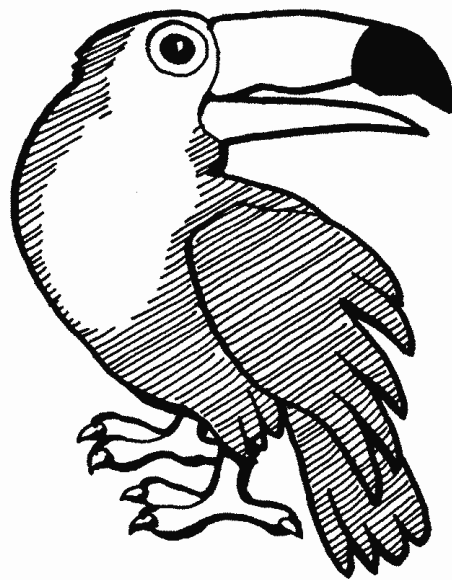


Parent Handbook

International Academy of Suriname

2009 – 2010



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Table of Contents

Non-Discrimination Policy	1
Introduction to the School	2
IAS Mission Statement - Core Values	3
Network of International Christian Schools	4
Accreditation	4
Religion at IAS	5
Application Procedures – Acceptance Policy	6
Entrance Age	7
English Proficiency Policy	7
Tuition	8
School Dress – What to Wear to School	9
Traffic Before and After School	9
Attendance	10
What to Do When Your Child Is Absent	11
Academics	12
High School Graduation Requirements	13
High School courses	14
Grades	14
Awards	15
Character Development	15
Classroom Management	15
Student Discipline	16
Complaints, Disagreements and Misunderstandings	16
Communication with the IAS Board of Directors	16
Emergency Procedures	16
Library Rules	17
General Information	18
School Office	19
What is the PTA (Parent-Teachers’ Association)	20
Child Abuse	20
Accidental Injury at School	21
Appendix	22

Non-Discrimination Policy

It is the policy of IAS to admit students and hire faculty and staff of any race, color, national or ethnic origin, and to provide to them all rights, privileges, programs and activities generally accorded or made available at the school. IAS does not discriminate on the basis or race, color, national and/or ethnic origin in the administration of its educational policies, admission policies, financial aid, personnel policies or other school administered programs.

What is the International Academy of Suriname?

The International Academy of Suriname (IAS) serves the country of Suriname and its expatriate community by offering an accredited American education. The school is staffed by a caring, Christian community of professional educators. Reflecting the diversity of Suriname, the school is open to students of every race, nationality, and religion.

SURALCO, a subsidiary of the Aluminum Company of America (ALCOA), founded a school in the mid 1960's to accommodate their expatriate employees. In 1966, the West Indies Mission opened a school for their children and the children of other missionary agencies. The two schools merged in 1984 and the missionary community operated the new entity. The new school was known as the American Cooperative School. People in Paramaribo still know us as the American school. The IAS Board bought the current campus from SURALCO shortly after the merger.

Wycliffe Bible Translators (SIL) provided the majority of the staff over the years. Their plan to withdraw from Suriname in 2001 meant the teachers they provided would no longer be available to the school. In 1998, the school board contacted the Network of International Christian Schools (NICS), who agreed to a partnership with IAS. NICS recruits and oversees the director and assists the director in locating teachers for the school. NICS holds the director and teachers accountable through its administrative guidelines. Pre-field orientation, health insurance for the teachers, and networking with other teachers around the world are also provided by NICS.

The school is owned and governed by the **Stichting** International Academy of Suriname. The board of the stichting (foundation) is responsible for formulating the policies that control the school's programs and operation. The board aligns its policies to work in harmony with the policies and administrative guidelines of the Network of International Christian Schools (NICS). The Director is responsible for communicating and implementing these policies. The board is self-perpetuating and currently has five members. Board members are local and/or expatriate Christians who work in the local community.

The school has one class of each grade from pre-kindergarten (3 year olds) through grade 12. The curriculum is based on Texas Essential Knowledge and Skills (TEKS). IAS is accredited by the Southern Association of Colleges and Schools (SACS). The current school population is comprised of students from around the world.

We want you to feel that you are a contributing member of the IAS community. IAS is your school. You are welcome anytime. Your input is always welcome.

IAS Mission Statement

The mission of the International Academy of Suriname is to provide students a prescribed, high quality American education from a Christian perspective in the English language.

IAS Core Values

1. The principle task of the school is to teach academics from a Christian worldview so that the students are encouraged to develop a love for God, a love for learning, and the ability to function in the modern world in which we live. Education is to be formal and to meet the highest possible standards of excellence, using all God-given resources available.
2. Everything connected with the school will be done so as to give honor and glory to the One Triune God who offers redemption to all through His Son Jesus Christ. All full-time teachers will be professing Christians who are confident of their faith, who freely and sensitively integrate it into the discussion of any subject matter, and who model a Christ-changed life through their relations with each other and all students. It is recognized that each student has a right to make his or her own religious choices; therefore no student will be coerced into embracing a Christian worldview.
3. In order for the child to make successful transition into academics in the United States, the American style of education will be adhered to, using qualified teachers, teaching tools, and teaching methods, covering a basic American Curriculum.
4. Every child entering the school will be expected to abide by rules and regulations representing basic Christian morals.
5. The Board of Directors will work to fulfill the stated purpose of the school. All policies will be decided by Board consensus.

IAS Statement of Faith

1. We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God.
2. We believe there is only one God, eternally existent in three persons – Father, Son and Holy Spirit.
3. We believe in the deity of Christ, His Virgin birth, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and his personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified by God's grace through faith alone in the shed blood of Christ, Who is the only Mediator between God and man, and Who provides direct access to God.
5. We believe in the resurrection of both the saved and the lost - the saved unto the resurrection of life; the lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

NICS Mission Statement

The mission of NICS is to establish a worldwide network of international Christian schools staffed by qualified Christian educators, instilling in each student a Biblical world-view in an environment of academic excellence and respect for people of all cultures and religions.

NICS Core Values

We are a Biblically-based, Christ-centered, caring community that is committed to excellence.

1. Biblically-based

We will operate with a Biblical world-view, based on faith, led by the Holy Spirit, supportive of the local church, in obedience to God's commands to love and disciple all nations, and in accordance to His laws and the laws of man.

2. Christ-centered

Our behavior will show that Christ is our Head, our ultimate desire being to honor, glorify, and please Him, clearly portraying His attributes, with the final measure of our success being our faithfulness to His will.

3. Caring Community

Through our worldwide network, we will give priority to people rather than programs or infrastructures, demonstrating respect, loyalty, support and cooperation, regardless of cultural differences.

4. Committed to Excellence

Our standard for hiring qualified Christian educators and measuring ministry performance as we educate the "whole child" will be the highest reasonable standard.

To find out more about the ministry of NICS visit www.nics.org.

Accreditation

The school is accredited by the Southern Association of Colleges and Schools (SACS), an American educational standards agency recognized by the U.S. Department of Education.

"Through AdvancED (SACS), accredited schools and districts enjoy a range of benefits including:

- A distinctive mark of quality, recognized internationally, that affords external recognition of the school's or district's commitment to quality.
- Standards based (on factors that have an impact on student learning).
- Proven, clear, and intuitive processes for school improvement that are grounded in best practices from the education and business fields.
- A framework and support system to help meet local, state, national, and appropriate international requirements.

- An opportunity to gain valuable input, validation, and support from peers.
- A connection to the best practices of over 23,000 public and private schools.
- Customized and technical assistance to maximize improvement efforts.
- Access to guides, handbooks, primers, resources, tools and Web sites aimed at enhancing improvement efforts.
- Transferability of credits to students from school to school.
- Greater accessibility for students to federal loans, scholarships, post secondary education, and military programs that require regional accreditation.

Perhaps more importantly, students benefit from accreditation because, through the process, their school or district has committed to raising student performance and will be held accountable for improving student learning on a continual basis.”



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Visit www.advanc-ed.org or www.sacs.org to learn more about accreditation and AdvancED or SACS.

Religion at IAS

Although IAS is a Christian school, we accept students of any faith, including those who do not believe in God or who do not practice any religion. Students are never required to profess faith and are not discriminated against because of their religious background.

Daily Bible classes and attendance at weekly chapel services are mandatory for all students. Students must receive credit in Bible classes in order to graduate. Chapel services are an integral part of the program at IAS. Chapel is a time of praise and worship with a short devotional presented by a staff member or a guest speaker. Parents are invited to join us.

All staff members at IAS are Christians. The heart of Christianity is love for God and for others. At IAS your child will experience education in a positive environment where the teachers model Christian values. Out of respect for our students, our parents, and the diverse community in which we live, we commit ourselves to the following.

1. We care about and respect the beliefs of all our families. Christianity teaches that God is love, so we show love as we teach about our faith. If we speak without love, we discredit the very message we seek to share. We will share our faith without denigrating the beliefs of others. Our goal is to create a desire in our students to know Jesus, who is "the way, the truth, and the life.”
2. As Christian professionals, we provide an academically appropriate education based upon the assumption that all truth is God's truth. We live as witnesses of that truth in all areas of our life. It is our goal to model truth and humility.

3. We believe that God moves in the hearts and minds of people. We do not pressure anyone to make a religious decision.
4. We will encourage all Christians at IAS to grow in their relationship to Jesus Christ without sectarian biases. We will emphasize what we hold in common above our own traditions and cultural norms.
5. We believe that strength of character is something that all our students need. We will focus on developing the character of our students, instilling in them values such as mercy, justice, respect and responsibility. The Bible is the basis of our values.

