



# International Christian School of Lima

Parent/Student Handbook  
2025 – 2026  
*(revised March 2025)*

*YEAR OF RECOVERY AND CONSOLIDATION OF THE PERUVIAN  
ECONOMY*



Network of International  
Christian Schools

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# WELCOME FROM THE HEAD OF SCHOOL

Dear ICSLima Students and Parents,

First and foremost, I want to welcome and thank you for joining or continuing to join the work that God is doing at ICSLima. Without God's providence over us and your commitment to this community, our school would cease to exist. We are so thankful that you listened to God's calling to bring you here for such a time as this.

Second, I want to thank you in advance for all your support and care to make this community special and a blessing to all who are part of it. It is truly an honor and privilege to be the Head of School to work with an amazingly professional staff, deeply caring parents, and high character students. Because of you all, each day is a reminder of how good God is to his children.

Third, I wish to issue us all a challenge that is specific to the 2025-26 school year. The theme of this school year is "Choose Joy", and it comes from 1 Thessalonians 5:16-18, which states,

***"16 Always be joyful. 17 Never stop praying. 18 Be thankful in all circumstances, for this is God's will for you who belong to Christ Jesus."***

As children of God, we always have a reason to be thankful, even when our circumstances are difficult. We have a "Good Father" in heaven, who loves us wider than any river and deeper than any sea, and the key to being joyful in all things is choosing to be thankful. So, my challenge to us all for the 2025-26 school year is to choose joy by remembering what you are thankful for each day.

Thank you all again for all that you do to make ICSLima the best school in all of Peru! May the Lord bless and keep us in 2025-26!

Blessings,



Mr. Gideon Walker  
Head of School  
International Christian School of Lima

# GENERAL INFORMATION

## **A.1 - IDENTITY STATEMENT**

A.1.1 - ICSLima is a community of students, parents, Christian faculty, and Christian staff, working together as a NICS school.

## **A.2 - MISSION STATEMENT:**

A.2.1 - ICSLima works to instill in each student: a passion for truth, a commitment to excellence, and an appreciation for diversity.

## **A.3 - VISION STATEMENT:**

A.3.1 - ICSLima students are seekers of truth, who are dedicated to living a Christ-centered life of excellence and empowered to lovingly serve the diverse world around them.

## **A.4 - CORE VALUES:**

A.4.1 - Our foundation is Christ. The faculty and staff of ICSLima seek to be distinctly Christian in every aspect of the school's operation within the network. Our foundation leads us to commitments in the following areas:

- *We are called to truth (Veritas)*. Every activity at our school community will affirm the worth of truth, the reality of absolute truth, and surety of Jesus Christ as the Truth.
- *We are called to excellence (Virtus)*. Every activity of our school community should exemplify excellence. Excellence is not an end but rather a reflection of followers of Christ serving in response to His love and for His glory. This pursuit of excellence should be a living testimony to the exceeding excellence of Christ, and will be evaluated through network standards.
- *We are called to diversity (Varietas)*. Every activity of our school should reflect an appreciation of the diversity of God's creation. We value all people as created in the image of God, and respect each individual regardless of race, ethnicity, nationality or religious background.

## **A.5 - STATEMENT OF FAITH:**

A.5.1 - We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man, and the divine and final authority for all Christian faith, life, and conduct.

A.5.2 - We believe in one God, creator of all things, infinitely perfect, and eternally existing in three persons: Father, Son, and Holy Spirit.

A.5.3 - We believe that Jesus Christ, without any change in His eternal deity, (1) became man through conception of the Holy Spirit and virgin birth, (2) died on a cross as a perfect and complete sacrifice in our stead and for our sins according to the Scriptures, (3) arose physically from the dead, and (4) ascended into heaven where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

A.5.4 - We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing the believer into the one body of which Christ is the head; and to indwell, guide, instruct, fill, and empower the believer for Godly living and sacrifice.

A.5.5 - We believe that man was directly created by God in His own image, but fell into sin. The entire human race is, therefore, lost and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and spiritual life be obtained.

A.5.6 - We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe, and that only those who receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.

A.5.7 - We believe in the personal return of the Lord Jesus Christ, and that the hope of His appearing has a vital bearing on the personal life and service of the believer.

A.5.8 - We believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment.

A.5.9 - We believe that the Church is composed of all persons who, through the saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.

A.5.10 - We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as a means of salvation.

A.5.11 - We believe that all the saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine, sinful pleasures, practices and associations.

## **A.6 - SCHOOL PROFILE**

A.6.1 - The International Christian School of Lima (ICSLima) is sponsored by the Asociación Cultural Berea (ACB), and associated with the Network of International Christian Schools (NICS). ICSLima is a multicultural school that currently serves around 140 students from over 30 countries around the world. The staff of ICSLima are primarily from the United States and Peru, but have also come from over 10 countries around the world. ICSLima provides an American based education to prepare students primarily for admission and success to and in USA colleges and universities.

A.6.1 - Our official School Profile can be accessed in the "COMMUNITY" section of our school website.

## **A.7 - SCHOOL LOCATION**

A.7.1 - ICSLima is located at Calle Retiro 185 in Miraflores, Lima, Peru. School staff can be reached by phone at +51 7014898. Each staff member can be reached via email by using the following email template: firstinitial.lastname@icslima.org.

## **A.8 - ACCREDITATION**

A.8.1 - ICSLima is accredited by two US agencies: (1) the Middle States Association and (2) the Association of Christian Schools International (ACSI). As such, students transferring to and from other accredited international schools around the world should not have any problems. Academic records from ICSLima, by virtue of being accredited by MSA and ACSI, have recognition all over the world.

## **A.9 - OFFICIAL PERUVIAN PROGRAM (OPP)**

A.9.1 - ICSLima is registered with the Peruvian government as a K-11 bi-lingual school. All students from all countries must be registered in the Official Peruvian Program (OPP), even countries that are not Spanish speaking. This will protect the students if they decide to

transfer back to a national school in their home country or attend a Peruvian University, with the need for official Apostilled Peruvian records. Students are able to transfer to any international school in the world, due to the school's accreditation standing which is recognized world-wide.

A.9.2 - Peruvian System: Children enrolling in the kindergarten program must be 5 years old by March 31 of the current school year (the date may only be modified in accordance with any changes in Peruvian laws)

A.9.3 - American System: Children enrolling in the KG program must be 5 years old by September 1 of the current school year. Children enrolling in the PK class must be 4 years old by September 1 of the current school year.

## **A.10 - SCHOOL DAY:**

A.11.1 - Classes begin promptly each day at **8:10am** and dismisses at **3:25pm** on normal days and **12:25pm** on early dismissal days. The school is responsible for students during school hours only. Exceptions to this policy will be made for students participating in after school clubs, working with an ICSLima teacher, participating in the study tables, or in detention. Parents will be notified if their child must stay after school at least one day in advance. Students need to exit the building by **3:35pm** on normal days and by **12:35pm** on early dismissal days, unless a staff member has requested them to stay and parents have been notified.

