



**COLEGIO INTERAMERICANO
TEACHER/STAFF HANDBOOK
2018-2019**

Introduction

The purpose of the Teacher/Staff Handbook is to provide a set of guidelines and procedures that will enhance the instructional program and provide tools for the efficient operation of the school. The handbook reflects the essential philosophies and ideas to which the school is committed, adhering to the School Board policies.

The content of this handbook does not reflect a right or part of the employment contract. The procedures do not confer any contractual rights on any employee, but instead serve as an aid to the school in its everyday decision-making responsibilities. It is intended to acquaint you with the operations of Colegio Interamericano. You are asked to read all the information and refer to its content for answers to questions that arise during the school year.

Please read this document carefully. While leaders at Colegio Interamericano will consistently highlight this information throughout faculty meetings and activities, it is the employee's responsibility to be familiar with the contents of this document. We welcome your questions and suggestions. Please feel free to stop by the Human Talent Office in the Administration building to discuss any items of concern.

This handbook is updated annually at the beginning of each school year. Division/department procedures related to information included in this manual is updated on annual basis, too. Any necessary modifications to the policies contained will be announced by Human Talent News, and updates to this document as a whole will only take place once a year.

As we are moving towards a more sustainable practices at Inter, one copy will be available at each Division for you to consult. This document will be available online and your acceptance via email is a requirement.

We hope you have a most successful and enriching school year.

OUR VISION

The vision of Colegio Interamericano is to be recognized as the best dual diploma internationally accredited school in Guatemala

OUR MISSION

To prepare global citizens with the knowledge, skills and values to lead and improve a rapidly changing world.

Colegio Interamericano
Six Pillars of Character

The six Pillars of Character are the values that drive our mission and are embedded in our community lifestyle and behavior.



INDEX

	Page
Our Organization	
About Fundación Educativa Guatemala	6
Organizational Structure	6
Our Staff	7
School Schedules	8
Colegio Interamericano Campus	8
Code of Conduct and Professional Expectations	9
Living our Six Pillars of Character	9
Ethical Conduct	10
Conflicts of Interest	12
Working Schedules and Punctuality	12
Absence Procedure	13
Dress Code	14
Social Media	16
Safety and Security	16
On campus security procedures	16
Entrance and Parking	16
Building supervision	17
Child Protection	22
Communication	23
Institutional brand and Communication standards	23
Media	24
Staff communication	24
Communication with students	25
Communication with parents	25
External communication and Public Affairs	26
School Activities	26
Academic School Norms and Procedures	
27	
Venues and class management	27
Individual Classroom	28
Grading and Report Cards	29
Student Discipline	30
Hallway Behavior	30
Transportation Behavior Reports	31
Student Dress Code	31
Tutoring for Pay	31
Assemblies	32
ECA	32
Library	32
Cafeteria	32
Off campus activities and field trips	32
Personal Sales on Campus	33
Level Differentiated Practices	33
ECE / Elementary	33

Middle School	39
High School	42
Finance and Administration Procedures	43
Purchasing	43
Accounting	43
Technology	44
Printing	45
Operations	45
Human Talent Procedures	45
Hiring	45
Orientation for new and returning staff	45
Personnel File requirements	46
Staff Attention (benefits, insurance, paperwork)	46
Professional Development	48
Performance Evaluation	48
Permissions	48
Vacation	50
Returning staff	50
Year End Checkout Procedures	50
Terms and Conditions	51
Contact Us	52

Our Organization

About Fundación Educativa Guatemala (FEG)

Fundación Educativa Guatemala was created in 1979 by the founders of Colegio Interamericano with the objective of contributing to the development of the country through education. The Foundation is integrated by Trustees who manage the foundation through the Board of Directors.

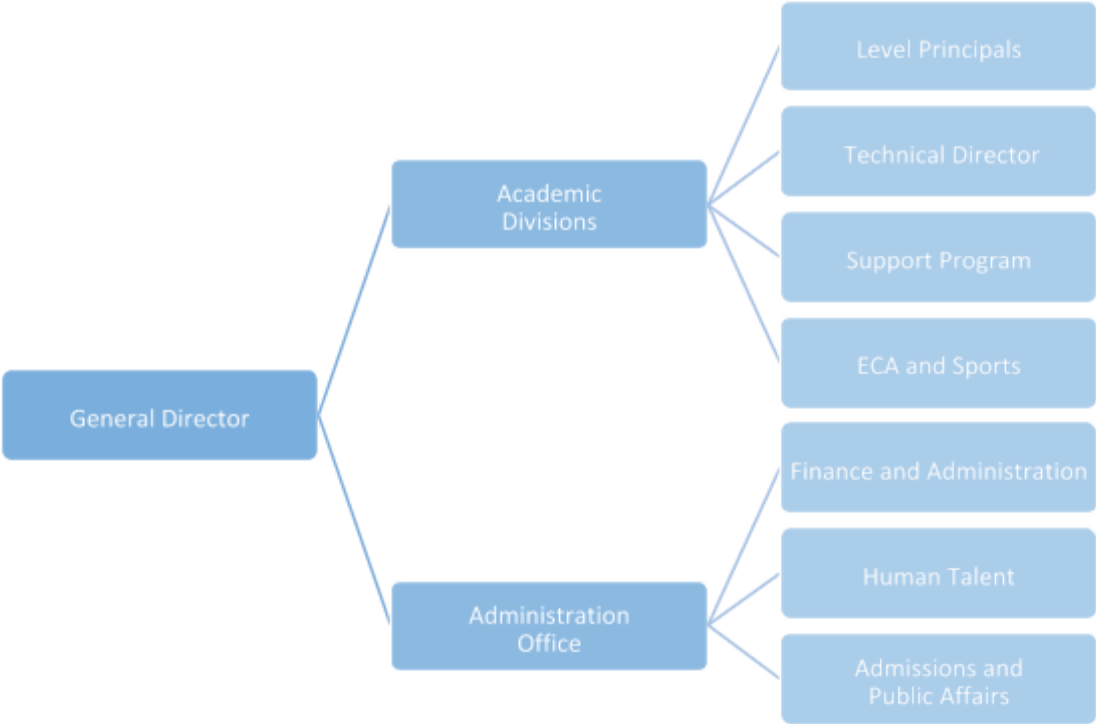
The Board of Directors holds the school in trust and is responsible for ensuring that the school continues to fulfill the mission adopted by the Board. Through its standing committees, the Board develops and oversees the school’s strategic plan, maintains the financial health of the institution, seeks current and long-term philanthropic support, ensures that the physical campus is adequate to support the mission, monitors the progress and success of the educational program and sees to it that the Board follows accepted best practices of nonprofit institutional governance.

Mission:

“We are a Foundation that promotes education programs and projects of excellence based on innovative replicable models that impact people that want to value quality secular education in Guatemala in a continuous and self-sustainable way.”

Organizational Structure

Colegio Interamericano, led by our General Director, is strategically divided into two main functional teams: Administration and Academic Division.



Our Staff

Colegio Interamericano organizational structure is created by the Administration Office and the School Faculty. Heads of each division lead their teams to accomplish the organizational yearly goals.

Role	Name
Main Office Heads	
General Director	Sharon Canadine
Finance and Administration Manager	Karla Hernández
Human Talent Manager	Gabriela Guzmán
Admissions and Public Affairs Manager	Silvia Pérez
Academic Office Heads	
Pre-School and Early Childhood Principal	Elizabeth Barnes
Elementary Principal	Paul Wicks
Middle School Principal	Odette Pretty
High School Principal	David Krockner
Technical Director	Victoria Pira
Administrative Support Heads	
IT Leader	Adolfo Ríos
Operations Coordinator	Pablo Melgar
Accounting Head	Wilfredo López
Procurement Coordinator	Eunise Vivar
Academic Support Heads	
ECA and Sports Coordinator	Joel Olivares Longsworth
Support Program Coordinator	Theresa LaValley
Head of Counselors	Anahí Pelaez

Being one of the best known and recognized schools in the country, Colegio Interamericano has strategically designed the team members for each division to guarantee the most efficient and productive learning experience for our students:

Division	Staff Roles
ECE	Office Staff: Vice-Principal, Administrative Assistants Class Staff: Homeroom Teacher + Educational Assistant Support Staff: Special Classes (Art, Music, Technology, PE) Support Program support staff Division Counselor ECE Coach
Elementary	Office Staff: Vice-Principal, Administrative Assistant Class Staff: Homeroom Teacher + Educational Assistant, Values, ProD, Estudio Sociales, Special Classes (Art, Music, Technology, PE) Support Staff: Support Program support staff Division Counselor Math and Literacy Coaches Elem/MS
Middle	Office Staff: Vice-Principal, Administrative Assistant Class Staff: Subject Teachers, Special Classes (Art, Music, Technology, Drama, PE) Support Staff: Educational Support Teacher Grade 6 Educational Assistant Division Counselor Math and Literacy Coaches Elem/MS
High	Office Staff: Vice-Principal, Administrative Assistant Class Staff: Subject Teachers, Special Classes (Art, Music, Technology, PE) Support Staff: Division Counselors College Counselor High School Coach

For 2018-2019 School Year our headcount of staff has increased in order to accomplish the strategic goals and the organizational needs. We are a team of over 230 staff members.

School Year Schedules

All employees of Colegio Interamericano must be on campus before students return. Classes will start on August 1st, 2018 and end on June 5th, 2019.

Work schedules by role:

Position	Beginning Date	End Date
Directors, Principals and Vice-Principals	07/16/2018	06/12/2019
Counselors, Coaches and Academic Coordinators	07/16/2018	06/07/2019
New Faculty	07/18/2018	06/07/2019
Returning Faculty	07/23/2018	06/07/2019

Winter Break is scheduled from December 7th 2018 to January 6th 2019. The Administration and Level offices will be open until December 7th for any administrative assistance needed by parents and staff.

School Calendar

All school events are expected to be listed on the school calendar. If you are planning a grade-level event, field trip, or any other special activity, please let the Communications team and Heads of Division know and submit the corresponding plan at least one week in advance.

Please add the Interamericano Google Calendar and the corresponding division calendar to your school account so that you are able to stay up-to-date with upcoming school events.

- Inter Master Calendar
- [Interamericano 2018-2019 Master Calendar](#)
- [ECE staff calendar](#)
- [Elementary Calendar](#)
- [Middle School Calendar](#)
- HS staff calendar
(Please update link)

Our Campus

Colegio Interamericano has ten different buildings to distribute and organize staff and students according to their specific levels, service and age needs. Preschool and Early Childhood have toddler friendly open spaces with 12 classrooms to guarantee their safety at all times. Elementary has over 35 classrooms, Middle School has 23 classrooms and High School has 27 classrooms including laboratories.

A two floor library is available for students and staff, at the second floor is used for events scheduled throughout the year.

Football courts, basketball courts, plazas and other open spaces are dispersed throughout the school for internal activities such as tournaments and ceremonies. Please contact the Administrative Receptionist Katherine Ramírez (katherine.ramirez@interamericano.edu.gt) to reserve common spaces in the Administration Building. For reservations in Library please contact Amparo Argueta (aargueta@interamericano.edu.gt) and send meeting request to reservabiblioteca@interamericano.edu.gt. For courts and cafeteria contact Israel Pérez in Operations (israel.perez@interamericano.edu.gt) and send meeting request to reservacafeteria@interamericano.edu.gt.

Code of Conduct and Professional Expectations

Staff members at Colegio Interamericano are expected to maintain themselves in a professional manner at all times. All staff members will be present during the regular workday, complete all assigned duties on time, maintain strong lines of communication with other faculty members, parents, students, and the administrative staff, and maintain a professional working relationship with students and administration. It is the responsibility of each employee to behave in a professional manner at all times.

Living our Six Pillars of Character

Citizenship: BE A GOOD CITIZEN

- Do your share to make your school and community better.
- Cooperate.
- Get involved in community affairs.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.
- Volunteer

Fairness: BE FAIR

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.
- Treat all people fairly.

Caring: BE CARING

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

Trustworthiness: BE TRUSTWORTHY

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable – do what you say you'll do.

- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family, friends and country.

Respect: BE RESPECTFUL

- Treat others with respect; follow the Golden Rule.
- Be tolerant and accept differences.
- Use good manners, not bad language.
- Be considerate about others' feelings.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

Responsibility: BE RESPONSIBLE

- Do what you are supposed to do.
- Plan ahead.
- Persevere: keep on trying!
- Always do your best.
- Use self-control.
- Be self-disciplined.
- Think before you act; consider the consequences.
- Be accountable for your words, actions and attitudes.
- Set a good example for others.