Application Procedures

Parents of applicants must:

1. Complete an application/enrollment form.
2. Pay a \$100.00 non-refundable application fee.
3. Provide documentation of age.
4. Provide transcripts and records (translated to English) from the last school attended.
5. Bring your child(ren) for testing when requested.

Parents of enrollees must:

1. Sign permission forms.
2. Complete Emergency Forms.
3. Sign the Tuition Agreement Form.
4. Provide proof of adequate medical insurance for your children.
5. Pay a one time Capitalization fee of \$1000.00 per student.

Acceptance Policies

Clientelle

IAS serves families who will benefit as well as contribute to the overall well being of the school. The student body includes children of missionaries, diplomats, international and local businessmen and representatives of other international organizations. Local parents may enroll their children if they desire an American-style education.

English Requirement

IAS courses are taught in English; the school is not established as a place to learn English for eventual expatriation. Students applying for acceptance at IAS must demonstrate a certain level of proficiency in English. IAS understands that some students, whose parents fit the above categories for qualification, may not yet be fluent in English. In these cases, the school accepts a limited number of students whose English is not yet adequate. (See: English Proficiency Policy, and Grading and Special Students).

Entrance Age

Students applying for Pre-Kindergarten must have reached the full age of 3 by September 1 of the year they enter IAS to be placed in Pre-K 3. To be placed in Pre-K 4, students must have reached the full age of 4 by September 1 of the year they enter IAS.. Kindergarten students must have reached the full age of 5 by September 1 of the year they enter, and First Grade students must be six years of age by September 1 of the year they enter IAS. All applicants must submit a birth certificate or passport confirming age and birth date.

Placement

Grade placement of students will be determined by age, by previous performance, and by performance on IAS standardized achievement tests.

Schedule of Acceptance

Applications for enrollment are accepted throughout the school year. Students who are re-enrolling are given first priority in March when enrollment opens for the next school year. New applicants are considered according to priority and space available.

English Proficiency Policy

The purpose of IAS is to provide a high quality educational program in English. It is **not** to teach English as a foreign language. It is expected that students who enroll in IAS already speak English. However, the school realizes that there are special circumstances. These will be considered on an individual basis.

In order to accommodate students whose English is not yet up to standard level, the school has instituted the following policy:

1. IAS assumes that, given a high percentage of fluent English speakers in a classroom, struggling speakers will improve, and the quality of English will not be hampered. IAS will consider accepting a certain percentage of non-fluent speakers in each classroom.
2. The level of English proficiency is determined by interviews and tests. The school uses the Wide Range Achievement Test (WRAT) as an assessment tool. Tests are both oral and written, and are geared to the age of the child.
3. IAS defines the English Proficiency levels as:
 - 1 – native English speaker
 - 2 – non native but fluent in English
 - 3 – understands instructions, can follow class procedures and discussions and independently does most of the class work
 - 4 – beginner in English
4. Non-fluent English students will be accepted as Special Students. This means that they will be graded on their own progress and not on a scale with the other students. This allows the child to work along with the class as much as he/she is able, but does not require a lot of extra time from the teacher. A Special Student receives a transcript saying “Jane Doe has completed one year in the IAS grade 3 classroom. She has concentrated especially on

learning English.” When the child is able to work on grade level, he/she will be evaluated with the rest of the class and will receive a normal report card and transcript. The school has found on average that it takes one year for level 4 (beginner) students to move to level 3 (understands instructions) once they are above grade 3.

5. Children will be placed as near as possible to their age peers. They will not be placed more than one grade below their normal class or grade level.
6. IAS feels that it is harmful to absolutely forbid the use of mother tongues, and the staff will not punish children who do forget and speak a language other than English. They will, however, remind students to **speak only English in the classrooms**, on the playground, and during breaks. The school asks parents to kindly encourage their children to use only English at school — even if it is very difficult to do so. The reason for this is to provide total immersion in English for those who are still learning the language.
7. Non-fluent English speakers at level 3 and 4 are required to be tutored privately after school. **The arrangement for tutors is the responsibility of the family.**

Tuition Rates

Pre-K tuition is \$4,000 (USD). Kindergarten tuition is set at \$5,500 (USD). Tuition for grades 1 - 12 is \$7,500 (USD) per child per year. Tuition payment may be made by cash (USD/Euro), U.S. dollar check, or direct transfer into the school’s U.S. account.

Dollar checks payable to: International Academy of Suriname
Transfer to: International Academy of Suriname
c/o ECCU
P.O. Box 1239
Brea, CA 92822-1239

(Account number for transfer is available on request from the school office.)

NOTE: We have found that some checks or wire transfers written in dollars from some foreign banks (including Suriname’s) incur a collection charge, which may be as high as \$150. In this case we must pass this charge on to you. This would include Suriname dollar checks that we must deposit in our stateside account.

At the beginning of the school year each parent must complete a Tuition Agreement, advising the school of who will make the tuition payment and on what schedule it will be made. Tuition may be paid by the year, the semester, or the quarter. Under the quarter plan, one quarter of the tuition must be paid at the beginning of the school year and the subsequent quarterly payments at the end of each of the first three quarters in the school calendar. We prefer tuition to be paid at the beginning of each semester. Financial obligations to IAS are the responsibility of the parents. If your business or employer pays your student’s tuition, it must be paid on the agreed schedule. Quarterly report cards and/or transcripts will not be given to students whose tuition for the following quarter is not paid.

Tuition for Students Enrolled for Partial Year

Tuition is calculated on a quarterly basis. Partial year students must pay all the tuition for any quarters they are enrolled in, including partial quarters. This is to help cover the cost of consumable workbooks and supplies.

Students who leave the school for periods of time during the school year are required to keep their tuition paid up in order to reserve their place until they return. Tuition will not be refunded when students leave during the school year with the exception of families whose work necessitates that they move out of Suriname.

Pre-kindergarten Guidelines

Our 3 and 4 year old classes are designed for students who can use the bathroom by themselves. We recognize that accidents will happen and ask that the parents send a complete change of clothes to school for use in case of an accident. **If a student is not potty trained, the child should not be enrolled.**

School Dress - What to Wear to School

1. **Polo shirts** (knit, with collar and sleeves) must be worn. The shirts must be **loose fitting and can be any solid color**. The shirt must cover **the midriff** at all times. Students may wear a **sweater or jacket**. Other clothing over the polo shirt is not permitted.
2. **Shorts, long pants, or skirts** may be worn. These must be loose, not form fitting. The length of the shorts must be below mid-thigh. **Skirts must be no shorter than the top of the knee**. Jeans are permitted if neat, not torn, and appropriately sized. Pants, shorts and skirts **must be worn on the waist**.
3. Students must wear **shoes** at all times.
4. For safety reasons, elementary students must wear shoes on the playground at all times – please do not bring any type of footwear that does not remain secure on the foot (strap across the back) – no “flip-flops” or bare feet. Sports shoes are preferred but not required.
5. For **physical education**, a **T-shirt, pants or shorts, and sports shoes** must be worn.
6. There are no unannounced T-shirt days. Sports day T-shirts are not allowed on Fridays. All dress up or casual days will be announced.
7. No head attire (ex. hats, caps, handkerchiefs, kerchiefs, wraps, do-rags, etc.) may be worn at school. The only exceptions are that hats and caps may be worn **outside** during breaks and PE or on school-announced theme days (e.g. Crazy Hat Day, International Day, and Costume Day).

Students who are out of dress code are to be sent to the office.

Traffic Before and After School

In order to ensure the safety of our students, please use the following procedures for dropping off and picking up your children before and after school:

1. Children are to be dropped off and picked up near the school building, not at the gate.

2. If you wish to park your car, do so outside the fence and walk through the gate.
3. Do not walk across the parking lot during drop off or pick up.
4. When unloading or loading students, please insist that they cross in front of your vehicle so that you can see that they are safe.
5. Students who ride their bikes to school are to walk their bikes to and from the bike shed.
6. The school gates will only be open between 6:45 and 7:45 each morning and between 1:30 and 2:30 each afternoon. If you arrive at any other time, you must park on the street and enter through the pedestrian gate.

Why is attendance so important?

Regular attendance has a direct impact on your child's success in school. When students are absent or late, their learning suffers, and the learning of other students is affected. Students cannot compensate for missed participation and interaction with teachers and classmates. Active participation and interaction with peers are vital components of our educational environment. When students are absent, they miss:

- the information shared in classroom discussions.
- the questions classmates ask about explanations, demonstrations, and classroom discussions.
- the opportunity to ask their own questions.
- ongoing small group work and projects.

Vacations and other trips should be scheduled during IAS school holidays. If you have to take your child out of school for an extended absence, please talk with your child's teacher(s) before finalizing plans. Make sure you understand the impact the absence will have on your child's learning. Make-up work will be the responsibility of the student and will be given after the student returns to class. Please do not ask teachers to send work with your child unless you have made plans for a time and a place for the work to be done and only if you have talked with the teacher well in advance.

An elementary student must be at school at least three and one half hours to be counted present for that day. When a student misses a portion of a school day, be sure to sign the student in or out in the office to verify the time the time of arrival or departure. The total number of absences is recorded on the report card each quarter. High school attendance is recorded by class period.

Make up work...

When a student is absent from school, he or she is responsible for getting make-up work from the teacher and completing the assignments. Any work not made up will result in a zero for that assignment. Make-up time will be at the discretion of the teacher.