## **A.11 - SCHOOL YEAR:**

A.11.1 - The school year generally starts at the beginning of August, ends in early June, and is divided into two semesters of two quarters each. There are approximately 180 school days on this year's school calendar. The school leadership team may add days to this calendar if days are missed due to emergencies or unforeseen circumstances. Several early dismissal days are included to allow for a variety of school activities, conferences, and/or teacher professional development days.

A.11.2 - The most updated ICSLima calendar can be accessed in the "ABOUT US" section of the school website.

## **A.12 - LEGAL BASIS:**

A.12.1 - This handbook is based on the following current regulations:

- Political Constitution of Peru
- Convention on the Rights of the Child
- Legislative Decree No. 25762, Organic Law of the Ministry of Education.
- Law No. 26549, Law on Private Educational Centers.
- Law No. 27337: Law approving the New Code for Children and Adolescents.
- Law No. 27665: Law for the Protection of Family Economy regarding the payment of fees in Private Educational Centers and Programs.
- Law No. 28044: General Education Law.
- Law No. 28740: Law of the National System for Evaluation, Accreditation, and Certification of Educational Quality.
- Law No. 29571: Code for the Protection and Defense of Consumers.
- Law No. 29694: Law that protects consumers from abusive practices in the selection or acquisition of school textbooks, amended by Law No. 29839 and its regulation approved by Supreme Decree No. 015-2012-ED.

- Law No. 29719: Law promoting non-violent coexistence in educational institutions and its Regulation approved by Supreme Decree No. 010-2012-ED.
- Law No. 29973: General Law for Persons with Disabilities.
- Law No. 30403: Law prohibiting the use of physical and humiliating punishment against children and adolescents. Regulation of the Law, Supreme Decree No. 003-2018-MIMP.
- Supreme Decree No. 004-2006-TR: Provisions on the Attendance Control and Exit Record in the Labor Regime of Private Activity.
- Supreme Decree No. 018-2007-ED: Approving the Regulation of Law No. 28740, Law of the National System for Evaluation, Accreditation, and Certification of Educational Quality.
- Supreme Decree No. 011-2012-ED: Approving the Regulation of Law No. 28044, General Education Law.
- Supreme Decree No. 002-2014-MIMP: Approving the Regulation of Law No. 29973, General Law for Persons with Disabilities.
- Supreme Decree No. 004-2018-MINEDU: Approving the “Guidelines for the Management of School Coexistence, Prevention, and Attention to Violence Against Children and Adolescents.”
- Supreme Decree No. 005-2021-MINEDU: Approving the Regulation for Private Basic Education Institutions.
- Supreme Decree No. 013-2022-MINEDU: Approving the “Guidelines for Promoting the Socioemotional Well-Being of Students.”
- Ministerial Resolution No. 0201-2009-ED: Approving Directive No. 006-2009-ME/SG “Procedures for the Prevention and Punishment of Sexual Harassment in the Education Sector.”
- Ministerial Resolution No. 281-2016-MINEDU: Approving the National Basic Education Curriculum.
- Ministerial Resolution No. 649-2016-MINEDU: Providing for the gradual and progressive implementation of the National Basic Education Curriculum.
- Ministerial Resolution No. 274-2020-MINEDU: Protocols for addressing violence against children and adolescents.
- Ministerial Resolution No. 447-2020-MINEDU: Regulation on the enrollment process in Basic Education.
- Ministerial Resolution No. 221-2021-MINEDU: Approving the “Provisions for the Organization of the Annual Time of Educational Institutions and Educational Programs in Basic Education.”
- Ministerial Resolution No. 109-2022-MINEDU: “Provisions for the Adaptation Process to Basic Conditions of Private Management Educational Institutions in Basic Education.”
- Ministerial Resolution No. 153-2023-MINEDU: Approving the regulatory document titled “Provisions for the Development of Management Weeks in Educational Institutions and Educational Programs in Basic Education.”
- Vice Ministerial Resolution No. 067-2011-ED: “Standards and Guidelines for the Organization, Implementation, and Functioning of School Municipalities.”

- Vice Ministerial Resolution No. 011-2019-MINEDU: Approving the Technical Standard titled "Standard Regulating the Management Instruments of Educational Institutions and Basic Education Programs."
- Vice Ministerial Resolution No. 024-2019-MINEDU: Guidelines for the Implementation of the National Basic Education Curriculum.
- Vice Ministerial Resolution No. 076-2019-MINEDU: Approving the "Guidelines for Promoting Healthy Eating and Managing Healthy Kiosks, Cafeterias, and School Canteens in Basic Education."
- Vice Ministerial Resolution No. 094-2020-MINEDU: Approving the regulatory document titled "Standard Regulating the Evaluation of Student Competencies in Basic Education."
- Vice Ministerial Resolution No. 045-2022-MINEDU: Approving the regulatory document titled "Provisions on the National Strategy for School Reinforcement for students at the Primary and Secondary levels of Regular Basic Education - National mobilization for learning progress."

A.12.2 - The legal basis mentioned includes its amendments or regulations that complement or replace them, as well as those that have temporary validity for an academic year or a shorter period, if applicable.

A.12.3 - The school is privately managed. It is an educational institution recognized and authorized by the Ministry of Education through the following regulations and decrees:  
 Kinder and Elementary: Regional Directorial Resolution No. 006540-2009-DRELM  
 Secondary: Directorial Resolution UGEL 07 N° 001226-2016  
 Name change: Directorial Resolution No. 012585-2016 - UGEL 07

## **A.13 - Organization Structure, Management, Rights, and Duties**

A.13.1 - Organizational Structure:

- Promotor:
  - + Cultural Association Berea
- Management Body:
  - + Promoter / Executive Director
  - + Peruvian Director
  - + Director of Business Operations
  - + Director of International Academics
- Pedagogical Execution Bodies:
  - + Teachers
  - + Assistants
- Psycho-pedagogical Support Bodies:
  - + Psychologist
- Support Bodies in Management:
  - + Coordination of Tutoring and Educational Guidance and Responsible for Coexistence
  - + Academic and Activities Coordination
  - + Commission for Environmental Education and Disaster Risk Management
- Administration Bodies:
  - + Secretary
  - + Human Resources Manager
  - + Finance Manager

- + Information Technology Manager
- + Facilities Manager
- + Librarian
- + Nurse
- + Admissions Liaison
- Participation Bodies:
  - + Advisory Council of the Director (DAC)
  - + Parents' Committee (PTA)
  - + Educational Community
  - + High School Student Council
  - + Middle School Student Council
  - + National Honor Society