Ethical Conduct

Towards Students

The Educator accepts personal responsibility for teaching students character qualities that will help them evaluate consequences of their behavior and accept responsibility of their actions and choices. Even when we accept parents are the primary moral educators of their children, we believe all educators and school employees are obligated to help foster civic virtues. The professional educator:

- Deals directly with each student to resolve problems of learning and discipline, according to the school policies and will modify learning tools for students as needs arise to work together with the Student Support Team.
- Does not intentionally expose students to physical mistreatment or disparagement - teachers and staff are not allowed to raise their voice to students or behave violently when approaching students.
- Protects all students from conditions detrimental to learning, health or safety at all times, reporting any unsafe incidents to the division office. All staff members are mandated reporters.
- Accepts that the relationship with the students is teaching-learning, not a personal one. Any inappropriate conduct from faculty member must be directly reported to the Human Talent Manager and Technical Director immediately.
- Teachers and staff members should not *friend* students on social media. All communication must be through institutional media.
- Shall not solicit or engage in sexual conduct or romantic relationship with a student.

Towards Professional Colleagues

At Colegio Interamericano, all faculty and administrative staff members offer just and equitable treatment to all members of our community, no matter their contractual terms, nationality or preferences.

As Professional Colleagues we:

- Do not reveal confidential information concerning colleagues or the school unless required by law, nor make false statements about its community.
- Respect the freedom of choice, ideologies, culture, traditions and preferences of our colleagues and community.
- Relate and treat other colleagues with respect at all times.
- Do not reveal personal information of colleagues with other colleagues.
- Sentimental relationships between supervisors and team members are prohibited, and may result in contract termination.

Towards Parents

Faculty and Administrative teams recognize that parents are our principal client and that teamwork is required to attain the goal of quality education for our students.

- All Colegio Interamericano employees must understand and respect the values and traditions of the diverse cultures represented in the community. Treat parents with respect at all times.
- Educators must make concrete efforts to share with the parents all information that should be revealed in the interest of the student.
- No private enterprises can be promoted with students and families in our community.

Towards Practices and Performance

All Interamericano employees assume responsibility and accountability for his or her performance, striving to demonstrate personal dignity and competence for the role; striving to maintain the dignity of the profession by respecting and obeying the law.

All employees at Colegio Interamericano:

- Accept a position under the responsible basis of professional qualifications, adhering to the terms of his or her contract, this handbook, internal policies and law.
- Respect and does not intentionally misrepresent official policies of the school, and clearly distinguishes those views from his or her own personal opinions.
- Accounts for all funds and goods committed to his or her charge and shall not knowingly misappropriate, divert or use equipment, money or personnel as working tools to his or gain or advantage.
- Does not use institutional or professional privileges for personal or partisan advantage.
- Protects the personal data of any member of the school community, in accordance with the provisions of the local law.
- Must not consume alcohol, drugs or smoke on campus or during school activities or comment about his or her consumption preferences or personal opinions with students. Must not show up under the effect of any of these substances.

- Is responsible and accountable for complying with the internal programs and procedures, and his or her personal performance in the time frames established by the project owner.

Conflicts of Interest

All relationships that may put in jeopardy the good of the school during a decision making process, are considered Conflicts of Interest. All possible or potential conflicts of interest must be reported to the Human Talent Office in order to guarantee transparency and acknowledgement of this risk.

Faculty and staff should not at any time engage in any outside employment that would detract from their performance at Colegio Interamericano.

Using the School’s name, logo, brand image or education materials and programs for any personal or economic benefit is prohibited. This applies to all groups in our community. Any fundraising activity must be approved by the school and has very specific conditions that require a pre-approval process by Fundación Educativa Guatemala. Faculty and staff may not initiate any fundraising activity without written approval.

Sales of any kind are prohibited in campus from faculty and staff to other faculty or staff members, students, parents and visitors. Internal groups must have written authorization by division Head for any sale. It is forbidden for teachers to sell personal items within the school during working hours.

Gifts to students should be limited to academic recognition accomplishments or personal encouragement for achieving some goals in the field of education.

There is a strict policy preventing teachers from accepting any gratuity, valuable gift, object or favor from students or parents. Teachers must not accept any gift worth over \$25.00.

Working Schedules and Punctuality

School schedules vary among administrative and academic levels to guarantee service at all needed time.

Daily schedule:

Faculty and administrative staff are expected to be at School for the following hours to fulfill the school attention schedules for students (starting at 8:00 a.m.).

Area	Monday to Thursday	Friday
Administration and Library	7:15 a.m. – 4:15 p.m.	7:15 a.m. – 3:30 p.m.
School	7:30 a.m. – 3:30 p.m.	
ECA Office	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 4:00 p.m.

*Summer schedule for Administration and Library: Monday to Friday 7:30 a.m. to 3:30 p.m.

A biometric access control clock is located on the Administration building entrance, and 1 more is located in each division office. All faculty and staff must register entering and leaving campus. Late check-ins and early check-outs must be authorized by Head of Division and reported to Human Talent and Operations offices. If exceptions are made, the respective division Head must approve modifications keeping in mind that the total number of contracted days is respected.

For the smooth function of the instruction, punctuality is important. Faculty must notify by email or phone their division Head no later than 6:30a.m. if he or she will be absent for the day. Please refer to the Attendance and Leave Policy.

Tardiness: If a faculty or staff member is more than 15 minutes late for three days in the same month, Human Talent will be notified by the Head of Division through a memorandum that will be included in the employee's personnel file. If for that month, the employee is late for a fourth time, he or she will be sent home and it will be a day without pay. Additional tardiness could result in three days of no pay suspension, and such tardiness could result in the contract being rescinded.

Lunch and planning time must be considered throughout the day for faculty, according to the level schedule. Administrative and service staff must schedule lunch time (1 hour) by division so the office remains attended. If for any reason any employee must leave campus during the lunch hour, he or she must register on the level biometric clock before exiting and upon return.

No early check-outs are permitted. Any exception must be approved by General Director and communicated to Human Talent by the Head of division using the corresponding Permission Request Form. No faculty or staff member is allowed to leave campus until the last school bus has departed after 3:30 p.m.

Absence Procedures

All absence procedures are stated on the Attendance and Leaves Policy for faculty and staff and the following procedure must be followed:

- Faculty who anticipate absence for the day, must call or email level Principal and Vice-Principal at 6:30 a.m. at the latest, so arrangements can be made and class is not unattended. Middle School and High School faculty must coordinate substitution for classes and notify the level Principal and Vice-Principal. Administrative staff must notify direct supervisor within the first working hour.
- Division Head (Principal or Vice-Principal) will notify the Human Talent office of the absence for the corresponding record on the personnel file. Faculty or Staff member must complete the absence request form at return, and Division office must submit the form on a daily basis to Helen Williams (helen.williams@interamericano.edu.gt) in the Human Talent Office.
- All faculty and staff who will be absent for three consecutive days for sickness, must present a certified doctors note. All local staff must get suspension by the Social Security Institute (IGSS) and contact the Human Talent office for the corresponding certificate. Exceeding this amount of sick days will result on Days Without Pay. Exceptions will apply only for surgery or if hospitalization is required by physician.
- Any unexpected absence for personal or family matters for one or two days, will be considered *Personal Days* and must follow the Personal Days procedures with the Permission Request Form. If no *Personal Days* are left for the school years, these days will be considered *Days Without Pay*.

If by any reason, a faculty or staff member is absent for the day and does not notify the Division Heads or administration, it will be considered labor abandonment and school will proceed according to law.

Absence Types:

Leave with Pay

Absences approved by Division leaders when they represent less than four consecutive hours or the use of Personal Days of the school year. Leaves for professional development granted by the school are also considered Leave with Pay.

Employees shall be allowed leave due to death of a close relative (parent, child, spouse, brother/sister), under the following criteria:

- Two work days if death occurs in Guatemala City.
- Three work days if death occurs outside the capital city.
- Five work days if death occurs outside the country.
- Other: as the General Director considers adequate.

Employees shall be allowed leave due to birth of a child under the following criteria:

- Mother - 84 days for maternity leave (30 days before the date of birth and 54 days after birth). These are calendar days, including any national festivities and weekends.
- Father - 2 days for paternity leave.

Leave without Pay

Leave will be considered without pay when staff or faculty members is absent after having used the two personal days granted each year. It will be considered a leave without pay when not justified and proven to be of mayor cause.

Please read the Absence and Permissions Policy on the Intranet.

Dress Code

While people dress to fit their style, shape, attitude and comfort, professionals recognize that we are judged by what we wear and how we look. Faculty and staff members are expected to dress appropriately at all times. Parents, students and the community consider professional appearance at Colegio Interamericano a key indicator of a professional attitude of consciousness that reflects the spirit, philosophy and mission of this prestigious school. Business casual is the standard for daily dress code.

All tattoos must be covered at all times while on campus and visible body piercings of any type (including tongue, nose and facial) are not allowed on teachers at Interamericano. Only women are allowed to wear earrings.

The professional attire is perceived as a symbol of pride and respect for our institution, the educational process and all it entitles and to be a model for students in accordance with our values and principles of professionalism, in line with the cultural norms of our country. All clothes must be clean and in good repair. Stains and holes are not permitted.

	Faculty	Administrative Staff	Leadership
Monday to Thursday	Formal Monday Tuesday to Thursday: Business Casual	Business Casual	Business Casual
Friday	Casual Friday Jeans (without holes or super low rise)and School Sweatshirts are allowed	Casual Friday Jeans are allowed(without holes or super low rise)	Casual Friday Jeans are allowed (without holes or super low rise) <i>(except if formal activities scheduled)</i>
Special Casual Days (Family Day and Sports Day activities off schedule and no school day activities)	Casual (Jeans and appropriate shorts may be worn)		
Special Formal Days (End of school year celebration, Thanksgiving Dinner, Graduation Ceremonies)	Formal/Business Casual (as appropriate for the activity)		

Business Casual:

Men	Woman
Dress or Docker-type pants Dress or collar polo shirt Tie is optional Casual shoes (not athletic) Coat, jacket, vest or sweater	Dress pants or slacks, Knee length or longer skirts/dresses Casual blouse or shirt with collar Dress shoes (low to medium heel) or sandals Coat, jacket, vest or sweater

Casual Friday and Special Days:

Fridays and special days' attire are intended to promote a comfort at a work environment. Khaki, Docker-type pants and jeans (without holes or rips) are allowed with institutional polo shirts. Shorts, sports pants, leggings (unless worn with long blouses that fully cover the behind), t-shirts (especially with inappropriate messages or designs), athletic shoes, sports sandals are NOT allowed. Tennis shoes may be worn on field trips as appropriate for the trip activities.

Specific attire are prohibited: shorts, short skirts (above the knee), form fitting or revealing attire, "spaghetti" strap shirts, see-through or midriff blouses or tops, crocs, flip flops and Birkenstock style sandals.

Work-out clothes are not acceptable unless you are a Physical Education Educator. Exceptions apply for faculty and staff members after 4:00 p.m. who work-out at the campus.

All individuals are expected to dress and be groomed appropriately and with proper hygiene. No excessive tattoos and piercings. Attire and presentation shall reflect that the employee is in a professional work environment. Men must maintain hair length no longer than below the ears, above the neck and above the eyes. Beards and mustaches must be trimmed and maintained in a professional manner and hair must always be clean. Woman must always maintain clean and groomed hair and use makeup in a discrete manner. While we appreciate individuality, as with our students, we maintain a

conservative appearance, which includes natural hair color for teachers and students. Unnatural hair colors are not accepted. Nails must be clean and trimmed at all times.

Social Media

You are provided professional media resources at school (email and google drive account, usernames of internal software and licenses of different platforms according to your role and needs). This media is for work purposes only and making use for personal benefits is not allowed. When uploading digital pictures or avatars that represent yourself, make sure you select a school appropriate image.

Your personal media should not be used or accessed through institutional equipment and no personal media resources should be permanently installed.

An employee must never add students or parents to his or her social media accounts as contacts. This includes, but is not limited to personal blogs, email accounts, Facebook, Twitter, Instagram and Snapchat. Staff members should avoid joining class or grade chats and What's App groups if not a parent.