Absences can affect promotion to the next grade

If a student in grades 1-8 misses more than 20 days of school in a school year, he or she may have to repeat the grade. The director will review the grades and achievement test scores of any student who misses more than 20 days. If satisfactory progress has not been made, the student will not be promoted to the next grade.

Absences can cause high school students to lose credit

If a student misses 20 class periods in a school year, no credit will be given for that class. If a student misses 10 class periods of a one-semester class, no credit will be given for that class. American high schools give credit toward graduation requirements based on the number of hours of instruction. A student who misses 20 classes in a year has missed too many hours to receive credit for that class. If a student passes the class in spite of the absences, an appeal for credit can be made to the Director.

Absences are given for students returning to Suriname after the school year starts.

The schedules of families within our school community are at times unusual. If your child cannot return by the first day of school, please let the school know what day your child will be in school. These days count as absences. Please make every effort to have your child in school the first day of school.

Absences during the school day disqualify participation in after-school activities.

If a student is absent from school, he or she may not participate in any after-school activity. For example, a student may not play in a basketball game if he or she did not attend school that day.

What to Do When My Child Is Absent

Please phone the school office by 8:30 a.m. on the day your child is sick. If a student is absent and no call is received, the school will try to contact the parents to be sure the student is home. Please send a note to the office when the student returns to school. The note should include both the date and the reason for the absence. The note should be signed by the parent or guardian.

Preschool & Kindergarten

During these years, students learn to enjoy coming to school and participating in learning activities. Please do not send your child to school if they are sick or have been sick. Let them rest and get better before sending them back to school.

Elementary & Middle School (Grades 1 – 8)

If a student is sick, he or she should stay home. When he/she returns to school, send a note explaining the absence. The purpose of the note is to let the teacher know that the child was in his parents' care. The student may be asked to complete assignments missed during the absence. If your child needs to be excused from Physical Education, please send a note with him. Students will not be excused from Physical Education without a note from the parent. Students may not miss more than one week of Physical Education without a note from their doctor.

High School (Grades 9 – 12)

When a student returns to school, he/she should bring a note explaining the reason for the absence. This note should be signed by a parent or guardian. Work missed can only be made up if a note explaining the absence is given to the office. **Make-up work is the responsibility of the student.**

When do I keep my child home?

As a parent, you can help prevent the spread of illness by not sending a sick child to school. Even so, it is sometimes hard to know when you should keep your children home from school. Keep your child home from school if he isn't able to participate in regular activities or is having any of the following symptoms:

- Fever
- Lethargy or a very decreased activity
- Irritability or persistent crying
- Trouble breathing
- Rash, if it is associated with a fever
- Diarrhea that has blood or mucus in it
- Vomiting more than two times in a twenty four hour period
- Eye infections (conjunctivitis or pink eye)

With many bacterial infections, it is safe to go back to school after appropriate treatments, including:

- twenty four hours of antibiotic therapy for strep throat and impetigo
- a single treatment for scabies and head lice
- five days of antibiotics for pertussis (whooping cough) infections

Viral infections, which usually do not have any treatments, are usually contagious for a period of time.

- Chickenpox is contagious until all of the lesions have dried and are crusted over (usually six or seven days after the infection began).
- Hepatitis A is contagious until at least a week after the infection and jaundice began.

Academics

Academic Progress

Students in Pre-kindergarten through grade 8 are promoted to the next grade based on their final grades and the teacher's recommendation. Standardized achievement test scores do not determine whether or not a student is promoted to the next grade.

Criteria for Repeating a Grade

Pre-kindergarten and Kindergarten: Unsatisfactory progress in appropriate social interactions and in basic literacy skills.

First and Second Grade: Unsatisfactory progress in reading or failure of two subjects can result in the necessity of repeating the grade.

Third through Sixth Grade: Failure of two major subjects (such as math, English, reading, social studies, or science) will result in the necessity of repeating the grade.

Seventh and Eighth Grade: Failure of two major subjects (such as English, math, social studies, or science) will be cause for placement in the same grade the following school year.

High school (9 – 12) students are assigned to a grade level based on the number of credits they have earned. To earn a high school diploma, students must earn 20 high school credits by earning passing grades in 20 high school courses.

To be promoted to grade 10, students must earn a minimum of **5** credits.

To be promoted to grade 11, students must have earned a minimum of **10** credits.

To be promoted to grade 12, students must have earned a minimum of **15** credits.

To graduate, students must have earned a minimum of **20** credits as specified in the table below.

High School Graduation Requirements

Following are the **minimal** requirements for graduation from IAS:

Subject	Credits
English	4
Second Language	1
Social Studies	3
Mathematics	2
Science	2
Bible	.5
Electives	7.5
Total	20

School Courses

A typical high school student at IAS will take the following courses.

Subject	Grade 9	Grade 10	Grade 11	Grade 12
Math	Algebra 1	Geometry	Algebra 2	Precalculus
English	Introduction to Literature	World Literature	American Literature	British Literature
Science	Biology	Environmental Science	Chemistry	Physics
Social Studies	Geography	World History	US History	Government/ Psychology
Second Language	Spanish 1 or ESL	Spanish 2 or ESL	Spanish 3 or ESL/TOEFL	Spanish 4 or ESL/TOEFL
Electives	Elective	Elective	Elective	Elective
Bible	Bible Elective	Bible Elective	Bible Elective	Bible Elective

Grades for Pre-Kindergarten and Kindergarten Students

Students in these grades will receive report cards showing what progress they have made toward reaching the goals for Pre-Kindergarten or Kindergarten. Report cards are issued four times during the year. Each goal is listed and the following symbols used to tell you how your child is progressing:

- E – Exceeds expectations
- M – Meets expectations
- H – Has not met expectations
- N – Not introduced yet

Grades for Students in Grades 1 - 12

IAS operates on a semester system, with the first semester beginning in August and the second semester beginning in mid January. Report cards are issued four times a year. Each grading period is called a quarter. The final grade for the year is the average of the four quarters. The following grading scale is used:

A	100 – 92	Excellent work
B	91 – 83	Good work
C	82 – 74	Meets expectations
D	73 – 65	Does not meet expectations but does pass the course
F	64 and less	Failure – does not receive credit for the course

In the elementary (grades PK – 6) art, music, P.E., and Spanish use the following grading scale:

- E – Exceeds expectations
- M – Meets expectations
- N – Needs to improve

Awards

Academic Awards

To be on the “A” Honor Roll, a student must earn an “A” in all subjects. To be on the “B” Honor Roll, a student must have all “As” and “Bs” in all subjects. Honor roll is earned each quarter in grades 1 – 12. The Honor Roll for the year includes all four quarters.

The valedictorian of the graduating class will be the student with the highest, unweighted grade point average (GPA) from the freshman year through the senior year.

Character Awards

Perfect attendance is awarded each quarter in all grades. Perfect attendance means no absences, no tardies, no leaving early or coming late due to appointments. Perfect attendance for the year includes all four quarters.

Role Model Award – The role model award is presented to an elementary student in each class who exemplifies respect and empathy for others, a hard-working attitude, responsibility, honesty, and attentiveness. It is awarded to a student who sets an example in words and actions and has consistently been a positive member of the classroom. The “Role Model Award” will be awarded once a year—at the end of the school year.

Character Development

A person’s character stems from his values about personal responsibility and respect for himself and others. At IAS we will seek to help students examine these and other values, finding a moral base on which to make decisions about how to relate to others. We will focus on developing respect and responsibility.

Classroom Management

Our teachers are professional educators and will set the rules for their classroom. Teachers are responsible for the safety and well-being of all students. At times, they may direct or correct a student on the playground or in non-classroom activities. Students are expected to follow directions from all teachers and teacher aides. If a parent desires explanation of an incident, he/she should contact the teacher. Parents who have questions or concerns are encouraged to voice them to the appropriate person.

Teachers are faced with a variety of challenges during each school day. Our teachers seek assistance when strategies they have used are not working. Parents have an integral part to play in this process. When a student is struggling academically or continues to misbehave, teachers will work together with parents, colleagues, and the Director to develop strategies to address concerns.

Student Discipline

Students will be sent to the office immediately for major offenses such as willful destruction of school property or that of another student, fighting, blatant disrespect to a staff member, or theft. The **Discipline Code** in the **Appendix** does not replace the teacher's own classroom management procedures or class rules. This policy is for use once the teacher has deemed it necessary to refer a student to the office for disciplinary reasons.

School Boundaries and Grounds

All students are to stay on the school property during the school day.

A request from the parent is necessary before a student will be allowed to leave early.

Complaint, Disagreements or Misunderstandings

There may be times when you have school-related concerns which need to be addressed. When this occurs, you are expected to talk directly with your child's teacher. If you are not satisfied with the outcome of your discussion, please make an appointment with your child's principal. If you are still not satisfied after consulting with the principal, there is a formal grievance procedure to follow. Grievance instructions are available in the IAS office. The petitioner with a grievance or appeal shall present the matter in writing to the school director, no later than ten (10) days following the situation which prompted the grievance or appeal.

Communication with the IAS Board of Directors

Normally questions and concerns of parents are dealt with by the classroom teacher and then by the school administrator; however, there may be times when questions or concerns need to be addressed by the IAS Board of Directors. In such situations, a parent should write a letter to the Chairman of the Board of Directors stating the questions or concerns. The letter should be given to the school administrator who will submit it to the Chairman of the Board. The letter will normally be discussed at the next scheduled board meeting. A list of the Officers of the Board will be made available at the beginning of the school year.

