time, any mishaps that may arise. During these supervisions posts teacher should support security personnel in any unusual situation with students and/or parents. Teachers should also report to Psychology Department. unusual or irregular situations. These supervisions are closely supervised and will be part of the yearly performance evaluation of every teacher.

On rainy days students and teachers must remain in their classrooms during recess and dismissal time (Early Childhood and Elementary). Academic Supervisors and Academic Support personnel will assist the teachers and students during these days.

Teachers may have staff meetings or parent conferences with parents in the Psychologist Department during recess period, with prior notification.

Teachers in grade levels Toddlers through 3<sup>rd</sup> Grade should take their students in organized lines to the assigned playground areas for recess.

Teachers in grade levels 1<sup>st</sup> grade through 8th Grade should take their students in organized lines set on assigned playground areas to their classrooms.

## **Educational Resources**

The school provides each teacher with teacher's editions and other educational resources before the beginning of the school year. The teacher is responsible for checking out these resources from the school library and returning these books in June in the same condition they were received.

The school will provide teachers with other educational resources such as maps, posters, flashcards, reference books and other materials. These resources should be requested from the Coordinators/Library a day before its usage and should be returned on the established date.

The school will provide teachers materials that include: an eraser, and white board markers, construction paper, permanent markers, paper, cardboards, glue, etc). These are provided by the Principal's assistant. The days for the requesting of materials are Fridays and they can be picked up on Mondays.

The teachers should request official passes, from the Academic Support Department, which will allow students out of their classrooms for the bathroom, different offices and the library.

Teachers must require that their students personalize all their school utensils at the beginning of the school year or semester to avoid losses. If an item is lost, the student should go directly to the Lost and Found in the Maintenance Department or Academic Support Department.

If a student loses a school item and/or book and he/she communicates the loss to the teacher, the teacher should request the psychologist of the level to look for it among the belongings of the other

students in the class. If the object or book is not found, the student must go to the Academic Support Department and request another one for the rest of the school year, paying the appropriate replacement charges.

### **Internet Usage and Computers in Teachers' Room**

All information regarding GC New Horizons activities, will be sent via e-mail, therefore teachers must access their email account on a daily basis. This will maximize the usage of our technological resources, and will also save us time and paper. The teacher is responsible for keeping his/her inbox activated, so they must delete information received and save important information in the folder assigned in the Home Server.

In the case that you do not have an Internet account with us or have difficulties with it, you should notify your Principal immediately. You may also make an online request to the Technical Support Department. Most areas of the school have wireless Internet service available.

**The usage of our email account and Computers in the teachers' Room of the Library are strictly for academic purposes.**

### **Grades**

At the Early Childhood level, students receive three evaluations during the year.

1<sup>st</sup> and 2<sup>nd</sup> grade students receive four evaluations during the school year

From 3<sup>rd</sup> to 12<sup>th</sup> grade, students are graded based on four evaluation periods, for a total of two evaluations periods per semester, according to the calendar of the State Department of Education.

At the beginning of the school year, teachers will receive the academic calendar with the evaluation periods for each level so that they can plan their time and avoid delays.

In order to assure that grades are fair, teachers must follow the distribution assigned for each subject (i.e. homework, participation in class, tests, research papers, etc.). Coordinators will decide how these divisions are made in each level and subject.

Each teacher should meet with their Coordinator or Principal to discuss their students' performance and to obtain their authorization before uploading them to the digital grading book IQPro.

Each teacher in grade level 3<sup>rd</sup> to 12<sup>th</sup> grade is responsible for entering the grades in the Digital grading book throughout each evaluation period, and should upload these grades weekly. These grades will be monitored by the Coordinator and the Principal. Evaluating and posting students grades is of vital importance to ensure an adequate functioning of each students progress.

Each teacher from 3<sup>rd</sup>-12<sup>th</sup> grade will be responsible for assigning Conduct grades for each group on the established dates for each evaluation period.

In case a teacher needs to change a grade after uploading it in the in the digital grading book, he/she must request an authorized permission via email from the Principal and submit it to the Academic Director's office.