#### A.13.2 - Promotion:

- Promotor:
  - + The Independent Educational Provider (IEP), International Christian School of Lima, is directed, oriented, and guided by the Cultural Association Berea.
- Representative of the Promoting Entity:
  - + This is the person designated as the spokesperson for the promoting body. This role is held by a legal representative with registered powers granted by the association in SUNARP. For the 2025-2026 academic year, it is Mr. Gideon Paneer Walker.
- Promotion Body:
  - + This is the highest-ranking authority within the IEP International Christian School of Lima, and it is under the responsibility of General Management, which is the first authority, legal representative, and responsible for the leadership and administration of the school. This is in accordance with Article 8 of the Law of Private Educational Centers No. 26549, Article 32 of its regulations, and Article 55 of the General Education Law No. 28044, which grants sufficient representation powers in all areas. In conformity with the provisions of Law No. 28044, General Education Law, and its corresponding regulations, as well as the educational technical-pedagogical guidelines of the Ministry of Education, Law No. 26549, Law of Private Educational Centers, Legislative Decree No. 882, Law for the Promotion of Investment in Education, and Supreme Decree No. 009-2006-ED, Regulation of Law 26549, the owner or promoter of a private educational institution is responsible for its administration and overall functioning, which includes determining, by way of example, the following:
- Functions and Responsibilities of the Promotion Body:
  - + Manages all dimensions of the IEP and authorizes the management of bank accounts.
  - + The promotion body proposes the GENERAL DIRECTOR and the DIRECTOR. It also ensures compliance with the current regulations of the Ministry of Education (MINEDU).
  - + Determines, in coordination, the General Guidelines of the institution regarding principles and values, educational profile, general objectives, administrative, financial, and academic regime in accordance with the Political Constitution of Peru, General Education Law 28044, Private Educational Centers Law 26549, and its Regulations.

+ Coordinates with the director the organizational and administrative structure of the institution.

- Management Body:

+ The Executive Director and Peruvian Director are responsible for pedagogical management, providing educational leadership to improve the quality of student learning within the framework of efficient school management. The executive director and the director lead the core processes of management focused on learning through a democratic, horizontal, and transformational governance style. They manage the institution from a pedagogical leadership approach. Under this role, they aim to create an organized school that operates with a focus on learning; to achieve this, they foster the connection between teaching work, a welcoming school environment, and the participation of families and the community.

- Legal Framework:

+ The Peruvian Director, Mrs. Ayala, is officially recognized as such by UGEL, DRELM, and MINEDU and serves as the legal representative of the institution in Peru regarding academic and administrative matters required by the authorities, with the general and special powers provided in the current legal provisions. She constitutes the first and second executive authority responsible for the pedagogical management of the institution. If the director is on vacation or leave, the promoting body is responsible for carrying out her functions. The director performs her duties on a full-time and exclusive basis. Her position is one of trust and is appointed by the Promoting Entity.

+ The Executive Director, Mr. Walker, is the legal representative of the promoting body and is officially recognized in the American system by NICS (Network of International Christian Schools). He serves as the legal representative of the institution in the United States regarding academic and administrative matters required by the authorities, with the general and special powers provided in the current legal provisions. He constitutes the first executive authority responsible for the pedagogical management of the institution. If the General Director is on vacation or leave, the promoting body is responsible for carrying out his functions. The General Director performs his duties on a full-time and exclusive basis. His position is one of trust and is appointed by NICS.

- Specific Functions of the Executive Director and the Peruvian Director:

+ The functions of the General Director and the Director of the institution are as follows:

\* In terms of pedagogy:

- Optimize learning and teacher development through measures that promote and stimulate pedagogical innovation, curricular diversification, research, and experimental proposals aimed at improving educational quality.

- Organize and oversee the monitoring service, support, and evaluation of staff performance while fostering creativity, research, and intellectual production.

- Convene meetings with teachers, workshop teachers, assistants, parents, guardians, and other educational stakeholders to achieve institutional objectives.

- Preside over Collegial Work Meetings.

- Promote and develop, through the tutoring service and relevant curricular areas, students' capacities for self-care, risk identification, and management of coping strategies and help-seeking in such situations.
- Create constant opportunities for inter-learning, reflection, and systematization of practice aimed at improving teachers' competencies and students' learning conditions.
- Encourage teamwork, ensure a positive school climate, demonstrate high expectations for students and teachers, and create spaces for participation.

\* In Administrative Matters:

- Formulate, coordinate, execute, and evaluate management documents, with the participation of the entire educational community when necessary.
- Legally represent the educational institution before the UGEL, DREA, and MINEDU.
- Ensure compliance with institutional objectives and adhere to the axiological framework of the institution.
- Coordinate the enrollment process and authorize transfers of enrollment.
- Authorize the correction of names and surnames of students in official educational documents, in accordance with current regulations.
- Issue certificates of studies.
- Manage the official documentation of the educational institution.
- Coordinate and plan timely enrollment for the successful start of the school year.
- Participate in the selection process for hiring teaching and administrative staff based on the needs of the educational institution.
- In coordination with the Promotora, organize the admission process for the entry of new students, delegating responsibilities for its execution.
- Conduct monitoring and support for teachers to ensure the achievement of indicators that lead to better outcomes.

\* In Relations with the Educational Community:

- Promote a democratic and intercultural coexistence among the members of the educational community, as well as establish strong connections with families and the broader community.
- Create and maintain a positive organizational climate by fostering a sense of belonging, empowerment, and affiliation with the school.
- Promote ongoing actions and mechanisms to provide guidance and information to the educational community regarding children's and adolescents' rights, the importance of respectful treatment, sexual education, and responsible parenting.
- Coordinate and foster strategic partnerships in the areas of prevention and social oversight to benefit students, collaborating with both private and public institutions.

### A.13.3 - Organization for Pedagogical Execution

#### - Teachers

+ Teachers are fundamental agents in the educational process, with the mission of effectively contributing to the formation of students across all dimensions of human development. Due to the nature of their role, they must possess professional competence, moral integrity, and emotional and mental health to perform their duties while safeguarding the well-being of the students. In carrying out their responsibilities, teachers engage in continuous training and professional development to ensure the achievement of the learning objectives outlined in the curriculum. They recognize the diverse learning capacities of their students, value and respect their differences, promote the development of their talents, and provide a quality education.

#### - Specific Functions of Teachers

- + Develop their educational mission in accordance with the Internal Regulations and the Institutional Educational Project, in harmony with the guidelines provided by the Promoter and the Administration.
- + Perform their role as educators efficiently and competently, participating in all institutional activities.
- + Support and guide students in the teaching-learning process and their personal growth.
- + Fulfill their responsibilities by demonstrating punctuality and collaboration in the playground, classroom, during transitions, and at the end of the school day.
- + Be responsible for maintaining order and cleanliness in the classroom during their teaching hours.
- + Participate in academic meetings for planning, programming, organization, coordination, and execution as directed by the Administration.
- + Timely submit planning, programming, and evaluation documents.
- + Provide evaluation reports on the academic performance and behavior of students to parents and the administration.
- + Conduct meetings with parents and students according to the established schedule.
- + Engage in continuous professional development by participating in training events related to pedagogical, technological, human, and spiritual practices.
- + Justify any absences in writing to the Administration.
- + Effectively plan and conduct the learning process to foster the development of competencies in students, coherently integrating programmed learning, individual characteristics (learning rhythms and styles), sociocultural contexts, developmental stages, special needs, and selected strategies and resources.
- + Continuously evaluate student learning to make decisions and reprogram any unmet learning objectives, taking into account individual differences and various cultural contexts.
- + Guide students and contribute to their holistic development while respecting their freedom, autonomy, identity, creativity, and participation.
- + Conduct teaching-learning processes with mastery of the didactic and pedagogical processes corresponding to each area, applying pedagogical approaches that enable all students to learn through assertive and empathetic interpersonal relationships based on affection, justice, trust, mutual respect, and collaboration.