Emergency Procedures

In the event of an emergency situation in Paramaribo, it will be the aim of the IAS staff to get the children safely from the school to their homes. If the need arises to evacuate the school, we will call parents to come immediately to pick up their children.

The emergency forms you have filled out will be used during an evacuation of the school. If you want to change any information on the form at any time, you must do so in person; we will not accept changes by telephone.

We anticipate a traffic jam in the event of an emergency; therefore, we have established the following procedures:

When you arrive to pick up your children during an emergency event, do not go directly to their classrooms. Drive through the parking lot in the normal manner, but please, do not park. A teacher with an “emergency binder” will locate your family emergency form and send a messenger to bring your children to your car. The children will not be standing in the parking lot or on the sidewalk waiting for their rides. The teacher will then place a post-it note inside your vehicle on the windshield to indicate that your children’s transportation has been verified. The teacher will indicate on the emergency form which of the authorized persons has taken your children. You, or your driver, will then proceed to the exit of the parking lot, paying attention to the staff member directing traffic at that point.

There will be staff members assigned to answer phones during emergency procedures. They will verify that we are evacuating the school and that you are expected to pick up your children. They will also take messages if you are unable to come to the school. In this event, your children will be sent to their emergency home. Staff members can not accept any addition of authorized drivers to your family’s emergency form at this time.

Children who are not picked up within a reasonable time will be taken to their emergency home or to the home of a teacher. The principal will have a master list of where each child has been taken, and by whom.

In an emergency situation, no children will be allowed to leave the school campus on their own.

In the case of an internal emergency, the children will be evacuated to a safe place and you will be notified when and where to pick up your children.

Please use 499 806 to call the school during an emergency.

In order to be prepared for a possible crisis situation, the school has instituted the following emergency procedures:

1. You will receive a phone call from school personnel if school is closed.
2. If at any time you feel that your children may be in danger for any reason, you may request that the school verify their transportation from school. In that case, the children may leave only with an authorized adult, and a teacher will personally see them to the car.

Each family in the school must choose an “emergency home” for their children. This may be the house of another school family, of a relative, or of a friend. It should be someone living relatively close to the school, preferably between Gemenelandsweg and Copenamestraat. This is especially important for children who live a long way from the school.

The school Emergency Form requires all emergency contact information. Please be sure to complete this in detail and submit it to the office immediately. Please inform the school office immediately should any of this information changes.

Library Policy

Guidelines for use of the library are as follow:

1. Students can only sign out books when the librarian is present.
2. Kindergarten and grade one students may take out two books at a time. All other students may take out three books at a time.
3. Current magazines and reference materials are for use in the library only and cannot be signed out.

4. The library is available for research with teacher supervision.
5. A fine of **25¢ SRD per day, per book** is charged for overdue books and materials.
6. The charge for lost books that can only be replaced in the US must cover the cost of the book and shipping.
7. School records and transcripts will not be released until library books are returned and fines are paid.
8. Parents may check out books using their student's library account.

General Information

School Year and Day

School begins on **Monday, August 24, 2009**, and **ends on Friday, June 11, 2010**. The school day begins at **7:30 a.m.** and ends at **2:00 p.m.** Elementary students have recess and a lunch break. The middle and high school students only have a lunch break.

Lunches and snacks

We suggest that parents **send a nutritional snack for their children to eat during the breaks**. Snacks are also available for purchase from the **SNACK SHACK**, our student-operated shop.

Security

IAS is a secure environment. We have a campus which is totally enclosed with an 8 foot fence and **guards on duty 24 hours a day**. All visitors must report to the office upon arrival at the school. The school gates remain closed at all times except for student intake between **6:45 a.m. and 7:45 a.m.** each morning and for student dismissal between **1:30 p.m. and 2:30 p.m.** each afternoon. If you arrive at any other time, you must notify the guard on duty at the entrance gate then park on the street and enter through the pedestrian gate near the office. In order to ensure the safety of the students, students are not permitted to leave the campus during the school day unless they are under direct adult supervision. **Students are never permitted to leave campus without the permission of their parents.**

Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are an important part of twenty-first century life. Please advise your student to be very careful when bringing these to school. Cell phones are easy to misplace and easy to steal.

Electronic devices can distract students from learning. **From 7:30 – 2:00, they are not to be seen or heard.** When a cell phone or other electronic device is seen or heard, the device will be **confiscated**. The **first time** a device is confiscated, the **student may pick up the device at the end of the school day**. The **next time**, the confiscated item will be kept in the office for **five (5) school days**. The **third time** an item is confiscated, a **parent or guardian must come to pick it up** and we will **discuss whether or not your child is responsible enough to have the device at school.**

Textbooks

Textbooks are loaned to students and remain the property of IAS. There is no book fee at IAS; however, students are fully responsible for textbooks assigned to them. **Lost or damaged books must be paid for before student records will be released.**

School Office

Checking In

A student arriving at school after the class bell rings must secure a **tardy slip** from the office before going to class. The total number of times a student is tardy is recorded on the report card each quarter.

Checking Out

A parent must come to the office and sign his/her child out. If the parent is not the person picking up the child, the parent or guardian will be contacted for approval. Before leaving the school, the student must check out through the school office. Any student NOT checked out through the office will be considered skipping school. A staff member will notify your child to come to the office to check out of school.

If both parents will be out of Suriname, please leave a note at the office explaining where your child(ren) will be staying, who is responsible for them, and when you plan to return. Please include phone numbers and addresses.

School Supplies

At the beginning of the year, IAS provides basic school supplies to its students. These include textbooks, workbooks, paper, and pencils.

Visitors and Callers

Anyone visiting the school for any reason must first come to the school office. Please do not go directly to the classroom as this disrupts the learning process. Visitors may not enter the classrooms during the day without having obtained permission from the office. If you must deliver something (snack, books, homework, or other items) to your child at school, bring it to the office. A school staff member will take it to the classroom.

Use of Facilities

The school and school organizations have priority in the use of the school's facilities. Other organizations may request use of the school facilities. Rent is charged for organizations not related to the school. All groups must yield their time to school-sponsored activities. Please contact the school office for more details and rates.

Withdrawing from School

Parents must complete a **"Withdrawal Form"** in the office when they withdraw their children from IAS. This establishes forwarding information for school records. All fees, fines and tuition must be paid before any records or report cards will be released. Students who withdraw early will not receive credit for the year and school staff is not expected to make-up class work for the time that will be missed.

What is the IAS PTA?

The PTA is a non-profit organization made up of IAS parents, guardians, and faculty whose purpose is:

- To provide support to parents and faculty members
- To support school goals through volunteer service, fund-raising activities, and enhanced educational and extra curricular opportunities for students
- To be a part of the school improvement process by soliciting parents'/guardians' views on school programs and policies through surveys and follow-up discussions

How does it work?

The association is run by the PTA executive committee, which is comprised of the following elected officers:

- President
- Vice president
- Treasurer
- Secretary
- Committees Coordinator
- Liaison Officer

A class coordinator is chosen for each classroom to assist in running the activities of the Association.

The executive committee is responsible for the administration of the PTA and its activities and funds. It meets every month to discuss and organize projects and events.

Parents will receive a PTA Newsletter once per month during the school year.

There will be a general meeting of the Association once per term. All parents are members of the PTA once they have children attending the school. Fully paid up members will receive all materials prepared, published, and distributed by the PTA automatically. At the beginning of each school year, parents will receive a PTA registration form. Remember that the PTA can thrive only through the active participation of each and every parent.

Child Abuse Policy

We have a corporate, ethical, and Biblical obligation to do all we can to ensure that children under our care live in an environment in which they can feel safe from behavior that intentionally violates their trust or compromises the rightful and appropriate innocence of childhood.

Everyone at IAS can expect to be treated with dignity, care and respect. Abuse of any sort is clearly unacceptable and will not be tolerated by staff, students, or parents. Every staff member has the responsibility to report any suspected child abuse, whether verbal or written, to the Director.

IAS also seeks to protect the students, parent volunteers, and staff from unfounded allegations of abuse. The school is committed to maintaining an environment in which all individuals treat

each other with dignity and respect, and which is free from all forms of intimidation, exploitation, harassment and abuse. All forms of abuse and harassment including staff to student, student to student, non-staff adult to student, parent to child, and adult to adult is prohibited and will be investigated and appropriately addressed.

Accidental Injury at School

Students must report injuries to their classroom teacher, to the teacher on recess duty, or to the PE teacher. Students may report their injury to the school office. While several of our faculty members have been trained in first aid or CPR, school employees do not offer medical care. School employees will not check or assess injuries that do not call for immediate first aid. Band aids and cold packs are available, but pain medication is not given to students. Parents will be called if there appears to be any need for medical care.

The need to contact parents in the event of an emergency makes it imperative that current contact information be on file in the school office. The school needs to know who to contact if you are unavailable.

The school does not provide any type of insurance for injuries incurred by students at school. We encourage all families to have accident coverage on their children.