Based on the norm that the relationship between employees and student is of an educational or professional nature and not a personal one, the following are guidelines on how to manage social media.

- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Information is an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- Information posted by employees is representative of the Colegio Interamericano employee's views and opinions and not necessarily the views and opinions of our school.
- When contributing online, posting confidential student information or pictures is prohibited, even if it is within a closed or protected community.

Safety and Security

On Campus Security Procedures

Safety and Security audits occurred during the 2016-2017 school years. Measures have been taken in line with the Risk Management projects and the community must comply with any procedures established for this matter. Internal procedures have been developed by the Operations department for any contingency that might occur. Please contact the Operations Coordinator Pablo Melgar (pablo.melgar@interamericano.edu.gt) for Safety and Security matters.

Entrance and Parking

All employees must be identified at the walking or driving entrance with the employee badge provided by Human Talent. All visitors must be identified by the Security Procedures defined, being given a badge to be visibly worn at all time on campus.

More gates are located around the internal parking space, which can only be accessed by those who are appropriately identified with a badge.

Parking is available for all Colegio Interamericano employees. The general parking space is located before the school entrance and other spaces are available inside campus for administration, teachers

and parents. You are responsible for your vehicle at all times. Make sure you leave it locked, windows closed and parked appropriately. The right side of the street spaces are assigned for administration staff. Spaces are available for those arriving first, no spaces are reserved at any time.

Building Supervision and Safety Guidelines on Campus

All teachers are assigned specific supervision duties throughout the school year during the regular working hours. Teachers are expected to be at their duty assignments according to the schedules agreed and assigned on time. No supervision areas can be unattended at any time. A supervision/duty neon vest will be given to all teachers to wear while on duty to be identified.

All teachers, on duty or not, are responsible for helping supervise students at all times. This supervision includes reinforcing school rules and procedures throughout the school and the school busses.

Before School (Prior to 7:00 a.m.)

- Students are not permitted on campus before 7:00 a.m. unless they are children of staff members. All children of staff members must be under parent supervision prior to 7:00 a.m.
- Staff members may enter the campus prior to 7:00 a.m.. All staff must physically present themselves at the gate with their badge when arriving on campus. This includes rolling down the window to identify themselves if arriving by car and showing their badge to the guard. Guards are instructed to request a personal ID, take the number and notify Human Talent.
- Students who have sports practice any time before 7:00 a.m. must be dropped off in the dirt parking lot and enter through the main gate. Parent cars will not be permitted on campus until 7:00 a.m. Student athletes will be on a list provided by the ECA and Sports office and only if they are on the list will access be authorized by guards. The athletes will be under the supervision of their coach. Coaches must be present on campus 10 minutes before the athletes under their supervision arrive. If the coach does not arrive on time, athletes will not be permitted to enter campus. Siblings of athletes not participating in practices are not permitted on campus until 7:00 a.m. No exceptions.

Before School (7:00 a.m. – 7:30 a.m.)

Classrooms will remain closed until the teacher arrives, no student should be in the classroom without the teacher supervision, no exceptions.

All teachers on duty should wear the neon vest and follow all supervision procedures as outlined at the end of this document.

- Buses and parent cars are permitted to enter campus to drop off students.
- Students arriving by bus or car must be in the following areas of school only:
 - o ECE: ECE Playground
 - o ELEMENTARY: Plazoleta
 - o MIDDLE SCHOOL: Cafeteria, MS Basketball Court and MS Hallways
 - o HIGH SCHOOL: Cafeteria, Covered Court and MS Basketball Court, HS Hallways and TAL.
- Any student found outside the locations should be instructed to return to the closest area.

Teachers Working Day Begins (7:30 a.m.)

- Teacher supervision by division begins at 7:30 a.m.. The teachers on duty in the 6 areas listed above must personally relieve the teacher already on duty in that area. This should be done by making and acknowledging eye contact.

- Teacher duties last until 7:55 a.m. but continue until the area is clear of children or they are relieved by another teacher or administrator.

Class Day (8:00 a.m. to 2:30 p.m./3:30 p.m.)

- Teachers are on duty in the classroom and while transitioning students to other locations on campus. The teacher supervising student transitions must remain with the students until they are relieved by the new teacher (ECE and ELEM only). This must be done by making and acknowledging eye contact.
- Attendance must be taken at the start of the day (8:00 a.m. – 8:05 a.m.) and the start of each new class using Renweb.
- When division secretaries receive attendance via Renweb, they must call home to families to inquire about students reported absent who do not have prior excused absences for that day.
- Students arriving after 8:00 a.m. must report to the division office to get a *late pass*. Teachers must not let a student in the classroom without a pass. Division assistants will be responsible for updating attendance list when students arrive late. If students leave early, administrative assistants must make a comment in attendance marking the time.

When Students Arrive Late by Car or Bus

- When a bus arrives late, transportation will inform the division assistants. Students must report to the division office to get a *late pass*.
- Students arriving by car after 8:00 a.m. must report to the division office to get a *late pass*. Each time a student is late they will receive a consequence to be determined by each division.

Teacher Supervision Responsibilities

Your duty is to be the adult supervisor in areas where students congregate before class, during recess and during lunch time. For the most part, let common sense guide you. Keep moving. Do not stay in one spot the whole time. Watch for disruptive and inappropriate behaviors and intervene as necessary. Police areas for litter and encourage students to pick up trash in the vicinity.

- Wear the yellow vest.
- Be on time at the start and end of the duty.
- Be vigilant and observant by walking around your supervision area monitoring student behavior and interaction.
- Be active. Do not ignore potentially dangerous or disruptive activities. Move around, check hidden areas such as bathrooms and be alert to what is happening in your area.
- As a teacher, understand that you are supervising children and that all moments are potentially teachable.
- What not to do on supervision duty
 - o Stand still
 - o Check/use your cell phone
 - o Listen to music
 - o Grade papers
 - o Become distracted for long periods of time by students, parents or colleagues.
- If anyone is injured or in need of help you must investigate immediately. If life threatening, call Alerta Medica yourself.
- If the situation is serious or something that the teacher cannot handle, they must contact their supervisor immediately.

- All incidents must be documented by the teacher and sent to the divisional principal in writing or by email
- Any teacher that fails to follow these procedures will be given 1 warning in writing or email by division Principal with copy to Human Talent. Violations will result in letter of misconduct being placed in the teacher's personnel file.
- Teachers should always use good judgement.

When you are going to be absent from school, notify the office administrative assistant or division principal of any duty schedule you had for that day to schedule your substitution. If this report is forgotten, children will be left unsupervised. This becomes a huge liability for the school. Teachers who skip out on duties will have a note on his or her personal file. Repeated offences to this norm may lead to dismissal.

When a medical emergency occurs: a visit to the Infirmary

- Students in need of medical attention must be sent to the infirmary with the official school infirmary pass (time stamped).
- Student must return from the infirmary with the pass (time stamped).
- The nurse is required to inform the division office about all student visits before the end of the school day. This will be accomplished using a Google doc.
- The school nurse is the only person allowed on campus to give medications to students (including OTCs).

When a Student Remains in the Infirmary or is sent Home

- When a student remains in the infirmary, the nurse should inform the division secretary about the situation by email. Secretaries must inform the teacher and principal before the end of the day. After 20 minutes the student is sent back to the classroom.
- When a student is sick, he or she needs to wait in infirmary. The parent or relative needs to pick the student up from the infirmary. Friends of the family are not allowed to pick up children unless previously authorized by parents.
- If a student is ill and needs to go home, the nurse will inform the division principal before contacting the parents. The nurse provides the student with a pass to present at the gate.
- When ambulance assistance is needed: Alerta Medica will be contacted first, and then the parents. This protocol is necessary because getting the student medical attention quickly is the top priority. The student will only be transported to the hospital accompanied by either the parent or school supervisor, the student cannot leave alone.
- If Alerta Medica recommends the student be sent to the hospital the student must leave campus immediately in the ambulance with a school supervisor. The parents will be informed that this happening.

Students Leaving Campus Early

- If parents need a student to leave early, they must send a note requesting permission to the division principal, who will provide the pass at the appropriate time if the permission is granted.
- The division secretary must update the attendance list in Renweb immediately once a student leaves campus and inform transportation if necessary.

End of School Day (3:30 p.m.)

- Teachers not riding the bus home, must remain on campus until 3.30 p.m. , this includes Fridays. Gate door will be kept closed until this time. Only teachers with authorization from their division principal may leave earlier, notifying Human Talent about Early Dismissal permission and request an early dismissal pass at the Administration Reception. Any teacher found leaving early will be given 1 warning from the supervisor. Further violations will result in a letter of misconduct from Human Talent and Division Principal being placed in their personnel file and they will be required to meet with their supervisor. The reason for this rule is to insure child safety and promote equality between staff.
- During this time, teachers are expected to either be in their classrooms working with students or supervising students, not waiting at the gate to leave.
- No one should be conducting personal business.
- Students who leave campus through the front gate must have a pass and the adult chaperone must be present to escort the student off campus. The chaperone must physically present themselves at gate A. No exceptions.
- The only students permitted to leave campus without a chaperone must have an official Car Identification pass.
- Any other student should be picked up at the kiosk. No exceptions.
- Students at the kiosk should be supervised at all times, nannies and teaching staff on duty are responsible to deliver younger students to their car, MS and HS students can go by themselves. Gate No. 4 and Gate A are the only exits allowed, all other gates will be closed for security reasons.
- Bus loading areas should be supervised by school staff, students should board the buses immediately, no exceptions. Students leaving in car should be in the kiosk, not be at the bus loading areas. Division leaders must support this duty and have division staff assigned for dismissal on a daily basis.
- All transportation changes must be notified through the Transportation control procedures and will require a pass to leave with other students or authorized tutors.
- 3 minutes before the departure, the bus driver will close the door and any student left behind should wait for the next available route. If for some reason the student is not able to get on the bus on time, students must report to their division office and get a pass for the next bus or call home.

School buses

- Monitors must have updated lists of students taking the school bus. Attendance must be taken every afternoon. The transportation office will generate the official list.
- If a student does not get on the school bus, the monitor must report it to the transportation office before the bus leaves.
- All morning bus incidents must be reported to the division office before 9:00 a.m. All after-school bus incidents must be reported to the division office as soon as possible and before 9:00 a.m. the following day.
- All staff members using the school bus are expected to and must collaborate with the monitors regarding safety and discipline matters.

ECAs (1:00 - 2:10 p.m. 2:30-3:30 p.m. and 3:30– 4:30 p.m.)

- Pre-Kinder students who receive an ECA activity from 1:00 p.m. to 2:00 p.m. need to gather in a Pre-Kinder room or PreK covered area to have lunch. Lunch will be preheated by the

“monitoras” and available at 12:45 p.m. The ECA teacher, coach or assistant needs to supervise the students during their lunch.

- Once the activity begins, the ECA teacher takes attendance on the Schools Buddy Platform to reports absences
- During the activity, students must be under supervision and care of the ECA teacher and/ or assistant at all times. Children must never be left in a room or area unsupervised at any time.
- After the ECA activity: Pre-Kinder, Kinder and grade 1 ECA teachers take their students to the buses and the kiosk and have to personally make sure their students got on the respected bus and to the kiosk. 1 person takes students to buses, the other to the kiosk. Only then may they go back to their classroom or leave school.
- ECA teachers for grades 2, 3, 4 and 5 have to make sure all their students know their bus number or transportation specifications every time they leave their ECA, and accompany them up the stairs to the Kiosk Bus area. **THEY MAY NOT REMAIN IN THEIR ROOMS OR LEAVE THE ROOMS UNTIL THIS IS DONE!**
- When a student has a transportation change, the ECA teacher needs to make sure the student has his/her pass and is aware of the change.
- Students from grade 6 to 12 are expected to have a pass from the level office every time they are not using their regular means of transportation. ECA instructor will also verify/ confirm.
- Every ECA teacher is expected to finish the activity ten minutes before the bus leaving time, so students have enough time to get to the buses. ECA students are not allowed to leave their rooms or assigned areas before this time. (Pre-Kinder students may enter the buses at 2:15 p.m. and NOT before that time.)
- Injuries or illnesses: when a student is injured and/or becomes ill during the activity, either he/she or the assistant /sub will take the student to the infirmary (parents are notified depending on the situation). The teacher or assistant must report incident to ECA office immediately.
- Nurse should provide a note or pass for the student to return to the activity. Teacher or assistant will return to the nurse’s office by the end of the activity if student did not return (meaning possible serious situation) to follow up or ask for assistance from ECA office to do so. In any case, these situations must be followed up on.
- ECA Staff will report incident to family as well, either by email or phone call, depending on the gravity of the situation. Principals must be informed in a timely manner in case of any incident that will be reported to family

ECA substitute/supervisor:

- Will make sure students and teachers get to their ECAs, answer doubts about rooms and room changes (which happens frequently with some ECAs due to space limitations).
- Will also follow up on attendance and report/confirm last minute bus changes, check for passes, etc.
- He or she will report anomalies to the ECA office immediately (via Radio or WhatsApp chat).
- Will also assist ECA teachers with students who are injured or feel ill during activity.
- Will make sure students get to busses /Kiosk on time.
- Will supervise a group in case of emergency.
- Schedule for supervisor/sub Monday to Thursday, 2:30 p.m. to 3:30 p.m.