- + Form learning groups with peers and participate in continuous training programs that enhance pedagogical work, improve teaching practices, and foster a harmonious environment.
  - + Maintain frequent communication with parents or guardians using email, phone calls, and PowerSchool for grades.
  - + Responsibly care for all resources entrusted to them.
- Workshop Teachers
    - + Workshop teachers are specialized personnel in academic, sports, or artistic areas who focus on strengthening capacities and skills in their respective domains
- Specific Functions of the Workshop Teachers
    - + Support students in their training processes in the specific areas assigned to them
    - + Participate in activities that the institution will carry out according to the academic calendar
    - + Inform parents about the students' training progress
    - + Attend internal coordination meetings of the institution
- Auxiliary Staff
    - + Auxiliary staff in education complements the functions of teachers in pedagogical, tutorial, and administrative areas. Their functions are outlined in the Educational Institution's Manual of Organization and Functions.
- Specific Functions of Auxiliary Staff
    - + Assist classroom teachers or workshop teachers in carrying out academic activities and managing student arrival and departure times, ensuring students are handed over to their parents/guardians or authorized adults.
    - + Monitor students at all times.
    - + Escort students to and from restrooms.
    - + Supervise students during recess and in their respective workshops.
    - + Ensure that students consume all their meals from their lunch boxes.
    - + Attend teacher meetings when requested by the Administration.
    - + Oversee the appropriate use of students' free time in the classroom.
    - + Maintain cleanliness and order in classrooms at the end of each school day.
    - + Be responsible for the care of the infrastructure, furniture, and all play materials.
    - + Ensure the holistic development of students.
- Psychological Support Staff
    - + A professional responsible for the behavioral and academic support of students. The School Psychologist must be licensed to practice, with certification issued by the Peruvian College of Psychologists. Their functions are outlined in the Educational Institution's Manual of Organization and Functions.
- Specific Functions of the Psychologist
    - + Organize, conduct, monitor, and evaluate psychological guidance and assistance services for students.
    - + Provide specialized advice to parents and teachers.
    - + Coordinate continuously with the Administration and the coordinators of each classroom.

- + Lead the execution of the socio-emotional assessment of students and identify at-risk cases.
- + Provide psychological reports for students.
- + Conduct follow-up actions for students with difficulties and special educational needs.
- + Offer specific support to students who require it due to special circumstances (emotional, behavioral, academic, and/or learning-related).
- + Assess the appropriateness of external evaluations and/or treatments, as necessary, in coordination with parents.
- + Assist teachers with specialized actions and techniques as needed.
- + Interview parents whose children show undesirable behavioral changes or seek to enhance existing skills.
- + Keep the Administration informed about special situations that may compromise the institution's image.
- Evaluate personnel applying for vacant positions.
- Responsibly care for all assets under their charge.

#### A.13.4 - School Management

##### - School Management Committees

+ The School Management Committees are responsible for executing the practices proposed by CGE 3, 4, and 5. Each committee represents a specialized area with functions associated with specific responsibilities and competencies. The following outlines these responsibilities and competencies:

##### \* Operational Conditions Management Committee:

- This committee manages practices related to CGE 3 (Management of Operational Conditions aimed at monitoring the educational service provided by the institution). Its responsibilities include: student enrollment, attendance of students and staff, management of daily risks, emergencies, and disasters, maintenance of the facilities, proper functioning of the kiosk, cafeteria, or school dining hall, in accordance with current regulations. It oversees interventions for facility adaptation, inventory management, distribution of educational materials and resources, access to communication (including indigenous languages, Peruvian sign language, or others), and the provision of necessary educational supports within a framework of attention to diversity, among other tasks. The committee focuses on functions and competencies related to capacity development for risk management (utilizing safety devices, signage, fire extinguishers, first aid kits, rigid boards, megaphones, sand buckets, etc.), logistics, financial management, contracting, facility and material maintenance, inventory, and more. Additionally, if the institution employs administrative staff, the responsibilities of this committee should be aligned with the actions that such personnel are executing as part of their support functions in school management.

##### \* Pedagogical Management Committee:

- This committee manages practices related to CGE 4 (Management of Pedagogical Practice aimed at achieving the

expected learning outcomes). Its focus includes promoting both the learning and professional development of teachers, as well as designing, implementing, and organizing the processes of teaching and learning. The committee encompasses functions and competencies related to organizing spaces for professional integrated learning and collaborative work, monitoring and supporting teaching practices, fostering professional development for teachers, planning and adapting the curriculum, assessing student learning, monitoring students' progress throughout the year, and scheduling instructional time.

\* Wellness Management Committee:

- This committee manages practices related to CGE 5 (Management of School Well-Being that promotes the integral development of students). Its focus includes generating actions and spaces for socio-affective and cognitive support, managing school coexistence, facilitating the democratic participation of school staff and students in key decisions, involving families in the development of management tools, implementing discipline with a rights-based approach, promoting an inclusive culture that values diversity, addressing conflict or violence situations, preventing cases of violence, and promoting overall well-being. The committee encompasses functions and competencies related to managing participation spaces, collaboratively developing and disseminating the school's coexistence norms, preventing school violence, providing timely responses to violence cases, restoring coexistence, resolving conflicts, and managing the institutional protection network alongside other organizations.

A.13.5 - Administrative Staff

- Administrative Staff

+ Administrative staff comprises non-teaching employees who provide services at the school. They are either permanently or temporarily part of the team of professionals, technicians, and assistants who support the school's instructional area and, in some cases, the operational area.

- Functions of Administrative Staff:

- + Fully identify with the principles and values of the school.
- + Comply with and enforce this Regulation and the school's Policies.
- + Fulfill the responsibilities of the position for which they were hired, along with any additional observations according to the Work Regulations.
- + Actively collaborate in the educational progress of the school.
- + Take advantage of training opportunities provided by the school.
- + Sign the Code of Conduct for the protection of minors and attend student protection training at the beginning of each school year.
- + Responsibly care for all property under their charge.

- Secretary:

+ A Directors' secretary is the gatekeeper of the school. They are responsible for maintaining an orderly work environment that serves the school administration, teaching staff and students. School secretaries must work as

a team with other staff members to provide a safe, productive space for students to learn.