Appendix

Table of Contents

A	Discipline Code	23
B	Middle School/High School Detention	24
C	Communicable Disease/Health Risk Guidelines	26
D	Physical Harm/Bullying/Harassment	38
E	Acceptable Use of Computers	41

Appendix A

International Academy of Suriname Discipline Code Summary

Infraction Class	First Offense	Second Offense	Third Offense or More
<p><u>I. Class one infraction</u> Includes: nuisance objects, inappropriate behavior, disrespectful behavior, causing a classroom disturbance, dress violations, minor horseplay, teasing/name calling, cutting class, lunch/break misbehavior, public displays of affection, driving without permission, Minor Technology Misuse, Unauthorized school facility access.</p>	<p>Verbal warning and or (1) Loss of privilege, or (2) Detention for 1 period, or (3) Help the student correct the problem</p>	<p>Verbal warning and (1) Loss of privilege, or (2) Detention for 1 period, or (3) Help the student correct the problem Inform parents</p>	<p>Work with parents to correct the problem as needed. If it is determined that progress is not being made, move to class two responses on the fourth offense.</p>
<p><u>II. Class two infraction</u> Includes: disregard for rules/insubordination, verbal threats, cheating, plagiarism, hazing/ bullying, profanity / obscenity, obscene gestures, harassment, tobacco use/possession, setting up fights, theft of minor property, minor vandalism, aggressive pushing, destructive/excessive horseplay, cutting detention, falsifying school records</p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and or (1) Loss of privileges, and/or (2) Detention for 1 to 5 periods Inform parents</p>	<p>Apologies, Restorations, Restitution, Correction of records, Relationship repair and or (1) Loss of privileges, and (2) Suspension from school for 1 to 3 days Inform parents</p>	<p>Work with parents to correct the problem as needed. If it is determined that progress is not being made, move to class three responses on the fourth offense.</p>
<p><u>III. Class three infraction</u> Includes: physical threats, fighting, blatant insubordination, setting a false fire alarm, fraudulent reporting of theft/loss of school property, theft or destruction of felony rated property, major vandalism, disruption of school. Major Technology Misuse.</p>	<p>(1) Loss of privileges, and (2) Suspension from school 3 to 4 days (3) Restore property and pay expenses Inform parents</p>	<p>(1) Suspension from school 5 to 10 days (2) Restore property and pay expenses Inform parents</p>	<p>(1) Suspension from school 10 days (2) Write letter to the Board recommending expulsion (3) Restore property & pay expenses Inform parents</p>
<p><u>IV. Class four infraction</u> Includes: Possession or use of alcohol or drugs on campus or at school functions. Smell, behavior, and physical possession of drugs or alcohol will determine reasonable suspicion. School does not need drug tests or breathalyzer tests to suspend. Evidence relating to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner.</p>	<p>(1) Suspension from school 3 to 10 days for possession or consumption of drugs or alcohol. (2) Suspension from school 3 to 10 days for distribution of drugs or alcohol. (3) Parent support required for shortened suspension. Inform parents</p>	<p>(1) Suspension from school 5 to 10 days for possession or consumption of drugs or alcohol. (2) OSS for 10 days for distribution of drugs or alcohol pending a Board expulsion hearing. Inform parents</p>	<p>(1) Suspension from school for 10 days for possession of drugs or alcohol pending a Board expulsion hearing. Inform parents</p>
<p><u>V. Class five infraction</u> Includes: acts or reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, and or bomb threats. Refer to SDCL 13-37-7</p>	<p>(1) OSS for 10 days pending a Board expulsion hearing. Inform parents</p>		

- The suspension mentioned in the matrix is In School Suspension (ISS) or Out of School Suspension (OSS). When suspensions are not specified in the matrix the school principal will determine which suspension is appropriate on an individual basis.
- If an offense does not clearly apply to a specific infraction class the Principal will determine the appropriate infraction class for the offense.
- If any laws are violated by students while in school, on school property, or at school functions appropriate law enforcement officials will be notified.

Appendix B

Middle School/High School Detention

You may receive detention for:

1. Three tardies
2. Three classroom disruptions
3. Other infractions as determined by teacher

Students will be given a minimum of 24 hours notice so that transportation may be arranged.

Rules for Detention

1. Be on time. Detention is from 2:03-2:33 on Wednesday afternoon. If you are late, two additional detentions will be incurred. Should you miss either of these additional detentions, you will be assigned in-school suspension.
2. Bring school work to occupy yourself during the entire half hour.
3. No food or drink is permitted.
4. Cell phones or other electronic devices (i.e. ipods, psp) are not permitted.
5. Talking is not permitted
6. Sleeping is not permitted
7. If you must go to the restroom, two additional detentions will be incurred [see item 1 for details].

Detention List

(This list is to be posted in the office unless otherwise announced. Teachers assigning detention should enter info on this form and alert the teacher on duty for that week.)

Detention List for Wednesday, _____

Teacher: _____

Name

Offense

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Communicable Disease/Health Risk Guidelines for Employees and Students

The Communicable Disease/Health Risks Guidelines apply to both employees and students. Those sections designated specifically for student and parent consumption will be communicated to the students and parents community through the Student/Parent Handbook. All school employees are required to be familiar with the following guidelines and information.

I. General Guidelines and Information

- A. The Communicable Disease/Health Risks Policy of the International Academy of Suriname is to ensure the health and safety of all students and employees.
- B. Employees and students who know or who have reason to believe that they are infected with a communicable disease or know or who have reason to believe they have other health related risks (e.g. Epilepsy) have an ethical obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Employees and students who know that they are infected with a communicable disease or know or who have reason to believe they have other health related risks must share that information with the school office so the school may respond appropriately to their needs. Medical information relating to the communicable diseases or other health issues of a student or employee will be disclosed only on a limited need-to-know basis.
- C. Students and employees who have communicable diseases or other medical problems, whether symptomatic or not, will be allowed regular classroom and work attendance in an unrestrictive manner. This is allowed as long as they are physically able to attend classes, school activities and /or work, do not pose a medically proven threat for transmission of the disease or condition, or pose an unreasonable danger to the school community because of a health risks as approved by the appropriate medical professionals.
- D. Communicable disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal. This is done through the agency of an intermediate animal, host or vector (*an agent, person or animal or microorganism, that carries and transmits a disease*), or through the inanimate environment. Communicable disease shall include, but not be limited to:

Influenza	Hepatitis A, B, & D	Tuberculosis
Meningitis	Conjunctivitis	Measles
Chicken Pox	Whooping Cough	Infectious Mononucleosis
Mumps	Pertussis	Sexually Transmitted Diseases
Positive HIV antibody status		
Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)		

- E. Employees or students who are infected with a communicable disease are expected to promptly seek expert medical advice.
- F. When appropriate, students' parent(s)/guardian(s), and physician, and/or the local Health Department will also be consulted.
- G. A physician's evaluation may be required for a definitive diagnosis to assure that the student or employee is no longer infectious.
- H. In the event that a student has had a significant exposure to blood, the parent(s)/guardian(s) will be notified immediately and advised to consult the child's physician at once.
- I. Students will not be permitted to clean up blood or potentially infectious materials of others.
- J. The privacy of any student or employee must be respected and any records of communicable diseases of students or employees kept shall be strictly confidential except when such information must be communicated to necessary school personnel in the performance of their duties.
- K. An employee who is diagnosed as having a communicable disease or other health risks and who becomes too ill to continue at work, shall have full access to sick leave and medical benefits (*health insurance exclusions excluded*) as provided for the employee by school guidelines and through the procedures of any relevant benefit plans.
- L. The school shall facilitate access to and delivery of education programs designed to inform employees about communicable disease transmission and prevention in a school environment.

II. Information Regarding Employee or Student Attendance/Activity Restrictions as Pertaining to Specific Communicable Diseases:

- A. An employee or student with an **elevated temperature and/or other signs of illness** will be excluded from school. An employee or student should be fever free for 24 hours before returning to school. If a student or employee is put on medication (e.g. antibiotic), they must be on the medication at least 24 hours before returning to school. Any employees or students who have been identified as immuno-suppressed (*persons whose immune response is inadequate*) will be notified of the occurrence of a high-risk disease (e.g. chicken pox).
- B. **AIDS / HIV – Exposure to Bloodborne Pathogens and Universal Precautions --** In the event that school personnel determine that a student has had a significant exposure to blood the parent(s)/guardian(s) will be notified immediately and advised to consult the child's physician at once.

Additional information regarding AIDS/HIV is contained in Section III.

- C. **Chicken Pox** -- The employee or student will be excluded from school until all lesions are dry and crusted (approximately 6-8 days following eruption.)
- D. **Cold Sore (fever blister, Herpes simplex)** -- The employee or student may attend school if feeling well and fever free. Individuals should avoid direct contact with a lesion.
- E. **Conjunctivitis (Pink Eye)** -- If suspected, the employee or student will be excluded from school until the drainage is clear.
- F. **Diarrhea** - The employee or student with diarrhea will be excluded from school. S/he may return to school when the diarrhea has stopped for the last 12 hours.
- G. **Fifth Disease** -- The student diagnosed with "fifth disease" may return to school when fever free and feeling well. The rash may still be present.
- H. **Head Lice** -- A student who has been treated for head lice may return to school. The school does not screen for head lice.
- I. **Hepatitis A** -- The employee or student may return with a release signed by a physician after a minimum of one week following onset of jaundice.
- J. **Hepatitis B -- Active Disease** -- The employee or student may return to school when released by his/her physician.
- K. **Impetigo, Draining Boils, Skin Infections** -- The employee or student will be excluded from school until the employee or student is under a physician's care and there is no longer any sign of drainage. Open and/or draining wounds must be covered to prevent spread of infection. It may be necessary to exclude an employee or student from school until a medical evaluation is done.
- L. **Measles** -- The school nurse or designee **MUST** be notified if an employee or student is diagnosed with measles. The employee or student may return to school when they are released by the physician and are able to tolerate the school day's activities.
- M. **Meningitis -- Bacterial** -- The student or employee may return with a doctor's release and when able to tolerate the school day's activities.
- N. **Meningitis -- Viral** -- The employee or student may return to school when fever free for twenty-four hours, with a physician's release, and when able to tolerate the school day's activities.
- O. **Mononucleosis** -- The employee or student may return to school with a physician's release and when able to tolerate the school day's activities.