After School Activities after 4:30 p.m. (Non ECA and weekend events/activities) with no nurse on campus

- After school activities may occur only if there's an administrator in charge on campus.
- This administrator on campus is the person who will help determine if Alerta Medica should be called to be available during the activity.
- All activities must be approved by the division principal and notify the communications department to include it on the Master Calendar.
- The person in charge of the activity must take attendance during the first 10 minutes and immediately inform the corresponding office secretary or administrator in charge if any student is missing.
- The activity plan must include students participating, location and outline what is expected to happen once the activity is finished, permission slips, student arrival and departure, and list teachers in charge of the activity. The school notifies families ahead of time and requests a permission slip for every activity.
- For all after school events, chaperones must be made aware of expectations of their participation prior to the event. They must follow the same supervision responsibilities (minus the yellow vest) as outlined below.
- Supervisors must remain on campus until all students have departed.
- All students sent to the kiosk to be picked up must be supervised by an adult.

Students returned to campus by bus (Parent is not home/ at the bus stop) or students on campus after 4:30 p.m.

- Students returned to campus or whose parents are late to pick them up must wait at the main gate under the supervision of an adult.
- All students on campus following 4:30 p.m., or when adult supervision is completed, must be brought to the area between the Front Gate and Gate A, by the adult on duty. The office will then determine next steps.
- Parents of those students should be issued a warning letter from the division office.

Forms- *Accident Reports and Discipline Referral form*

- [Accident Report Form](#)
- [Discipline Referral Form](#)

Alerta Medica

PBX: 1711

Affiliation Number: 10246

Child Protection

Teachers and Staff, by signing their contract agree to work in partnership with the school and abide by the policies adopted by the Colegio Interamericano Board on Child Protection. The school has established appropriate procedures to ensure proper reporting of suspected child abuse which may have occurred in or out of school. Such reporting is the responsibility of any employee who suspects that a child/youth may have been abused and must also include provisions for self-reporting of abuse by students. The school will investigate all

reports and will take appropriate action to ensure the safety of the child/youth in accordance with Guatemala law.

Communications

Colegio Interamericano has a Communications Department that is responsible for guiding, controlling and managing all the institutional communication and branding. This includes defining the standards of communication from the media being used to communicate to a specific target and determine the form that is given to it to suit our brand.

Institutional Brand and Communication Standards

Colegio Interamericano has recently updated the institutional brand to have a standard, visible and clean image in every visual element that represents us inside and outside of our campus. All employees must follow the communication standards defined by the communications department. This includes and is not limited to email formatting and signature, using corporate material to communicate with colleagues, students, parents, vendors and partners.

Educators and administrative staff must at all times communicate by email exclusively from his or her institutional account.

Formatting guidelines:

- The only acceptable colors for text are black (automatic) or navy.
- For emails fonts should be in sizes 11-13/normal using Sans Serif, Verdana, Georgia, Arial (PC users) and Helvetica (Mac users).
- You will have to set up your email signature on all the platforms you use for mail (Gmail, Microsoft Outlook, mobile devices, etc.).
- If you need to draw attention to important information, please only underline the text. Do not highlight it using different colors.
- For letters, please use only Arial (PC users) or Helvetica (Mac users) in size 12.
- Make sure your communications are free of grammar, spelling and punctuation errors. When in doubt, consult appropriate AP style guide.
- Always save letters as PDF so that recipients cannot make additional changes.
- All formal communication from Division office or General Director must include the leader's signature.

Visual standards:

- Only use the official 2018 letterhead for any letters you send. If you cannot find it, please contact Communications (communications@interamericano.edu.gt).
- Do not change the color of the logo or the letterheads. The logo can only be used in blue, black or white.
- Do not place any text or images on top of the logo or letterhead.
- Do not edit or alter the letterhead or logo in any way.

Email Signature:

As part of the corporate image of Colegio Interamericano, we ask all our staff members to use the template provided by the school for email signatures. Use the following link to copy the template. Do not change any fonts, colors or sizes. Just adjust the text to your name, position and contact information:

<http://www.interamericano.edu.gt/wp-content/uploads/2016/01/Email-Signature-40-Years.html>

You are required to set up your signature on all the platforms you use for mail (Gmail, Microsoft Outlook, mobile devices, etc.). Follow the steps shown in the following video to set-up your email signature:

For Gmail users: <https://www.youtube.com/watch?v=DRNSL286df0>

For Outlook users: <https://www.youtube.com/watch?v=PgbGSmjMUes>

If you use the Gmail App in your smartphone or tablet, first you need to configure your signature on gmail.com on a computer. The Gmail App will recognize that signature, make sure the “Mobile Signature” option in the settings of the app is turned off.

Media

There are three different types of media:

1. Institutional – The voice of the school. This is managed by the heads of each division and the Communications department. No employees are allowed to post information on social media in name of the school or share non-authorized information that may have an impact on our community.
2. Professional – An employee’s media presence on media provided by the School. This includes email accounts, Google Drive accounts, Renweb, MS School and all users on public pages to represent the school, your division or role. Using the professional media for personal matters is prohibited and all information managed in it is property of the school. Teachers are not allowed to take pictures of students with their personal cell phone to share with the community. These are considered Institutional media files and must be managed by the communications department. If pictures need to be taken for a specific internal activity, division office must be informed and give permission.
3. Personal – An employee's media presence on media for anything that is not related to Colegio Interamericano. This includes personal email accounts, social media users that include but are not limited to Facebook, Instagram, LinkedIn, TIE online, Teach Away and Twitter. Although these social media programs are considered personal, management of these tools is expected to reflect a professional and respectful person. You are expected to abstain from publishing negative posts about our institution.

Employees must not establish interactions nor share any images or information in social media, such as Facebook, Instagram, Snapchat, Twitter, LinkedIn, Whats App or any other, with students or parents.

Staff communication

All information that is required to be shared with large groups should be previously authorized by the Division head. All corporate information to be shared with all staff will come from the Colegio

Interamericano account or Human Talent account. You are expected to read all the information coming from these accounts, as it will always be important information and once it is sent it is considered to be public and acknowledged information. Make certain they are not delivered to your spam folder.

Groups of recipients have been created for each level; division heads are the only ones entitled to authorize access to send to and receive emails from determined groups. These accounts are managed by the IT department and may require final authorization from the General Director. Misuse of these permissions may result in disabling access to the user.

Our intranet platform will be our main source of information and access has been given to all teachers and staff. You are expected to log in on a daily basis and be aware of any announcements or reminders. Division and department leaders will keep division information updated and available to all staff. For support on Intranet please contact Communications communications@interamericano.edu.gt or Adolfo Ríos (adolfo.rios@interamericano.edu.gt) IT Leader.

Communication with students

Only faculty and level Administrative Assistants are allowed to contact students. Communication must be professional and respectful at all times. When communicating via email, the recipient's email must also be the institutional domain provided by the school. If any student requires to receive the information on a personal account, he or she must personally redirect the institutional account to his or her personal one. No personal or non-academic information should be shared with students. Not following these communication standards with students may have major consequences, such as contract termination.

Communication with parents

Parents should be notified immediately when there is a change in their student's performance. Teachers must complete the Parent Contact Form each time a parent is contacted by phone, appointment, email, or letter. A copy of the form must be submitted to the division office after the contact.

Teachers are expected to communicate regularly with parents. This includes reports to parents regarding individual student's achievement and conduct. Do not contact parents from your personal phone and do not share your personal phone number with the students or their parents. Any contact with parents and students must be made through the proper school channels. All conferences will be held either in the teacher's room or an office to maintain professionalism. Teachers must keep a copy of each Parent Contact Form submitted to the office as a personal file.

Parents or legal tutors must be informed via monthly newsletter about important information, projects and test.

Teachers should meet with parents on scheduled appointment basis only. Teachers are to request parents/visitors to get the corresponding visitor's pass from the level office, in case they arrive to their class unexpectedly. Parent conferences may be requested by a parent or teacher.

An Action Plan must be created and a parent conference must be scheduled when a student is found to have either academic or disciplinary problems.

Non-Spanish or Korean speaking teachers should request a translator for conferences with non-English or Spanish speaking parents, and if a member of the administrative or counseling staff should be

included, they should be notified in advance. For Korean translations, please contact Sarah You (sarah.you@interamericano.edu.gt).

If you plan to show your students a movie rated above the authorized rating, it must be approved and justified by the Principal in advance. An email (Bcc) to parents explaining the movie and its educational purpose must be sent home. Parents who object to having their student watch a movie may request that their child go to the office for an alternate activity during this time which must be planned by the teacher as well. Guidelines for rated movies are:

- ECE/Elementary G
- Middle School PG
- High School PG-13

External communication and Public Affairs

All institutional communication created to an external target is considered a Public Affairs responsibility, where the only people entitled to share it is the General Director or Board of Directors according to the specific situation or need. No employee is allowed to use the name of the school or share information about our institution publicly without previous authorization or instruction with or through private or public social media, local press, TV, magazines or external citizens.

School Activities and Events

At Colegio Interamericano, off scheduled activities are intended to promote and reinforce commitment towards our community. Some activities are intended to involve all employees and others are specifically coordinated and delivered by each division.

The Saturday community events (Sports Day and Family Day) are open to all student families and employees must attend these two yearly events as part of the employment contract or fellow agreement. Family Day will occur on November 10th, 2018. All employees will have a specific role on the development of this event. Sports Day is scheduled for February 9th, 2019. Attendance of all employees is mandatory to fill out all staff spaces for this event.

Other events and activities for employees are scheduled throughout the year, and participation to these activities is mandatory for faculty and administrative staff: Welcome Kick Off, Thanksgiving Dinner, End of School Year/Teachers' Day Celebration breakfast and the four Faculty in Service PDs of the year. No Personal Days or Sick Days will be granted for these dates.

Not attending the events mentioned above without previous authorization will be considered day without pay and a warning will be added to the employee's personnel file.

Book Fair

A book fair is launched every year in the campus Library. Teachers and administrative staff are welcome to buy books at this fair and have the total deducted from payroll in two payments.

Recycling

The school's recycling program works as follows:

- Grey box inside each classroom, paper only.

- Yellow, green and grey bins on hallway labeled for cans, plastic and garbage please follow accordingly.

Please encourage students to recycle and to always have a green attitude.

Academic School Norms and Procedures

Norms and Procedures have been defined to prevent risks on a daily basis. Any fault to these norms and procedures will have consequences depending on each situation.

Venues and Class Management

Classrooms should be open 5 minutes before the first bell rings. Teachers are expected to greet and welcome the students at this point. Teachers are expected to apply disciplinary measures according to the Tiers of Behavior Management. For beginning and ending class procedures attendance, please refer to the Safety and Security Guidelines stated above.

Students must not be sent to the office for disciplinary actions unless they have committed a serious offense, as defined in the Student Handbook, and until the teacher has gone through proper disciplinary procedures. A Disciplinary Referral Form must be filled out and placed in the office if not immediately, at the end of the day. A short email must be sent to notify Division Administrators and Administrative Assistants to notify that the student is on the way to the office. Students are not permitted to leave classroom unless they have permission and a hall pass. Students cannot be given time outs outside of the classroom for any reason.

Physical Education teachers should allow students to clean up and/or change before the end of each class period. Teachers are in charge of the students at all times and are responsible for dismissing them when the class period is over.