- Specific Functions of the Secretary:

- + Coordinate the school lunch services for students and staff
- + Coordinate school supplies for faculty & staff
- + Help in the preparation of school events
- + Supervision of students with late parents after school
- + Help with powerschool attendance
- + Provide oral and written translation as needed by administration
- + Send newsletters and notification from administration to parents
- + Provide assistance and coverage for other staff members as needed
- + Serves on the Financial Assistance Committee in the financial assistance application process (as needed)
- + Serves on the marketing team

- Human Resources Manager

- A Human Resources Manager, is responsible for coordinating all administrative activities related to an organization's personnel. Human Resources Managers set the tone for the entire human resources department. From employee relations to payroll to compliance issues, the HR department helps ensure that an organization runs smoothly, and the Human Resources Manager is at the helm. This role requires a leader who embodies Servant Leadership principles, prioritizing the well-being and development of their team while fostering a supportive and collaborative work environment.

- Specific Functions of the Human Resources Manager:

- + Work Visas for Foreign Personnel
- + Employment Contracts
- + Support the Supervision of Staff
- + Serves on committees, such as those for accreditation or curriculum review, as requested or assigned.

- Finance Manager

+ Responsible for supervising general finance/accounting procedures and practices. Prepares and monitors budget and forecast. Develops and revises finance and accounting systems, procedures and controls. Ensures that the customer service of the finance office is consistently at a high level through communication and training of finance staff. This role requires a leader who embodies Servant Leadership principles, prioritizing the well-being and development of their team while fostering a supportive and collaborative work environment

- Specific Functions of the Finance Manager:

- + Payroll Processes
- + Accounting System and Reporting
- + Annual School Budget
- + Student Contracts
- + School Cash and Asset Management
- + NICS Board Monitoring Reports

- Information Technology (IT) Manager:

- + Responsible for supplying all school functional areas with necessary IT equipment, information and information systems through planning, developing and directing computer operations, systems analysis and programming. Investigates the possibility of using new equipment or systems and makes possible changes or improvements to the current systems. This role requires a leader who embodies Servant Leadership principles, prioritizing the well-being and development of their team while fostering a supportive and collaborative work environment.

- Specific Functions of the Information Technology (IT) Manager:

- + Implements policies and procedures for IT to support the overall school objectives.
- + Sets up, maintains, supports and updates systems, websites, networks, equipment and devices with regards to information technology management in every function of the school (Systems include: Directory Management, Student Information System, Learning Management System, etc.).
- + Oversees the infrastructure of technology to facilitate communication.
- + Manages the team of information technologists including system support, administration, engineers and business partners.
- + Demonstrates empathy and actively listens to team members to understand their needs and concerns before planning actions.
- + Provides training and orientations for all staff regarding new technologies to ensure smooth transitions and effective use of technology.
- + Prepares and oversees the IT budget.

- Facilities Manager

- + Responsible for all duties that are not directly related to instruction and student achievement including assisting the director in managing school activities; supervising of classified support personnel; supporting the coordination of activities such as special events; and oversight of transportation and building maintenance. This role requires a leader who embodies Servant Leadership principles, prioritizing the well-being and development of their team while fostering a supportive and collaborative work environment.

- Specific Functions of the Facilities Manager:

- + Coordinates the use of facilities with the Union Church throughout the year.
- + Manages operation budget and petty cash funds monthly.
- + Manages fixed assets inventory and communicates with the accountant all depreciation amounts.
- + Initiates and proposes policy and procedures related to administration operations.
- + Participates in administrative meetings with regard to decision-making in operations.
- + Directs the operational functions of school facility, cafeteria, cleaning and security.
- + Directs Operations staff and operational functions to provide logistic support for the school events.
- + Demonstrates empathy with the faculty staff and actively listens to their needs and concerns before planning actions.
- + Ensures safety systems are in place throughout the exterior of the school.
- + Collaborates with IT to develop systems and audits that promote safety and security.

- + Ensures standard operating procedures are developed and communicated with any outsourced company.
- + Oversees the security and surveillance system.
- + Works with the Member Care coordinator to support staff housing needs, ensuring their well-being and comfort.
- + Helps ensure that procedures are in place for the annual inventory. Manually adds/removes new inventory purchases to ensure assets are adequately reported and insured.
- + Serves on committees, such as those for accreditation or curriculum review, as requested or assigned.
- + Follows all handbook policies applicable to his/her employment status, school location and division.
- + Attends all school events as directed by the supervisor.
- + Encourages team growth and professional development by actively promoting training and orientations.
- + Coordinate the establishment of new safety and health requirements and controls.
- + Carries out other duties and responsibilities as deemed appropriate by the supervisor.

- Librarian:

- + The School Librarian will run the ICSLima library which includes ordering, cataloging and shelving books and audio/visual equipment as well as managing those individuals assigned to work in the Library. The Librarian will also teach ECC, ELEM, and MS students one period per week by class to encourage reading and support classroom teachers in academic coursework. The Librarian will implement the library software to help facilitate cataloging and managing community check-in and check-out of resources.

- Specific Functions of the Librarian:

- + Select from the books donated to the school those which are to be included in the library.
- + Purchase new books, magazines, and supplies for the library as funds are available.
- + Maintain a library, including books, computerized catalogs, periodicals, and equipment.
- + Take care of all check-out, check-in, cataloging and shelving of books.
- + Supervise all library assistants and volunteer parents working in the library.
- + Send out overdue notices and collect fines.
- + Assist teachers and students in finding books and materials in specific subject areas.
- + Participate on the "I Love to Read Month" Committee.
- + Maintain a book order program for students to purchase reading books.
- + Stay abreast of the latest research and technology in Library Science.
- + Teach students how to utilize the library.
- + Establish times for the use of the library by all ICSLima classes.
- + Oversee a committee of teachers and administration that deals with books whose contents have been questioned.
- + Introduce classes in primary grades to a variety of literature genres through read-aloud times each week with a focus on sharing Biblical truths.
- + Liaise with secondary teachers to assist in the teaching of and development of research skills among all the students enrolled in the secondary program.

- Nurse:

+ The job of the school nurse is for the purpose/s of managing a health services program for the assessment, evaluation, maintenance, and improvement of the health of students and staff; provide preventive health services to facilitate the student's optimal physical, intellectual, spiritual, emotional, and social growth and development; strengthening and facilitating the educational process and/or maximizing the quantity of in class time by reducing the incidence of health related absenteeism; and to model/instill in each student a Biblical worldview, a respect for people of all cultures and religions, and a desire for academic excellence.