### **Digital Grade Book**

At the beginning of each semester, all teachers will receive training and access to the Digital Grade Book. Each teacher will be responsible for updating the digital grading book on a daily basis, following the guidelines provided by the Coordinator using monthly grade distribution. Teachers that present

difficulties using the digital grading book should contact the Principal of their level, to solve the situation immediately.

It is every teacher's responsibility to keep his/her Digital Grade Book updated, with accurate information regarding grading distribution (conduct, homework, assessment, participation, etc.), and to upload the grades in the Grading System on a weekly basis to maintain school authorities and parents informed of their students progress. The Academic Principals, Psychologists and Coordinators will also have access to your digital grading book during each evaluation period in order to supervise each student's performance and to keep parents updated about their child's application.

The grading digital book must be used on a daily basis to record students' attendance, academic performance. Coordinators and Principals will periodically revise it to ensure that each teacher is following the established grade book guidelines. When the school receives visits inspectors from the Ministry of Education they will also require that we show them your digital grade books to make sure that they be complete, without errors, and up-to-date.

If a teacher needs to change grades due to a clerical error, he/she must send a request to the Principal requesting the change.

### **Lesson Plans**

When completely weekly plans, teachers should follow the "General Plans", given at the beginning of the school year. Teachers should also follow: "General Objectives", from Toddlers to 4<sup>th</sup> grade and the corresponding course "Syllabus" from 5<sup>th</sup> to 12<sup>th</sup> grade. From these, they will derive their Daily Plans, which shall be sent via e-mail to the corresponding coordinator weekly on or before the plan's beginning date. Generally these are submitted once or twice a month; as directed by your coordinator.

Teachers must use the school's format authorized by the Principal or Coordinator to submit their daily class plans.

3<sup>rd</sup> through 12<sup>th</sup> grade level teachers must submit the e-bulletins to their Principal or Coordinator via email during the established dates of each grading period.

### **Homework and Exams**

Elementary and High School teachers can assign homework to their students on a daily basis. A homework chart will be placed in each classroom for teachers to record the amount of homework assigned per week. Each assignment must be written in the due date in the chart.

Grade Levels where students rotate, the homework chart will be assigned to a student who will keep the information up to date.

- Preschool teachers (Kinder-Pre-first) may assign one homework per language Mondays through Thursdays.
- Students in grades 1<sup>st</sup> to 4<sup>th</sup> can only be given a maximum of two homework assignments per language a day. It is not recommended to assign homework on Fridays at these levels.
- Students in grades 5<sup>th</sup> and 6<sup>th</sup> can only have a maximum of three assignments each day, two evaluations or tests per week and one project every two weeks.
- Students in grades 7<sup>th</sup> and 8<sup>th</sup> can have a maximum of three assignments a day, three exams per week, and a project every two weeks
- Students in grades 9<sup>th</sup> to 12<sup>th</sup> can have a maximum of three assignments and an exam per day, and one project per week.

For sanctions regarding homework not done see the Disciplinary Code.

All the assignments that are not recorded on the Homework Charts may be cancelled by the Coordinator and/or Principal of the area.

All assignments that require teamwork should be done in the classroom under the teacher's close supervision. It is not permitted to assign homework that involves teamwork, to be done after school at home. Coordinator should approve group projects, before they are assigned to students.

**All exams must be previously approved by the Academic Coordinator.**

All monthly evaluations or quizzes must be done using the school format in a Word document. Please note that you may also use the Moodle Platform to generate a quiz or evaluation.

These exams must only be saved in a USB and may not be sent via email to the coordinators or any other department.

Midterm and final evaluations will be prepared by the teachers with the guidance of the coordinators in grades 3rd- 8<sup>th</sup>. Teachers must prepare these evaluations according to the contents of each subject along with a make-up exam. Teachers from 9<sup>th</sup> –12<sup>th</sup> grades must prepare a 40 sections document or Temario which will contain 4 versions of the final exam (with 10 sections each).

- Regular semester/Final exams-taken at the end of each course (worth 30% of the final grade).
- Completivo exams-1<sup>st</sup> alternative exam for students who didn't successfully complete the course (worth 50% of the final average).
- Extraordinario-2<sup>nd</sup> alternative exam for students who did not successfully complete the course with the completivo average. (worth 70% of the final average).
- Diferidos-make up exam for students who missed any of the above exams on the scheduled date.