All teachers will handle discipline in the classroom using assertive student management techniques and must read carefully the Student Handbook and be aware of all the school's rules and regulations. Class rules must comply with the Student Handbook and be visible in all classes. Teacher are responsible for managing consequences for minor offenses whenever they are needed, applying all school and classroom rules consistently. Consequences for serious offenses are determined by the Disciplinary Committee.

Link: [Student Handbook](#)

Teachers are expected to assist with student supervision at all times. Especially in hallways, cafeteria, buses and during assemblies:

- Cafeteria – Elementary Students should reach the cafeteria by the Food Court door. In case of rain, main entrance should be used. They must not walk down the Middle School hallways. Supervising the Cafeteria area includes: waiting lines, tables, keeping an eye on bullying, behavior and littering, microwave lines, checking bathrooms and watching for food throwing.
- TAL – Be aware of blind spots. You might need to go up and check the area eventually. Make sure the area is kept clean and students are kept out of the area when access is restricted due to productions or events.

- Covered Court – Keep an eye on rough play or potential conflicts. Make sure area is kept clean. Students may eat on the open grassy areas around the court, and will lose the privilege of being able to eat in these areas if they do not keep them clean.
- Hallways – Encourage students to “show respect” by walking silently in the hallways, especially during class time. No running is permitted at any time. Make sure no trash is thrown on the floor. Keep students out of restricted areas and hallways.
- Parking lot after school – If students have a pass to leave school, they must show it at the front gate to the security staff. Make sure that students do not get into cars without a pass. If not having a pass, they must ride their regular bus. Teachers supervising parking lot area must be very active and are expected to formally report any incident immediately. Safety is a priority at Colegio Interamericano and you must be willing to confront students when not following the safety and security guidelines and rules.

Please keep in mind the supervision duties norms above in this handbook.

Individual Classroom

Maintaining security is a must during individual class. Purses, wallets, cameras, and computers must be stored. Computers must be under lock and key or in a safe place at all times. If you do not have a safe location with keys, inform your office level. Never give your keys to a student.

When teaching, leave the door open whenever it is possible to allow for adequate ventilation, and lock the door, desk, and cabinets whenever you leave the classroom, making sure to turn off the lights.

Maintain a clean classroom, ensuring students do not leave food, garbage or dirt and the provided equipment is being taken care of properly.

Do not keep cash in the classroom. When teacher collects money from students, for a previous approved activity, the cash should be delivered to the level office every day.

Students are not allowed to use cell phones, or similar devices during the class period without the teacher’s expressed permission. Teachers are directed to bring any devices that are used without his/her permission to the office.

Teachers are not allowed to use cell phones for personal use during class time, either.

Teachers need to be available for extra students support outside of regular classroom hours. ECE and Elementary offer two enrichment periods a week for struggling students. These teachers should be available twice a week for this (one morning and one afternoon).

Teachers are required to attend all faculty meetings at their Level.

Visitors in Class

If teachers request to have a visitor in class, they should let the level office know ahead of time. This must be approved by Division Principal and must have notified the level Administrative Assistants and Operations department for security awareness.

- All faculty visitors (teacher family members, friends, fiancée, etc.) must be announced in advance to administration and be authorized. These visitors should not enter the classrooms area unless approved by Division Principal. All visitors must have a security badge at all times.

- Parents who are invited to classrooms during non-lunch hours must be invited by the teacher. Please limit your activities during these times to strictly academic functions (reading groups, values classes, etc.). All parents must have a security badge at all times.
- Every visitor must check in at the Administrative Reception to get a badge and get a pass to the division office prior to visit a classroom. Instructions to these visitors must be clear to the parents when sending the invitation.
- Teachers will not allow a visitor without a pass into or outside their classroom. Refer them to the office at once.

Grading and Report Cards

Teachers are expected to follow the school's approved method in regards student's assessment and keeping data records. Teacher's grade keeping will be supervised and monitored on a regular basis.

A physical and online copy (through RenWeb system) of grades must be updated weekly. Maintaining grades only online is not sufficient. A physical backup is mandatory.

Evaluation Methods and Instruments

As educators we need to be aware that effective and timely evaluation on a regular basis is essential to student learning. The use of rubrics is highly encouraged for all work, and especially for major projects and papers. Student effort should be rewarded with work being carefully graded by the teacher, and every effort should be made by the teacher to get the student work returned in a timely manner. Core subjects should have a final evaluation at the end of each quarter.

The school academic year includes four evaluation periods. Passing grade for all subjects is 60%.

Preschool through Grade 3 students do not receive grades. Students are marked against meeting grade level standards using standards or skills based reporting. Grades 4-5 use percentages to indicate students level of progress. This year the grades 4 and 5 will move toward standards based reporting.

Middle School and High School teachers will inform on RenWeb to the students at the beginning of each year what grading criteria will be in effect for each course.

RenWeb, Online Grades & Google Classroom

At Colegio Interamericano, we strive to keep our parents informed about students' development. We urge our teachers to use the approved software and media communication as suitable and instructed, updating students information on a regular basis.

Report Cards

Grades in all subjects should reflect the following aspects, considering academic and personal conditions of students:

- Academic Performance: While objective based testing is one part of each student's grade, remember the behavior, effort, study habits, homework assignments, projects and class participation also represent a significant part of his or her academic performance. All grades should reflect students grasp of expected standards taught.
- Behavior Criteria: The student is courteous and cooperative, practices personal self-discipline, accepts responsibilities, is respectful with classmates, teachers and others; follows the

established rules, works consistently, respects school property and the property of others including that of his or her classmates.

- Study Habits: The student follows instructions, pays attention in class, manages his/her time in an effective way, hands in completed homework assignments punctually, and displays a positive attitude.
- Grade Review: A student has the right to ask for clarification of how a grade was assigned. If the parents of the students do not agree on how a grade was assigned they may request the Evaluation Committee to review the evaluation process. The committee is formed at the beginning of the year and it includes teachers from all levels and the corresponding principal.

Progress Reports for Middle School and High School are sent to parents during the middle week of each quarter. These reports serve as mid-quarter notification to parents regarding academic performance and classroom conduct. Teachers should contact parents as soon as they have concerns, especially if the mid quarter deadline has passed. Any students who is performing in the 70's or below should receive a progress report.

Behavior grades are assigned each quarter:

E = Excellent Conduct

S = Satisfactory Conduct

N = Needs Improvement

U = Unsatisfactory Conduct

Unsatisfactory Conduct Marks: Students who receive 2 unsatisfactory grades on their report card are placed on behavior probation and face further sanctions, if necessary. A "U" for conduct sends a strong message to students and parents. Be sure you give careful consideration to student behavior. Such information is often critical at the end of the year in determining a student's future at the school. A behavior plan must be created with the corresponding division counselor. Teacher and Counselor need to have documented evidence that they have worked with the student and have put together a plan to help the student succeed. Principals and Vice Principals must be aware if placing a U in this area.

Teachers must create an action plan for any student who falls below a 65% in core subjects quarterly. Use the following Action Plan document: [Link to Action Plan](#) Parents must sign a copy of this plan.

Student Discipline

It is believed that for effective classroom discipline the teacher should implement and enforce (within school policy) his/her own discipline procedures and sanctions. However it is important that at no time should the classroom teacher/duty staff feel isolated.

Visit the Student [Discipline Policy](#).

Hallway Behavior

- All students in hallways are required to have a hallway pass. Each teacher should create their own hallway pass. It should be readable, visible and labeled with the teacher's name.
- It is suggested to have only one student out of class at a time.
- Students are expected to exhibit proper hallway behavior at times – quiet voices, walking, etc.

- When changing between classes, it is important that the entire class remains quiet and in orderly line fashion as other classes are in session.

Transportation Behavior Reports

- Students are responsible for their behavior on school buses; all school rules are expected to be followed.
- When a student misbehaves on the school bus, the bus monitor will write a report. The report will be scanned and emailed to the administrators. Administrators will act accordingly.
- After three transportation behavior reports, the student will be suspended from bus service for three days. Subsequent offenses may revoke bus privileges completely.
- If you have any doubts or questions about transportation, please contact the transportation office.

Student Dress Code

- Teachers are expected to enforce the students' dress code.
Students should come to school in their school uniform (blue jeans or khaki pants, school polo shirt, tennis/dress shoes).
- Students who wear jackets must use the jacket issued by the school with the Interamericano logo.
- All students must come to school each Monday or assembly or field trip day in their formal uniform (blue polo shirt, khaki pants, black/brown dress shoes, black/brown belt).
Students are allowed to come to school in their physical education uniform on the days that they have gym class (including Mondays).
- All students are required to have a "traditional haircut" and their hair must not be bleached.
Boys' hair may not be longer than the bottom of the ears, must be above the neck, and above the eyes.
- Girls may only use earrings in a discreet manner. Piercing in other parts of the body of girls is not permitted.
- Students are not allowed to wear Heelys while on campus.
- Students may come to school in their physical education uniform on the days they have an athletic ECA. Other athletic apparel, such as soccer jerseys from professional teams, is not permitted.

Students who are found to be in violation of the school dress code should be given a warning by the teacher. The teacher should report this violation to the parent. Repeated violations of the school dress code should be reported to the office for further disciplinary action.

Tutoring for Pay

The school respects appropriate tutoring and encourages parents and tutors to meet with the Principal and/or Coordinators, and the subject teacher prior to beginning.

No Colegio Interamericano teacher will be permitted to tutor a student he/she is currently teaching for pay. All tutoring by teachers must be done outside of normal school hours (7:30 a.m. to 3:30 p.m. or 4:15 p.m. if your day is extended). You must inform your Division Principal if you are tutoring for pay. Parents can contact the Division for tutor recommendations.

Assemblies

- Assemblies will be scheduled and previous notice when possible will be given.
- Students' proper behavior during assemblies are teacher's main concern.
- If you or your students have something that you would like to present at the assembly, please speak to the Principal or Principal Assistants.

ECA

Teachers are assigned Extra Curricular Activities (ECAs) based on needs and interest. The ECA coordinator Joel Olivares Longsword (joel.longsworth@interamericano.edu.gt) will send follow up emails to share the available options in a Google Drive document so you can join. Many ECAs are available (Dance, Violin, German, Sports, Korean, etc). When signing up to teach an ECA class, payment will be made through payroll based on the rates established by the ECA office.

Schedules for ECA are from Monday to Thursday 2:30 p.m. to 3:30 p.m. and from 3:30 p.m. to 4:30 p.m. Buses are available at the end of both schedules.

Library

Colegio Interamericano has a Library building to be used by students and teachers. Specific professional material requests may be made to the Library Coordinator Mary Rose Loria (mary.loria@interamericano.edu.gt)

For more information please review the Library Policies document [Library Policy SY 2017-2018](#)

Cafeteria

The School Cafeteria sells healthy (and unhealthy) food and snacks for students. Employees are also allowed to buy food from the cafeteria with direct pay and during authorized schedules. When students are using the cafeteria, supervision is obligatory. Please refer to the Cafeteria Supervision guidelines above.

Off campus activities and field trips

Field trips serve to enrich the overall learning experience of the students by allowing the learner to view first hand things that might not otherwise be experienced.

Allow a minimum of four weeks for the approval of a field trip, when the trip will be outside of the city limits. Please be aware that not all field trips are approved. The museum or theaters inside the city limits only require two weeks' notice for approval.

Complete the following prior to the date of the proposed field trip:

- Contact the Technical Director's Office (Vicky Pira victoria.pira@interamericano.edu.gt or Zaida de Ardón zaida.ardon@interamericano.edu.gt) in the High School building and fill the corresponding form: <https://drive.google.com/drive/folders/0B93N1S8P3pm3bIF4dk40RTFWdkU?usp=sharing>:
 - Special Activities Form
 - Transportation Request Form (original and 2 copies)
 - Parental Approval Form [Inter Field Trip Form](#)

- List of all students, teachers, and parents participating in the activity
- Buying request called “Requisición de Compra o Servicios” form authorized by Principal for the field trip expenses.
- Medical information of attendees when adequate.

Policies for Field Trips

- A. Students should be directed to dress appropriately.
- B. Students should never be left unattended.
- C. A staff member should know where all students are at all times.
- D. Leave a copy of the list of students on the Front Gate at school and the other copy will be kept by the teacher in charge of the field trip.
- E. The original list of students must stay at the Division Office for control.
- F. Teacher in charge of the field trip must find a substitute for his or her duties for the time he/she will be out of campus.