- P. **Mumps** -- The employee or student may return to school ten days following the onset of swelling. The employee or student must be fever free and able to tolerate the school day's activities.
- Q. **Pertussis (Whooping Cough)** -- The employee or student may return to school with a signed physician's release verifying appropriate treatment.
- R. **Pneumonia** -- The employee or student may return to school when able to tolerate the school day's activities.
- S. **Ringworm** -- The employee or student may attend school while being effectively treated by a physician.
- T. **Rubella (German Measles)** -- The employee or student may return to school 7 days after rash appears.
- U. **Scabies** -- The employee or student suspected of having scabies may return to school after diagnosis by a physician and appropriate treatment is completed.
- V. **Shingles (Herpes Zoster)** -- The employee or student may return to school if released by a physician and if the lesions are covered. If lesion/s cannot be covered, refer to the policy for chickenpox.
- W. **Strep Throat, Scarletina, Scarlet Fever** -- The employee or student may return to school when fever free, has been taking the prescribed antibiotic for twenty- four to forty eight hours, and is able to tolerate the school day's activities.
- X. **Sties** -- The employee or student may return to school if there is no drainage from the sty.
- Y. **Upper Respiratory Infection (common cold, Flu, etc.)** -- The employee or student may return to school after symptoms have subsided and when able to tolerate the school day's activities.
- Z. **Vomiting** -- The employee may return to school after vomiting has stopped for 12 hours and when able to tolerate the school day's activities.
- AA. **Worms -- Pinworms -- Enterobiasis** -- The employee or employee may return to school after effective treatment.
- BB. **Other communicable diseases** and health risks issues not covered above will be handled on a case by case basis by the administration.

III. Issues Specific to Human Immunodeficiency Virus (HIV)

- A. The Human Immunodeficiency Virus (HIV) is not transmitted through casual contact and, therefore, is not reason in itself to treat individuals having or perceived as having HIV differently from other members of the school community. Accordingly, with

respect to HIV disease, including acquired immune deficiency syndrome (AIDS), the school recognizes:

1. the rights of students and employees with HIV,
2. the importance of maintaining confidentiality regarding the medical condition of any individual,
3. the importance of an educational environment free of significant risks to health, and
4. the necessity for HIV education and training for students and employees.

B. Education and Instruction:

HIV is not, in itself, a disabling condition, but it may result in conditions that are disabling.

C. Exposure to Bloodborne Pathogens and Universal Precautions:

In the event that school personnel determine that a student has had a significant exposure to blood the parent(s)/guardian(s) will be notified immediately and advised to consult the child's physician at once.

D. Procedures for Maintaining Confidentiality for Persons with HIV:

To maintain an atmosphere of trust with staff members, students, families, and the community, a policy that encourages confidentiality is essential. It is important that students and employees who have the Human Immunodeficiency Virus (HIV) feel certain that their names will not be released against their wishes to others without a need to know.

To protect the confidentiality of medical records of students and employees, the following procedures shall be followed:

1. All medical information in any way relating to the HIV status of any member of the school community, including written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept in a secured file. Access to this file shall be granted only to those persons identified in writing by the student's parent(s)/guardian(s). In the case of employees as those individuals with a direct need to know as deemed necessary by the school's senior administrator in consultation with the employee. Filing and photocopying of student related documents may be performed only by persons named in the written consent and for employees those persons in positions with a direct need to know as identified by the senior administrator.
2. No record referring to HIV status medical information shall ever be faxed.

3. Medically related documents that are to be mailed shall be marked "Confidential." Names of persons mailing documents and those receiving the documents shall be identified on the written consent form by the student **or** student's parent(s)/guardian(s), or the employee.

IV. Definitions/Descriptions

- **FIFTH'S DISEASE:** Especially common in children between the ages of 5 and 15, fifth disease typically produces a distinctive red rash on the face that makes the child appear to have a slapped cheek. The rash then spreads to the trunk, arms, and legs. Despite being called a "disease," fifth disease is actually just a viral illness that the majority of children will recover from - with no complications - in a short period. Fifth disease (also called erythema infectiosum) is caused by parvovirus B19. A human virus, parvovirus B19 is **not** the same parvovirus that veterinarians may be concerned about in pets, especially dogs, and it **cannot** be passed from humans to animals or vice versa.

Fifth disease begins with a low-grade [fever](#), headache, and mild cold-like symptoms (a stuffy or runny nose). These symptoms pass, and the illness seems to be gone until a rash appears a few days later. The bright red rash typically begins on the face. Several days later, the rash spreads and red blotches (usually lighter in color) extend down to the trunk, arms, and legs. The rash usually spares the palms of the hands and soles of the feet. As the centers of the blotches begin to clear, the rash takes on a lacy net-like appearance. Children younger than 10 years of age are most likely to get the rash.

Older children and adults sometimes complain that the rash itches, but most children with a rash caused by fifth disease do not look sick and no longer have fever. It may take 1 to 3 weeks for the rash to completely clear, and during that time it may seem to worsen until it finally fades away entirely.

Certain stimuli (including sunlight, heat, exercise, and stress) may reactivate the rash until it completely fades. Other symptoms that sometimes occur with fifth disease include swollen glands, red eyes, sore throat, diarrhea, and unusual rashes that look like blisters or bruises.

In some cases, especially in adults and older teens, an attack of fifth disease may be followed by joint swelling or pain, often in the hands, wrists, knees, or ankles.

Contagiousness of Fifth's Disease

A person with parvovirus infection is most contagious before the rash appears - either during the incubation period (the time between infection and the onset of symptoms) or during the time when he or she has only mild respiratory symptoms. Because the rash of fifth disease is an immune reaction (a defense response launched by the body against foreign substances like germs) that occurs after the infection has passed, a child is usually not contagious once the rash appears.

Parvovirus B19 spreads easily from person to person in fluids from the nose, mouth, and throat of someone with the infection, especially through large droplets from coughs and sneezes. It can also be spread through shared drinking glasses and utensils.

In households where a child has fifth disease, another family member who hasn't previously had parvovirus B19 has about a 50% chance of also getting the infection. Classmates of children with fifth disease have about a 60% chance of getting the virus. Once someone is infected with parvovirus B19, they develop immunity to it and won't usually become infected again.

- **SHINGLES (Herpes Zoster):** Shingles is a disease caused by the varicella-zoster virus, the same virus that causes chickenpox. After an attack of chickenpox, the virus lies dormant in the nerve tissue. As we get older, it is possible for the virus to reappear in the form of shingles. Shingles is estimated to affect two in every 10 people in their lifetime. This year, more than 500,000 people will develop shingles. Fortunately, scientists are doing research to find a vaccine to prevent the disease.

Who is at risk for developing Shingles?

Although it is most common in people over age 50, if you have had chickenpox, you are at risk for developing shingles. Shingles is also more common in people with weakened immune systems from HIV infection, chemotherapy or radiation treatment, transplant operations, and stress.

What are the symptoms of Shingles?

Early signs of shingles include burning or shooting pain and tingling or itching generally located on one side of the body or face. The pain can be severe. Rash or blisters are present anywhere from one to 14 days.

Are other complications associated with Shingles?

Yes. If shingles appears on your face, it can lead to complications in your hearing and vision. For instance, if shingles affects your eye, the cornea can become infected and lead to temporary or permanent blindness. Another complication of the virus is postherpetic neuralgia (PHN), a condition where the pain from shingles persists for months, sometimes years, after the shingles rash has healed.

Is there a cure or treatment for Shingles?

There is no cure for shingles, but the severity and duration of an attack of shingles can be significantly reduced if you are treated immediately with antiviral drugs, which include acyclovir, valacyclovir, or famcyclovir. Antiviral drugs may also help stave off the painful after-effects of PHN. Other treatments for PHN include painkillers, steroids, antidepressants, and antiseizure medicine.

- **Chicken Pox:** Chickenpox is caused by a [virus](#) called **varicella zoster**. People who get the virus often develop a rash of spots that look like blisters all over their bodies. The blisters are small and sit on an area of red skin that can be anywhere from the size of a pencil eraser to the size of a dime.

Chickenpox may start out seeming like a cold: You might have a runny or stuffy nose, sneezing, and a cough. But 1 to 2 days later, the [rash](#) begins, often in bunches of spots on the chest and face. From there it can spread out quickly over the entire body - sometimes the rash is even in a person's ears and mouth. The number of pox is different for everyone. Some people get just a few bumps; others are covered from head to toe.

How Does Chickenpox Spread?

Chickenpox is contagious, meaning that someone who has it can easily spread it to someone else. Someone who has chickenpox is most contagious during the first 2 to 5 days that he or she is sick. That's usually about 1 to 2 days before the rash shows up. A person who has chickenpox can pass it to someone else by coughing or sneezing. When he or she coughs, sneezes, laughs, and even talks, tiny drops come out of the mouth and nose. These drops are full of the chickenpox virus. It's easy for someone else to breathe in these drops or get them on his or her hands. Before you know it, the chickenpox virus has infected someone new.