Each exam must follow a certain format pertaining to content, sections, and point distribution. Be sure to clarify and discuss the guidelines with your coordinator before submitting the drafts. These documents are due four weeks before the assigned date. Upon approval the Coordinator will then deliver the final copies to the Academic Director/Principal.

The delivery of the Mid Term and Final Semester evaluations must be submitted via USB to your coordinator or Principal.

Teachers should return graded exams to Academic Coordinators/Principal organized, by class/section and in alphabetical order of the students' names.

**Study Hall**

The objective of the Study Hall program is to offer a space where students from 1<sup>st</sup> to 12<sup>th</sup> grade may complete assignments, homeworks, and/ or missed exams due to absences. Students also will be able to meet with their teachers individually in order to reinforce the concepts that were taught in class during their absence(s).

From the beginning of the school year, the Study Hall teacher availability schedule will be posted on the bulletin boards of each department and will be sent to parents via email. Each session will last approximately 45 minutes.

If the teacher understands that it is appropriate for the student to attend the Study Hall program whether to hand in a late assignment, make-up a quiz/exam, or offer extra time to reinforce content, it

is vital to notify the parents/guardians through an email message, an IQPro notification or a call from the psychologist from grades 1<sup>st</sup> to 12<sup>th</sup> grade.

If a parent/guardian wishes his/her son/daughter to participate in this program, they must, likewise, inform the teacher physically or by email for 1<sup>st</sup> to 6<sup>th</sup> grade level students. The parent/guardian from 7<sup>th</sup> to 12<sup>th</sup> grade students must send a message, a letter, an e-mail and/or the psychology department and only when the message is signed by the teacher will it be considered official.

Any homework, projects, and assignments completed during the Study Hall, unless justified by health matters, will be valued with an 80% percentage of the total score originally given to that assignment.

If a student participates in this program and shows no improvement is observed during that same evaluation period, it is the parents/guardian's responsibility to enrol him/her in a tutoring program.

The parents/guardians are responsible for motivating their son/daughter to show appropriate behavior and attitude during these sessions in order to accomplish the expected academic results. Students must be picked up punctually at the end of each Study Hall session.

The teacher in charge of Study Hall can refer any student who does not bring the entry form signed and/or displays disobedient behaviour in the classroom to the Psychology Department. For the consequence of such behaviour please refer to the Discipline Code.

### **Professional Development**

It is every teacher's responsibility to assume his/her own professional development, attending all workshops and training courses offered in school or outside.

Attendance to all meetings, trainings, or workshops is mandatory.

It is expected that each teacher prepare and present a workshop related to his/her area of expertise at least once during the school year.

Teachers should cooperate with Coordinators in the continuous evaluation and development of teaching programs and resources.

### **Student's Follow Up**

All teachers should give follow up to the cases that he/she reports to the Psychology Department, and collaborate with these in all aspects required.

It is the teacher's responsibility to give follow up to student's development, on a daily basis, through assignments, feedback, portfolios, and reinforcement activities. This follow up should be done through positive feedback written in notebooks, oral comments, IQPro and via email.

Teachers should also maintain continuous communication with Coordinators, Principal and Psychology Department, concerning the learning process of his/her students and groups.

### **Meetings with Parents**

All teachers should read and follow the procedures of the Psychology Department (see procedure manual for the Psychology Department).

Appointments with parents must be requested through the Psychology Department. Teachers should never contact parents directly, in person or by phone. If a parent requests an appointment with a teacher, he/she shall use the same procedure. In both cases, the psychologist must be present and must take notes during the meeting.



**Parents should not approach teachers, students or enter the classrooms during class hours. If parents approach teachers during class hours, teachers must inform them that it is necessary to make an appointment for a formal meeting. If a parent needs to send something or communicate with their child during class hours, they must leave the object or message with the receptionist or Academic Support.**

Teachers should meet with the psychologist during the 3<sup>rd</sup> week of every month and email the students' referral form. It is very important to refer every student whose grades fall below 75% and others who would benefit from reinforcement or tutoring.