Personal Sales on Campus

All types of sales and/or promotions of services, merchandise of non-school sponsored travel to students are expressly prohibited. Faculty or staff may not use the school as a forum for private sales. Internal group must have express written approval to do so.

School-approved fundraising has specific conditions, which includes a pre-approval process defined above. Faculty may not initiate any fundraising activity without the specific written approval to do so. Faculty may not create pressure on students to donate, as it is a family choice.

Level Differentiated Practices

ECE / Elementary

Staff Meetings

Staff Meetings will be appointed as necessary. All teachers not on duty are expected to be in attendance and participating.

Collaboration

Each team will find at least three times a week for planning or team meetings out of the five opportunities to meet that are built into the schedule. When scheduled such times, report meeting schedules to administrators.

Routines and Attendance Procedures

- Homeroom Teachers are to welcome and pick up their students at 7:55 from their line up location.
- Teachers must stand at their door during all class transitions.
- If a student arrives late to your class, (after 8:00) ask him/her to come to the elementary office to get a late pass. The secretary will make the necessary adjustments on the attendance records. It is an expectation that the information in Renweb in relation to attendance is accurate as parents have access to it.

- When a student does not attend school, parents, must send an excuse to school. Teachers are expected to notify the office if they get the excuse, so that the administration office, may issue the corresponding approval for teachers to help students catch up or grant missing marks.
- Please, do not make any arrangements with parents if you have not notified the office.
- Extended absence requests (3 or more days) should be requested by parents directly to the Elementary office at least one week in advance. When extended absence requests have been approved by the principal, the office will notify all teachers. Teachers are not allowed to authorize any absence request from parents.
- It is the student’s responsibility to make up all work and assignments missed during their absence. They have the amount of time equal to the amount of time absent to make up the work. It is teacher’s responsibility (if processed through the office) to provide all information and resources needed in order for the student to make up all the work.
- Parents who wish to take their child from school early must receive authorization from the Elementary office and a pass to leave school early. Parents are not allowed to go directly to classrooms to pick up their child, if they do so; it is expected from teachers to instruct them on the procedure above described and by no means are teachers allowed to grant any early leave authorization.

Assessment Policy

The assessment policy at Interamericano ECE and Elementary works as follows:

ECE and Elementary (up to Grade 4) reports through standard based report cards.

Grade 5 reports using the following categories:

Math, Language Arts

Formative Assessment		Summative Assessment	
60%	Grade Requires	40%	Grade Requires
Classwork 30%	Minimum 2 per week	Projects 15%	Minimum 1 per term
Quizzes 30%	Minimum 1 per week	Tests 10%	Minimum 3 throughout the term
Differentiated homework is expected to be assigned, however no credit is to be given.		Term Exam 15%	1 Test at the end of the term

Science, Social Studies

Formative Assessment		Summative Assessment	
60%	Grade Requires	40%	Grade Requires
Classwork 40%	Minimum 1 per week	Projects 20%	Minimum 1 per term
Quizzes 20%	Minimum 1 per week	Tests 10%	Minimum 3 throughout the term
		Term Exam 10%	1 Test at the end of the term

Comunicación y Lenguaje

Formative Assessment		Summative Assessment	
60%	Grade Requires	40%	Grade Requires
Classwork 25%	Minimum 1 per week	Projects 15%	Minimum 1 per term
Quizzes 25%	Minimum 1 per week	Tests 10%	Minimum 3 throughout the term
Differentiated homework is expected to be assigned, however no credit is to be given..		Term Exam 15%	1 Test at the end of the term

Estudios Sociales, Productividad y Desarrollo, Physical Education, Music, Art, Technology

Formative Assessment	
100%	Grades Required
These subjects work on project based learning.	Minimum one per session.

Elementary Quarter Exams

- All quarter exams must be submitted to the Principal for approval. Specific dates to turn in exams will be provided by administrators.
- Quarter exams will count as one summative grade.
- All exams (including quarter exams) must be returned to students once all of them have taken the exam. This is important so that students can see their mistakes, revise and reflect upon them. This practice should be carried out as possible. Please note that only exams written by teachers may be sent home, not standardized. (Literacy by design Theme Test Progress and Mathematics Benchmark, Mid/End of the year Tests)
- Individual student growth and classroom progress should be communicated and documented whenever requested by administration.

Homework/Assignment Policy

<http://www.interamericano.edu.gt/wp-content/uploads/2016/06/Homework-Policy.pdf>

Interamericano supports a no homework policy from Preschool-Grade 5.

We do expect each child to read or be read to for a minimum of 20 minutes a night at home.

Additional homework can be assigned only for the following purposes.

- Work not completed in class
- Missed work due to absence
- Behind academically or lacking in a skill that has not been mastered through enrichment.

- If homework is assigned, it is expected from the teacher to provide accurate, objective feedback. These assignments must be returned within the week it was assigned.
- Homework is expected to be proportionally and differentiated given by subject.
- Homework should not be a frustrating experience for students or parents. It should be an assignment that children may carry out without parental guidance.
- Agendas should be used to record homework assignments as a way to help teach students executive function skills.
- Mathematics chapter tests must be returned within a day after the test has been returned to students and sent home. Students are entitled to make corrections. Teachers may assign extra credit if, the test is returned the day after, with corrections and proof of them along with test signed by parents. If the student does not meet the expectations above mentioned no credit for corrections may be granted.

Make reference to the ECE/Elementary guidelines here:

https://www.google.com/url?q=https://docs.google.com/a/interamericano.edu.gt/document/d/1IFSEqKZe_m8wDj0NdEsQjnrqyEPXJ_O3Onl89DKqBtQ/edit?usp%3Dsharing&sa=D&ust=1500606398540000&u sg=AFQjCNFS8J9zs44KpS4c_PI7xTJLa4DdBA

Academic Dishonesty

- Academic dishonesty (copying, plagiarizing, etc.) will be considered an Intermediate Offense (as per the student manual), and appropriate disciplinary action will be taken.

Gradebook - RenWeb

- Teachers should update their gradebook so that parents are able to track their student progress. This should be done every Monday.

Planning Expectations

- The teacher's daily lesson plans and unit plans should reflect creativity and a good use of class time. The use of worksheets should be kept to a minimum. Hands on and interactive lessons that are differentiated for the learner is the expectations.
- The Curriculum Pacers should be used to establish weekly, and semester plans. Lesson plan for the following week (Monday-Friday) must be ready and on the drive by Thursday of the current week. Resources for the following week should be generally prepared by Friday before leaving for the weekend. It is expected that teachers will have a written formal lesson plan every day. These lessons should follow the I do, we do, you do model. Lesson plans must be visible and available at any moment of the week on Google Drive. They should include the objective of the lesson (standards), activities used for instruction, differentiation plans for individuals/small groups and assessments. All resources must be ready for the next school day before the teacher leaves for the day.

Stationery and Supplies

- All Teachers will be given a set of classroom supplies at the beginning of the year.
- Students will bring supplies for the classroom on open house day the day before school begins.

- Additional supplies can be ordered monthly from the office secretary. Supplies take a week to arrive. Please plan accordingly.
- Teachers are authorized 500 copies from the photocopier machine at the ECE/Elementary print room. If, they reach the limit they are granted 20 extra copies which need to be requested from division secretary. Teachers are to bring their own paper (which can be requested monthly) when printing.
- For more than 50 copies of the same item please use the Reproduction Center. The maximum number of copies per item is 800.

Enrichment/Office Hours

- Teachers are required to offer Enrichment for struggling/failing students twice a week.
- Teachers invite students to attend Enrichment.
- See Enrichment Policies here:
<https://www.google.com/url?q=https://docs.google.com/a/interamericano.edu.gt/document/d/1W7mKOskVtjxueG22iXPEtxSfEtbxuNQJPYQ-JZDFhvg/edit?usp%3Dsharing&sa=D&ust=1500606398530000&usg=AFQjCNFTwhwrRXYjmPgQ9D7uG8VcOCIEQ>

Class Schedules

- Class schedules will be given to teachers at the beginning of the school year. These schedules should include all classes being taught, team and individual planning periods, weekly meetings, etc.
- Schedules can only be changed twice a year, at the end of the first quarter and the beginning of the third quarter. These must be approved by Principal with justification for the change.

Lunch/Cafeteria Expectations

- All homeroom teachers from K to G5 and/or Educational Assistants are responsible for their students during lunch for supervision purposes. KG-1 have lunch in or around their classroom.
- Teachers/ EA's (Grade 2 – Grade 5) are expected to sit with their students during lunch in the cafeteria and ensure that all trash has been properly disposed of; chairs are pushed in, etc. at the end of each lunch period. Students from these grades are not to be sent to the cafeteria by themselves.
- It is expected from Elementary Students to silently reach the cafeteria and to avoid walking by the Middle School hallways to avoid disruptions.

Class Parties

- PK-G1 Invitations for birthday parties of students outside of campus are not allowed to be distributed in class if invitations are not given to all students of the class. The reason for this rule is so that students do not feel left out. Invitations should be given before/after school or during snack/recess.
- Birthday parties and celebrations in class are allowed during lunch/snack time with previous authorization from the office.
- Parents are welcome to participate in parties or celebrations if specifically invited by the teacher and they check in at the office prior to coming to the classroom.

- Class parties and rewards are limited to one per quarter. Class parties and rewards should be announced in advance to the Elementary office, and they are allowed during lunch or snack time only.

Parent Interviews

- Communication with parents is an absolute necessity and should be continuous.
- All interviews with parents must be documented and signed by all parties present (parents, teachers, administrators, counselors, support program, etc.). Only one form should be used and be available for administration to review. A copy should be made for the parent and one copy sent to the office for filing.
- Teachers are welcome to set up interview with parents themselves, but can also ask the secretaries to set up an appointment for them. If the secretaries are asked to set up a parent meeting, the teacher should indicate if they are requesting someone from administration to be present.
- All parent interviews must be scheduled in advance. If a parent comes directly to the classroom without a scheduled appointment, the teacher **must** ask them to schedule an appointment at a later time. Please avoid giving information to parents in the hallways.
- All interview forms must be submitted to the level office so that this information can be placed in the student's file after the meeting by the level secretary.
- It is mandatory to have a parent interview at the end of each quarter with any student who does not meet the standards and present an action plan to agree upon.
- Parent Interview Form and Action Plan Form must be filled out, signed by parents, and submitted to the Elementary office to be filled.

Parent Interview Form

[https://www.google.com/url?q=https://docs.google.com/spreadsheets/d/1tsubaJU_CPChGzhn3-kTMjyaFC8yoBq8z3yRsVI46Nc/edit?usp%3Dsharing&sa=D&ust=1500606398548000&usq=AFQjCNGIWrKkesv9AHVFRE64zLTdiLFOIQ,](https://www.google.com/url?q=https://docs.google.com/spreadsheets/d/1tsubaJU_CPChGzhn3-kTMjyaFC8yoBq8z3yRsVI46Nc/edit?usp%3Dsharing&sa=D&ust=1500606398548000&usq=AFQjCNGIWrKkesv9AHVFRE64zLTdiLFOIQ)

Action Plan Form

[https://docs.google.com/a/interamericano.edu.gt/document/d/1tG8KYF79UpuYjnH4RSqWjXun5mlx-RtOkLUcP3mH3c/edit?usp=sharing.](https://docs.google.com/a/interamericano.edu.gt/document/d/1tG8KYF79UpuYjnH4RSqWjXun5mlx-RtOkLUcP3mH3c/edit?usp=sharing)

Working with your Educational Assistant

- Your Educational Assistant has the role of student support and follows your students to their specials as much as possible supporting students in each class.
- Your Educational Assistant is a vital tool for making your classroom and your school year run smoothly.
- The Educational Assistant is viewed as an additional teacher in the classroom and should be treated with the same level of respect afforded to all members of staff here at Interamericano.
- The educational assistant reports directly to the classroom teacher and is their responsibility to manage. If tardiness or refusal to perform certain duties persists please inform the principal.
- Educational assistant should inform the classroom teacher as early as possible if they will be absent from work.
- Choose check in times during the day to exchange information and updates on how lessons and students have gone.