- **Conjunctivitis (Pink Eye):** Commonly known as pinkeye, conjunctivitis is an inflammation of the conjunctiva, the clear membrane that covers the white part of the eye and lines the inner surface of the eyelids. It is a fairly common condition and usually causes no danger to the eye or your child's [vision](#). The inflammation can have many causes, the most common of which are infectious, allergic, and irritant. Infectious conjunctivitis is usually caused by either bacteria or viruses. Allergic conjunctivitis occurs more frequently among children with allergic conditions such as hay fever. It is often seen only at certain times of the year, especially when caused by allergens such as grass or ragweed pollen. Other allergy-causing substances like animal dander or dust mites can cause year-round symptoms of conjunctivitis. Although other forms of conjunctivitis often start in one eye, allergic conjunctivitis typically affects both eyes at the same time. Irritant conjunctivitis can be caused by chemicals such as those in chlorine and soaps or air pollutants such as smoke and fumes.

What are the signs and symptoms of Pink Eye?

The different types of conjunctivitis can have different symptoms. In addition, symptoms may vary from child to child. One of the most common symptoms is discomfort or pain in the eye, which may feel like having sand in the eye. Many children have redness of the eye and inner eyelid as well; this redness led people to call conjunctivitis by its other common name, pinkeye. The child may also have swollen eyelids and be sensitive to bright light. Itchiness and tearing are common with allergic conjunctivitis. Discharge from the eyes may accompany the other symptoms. In bacterial conjunctivitis, the discharge will be somewhat thick and colored white, yellow, or green. Sometimes the discharge will cause the eyelids to stick together when the child

awakens in the morning. In viral or allergic conjunctivitis, the discharge may be thinner and may be clear.

Is Pink Eye contagious?

All types of infectious conjunctivitis are contagious and can spread from one eye to the other by touching the eyes. A child can first become infected from direct contact with someone who has the infection or something that person has touched, such as a used tissue. The infectious organisms can also spread through coughing and sneezing. In addition, certain viruses spread in the summertime when children swim in contaminated water or share contaminated towels. Allergic and irritant conjunctivitis are *not* contagious.

Can Pink Eye be prevented?

To prevent infectious conjunctivitis, teach children to wash their hands often with warm water and soap. Children also should not share eye-drops, tissues, eye makeup, washcloths, towels, or pillowcases with other people.

- **Hepatitis:** The word *hepatitis* simply means an inflammation of the liver without pinpointing a specific cause. Hepatitis is most commonly caused by one of three viruses: the **hepatitis A** virus, the **hepatitis B** virus, the **hepatitis C** virus.

What Is Hepatitis A? In children, the most common form of hepatitis is hepatitis A (also called infectious hepatitis). This form is caused by the hepatitis A virus (HAV), which lives in the stools (feces or poop) of infected individuals. Infected stool can be present in small amounts in food and on objects (from doorknobs to diapers). The hepatitis A virus is spread when someone ingests anything that's contaminated with HAV-infected or in water, milk, and foods, especially in shellfish.

Because hepatitis A can be a mild infection, particularly in children, it's possible for some people to be unaware that they have had the illness. Although the hepatitis A virus can cause prolonged illness up to 6 months, it typically only causes short-lived illnesses.

What Is Hepatitis B? Hepatitis B (also called serum hepatitis) is caused by the hepatitis B virus (HBV). HBV can cause a wide spectrum of symptoms ranging from general malaise to chronic liver disease that can lead to liver cancer.

The hepatitis B virus spreads through:

- infected body fluids, such as blood, saliva, semen, vaginal fluids, tears, breast milk, and urine
- a contaminated blood transfusion
- shared contaminated needles or syringes for injecting drugs
- sexual activity with an HBV-infected person
- transmission from HBV-infected mothers to their newborn babies

What Is Hepatitis C? The hepatitis C virus (HCV) is spread by direct contact with an infected person's blood. The symptoms of the hepatitis C virus can be very similar to those of the hepatitis A and B viruses.

The hepatitis C virus can be spread by:

- sharing drug needles
- getting a tattoo or body piercing with unsterilized tools
- blood transfusions (especially ones that occurred before 1992; since then the U.S. blood supply has been routinely screened for the disease)
- transmission from mother to newborn
- sexual contact (although this is less common)

What Are the Signs and Symptoms of Hepatitis?

Hepatitis, in its early stages, may cause flu-like symptoms, including:

- malaise (a general ill feeling)
- fever
- muscle aches
- loss of appetite
- nausea
- vomiting
- diarrhea
- jaundice (a yellowing of the skin and whites of the eyes)

But some people with hepatitis may have no symptoms at all and may not even know they're infected. Children with hepatitis A, for example, usually have mild symptoms or have no symptoms.

Is Hepatitis Contagious?

Hepatitis A, hepatitis B, and hepatitis C are *all* contagious.

The hepatitis A virus can be spread in contaminated food or water, as well as in unsanitary conditions in child-care facilities or schools. Toilets and sinks used by an infected person should be cleaned with antiseptic cleansers.

The hepatitis B virus can be found in virtually all body fluids, though its main routes of infection are through sexual contact, contaminated blood transfusions, and shared needles for drug injections. Household contact with adults with hepatitis B can put people at risk for contracting hepatitis. But frequent hand washing and good hygiene practices can reduce this risk. All children in the United States are routinely vaccinated against hepatitis B at birth and use of the hepatitis B vaccine can greatly decrease the incidence of this infection.

The hepatitis C virus can be spread through shared drug needles, contaminated blood products, and, less commonly, through sexual contact.

➤ **Scabies?** Scabies (pronounced: **skay**-beez) is an infection that affects the skin. The infection is caused by tiny mites (they need a microscope to be seen) called *Sarcoptes*

scabiei. These mites burrow into the top layer of human skin to lay their eggs. The burrows sometimes appear as short, wavy, reddish, or darkened lines on the skin's surface, especially around the wrists and between the fingers. A person with scabies can also develop a bumpy red rash.

What Are the Signs and Symptoms?

The most common symptom of scabies is severe itching. A scabies infection begins as small, itchy bumps, blisters, or pus-filled bumps that break when you scratch them. Itchy skin may become thick, scaly, scabbed, and crisscrossed with scratch marks.

The areas of the body most commonly affected by scabies are the hands and feet (especially the webs of skin between the fingers and toes), the inner part of the wrists, and the folds under the arms. It may also affect other areas of the body, particularly the elbows and the areas around the breasts, genitals, navel, and buttocks.

If a person with scabies scratches the itchy areas of skin, it increases the chance that the injured skin will also be infected by bacteria. [Impetigo](#), a bacterial skin infection, may occur in skin that is already infected with scabies.

How Does a Person Get Scabies?

Scabies is contagious from person to person. Scabies mites are usually transmitted by skin-to-skin contact (especially among family members). Some doctors believe that mites can live as long as 2 to 3 days in clothing, bedding, or dust, making it possible to catch scabies from people who share the same infected bed, linens, or towels. Scabies spreads more easily in crowded conditions - like child-care centers and college dorms - where people tend to be in close contact with each other.

Practicing good [hygiene](#) is the best way to prevent getting scabies. Take showers or baths daily; wash your hands frequently, especially before eating; and wear clean clothing. Do not to share clothing with friends.

If someone in your family is being treated for scabies, all other household members should be treated, too. Clothing, sheets, and towels should be washed in hot water. Each room in the house should be vacuumed, and the vacuum cleaner bag should then be thrown away.

Treating Scabies: Scabies infections need to be treated by a doctor. Call your doctor or dermatologist any time you have a skin itch that will not go away, especially if the itch is worse at night and seems to center around the wrists or the webbed part of the fingers. Doctors treat scabies by prescribing a medicated cream or lotion.

➤ **Mononucleosis:**

Signs and Symptoms: When people think of infectious mononucleosis, or "mono," they often think of extreme tiredness as one of the major symptoms associated with this illness. Other typical symptoms of infectious mononucleosis in children are:

- Fever
- Sore throat
- Enlargement of lymph nodes

- Sore muscles
- enlarged spleen (the organ - located under the ribcage on the left side - that functions as a blood filter and antibody producer)
- Loss of appetite and generalized weakness also may be present, especially in adolescents. Nausea, hepatitis, jaundice, severe headache, stiffness, chest pain, and difficulty breathing can occur in some cases. A pink rash can occur all over the body in children who have been treated with ampicillin or amoxicillin.
- Younger children may have few or none of these symptoms. Instead, they may have nonspecific symptoms like fever, slight malaise, and loss of appetite. Adolescents are more likely to exhibit the classic symptoms described above. Some may experience extreme fatigue, staying in bed for more than a week because they feel too weak even to walk around the house.

Infectious mononucleosis is generally a self-limiting disease, which means it goes away on its own in most cases. Occasionally mono can cause complications.

Mononucleosis is an illness caused by the Epstein-Barr virus (EBV), a member of the herpes-virus family. EBV is contagious - it is transmitted through the saliva of an infected person by coughing, sneezing, and kissing. Young children can be infected from the saliva of playmates or family members. Adolescents with the virus can spread EBV through kissing (hence its once popular name, "the kissing disease"). Susceptible people should avoid contact with those known to have active mononucleosis; the virus can continue to be excreted in saliva and respiratory secretions for months. In general, strict isolation procedures or special precautions are not needed.