- Specific Functions of the Nurse:

- + Coordination and participation in the establishment, review, and implementation of school health/services policies and procedures.
- + Assurance that such policies and related procedures adhere to the ethical standards of nursing practice.
- + Collaborate with other student services personnel to prevent health problems from becoming reasons for educational failure.
- + Administer basic health care and first aid for the purpose of providing appropriate care for the ill, medically fragile, and/or injured children.
- + Implementation of communicable disease control in the school, including monitoring, surveillance, and participating in disease prevention and outbreak management within school. (See separate Communicable Disease Chart.)
- + Monitors all student medications administered at school as prescribed by a physician for the purpose of ensuring compliance with safety regulations and the development of 'Parental Request for Medication Administration' permission form.
- + Identification and development of emergency action plans for students at risk of medical crises at school or during school functions.
- + Provide and develop triage procedures for emergency nursing management.
- + Provision of health related consultation as a member of the Individualized Learning Plan (ILP) Team.
- + Provision of training for staff regarding chronic illnesses/disabilities experienced by students at school.
- + Function as a health resource for chronically ill students and their families.
- + Maintains communication with parents or care-takers for the purpose of promoting needed health care with initiation of referrals and follow-up for students with identified or suspected health problems.
- + Provision of periodic health appraisals and check-ups of students with identified or suspected health problems.
- + Coordination and development of screening programs, specifically vision screening.
- + Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
- + Monitor/maintain the budget for school health management expenses.
- + Evaluate current immunization practices and collaborate with school administration to establish an immunization policy for students and staff.
- + Review and maintain immunization records according to school policy
- + Counsels with students concerning problems such as pregnancy, sexually transmitted diseases, and substance abuse in order to facilitate responsible and biblically based decision-making practices (with parent permission).
- + Accompany student retreats as needed.

- + Acts as a resource person in promoting health careers.
- + Train/maintain certifications for CPR and Basic First Aid for all staff members. *(This requires Instructor Certification through the Red Cross.)*
- Admissions Liaison
  - + The admissions liaison is responsible for explaining ICSLima's program and policies to prospective families and for promoting the school within both local and international communities. He/She is also responsible for providing input for all admissions-related activities including meeting prospective families, enrolling students, maintaining updated admissions data, and preparing and revising admission materials, policies, and procedures.
- Specific Functions of the Admissions Liaison:
  - + Ensure and monitor a high level of service to applicant families and initiate improvements whenever required.
  - + Enforce admission criteria, policies and procedures for student admissions.
  - + Establish and plan pre-screening and testing procedures.
  - + Evaluate new applications to assess enrollment eligibility and to determine grade placement with the Admissions Committee.
  - + Inform parents in writing of the decision from our Admissions Committee.
  - + Maintain an internal waiting list for each grade level.
  - + Manage all admissions information and data, maintaining records and providing reports as needed. (Student Cum Files - Academic, Admissions, and Health - Master Student List and others.)
  - + Ensure that student data is added to the student data management system.
  - + Develop, manage and adhere to the admissions department budget and, in the process, produce forecasting of needs.
  - + Welcome prospective families by processing paperwork, interviewing applicants, arranging and conducting campus tours.
  - + Obtain information on expected departure/arrival of students.
  - + Serve as facilitator of the Tuition Assistance Committee in the financial assistance application process. (If needed)

#### A.13.6 Participatory Groups

- Director's Advisory Council (DAC)
  - + The purpose of the DAC is to provide the director with qualified advice to achieve the school's mission and goals.
- Objectives of the Director's Advisory Council (DAC)
  - + Review and Evaluation: Assess the school's achievement of its declared mission, goals, improvement plan, and adherence to its stated philosophy as requested or required by the NICS School Board or the school director.
  - + Advisory Role: Provide advice, support, and constructive criticism to the director.
  - + Communication: Communicate critical issues to the executive staff of NICS when necessary.
  - + Curriculum Selection: Participate in the selection of school textbooks.
- Parent Teacher Association
  - + Parents will form a Parents Teacher Association (PTA) to collaborate with the Educational Institution's Management, aiming to represent and encourage parental involvement in the educational process of their enrolled children.

- + The Parents Teacher Association (PTA) is an integral part of the Institution, composed of parents elected by vote during the first parents' meeting, as well as tutors/legal guardians who participate in the educational process of their children. As a private institution, it serves as a collaborative body in planning and organizing events to promote community in the school and collaboration between parents and the school.
- + The Parents Teacher Association (PTA) acts as the executive and management body for parents, consisting of a President, a Vice President, and a Secretary.
- Functions of the Parent Teacher Association (PTA)
  - + Collaborate with Activities: Support the activities proposed by the Management and teachers of the Educational Institution.
  - + Promote Equality: Foster an equal treatment approach towards students.
- Educational Community
  - + The Educational Community is the participatory body composed of all staff working in the Educational Institution, including management, hierarchical, teaching, administrative, and support personnel, as well as students and their families. The individual functions of its members have been detailed in the preceding articles of the Manual of Organizational Functions (MOF).
- Student Council
  - + The International Christian School, located in Lima, Peru, will have an organization called the **Student Council Association (SCA)**. The SCA will represent the students of ICS and serve as their voice before the ICS Administration. The SCA acts as a tool to promote school unity among the faculty, administration, and student body at the International Christian School.

#### A.13.7 Duties and Rights of the Educational Community

- Student Rights:
  - + Right to Comprehensive Education: Students have the right to receive a comprehensive education that fosters their overall development, which includes:
    - \* Education based on respect for fundamental rights and freedoms, along with democratic principles of coexistence.
    - \* Acquisition of skills, abilities, competencies, and knowledge for personal, labor, and social integration.
    - \* Conducting academic activities based on scientific and academic foundations.
    - \* Guidance in academic, personal, and professional areas to help them make decisions according to their aptitudes and abilities, especially for students with physical, psychological difficulties, or social or cultural shortcomings.
    - \* Learning non-violent methods for conflict resolution and models of coexistence based on diversity and respect for gender equality.
  - + Right to Respect: Students have the right to have their identity, integrity, and personal dignity respected by all members of the educational community. This right entails:
    - \* Protection against any form of aggression and discrimination
    - \* Safe, hygienic, and healthy conditions in the institution.

- \* Confidentiality regarding their personal data.
- + Right to Objective Evaluation of Learning
  - \* Their dedication, effort, and performance should be valued and recognized objectively.
  - \* Along with their families, they have the right to know the evaluation, grading, and promotion criteria established by the institution at the beginning of the course.
  - \* Their legal representatives have the right to receive information from the teaching staff about their learning process and decisions made.
  - \* Their families can appeal against academic decisions and grades.
- + Right to Participate in the Operation and Life of the Institution, which includes:
  - \* Active learning in democratic participation to contribute to the development of basic social competencies.
  - \* Participation individually and collectively through the exercise of the rights of assembly and association, via student associations and representation in the institution through their delegates and representatives on the School Council.
  - \* Choosing their representatives on the School Council and group delegates.
  - \* Expressing opinions, individually and collectively, freely according to constitutional principles and rights.
  - \* Being informed about matters related to their institution and educational activities.
- + Right to Express Disagreement
  - \* Disagreements should be communicated to the institution's administration through each group's delegates.
  - \* The institution's coexistence plan will regulate the procedure for exercising this right. The administration will inform the School Council about cases that may lead to a proposal for student absence from class to ensure compliance with established procedures.
- + Right to Immediate Attention for Minors
  - \* Protection in the school setting through measures to prevent and intervene in situations of risk and neglect.
- + Right to Equal Opportunities
  - \* Students have the right to receive the necessary support and assistance to address personal, family, gender, or economic disadvantages.
- + Right to Social Protection
  - \* In the educational context, social protection in cases of family misfortune or accidents.
  - \* The competent education authority will establish appropriate academic and economic conditions in these cases.
  - \* If attendance at the educational institution is impeded, students have the right to receive home or hospital educational support, as determined by the competent education authority.
- Students Duties:

- + Duty to Study and Attend Class which includes:
  - \* Maintaining a participatory, active, and attentive attitude in class without disrupting the normal flow of lessons.
  - \* Attending the educational institution with the necessary materials and equipment to actively participate in classes.
  - \* Respecting the right and duty of others to study.
  - \* Completing assignments assigned by the teaching staff.
  - \* Students also have the duty to attend class punctually, without unjustified absences, and to respect the institution's approved entry and exit procedures.
- + Duty to Respect Teachers
  - Students must respect their teachers and recognize their authority, both in their teaching and educational roles and in enforcing compliance with coexistence norms and the organization of the institution.
- + Duty to Respect the Educational Community, which includes:
  - \* Respecting the identity, integrity, sexual orientation, dignity, and privacy of all members of the educational community.
  - \* Respecting the freedom of conscience and the religious and moral beliefs of the community.
  - \* Not discriminating against any member of the educational community based on birth, race, sex, language, or any other personal or social circumstance.
- + Duty to Respect Coexistence Norms, which entails:
  - \* Participating in and promoting a suitable environment for school coexistence, as well as knowing and respecting the institution's coexistence norms and plan.
  - \* Properly using and maintaining the institution's facilities, materials, and educational resources.
  - \* Properly using and maintaining these resources during extracurricular or complementary activities.
  - \* Respecting the belongings of members of the educational community.
  - \* Complying with the decisions of individual and collective governing bodies of the institution, while also asserting their rights when they believe a decision infringes upon them, following established procedures.
  - \* Taking responsibility for communications between the family and the educational institution.
  - \* Adhering to established norms regarding the appropriate use of information and communication technologies.
- + Duty to Collaborate in Obtaining Information for Educational Purposes
  - \* Students must assist in gathering necessary information to support the institution's educational function.

- Rights of Families:

- + Right to Participate in the Educational Processes of Their Children or Pupils:

- \* Families have the right to participate in the educational processes of their children and to be informed about their progress and socio-educational integration through requested information, complaints, and involvement in conflict resolution processes.
- + Right to Be Heard in Decisions Affecting Their Children:
  - \* Families have the right to be heard regarding personal, academic, and professional guidance, and to request the School Council to review decisions made by the administration.
- + Right to Participate in the Organization, Operation, Governance, and Evaluation of the School:
  - \* Families may participate through the Parent Teacher Association (PTA) and through other legally recognized associations.
- Duties of Families:
  - + Duty of Commitment:
    - \* Families must seek the necessary support and collaborate with the school to ensure that the educational process is conducted appropriately. In cases where families reject the school's request for involvement and commitment in adopting necessary measures in serious situations affecting their children's educational process or conflicts caused by their children, the school administration will inform the educational authorities so that appropriate measures can be taken to ensure the rights and duties of students. When conduct is particularly serious, the educational administration will notify the relevant public institutions or authorities. Families have the duty to attend meetings convened by the school or seek other means to facilitate communication, information, and the commitments they will adopt in response to difficulties presented by the school.
  - + Duty to Know and Participate in the Academic Progress of Their Children:
    - \* Families have the duty to understand their children's educational progress and to encourage their children towards studying and actively engage in improving their performance and, if necessary, their behavior. They must also ensure attendance at classes and scheduled activities.
  - + Duty to Respect the School's Rules:
    - \* Families are obliged to respect and ensure that their children respect the rules governing the school, the educational guidelines of the teachers, and especially to collaborate in promoting respect and the full exercise of the rights of all members of the educational community. They must assist the school in obtaining the necessary personal data for the exercise of the educational function.
- Rights of Teachers:
  - + Right to Personal Respect:
    - \* Teachers have the right to be respected and to receive appropriate treatment in the performance of their duties, ensuring their integrity and personal dignity.
  - + Right to Autonomy:

- \* Teachers have the right to make necessary decisions to maintain an appropriate climate of coexistence according to the procedures established in the coexistence norms, in order to ensure educational activity.
- + Right to Ongoing Training:
  - \* Teachers have the right to receive, from the Ministry of Education, programs for professional improvement and specialization at state-managed Higher Pedagogical Institutes, in universities, and in non-state-managed Higher Pedagogical Institutes (Article 12, Teacher Law No. 24029).
- + Right to Consideration as Public Authority:
  - \* Teachers have the right to be regarded as public authorities in the performance of their teaching functions, with the powers and legal protection recognized in the legal framework.
- + Right to Legal Protection and Defense:
  - \* Teachers have the right to legal advice, legal defense, and protection from the Administration in proceedings before any jurisdiction, as well as coverage for civil liability related to acts that occur as a result of the legitimate exercise of their teaching functions, except in cases of conflict with the Administration, as provided in the autonomous regulations.
- Duties of Teachers
  - + Duty to Comply with Coexistence Norms and Other School Regulations:
    - \* Teachers must comply with the established coexistence norms and other regulations of the school.
  - + Duty to Contribute to the Improvement of School Coexistence:
    - \* Teachers must contribute to ensuring that school activities occur in an atmosphere of respect, tolerance, participation, freedom, and equality to foster democratic citizenship values among students. They must maintain discipline and ensure proper behavior from students by preventing, correcting, and reporting all behaviors contrary to coexistence to the relevant bodies. Teachers are also responsible for promoting, organizing, and participating in complementary activities, both within and outside the educational premises, especially those aimed at improving the school climate.
  - + Duty to Collaborate and Inform Families:
    - \* Teachers must inform families about the established coexistence norms at the school, any violations of these norms by their children, and any corrective educational measures imposed. They must collaborate with families to provide a comprehensive education for students and, where applicable, fulfill the role of academic tutor.
  - + Duty to Pursue Professional Development:
    - \* Teachers have the duty to seek training in aspects related to coexistence in educational institutions and the peaceful resolution of conflicts, as well as the appropriate use of information and communication technologies.

- + Duty of Professional Confidentiality:
  - \* Members of certain professions have the obligation not to disclose confidential information acquired in the course of their work.
- Rights of Administrative Staff
  - + Right to Respect
    - \* Administrative and service staff have the right to receive appropriate treatment and to be valued by the educational community and society at large in the performance of their functions, as well as the right to have their rights respected, especially regarding their integrity and personal dignity.
  - + Right to Legal Defense:
    - \* They have the right to receive legal defense and protection from public administration in proceedings before any jurisdiction as a result of the legitimate exercise of their functions, except in cases of conflict with the Administration.
- Duties of Administrative and Service Staff
  - + Duty to Collaborate and Communicate:
    - \* They must be involved in the school's project, collaborating to establish a good climate of coexistence and reporting any incidents that harm coexistence in educational institution to the administration.
  - + Duty to Comply with Data Protection, Labor Safety, and Intellectual Property Legislation.
    - \* They are required to comply with current regulations regarding personal data protection, labor safety, and intellectual property.
  - + Duty of Custody and Professional Secrecy:
    - \* They must safeguard administrative documentation and maintain confidentiality regarding the daily activities of the educational institution.