- Creating a list of long term and short term project for the EA to do during non contact time that is easily updated is an easy way to stay organized.
- Expected duties performed by your Educational assistant
 - Attend weekly planning meetings and assist in planning with homeroom teacher
 - Participate in the observation and assessment of students
 - Teach or monitor small groups
 - Before school, recess and lunch, and after school duties
 - Preparation of materials (during non student contact time)
 - Assist homeroom teacher in maintaining classroom management
 - Find resources needed by homeroom teacher
 - Support students in any way deemed necessary

Middle School

General Announcements

Middle school faculty are expected to use the first 5 minutes of each day to take attendance and share all announcements with students; they must check email each day before classes start to ensure that all announcement information is up to date.

Staff Meetings

Middle School faculty meets twice weekly as a whole team. Monday at 7:30 is set aside for a quick standing meeting with the intention to share details and information for the upcoming week. Friday afternoons, from 2:30 to 3:30, is set aside for professional development. These meetings will be dedicated to engaging in learning activities, completing tasks, and/or dialoguing with the intent to develop teaching and learning in the middle school.

Homework Policy

In Middle School, homework can be assigned only for the following purposes.

- To practice a skill
- To reinforce classroom learning
- To prepare for upcoming learning
- To finish work not completed in class
- To complete missed work due to absence

Absences

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Classroom Homework Procedures

<http://www.interamericano.edu.gt/wp-content/uploads/2016/06/Homework-Policy.pdf>

Middle school faculty are free to implement homework procedures for their classes that align with the content they teach, their style as a teacher and when they teach their classes. Procedures should be provided to students and should be clear, include how to receive homework and in what format.

A few things to keep in mind when developing your procedures and assigning homework:

- Consider the value of the homework you give and make sure that intentions go beyond simply wanting them to practice or be prepared for the next lesson. Keep in mind the importance of engaging (and maintaining) a love of learning and a curiosity about life and the world beyond the subject itself.
- Some of the best types of homework assignments are those that help the students apply what they are learning, or challenge them within the range of their actual abilities and resources.
- Keep drillwork to a minimum. If doing five problems will adequately strengthen and reinforce a particular skill, why assign 20?
- Keep tabs on how your students are doing with a particular skill. To whatever degree possible, match assignments to student needs and abilities. If I can't do long division problems in class, how successful am I likely to be doing a page of them after school?
- Be realistic about the amount of time your assignments will require. You are only one of your students' teachers, remember that other teachers' assignments will be competing for their time.
- Offer students choices to engage their autonomy and individual learning preferences.
- Because students can indeed have a bad night, rather than relying on excuses, build some flexibility into your procedures, right up front.

Assessment

Formative (Total 40% of Final Grade)

- The purpose of formative assessment is to daily monitor students level of understanding of the expected learning outcomes in order to adjust instruction accordingly to meet the student learning needs.
- Formative assessment data can be gathered through observation, classwork, projects, quizzes, and tests.
- Through the use of a variety of different teaching methods including, whole group and differentiated small group instruction teachers are able to assess students' levels of understanding

Summative Assessments (Total 60% of Final Grade)

- On Going - 40% of Final Grade
- Throughout a unit of study a middle school faculty member may give summative assessments pertaining to specific learning objectives.
- These may take the form of tests, quizzes, or projects.

Exams - 20% of Final Grade

- All quarter exams must be submitted to the Middle School Leadership team for approval. Specific dates to turn in exams will be provided by administrators.
- Quarter exams will count as one summative grade.
- All exams/final assessments (with the exception of any standardized exam) must be returned to students once all of them have taken the exam. This is important so that students can see their mistakes, revise and reflect upon them. This practice should be carried out as quickly as possible.
- Individual student growth and classroom progress should be communicated and documented whenever requested by administration.

Academic Dishonesty

- Academic dishonesty (copying, plagiarizing, etc.) will be considered an Intermediate Offense (as per the student manual), and appropriate disciplinary action will be taken.

Gradebook - RenWeb

- Teachers should update their gradebook regularly so parents are able to track their student progress. This should be done every Monday.

Planning Expectations

- The teacher's daily lesson plans and unit plans should reflect creativity and a good use of class time. The use of worksheets should be kept to a minimum. Hands on and interactive lessons that are differentiated for the learner is the expectations.
- Lesson plan for the following week (Monday-Friday) must be ready and on the drive by Friday of the current week. Resources for the following week should be generally prepared by Friday before leaving for the weekend. It is expected that teachers will have a written formal lesson plan every day.
- Lesson plans must be visible and available at any moment of the week on Google Drive. They should include the objective of the lesson (standards), activities used for instruction, differentiation plans for individuals/small groups and assessments. All resources must be ready for the next school day before the teacher leaves for the day.

Stationery and Supplies

- All Teachers will be given a set of classroom supplies at the beginning of the year.
- ECE and Elementary students will bring supplies for the classroom on open house day the day before school begins.
- Additional supplies can be ordered monthly from the office secretary. Supplies take a week to arrive. Please plan accordingly.
- Teachers are authorized 500 copies from the photocopy machine at the ECE/Elementary print room. If, they reach the limit they are granted 20 extra copies which need to be requested from division secretary. Teachers are to bring their own paper (which can be requested monthly) when printing.

- For more than 50 copies of the same item please use the Reproduction Center. The maximum number of copies per item is 800.

Enrichment/Office Hours

- Teachers are required to offer Enrichment for struggling/failing students.
- Teachers are required to offer Enrichment or Electives for students three afternoons a week.
- Teachers invite students to attend Enrichment.

Class Schedules

- Class schedules will be given to teachers at the beginning of the school year. These schedules should include all classes being taught, team and individual planning periods, weekly meetings, etc.
- Schedules can only be changed twice a year, at the end of the first quarter and the beginning of the third quarter. These must be approved by Principal with justification for the change.

High School

General Announcements

High School Principal gathers all division teachers and students every Monday morning at 8:00 a.m. on the TAL to share general announcements for the week. All High School teachers and fellows must be present and on time. Student supervision is required here. Make sure all students near you are paying attention to the announcements and behaving appropriately.

Staff Meetings

High School has scheduled Staff Meetings on Monday from 7:30 a.m. to 7:45 a.m. All staff are required to read announcements and engage in sharing ideas.

Classroom Homework Procedures

<http://www.interamericano.edu.gt/wp-content/uploads/2016/06/Homework-Policy.pdf>

High school faculty are free to implement homework procedures for their classes that align with the content they teach, their style as a teacher and when they teach their classes. Procedures should be provided to students and should be clear, include how to receive homework and in what format.

A few things to keep in mind when developing your procedures and assigning homework:

- Consider the value of the homework you give and make sure that intentions go beyond simply wanting them to practice or be prepared for the next lesson. Keep in mind the importance of engaging (and maintaining) a love of learning and a curiosity about life and the world beyond the subject itself.
- Some of the best types of homework assignments are those that help the students apply what they are learning, or challenge them within the range of their actual abilities and resources.

- Keep drillwork to a minimum. If doing five problems will adequately strengthen and reinforce a particular skill, why assign 20?
- Keep tabs on how your students are doing with a particular skill. To whatever degree possible, match assignments to student needs and abilities. If I can't do long division problems in class, how successful am I likely to be doing a page of them after school?
- Be realistic about the amount of time your assignments will require. You are only one of your students' teachers, remember that other teachers' assignments will be competing for their time.
- Offer students choices to engage their autonomy and individual learning preferences.

Because students can indeed have a bad night, rather than relying on excuses, build some flexibility into your procedures, right up front.

Graduation Requirements

Graduation takes place in May of every year. All students and parents are instructed on the Graduation requirements at the beginning of each year. Roles and responsibilities of High School staff members are assigned by the division office and shared for collaboration on projects and celebrations. Teachers, fellows and administrators are expected to assist. High School preparation activities prior to graduation are communicated by the HS leadership.

Finance and Administration Procedures

Purchasing

When needing teaching resources for your classroom, a requisition form ("Requisición de compra o servicio") must be filled out and approved by the level principal, and handed to the Administrative Assistant of each level, who will deliver it to the Procurement Office each week. No forms partially filled will be accepted nor processed. Make sure you add all the information requested.

Administrative staff must fill the requisition form when needing to buy office resources or hiring a specific service. Forms must be approved by the department manager. Make sure to add the account it is affecting and if it was or not previously stated on budget.

Requisition forms are received at the Procurement Office only Mondays and Wednesdays of each week. All forms are previously validated by the Accounting Office previous to proceeding with the item or service acquisition. Vendors will be selected by this office after an evaluation, making sure they are capable of delivering the products and services as requested, with efficient timing and pricing.

If you purchase items without prior authorization from level principal or manager, expenses incurred by the acquisition of the item will be yours to pay. Purchase and delivery of items through the Internet is never allowed without the Principal's explicit authorization.

At Colegio Interamericano, employees are encouraged to share information about any important item that can enhance educational experiences for our students. All purchases must be authorized by the Principal.

Purchasing procedures will be shared with all division offices and administration departments, and policies must be followed by all employees.

Accounting

The accounting office will manage petty cash for last minute purchasing needs and will be directed by the Petty Cash policy issued to the division principal. The use of this petty cash will be strictly assigned to administrative staff from each level and leaders of administrative departments. Heads of Division or department are responsible for any expenses assigned to their account. When not presenting the corresponding settlement of expenses, head of Division or administrative head of department must pay the school the difference. Misuse of petty cash will be followed by restricting use for further needs.

If receiving per diems when traveling for work, settlements must be filled, signed and approved. All tickets must be specific to the item approved. Extra cash must be deposited on the Colegio Interamericano account at the Q.S.A. bank in the Administrative Office and vouchers added to the tickets to proceed to settlement of the per diems. This is a personal paperwork and may not be shared or delegated to other colleagues.

Technology

The Technology department has explicit policies regarding use of technology inside and outside of campus. As an important part of the strategic plan of the School, Internet service is provided on campus under the *Bring Your Own Device* Policy, for you to use when necessary. The Colegio Interamericano ADM Network was established for educational purposes only. This is dedicated to classroom activities, Professional Development and activities that support the work of students, teachers and staff. If by any reason pornographic sites are accessed, severe disciplinary measures will be taken and job contract will be cancelled immediately.

Staff must not upload or share any profane, offensive, sexually explicit content material, or any content considered inappropriate to their professional accounts on the school network. Colegio Interamericano has the right to establish the appropriate restriction.

Colegio Interamericano reserves the right to monitor all activities that take place on the network and will take immediate action when identifying any network security threat. All staff members are advised to use computers and technology on campus in a professional manner. For child protection purposes, it is strictly prohibited that teachers “friend” students or parents on social media networks.

Technology is an important goal on the Colegio Interamericano strategic plan, for which there are three computer labs on campus to assure the use of technology in classes and subject areas. Students must be allowed time to use technology as an integral part of their educational experience.

All staff members are assigned an Interamericano email address, which must be checked on a daily basis. This account is for school correspondence only, and it is prohibited to be used in external platforms, as user IDs. Nevertheless, it is allowed to use as part of the information of registration in any conference, external groups, username of work related networks, etc. where the employee is participating as a school representative. Each user is responsible for their personal ID account or mail and must take precautions to prevent others from using it. Under no circumstances should passwords be shared with others.

When assigned a school computer, additional software installation must take place only for educational purposes and authorized by the Principal. If an administrative staff member, all installations must be authorized by the General Director and IT manager. All software installed on any school devices are property of the school, and are not allowed to be copied or taken by leaving teachers.

All leaving teachers must leave all work related files and digital information with their immediate supervisors. Accounts will be closed and cancelled when leaving, information not shared with the supervisors will be lost from Google Drive and computers.

Printing

A printing office is located on the High School basement. All printing needs must be scheduled and presented with anticipation to proceed. The office is open to assist level offices, teachers, administrative staff and parents.

Operations

Classroom and office building management must be coordinated with the Operations Coordinator Pablo Melgar (pablo.melgar@interamericano.edu.gt) for any repairs or installations required. At the beginning of each school year, classrooms and offices are repaired (among request before year end) and must be taken good care of throughout the school year. No school equipment may be taken out of the school without prior authorization of the General Director.

If a teacher needs to bring any personal equipment or furniture to the school, he or she must first request permission from the level Principal, and notify the Operations Coordinator before it is brought to campus and taken out after.

Human Talent Procedures

Hiring

A recruitment request form must be presented by the Heads of Division or Administrative Department to the Organizational Effectiveness Specialists Helen Williams (helen.williams@interamericano.edu.gt) with all the vacant role's information and requested approval from the General Director, attaching the updated Job Descriptions.