### **Teachers Principles of Conduct**

- All teachers must dress in an appropriate manner, wearing their uniform properly. It is important to differentiate teaching personnel from the student body as a sign of respect and discipline. They must wear professional (preferably close-toed) shoes, not sandals nor tennis shoes. Tattoos and piercing, if present, should not be visible in any school activity, or professional development workshops.
- Teachers must wear appropriate clothing to each school activity. For example, we recommend semi-formal, conservative attire for PTA meetings and business casual clothing for sporting events such as Decathlons or athletic competitions. Please keep in mind the nature of our institution at all times, when making garment choices.
- Teachers **must not leave the classroom during class hours**, leaving students unsupervised.
- Teachers are expected to leave the classrooms organized, and make sure lights and all equipment is off (for recess, physical education, end of the day, etc.). The teachers should always be the last to leave (classrooms, labs, audiovisual rooms, etc.) in order to make sure no one stays without supervision in the room. All teachers and school personnel are role models in terms of taking care of school property, (equipment, desks, classrooms, bathrooms, etc.) **Any destruction of property must be reported to the Principal and the Psychologist of the area immediately.**
- Teachers must handle disciplinary problems. If a report must be filed or a meeting must be held, the teacher must follow the steps outlined in the discipline code. Teachers must work together with the Prefect in order to handle discipline properly.
- Teachers must attend teachers' meetings scheduled, to discuss matters regarding the Academic Area. Teachers must attend meetings scheduled throughout the school year by their Coordinators , Principals, and Psychologists
- The consumption of alcoholic beverages, smoking, and chewing gum on school premises or during school activities are strictly prohibited. It is not permitted to eat and/or drink inside of the classrooms. **It is against the rules to send students to buy food or beverages for the teachers, to the restaurant or cafeteria.**
- Inadequate sentimental manifestations on school premises between employees and/or students or parents are prohibited.
- If a teacher requires students to have extra supplies different from those provided by the school this should be discussed with the Principal **before** requesting the materials from students.

- If a teacher plans to teach a class outside of the classroom, (courtyard, cafeteria) this should be previously informed to the Coordinator or the Principal.
- Teachers are not allowed to use cellular phones inside of the classrooms, during classes, on the playground, in the halls or during supervisions.
- Teachers planning to bring visitors (family members, school parents) into the classrooms should request permission from the Coordinator or the Principal before the anticipated visit. Visitors should dress in an appropriate manner.
- Teachers must avoid asking parents or guardians for personal favors.
- Sales and other activities that do not concern the institution are not allowed on the school facility.
- While the students are under your care and supervision the following is prohibited; reading magazines, newspaper, working on personal homework or using your cell phone.

### **Library**

General Juan Garrido Library is open from 7:30 A.M. until 6:00 P.M. Monday through Friday and on Saturdays from 9:00 A.M. to 12:00 noon.

Every group is allowed to visit the Library with their teacher in case they want to borrow books or consult Encyclopedias or any other reference book to work or investigate for a project. **The teacher in charge of the class must remain in the Library supervising the students conduct. The teacher must follow up the material the student read that week.**

The students are allowed to attend the Library during recess, at the end of the day or when a project or work is assigned. The Teacher that assigned the work is the only one authorized to send the student to the Library with a pass during the class. Please collect in Academic Support the proper form.

Reference books such as encyclopedias and magazines will only be available for use inside the library. If a student visits the library on his/her own during class hours, she/he must have an authorization signed by the teacher.

Locating a book by author, title or subject is done through our computerized system, which provides a listing of all our available books. Books may be checked out for a one-week period, and must be returned through the window at the entrance of the library. In cases where the student exceeds the one week period without renewing the book, a RD\$10.00 / day fine will be charged (Including Saturdays and Sundays). Students can check out a maximum of 5 books for a one-week period. If the student has an overdue book, he or she will not be allowed to check out another book until the other book is returned.

**STUDENTS ARE RESPONSIBLE FOR THE BOOKS RENTED AT THE LIBRARY; IN CASE OF LOSS OR DAMAGE THE STUDENT MUST PAY THE COST OF REPLACING THE BOOK.**

Scanning, photocopying, and printing services are also offered for a fee.