Most people who have infectious mononucleosis recover completely with no problem, but sometimes complications from EBV infection can occur. Epstein-Barr virus is usually diagnosed with blood tests.

Prevention: There is no vaccine for EBV, but prior infection with the virus usually provides long-lasting immunity. Avoiding contact with the saliva or respiratory secretions of people known to have EBV is advisable. The incubation period is 10-60 days; 7 to 14 days is common for children and adolescents.

Appendix D

Physical Harm/Bullying/Harassment

IAS believes that every student has the right to be treated with respect and to feel safe within the learning environment. Students who are free from bullying or harassment of any kind are able to give their education the full attention and effort needed for success. Research indicates that bullying behavior negatively impacts not only the learning environment of a school but can lead to long-term social and emotional problems for all involved. At IAS, bullying will not be tolerated and we believe that it is everyone's responsibility to be educated on the facts and report bullying behavior that happens within the school community. Bullying includes, but is not limited to: repeated harassing, intimidating, teasing, or threatening. Cyber-bullying is bullying using e-mail, instant messages, text messages, or other internet media. IAS, in an attempt to Define, Identify, and Deal (DID) cases of bullying within the school, has formulated a comprehensive plan to address the issues of bullying. In school-related cases, the school will examine the facts, interview the necessary persons, and work with all parties to provide a safe and secure environment to learn. Engaging in such activities **may** result in permanent expulsion from IAS and/or police action. It is highly recommended that parents model and monitor appropriate behaviors and actions in dealing with issues of bullying and harassment. For more information about our DID program, see below.

IAS BULLYING POLICY (DID)

The International Academy of Suriname believes that every student has the right to be treated with respect and to feel safe within the learning environment. Students who are free from bullying are able to give their education the full attention and effort needed for success.

Research indicates that bullying behavior negatively impacts not only the learning environment of a school but can lead to long-term social and emotional problems for all involved. At IAS, bullying will not be tolerated and we believe that it is everyone's responsibility to be educated on the facts and report bullying behavior that happens within the school community.

Schools in general have seen a rise in bullying incidences over the last couple year. IAS, in an attempt to Define, Identify, and Deal (DID) with cases of bullying within the school, has formulated a more comprehensive plan to address the issues of bullying. In school-related cases, the school will examine the facts, interview the necessary persons, and work with all parties to provide a safe and secure environment to learn. It is highly suggested too that parents model and monitor appropriate behaviors and action in dealing with issues of bullying and harassment.

DEFINE

IAS defines bullying as:

a form of repeated, persistent, unjust, and aggressive behavior directed at an individual or individuals with intention to cause fear, distress, and/or harm to another person's body, feelings, self-esteem, or reputation

All of these factors must be identified by the leadership of IAS for IAS to determine whether a violation of bullying has taken place.

Bullying may include:

- a. Verbal - name-calling, sarcasm, spreading rumors, teasing
- b. Emotional - excluding, tormenting (i.e. hiding books, threatening gestures), being unfriendly, racial taunts, graffiti, gestures, 'staring out'.
- c. Physical - pushing, kicking, hitting, pinching or any use of violence. Property damage would also fall under this category.
- d. Sexual - unwanted physical contact or abusive comments.
- e. Cyber- inappropriate messaging, photos, and electronic communication.

* All staff, administration, pupils, and parents should have a clear understanding of what constitutes bullying through the in-school bullying education programs.

IDENTIFY

When a student reportedly or visibly exhibits signs of bullying or harassment, **collection and documentation of relevant data will be gathered and** an evaluation will be filled out to determine whether bullying has actually taking place. Consequence for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the offense.

All members of the school community are encouraged to report any act of violation of this policy. If any individual believe harassment/bullying is happening, the procedure for reporting is:

Write down the alleged behavior with time, place, names of witnesses, and your contact information. Then hand it to a teacher or school staff. They will report the issue to the principal and the counselor, who will determine the course of action to take. The investigation will be completed within four school days of the report or complaint being made. Information and the results of the investigation will be confidential to those directly involved in the case. No information should be talked about to other members of the school community. A record of the case and any action taken will be placed in the offending student's permanent file.

DEAL

Once it has been determined that bullying is indeed happening, the principal, the classroom teacher, and the parents of both parties will be made aware of the findings. All matters will be confidential among the involved parties.

The following guidelines may be taken:

- Observation of students and if needed, temporary to permanent separation.
- Work with children in classrooms and during pull out sessions to discuss bullying behavior and consequences.
- Collaborate with parents in addressing the problem of bullying, especially in the resolution of cases in which action is to be taken by both the school and parents.
- Offending party will be put on a behavior plan. The parents of each party will be given information regarding plans for the other student on a need-to-know basis.
- The offending party will offer a verbal and written apology and explanation to the victim
- Other appropriate consequences may take place, e.g., loss of privileges, classroom detention, in-/out of –school suspension long-term counseling.
- Expulsion may be considered depending on the severity of the offense.
- If necessary and appropriate, police will be consulted.

IAS prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstance of the act.

Awareness is the key to stopping bullying. IAS will talk about the issues of bullying in the classroom, at assemblies/chapel, and one on one with students. Everyone deserves to be safe and successful at school.

Appendix E Acceptable Use of Computers

ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS, THE SCHOOL NETWORK, AND THE INTERNET

Our Mission for Technology and Learning

Our mission is to improve student achievement by encouraging wise, discerning use of technology. It is our desire that our students become lifelong learners who are spiritually strong, technologically literate, globally aware, and able to pursue further education or employment with a reasonable knowledge base and experience in the use of technology.

Introduction

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If an IAS user violates any of these provisions, his or her computer use may be suspended and future access may be denied.

Internet access is available to students and teachers at IAS. We are very fortunate to have this access at IAS and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Teachers and parents are justifiably concerned about the appropriateness of some of the material available to students on-line, and how Internet connections are actually being put to use in schools. On a global Network it is impossible to control all materials and an industrious user may discover controversial information. The staff of IAS believes the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with our Biblical values and educational goals.

Policy for use of computers

IAS computers are intended for the educational use of all students. The following policy has been set to maximize this objective. The use of computers and access to the Internet at IAS is a privilege, not a right, and inappropriate use may result in suspension or cancellation of these privileges. Underlying our policy are the following basic premises:

- priority use for computer time is for instructional purposes
 - the school will not permit illegal activities
1. No software of any kind will be installed on the computers at IAS other than software designated by the System Administrator. This includes any software that falls within the category of shareware, freeware, public domain, or commercial software.

2. All printing must have the prior approval of the supervising teacher and must be for school related work. There is to be no personal printing.
3. Students are not to be in the computer lab without an adult supervisor. Students working on school work have priority over casual users. Students are not to tamper with computer hardware or software configuration. [e.g. unplugging mouse, keyboards, network cables, resetting desktops, backgrounds, screensavers, etc.] Computer desks must remain free of clutter; do not leave books, papers, pens, or other materials when you leave. Failure to comply with computer lab rules and regulations will result in loss of computer privileges.
4. Absolutely no candy, gum, food or drink of any type is to be brought into the computer lab.

Other Areas for Concern

1. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you **must** notify the System Administrator. Do not demonstrate the problem to other users. Attempts to log on to the network as the System Administrator will result in suspension of user privileges. Vandalism will result in cancellation of privileges.

2. Legal Concerns

The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of Internet must be in support of education and research and consistent with the educational objectives of IAS.

3. Ethics

You may not use the Internet to view sites, that are racist, inflammatory, sexist, degrade or make fun of other people, or contain obscenities. Students' will view only appropriate sites and information to improve student achievement. You must not use copyrighted material in reports without permission and you must properly cite the resource. You must not attempt to use the school network or the Internet using another person's name.

Under no circumstances are you to release personal information (name, address, phone number, age or school) to anyone on the Internet. The use of personal e-mail or online chat is not permitted at any time.

Consequences for Inappropriate Internet Use

All users should be aware that the inappropriate use of electronic information resources may be a violation of IAS and NICS regulations, as well as Suriname laws.

The use of the IAS Network and the Internet is a privilege, not a right, and inappropriate use may result in a suspension or cancellation of these privileges. The IAS system administrator, and the school administrator together with the School Board will determine what appropriate use is. Their decision is final.

Specific consequences for improper use of the IAS Network:

- On first occasion, students will lose their computer privileges for a period of two weeks.
- On second occasion, students will lose their computer privileges for the remainder of the school term.

Comments or suggestions regarding the IAS “**Acceptable Use Policy for the Use of Computers, the School Network, and the Internet**” should be directed to the school administration [499806] or [evelynjones@nics.org].

Please sign and return the attached consent form to your child’s teacher by Wednesday, August 26, 2009.

**ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS,
THE SCHOOL NETWORK, AND THE INTERNET**

Parent Permission Form

As a parent or guardian of a student at IAS, I have read the Acceptable Use Policy governing the use of computer technology at the school. I understand this agreement will be kept on file at the school.

- My child may use computer technology while at school under the conditions of this Acceptable Use Policy
- My child may use the Internet while at school under the conditions of this Acceptable Use Policy
- Failure to comply with the conditions of this Acceptable Use Policy will result in my child losing computer and Internet privileges

Parent Name (print): _____

Parent Signature: _____

Dated: _____

Student Agreement

As a student at IAS, I have read the Acceptable Use Policy. I agree to comply with the terms and conditions of this Acceptable Use Policy and to use computer technology in a responsible manner for educational purposes only.

Student Name (print): _____

Student Signature: _____

Dated: _____