In November, staff members in the academic area must indicate – through a google form sent by HT – whether they intend to continue in the next school year. This allows the Human Talent team and division leaders prepare for the finding of new candidates. This statement of intent of continuing for the next school year, becomes an annex to the work contract and consequences will apply according to the contractual terms signed by the employee.

All new positions must be approved by General Director and Chief of Finance and Administration Office Karla Hernández (karla.hernandez@interamericano.edu.gt) and Board of Directors. Only the Division Leadership is allowed to request the hiring of any position that is left vacant. Salaries for hiring positions are explicitly established by the Human Talent Manager based on the salary scale and market demands.

A bonus is given to any teacher or staff member as part of the Referral Program, in which anyone who refers a new hire will earn the amount of \$100 after two months of satisfactory performance of their referral. This bonus will be paid through payroll (tax applied) if person who referred the new employee is still working at school when the two months of work have been completed. Make sure your referral

informs the recruiter at the beginning of the process that he or she learned about the opening from you. No bonuses will be given if this notification comes during or after hiring.

Orientation for new and returning staff

All new employees at Colegio Interamericano must participate in Orientation before moving to division or administrative department when hired. An Orientation accomplishment note must be signed and a copy will be added to your personnel file. Participation in all orientation activities is mandatory.

At the beginning of each school year, a 3-day School Orientation Program will be delivered to welcome and prepare all new staff members for the starting school year. During the following week, Orientation to the division will take place and will be coordinated by the division heads before students start in August.

All returning staff will over go Orientation for the first week of work after Summer Break and before classes officially start. Heads of Division, Coordinators, Heads of Department and Administration are responsible for planning and implementation of the orientation to new school year.

Personnel file requirements

All employees at Colegio Interamericano must complete the requested documents for hiring. All of this information will be kept confidentially:

- Updated resume
- Copy of DPI or passport
- Work letters – properly signed and stamped on institutional paper from previous employers
- Updated ID size picture
- Academic Certifications
- Health Certificate or “tarjeta de salud” – yearly renovated in August/September (local staff only) to meet the requirement of the Ministry of Education.
- Copy of extracurricular diplomas
- References will be verified personally
- Updated Police and Penal Records are required
- Background check

Employees must keep updated personal and professional information on his or her personnel file. Copy of recent certifications, address changes, marital status change, maternity, etc. must be handed and/or notified to the Administration and Services Specialist, Miriam Cameros (miriam.cameros@interamericano.edu.gt) to record. Any changes to your personal information must be shared immediately with the Human Talent office.

Whenever a call to attention is made upon unaccepted behavior, a copy will be kept for record on the personnel file.

Staff Attention (Benefits, Insurance, Paperwork)

At Colegio Interamericano, staff attention matters are managed through the Human Talent department and intended to give all employees personal attention to assist them on personal issues.

IGSS (Local Staff Only)

- IGSS ID cards must be presented when hired and renewals need to take place will be notified to the employee by the Human Talent office. (locals only)
- IGSS (locals only) ID reposition must be asked on the HT office and information of delivery dates will be given after 3 working days.
- Work certificate for sickness or maternity must be requested with 5-days previous notice before appointment is scheduled.
- Accident or emergency certificates requested must be taken as soon as possible and response will come within no longer than 1 day.

IRTRA (Local Staff Only)

- 5 year renewal will be reminded by the Human Talent office and a personal renovation form must be filled by each user, who must present the form filled and signed and attaching an ID size updated picture.
- Loss of IRTRA ID card will incur on a Q25.00 charge for reprinting, and reposition will be given after 1 week.

Insurance

Colegio Interamericano has a collective medical, dental and life insurance package for all staff with a contributive monthly payment. Conditions may vary according to employment conditions. Acquiring this insurance service is voluntary for local staff. Dependants can be added for additional cost.

Every year, the insurance provider will offer a conference to train and guide all staff on the adequate use of this benefit. Please attend all conferences scheduled and contact the Administration and Services Specialist in the Human Talent Office, Miriam Cameros miriam.cameros@interamericano.edu.gt for further information.

A SOMIT representative will be available at the Administration Office once a week for reimbursement procedures, authorizations and further assistance needed once a week at the end of the day.

The insurance company providing the service is Seguros G&T, one of the best known and most efficient, and it is managed by SOMIT.

Make sure you make appointments with doctors, specialists and laboratories that are on the insurance Network in order to be able to make a direct pay. When making a full pay and reimbursing, taxes and fees are discounted from the reimbursement. Special procedures may require a pre authorization from the insurance.

SOMIT contact:

PBX: 3286-8310

24hrs service for emergency approval: 4007-5257

Direct pay email contact: precertificaciones@somit.com

Additional Payments

All additional payments coming from contractual terms, ECAs, Morning Duties, Structure bonuses, role assignments or any other authorized activity will always be paid through payroll. No payments are made to staff in cash. Some, for the nature of the activity, will required to be paid by check. This will only be authorized by the Accounting department. All additional payments must be notified before the 15th of

each month to be added on the local payroll and the 12th for visiting fellows, all payments reported after this date will be processed on the following month. No exceptions.

Paperwork and Document Requests

Whenever needing a document or certificate from the Human Talent office, please notify Miriam Cameros (miriam.cameros@interamericano.edu.gt) with a minimum of two days in advance.

Professional Development

All staff must participate in all four school wide Professional Development programs scheduled on the Master Calendar. Participation is Mandatory. Each division will prepare professional development programs throughout the year for selected groups in and/or outside school campus.

Professional Development planning for each division must occur at the end of each school year and managed by Heads of Division. All professional development opportunities must be authorized by the division leader. Budget for Division PDs are managed by principals.

When participating on a training, conference or any other Professional Development activity, a diploma must be presented on the Human Talent office. Gabriela Armas, gabriela.armas@interamericano.edu.gt, Human Talent Specialist, will keep a copy on the personnel file.

When attending a conference or professional development is required during summer or annual leaves, days will not be replaced or paid.

At Colegio Interamericano, we are interested on your Professional Development, offering financial aid when studying for Bachelor degree and Master's Degree when applicable to your work. A responsibility contract is signed to obtain this benefit and you are expected to keep high grades, complete attendance and return your learning to your everyday work. Please contact Gabriela Armas (gabriela.armas@interamericano.edu.gt) to learn the conditions for this benefit.

Performance Evaluation

Individual Performance will be assessed throughout the year, with a Mid Year Review (Nov-Dec) and End of Year Review (Apr-May), periodic teaching supervision visits will be scheduled throughout the year. School will provide standardized tools for evaluating performance according to role and division to record your self-assessment and supervisor's evaluation: Colegio Interamericano uses the Marzano Evaluation tool. One-on-one meetings must be scheduled for every staff member with his or her immediate supervisor. Final division evaluations must be presented on the last week of May, at the Human Talent Office completed, signed by staff member, supervisor and Division Leader. Divisions are responsible for sending all signed documents together on the third week of May.

Permissions

Absences

Staff members who anticipate an absence or late arrival must contact the Heads of Division by email, no later than 6:30a.m. to proceed with the corresponding arrangements. Administrative Staff must notify absence within the first working hour.

All efforts must be made to supply clear and complete plans to ensure that students are on task with meaningful activities during class time. Principal or supervisor must fill the Permission Request form and

send it to the Human Talent department, and level administrative assistant will record the absence in the biometric system.

Middle School and High School teachers must have emergency substitute plans submitted to the level office, which should be standalone lessons which reflect the course curriculum. No copies need to be supplied.

When no notification of the absence before 6:30 a.m. by academic staff, School will consider the absence as unjustified and will be considered a day without pay unless there is a justified reason why it was not possible to notify and attend school.

Any staff member missing three consecutive days of work is required to present a signed note of a physician, copy of medical test results, and Principal must submit the Permission Request form to Human Talent office.

Local staff must proceed with IGSS suspension procedure whenever an absence of over three days is needed for medical reasons. Employee must ask a Certificate form at the Human Talent Office, with Miriam Cameros (miriam.cameros@interamericano.edu.gt).

Personal Leaves

Any unjustified absences for personal or family reasons for one or two will be considered a personal day, and the Personal Days procedure needs to be followed.

All staff members are entitled to two personal days. Personal leave is defined as an unusual personal or family obligation (foreseen or unforeseen) such as major medical, business matters, family emergencies requiring immediate attention; weddings of members of the immediate family, visa request appointments, religious holidays, attendance at child's school and other exceptional matters of personal nature. Permission Request form must be filled at least one week in advance. Personal days will be taken as full days, splitting personal days is not allowed.

Whenever the personal day is used for emergency, Principal must be notified before 6:30 a.m. Refer to the Attendance and Leaves policy.

Please refer to the Attendance and Leave policies for Bereavement, maternity/paternity, marriage and recruitment leaves.

Leave without pay

General Director will authorize only in cases of extraordinary family or personal reasons, professional development or religious absences. General Director may grant the permission when reasons fully justify the absence and does not compromise the School and division program. Permission form must be filled and signed by Employee, Head of Division and General Director. A letter must be written notifying the reason of request.

Temporary Permissions

Head of Division is entitled to grant permissions of four hours maximum, reasons will be evaluated and approved on the Permission Request Form. Whenever a staff member is over using temporary permissions, he or she will lose the benefit.

General Guidelines for all types of Absences

- Whenever possible, School expects that non-essential medical or dental appointments or procedures will be scheduled after school or on weekends.
- School discourages any decision on taking additional personal days (with the equivalent loss of a day's payment per day missed). Overuse of days without pay will be reviewed by department head, Human Talent and General Director and disciplinary measures will be taken as needed.
- Leave must be recorded and approved with Permission Request form at all times.
- All absences must be registered in biometric system by level administrative assistant or Human Talent.

Vacation

Colegio Interamericano has an American school cycle of August to May. Vacation time is determined by the school and vary according to role.

For Summer and Winter break, leaves by role have been published on the School Master Calendar as following:

Summer Break: June 7th 2018 to July 22nd 2018

	Leaving Date (full work day)	Return Date
Faculty	June 7th, 2019	July 22nd, 2019
Counselors	June 7th, 2019	July 15th, 2019
Coaches and Coordinators	June 12th, 2019	July 15th, 2019
Directors, Principals and Vice-Principals	June 12th, 2019	July 15th, 2019
Level Administrative Assistants	20 working days of vacation as agreed with Division Heads	
Administrative Staff	4 working days of vacation as agreed with Head of Department	

Winter Break: December 7th, 2018 to January 6th, 2019

Group	Vacation Days
Faculty	December 7th, 2018 to January 6th, 2019
Directors, Principals and Vice-Principals	December 7th, 2018 to January 6th, 2019
Administrative Staff	December 10th, 2018 to January 6th, 2019

Returning Staff

In November, all staff will be required to fill an intention to return for next school year (2018-2019) by writing. Human Talent will send the form and will keep record for contract renewal.

Year End Checkout Procedures

During the last week of School, all faculty must fill out the Checkout Procedure form and have it signed by Heads of Division and Administrative Heads when needed. This document is presented at the Human Talent office on the last day of school year. Local staff must attach the vacation form signed by division heads. If check out form is not presented or is missing signatures, payment will be retained until it is completed and handed in the Human Talent office. Payroll discounts may apply when check out procedures are incomplete or inconsistency is identified at certain department approval stated on the document.

Terms and Conditions

The non-compliance of any provision of this Manual may be penalized with a verbal or written warning or the termination of the employment contract or participation agreement. Cases not covered in this manual will be resolved by the School General Director.

By receiving this document you are accepting the terms and conditions.

Contact Us

Always contact by email first, if it is not an emergency.

Calls are welcome, but you are expected to be conscious and respectful of the hours.

Colegio Interamericano PBX 2200-2990

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sharon.canadine@interamericano.edu.gt
Cell Phone: 5980-7047
2. Karla Hernandez
Finance and Administration Manager
karla.hernandez@interamericano.edu.gt
Cell Phone: 4129-2952
3. Gabriela Guzmán
Human Talent Manager
gabriela.guzman@interamericano.edu.gt
Cell Phone: 5918-6645
4. Karla Lacayo
General Director Assistant
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5. Helen Williams
Human Talent Organizational Effectiveness Specialist
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6. Miriam Cameros
Human Talent Service and Administration Specialist
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7. Gabriela Armas
Human Talent – Talent Development Specialist
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8. Pablo Melgar
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24. Anahí Pelaez
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