### **Classroom Supervision**

Always make sure that students allowed to leave the classroom have the correct hall pass. These passes must be signed by the teacher. These passes must be requested in the Academic Support Department.

### **School Field Trips**

To promote students' learning, Pre Kinder to 12<sup>th</sup> grade students participate in various educational trips and/or extracurricular activities each school year.

Permission slips will be sent home in the student's progress report and agenda or in memos. These forms must be returned with the parent or guardian's signature for authorization. Only students with the permission slip properly signed by their parents or guardians and with the proper uniform will be allowed to participate in the field trip.

**Student attendance on all field trips is mandatory.** Therefore, if a student is absent, he or she must bring a valid excuse signed by one of his/her parents or guardians. Failure to comply with these rules will affect the student's grade.

Pre-Kinder to 8<sup>th</sup> grade students should attend the field trips wearing their regular uniform (Not physical education uniform). 9<sup>th</sup> to 12<sup>th</sup> grade students should attend field trips with their regular or formal uniform, depending on the requirements of the activity.

Remember that parents and guardians are welcome to participate on these field trips. Those interested should contact the academic staff before the trip.

During school field trips, students must maintain an appropriate behavior, following our Honor Code and Guide for Parents and Students. Teachers accompanying students should supervise the discipline during the trip and are responsible to report any situation to the Psychologist.

**Students are not authorized to bring iPods, iPads, nor video, or digital cameras when attending school field trips. The use of any of these articles is penalized by our Discipline Code.**

### **Steps for Planning an Educational Field Trip**

- A "School Field Trip Form" must be completed whenever a teacher wishes to take class on a trip. This form is in the Principal's office and must be filled out at least the week before. The Assistant Principal and/or Principal are in charge of obtaining permission from the Academic Director.
- Teachers from Early Childhood to 2<sup>nd</sup> grade should contact at least 4 parents to help with the supervision during the trip. From 3<sup>rd</sup> to 6<sup>th</sup> grade students must be accompanied by at least 2 parents. From 7<sup>th</sup> –12<sup>th</sup> grade, the group will go with two teachers or one teacher and one parent.
- Two days before the trip, the Academic Support Department will send an email notification (Via IQPro) for the parents/guardians to approve via IQPro.
- Teachers that take their groups on educational trips should write an article or **encourage the students to write it**, so that it can be published in the school's webpage ( [www.gcnwhorizons.net](http://www.gcnwhorizons.net) ) Please send by email all your documents in Word (including photos) to your academic coordinator, not later than a week after the trip.
- All teachers are responsible for their students' safety and behavior. They should supervise them at all times, ensuring responsible conduct, courtesy and order in the places visited, as well as on the buses.

## **Tutoring and Early Learners Club**

### **Tutoring:**

For students who need individualized academic reinforcement, Colegio Bilingüe New Horizons, through ILTAE, offers an after school program and tutoring for most subjects.

The school psychologists, teachers, and/or the Dean of Admission should recommend a specific tutoring. This written recommendation should be taken to the registrar department to proceed the students enrollment.

The registrar department, along with ILTAE, arranges enrollment and tutoring schedules.

**New Horizons teachers are not permitted to give private lessons/tutoring to students enrolled in our institution.**

### **Early Learners Club**

Children ages 2 to 10 may participate in the **Early Learners Club program**. This afternoon program, which includes homework help, musical stimulation, and extracurricular activities (computer courses, sports, audiovisual, arts and crafts, gymnastics, and karate).

### **Medical Emergencies**

Parents/Tutors should let the school doctor know if his/her son is under medication and needs to take the medication to the Infirmary since the doctor is the only person authorized to medicate the students.

In the case of any injured student within the school facility, the teacher has the responsibility to take the injured student to the Infirmary. Our school doctors have direct contact with parents via phone, IQPro, printed messages or physically. In the case of of mayor emergencies, we need to follow our Assistance Medical Protocol. If the parents/guardians may not be contacted then a school personnel and the doctor will accompany the student to the nearest clinic.

**Parents/tutors must report any health issues (diseases, injuries, surgeries or special conditions) regarding their child to our school doctor.**