# ADMISSION POLICIES

## **B.1 - NON-DISCRIMINATION POLICY**

B.1.1 - ICSLima does not discriminate against students on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students; however, all classroom instruction is in the context of the stated doctrinal position of the school. Students from other religious backgrounds will not be excused from the religious instruction or activities of the school.

## **B.2 - PARENTAL PRESENCE IN LIMA**

B.2.1 - We believe that parents are a critical component of the education of their children. Cooperation between the school and the home is necessary to ensure that students reach their fullest potential. As a result, and in the best interest of the student, ICSLima has established the following guidelines concerning residency of parents:

- Lima must be the primary domicile of at least one parent or guardian of the child.
- If both parents of a student in grade nine through grade twelve must leave Lima during the school year but would like to leave their child(ren) in the school until the end of the semester, an appropriate guardian must be appointed and school approval must be obtained as early as possible.
- If both parents need to leave the country and a student enrolled at ICSLima is placed in the care of an individual who is not a parent, then the parent must:
  - + Notify the school.
  - + Appoint an adult caregiver or guardian.
  - + Provide the school with contact information for parents and the caregiver or guardian.
  - + Set a date with the Director of International Academics when the child will leave ICSLima to join their family

## **B.3 - ADMISSIONS REQUIREMENTS**

B.3.1 - ISCLima considers the following as essential for admission:

- Adequacy in the English language as determined by interview, examination, and/or educational records.
- An age-appropriate level of educational aptitude and skills as determined by interview, examination, and/or academic records."Academic Records" include transcripts or report cards from previous schools.
- Before entrance into the school, all forms and paperwork must be completed. The entrance fee must be paid before students are placed on the class roster.

## **B.4 - ADMISSIONS PROCEDURES**

B.4.1 - New students should:

- Submit a signed, completed application form
- Complete all necessary testing
- Submit a completed health information form

- Submit school report cards for the previous two school years. High school applicants need to submit the official highschool transcript(s) from the previous school(s). High school is defined as G9-G12.
- Submit a copy of the student's passport, green card, or carnet
- Complete a psychological interview.
- Submit any physical or medical conditions
- Complete an admissions interview with the Director of International Academics or designated school official
- Pay registration and tuition fees
- Read, sign and submit the student technology policies
- **Read, sign and submit the Parent & Student Handbook Agreement Form**

B.4.2 - Continuing students should:

- Submit a completed re-enrollment form and ICSLima health form (if required).
- Pay the matriculation fee by the date specified in the re-enrollment packet
- Submit any physical or medical condition
- Read, sign and submit the student technology policies
- **Read, sign and submit the Parent & Student Handbook Agreement Form**

## B.5 - ADMISSIONS DECISIONS

B.5.1 - Admissions fall into two categories: standard admissions and Non-recommendation of admissions.

- **Standard admissions** are reviewed yearly for continuing enrollment. A standard admission for the school year is given to students who:

- + are performing at or above grade level;
- + attend school regularly; and
- + submitted to school policy and regulations during the previous school year.

- **Non-recommendation of Admissions:** this is unlikely, but may be given by the admission committee ONLY if: (1) the school cannot provide the services needed for the prospective student to be successful or (2) there are no seats available in the grade level that the prospective student is applying for.

## B.6 - ENROLLMENT PROCESS

B.6.1 - The enrollment process may be conducted in person and/or remotely, utilizing electronic devices and digital media. It is classified into two types: regular or exceptional.

- The regular enrollment process occurs during the two months preceding the commencement of classes. Depending on the student's origin, the following procedures are implemented:

- + Enrollment Confirmation
- + Transfer of Enrollment
- + New Enrollment (for new students)

- The exceptional enrollment process can be carried out at any time after classes have begun and before the conclusion of the academic year.

B.6.2 - In the case of a virtual enrollment process, the Educational Institution will establish communication methods and service channels to ensure an efficient enrollment procedure.

- Given the nature of a virtual enrollment process, the required documents must be digital (either original or scanned) in PDF format. This includes the Service Provision Contract and the sworn statement of data, both of which must be duly completed and signed on each page by the student's legal representative.
- In the event that a virtual enrollment process has been conducted, all documentation submitted must be presented in physical form upon arrival in Lima before the start of classes.

B.6.3 - If the number of enrollment requests exceeds the available vacancies, these will be filled in the order of application receipt.

B.6.4 - In the case of students with special educational needs related to disabilities, the Legal Representative must present a Disability Certificate, as established in the relevant regulations. If a Disability Certificate is unavailable, a Medical Certificate issued by an authorized health facility must be submitted to verify the student's disability.

B.6.5 - If, at the time of enrollment, the Legal Representative lacks any required documents, they must complete and sign a sworn statement regarding the information provided and a commitment to regularize the submission of the documents.

#### B.6.6 - Transfer of Enrollment

- The Transfer of Enrollment occurs when a student comes from another educational institution. The following are the requirements for the transfer of enrollment:

- + A copy or scan of the national ID card or foreign residence card of the father, mother, or legal representative, as well as of the student
- + Completion of the Registration process
- + Original or PDF format of the Birth Certificate
- + Student Enrollment Form
- + Certificate of no outstanding debts from the previous institution
- + Report of Learning Achievements
- + Apostilled report of grades (for students coming from abroad)
- + Certificate of Studies
- + Transfer Resolution (optional)
- + Completion and signature of the registration form.
- + Completion and signature of the Contract and Agreement regarding Economic, Financial, and Educational Conditions

#### B.6.7 - Transfers to Another Educational Institution

- The student's parent, legal guardian, or duly accredited representative must request a VACANCY CERTIFICATE from the destination school and then formally submit a written request for the transfer of enrollment to the director of ICSLima.

## B.7 - WAITING LISTS

B.7.1 - If a student has passed the necessary admissions requirements, but there is no space available, he/she may be placed on a waiting list. Students will be added to this list according to the enrollment priority policy. The waiting list is dissolved at the end of the school year and parents need to apply again, if they wish to be considered for enrollment for the following school year. ICSLima encourages parents to look for other educational options while their child is on the waiting list.

## B.8 - GRADE PLACEMENT

B.8.1 - Children enrolling in the PK class must be 4 years of age before September 1 of the current school year. Additionally, Children must meet the following criteria in order to be accepted into our PK program:

- Use of the toilet independently
- Socially and emotionally prepared to separate from main caregivers.

Children enrolling in the Kindergarten program must be 5 years of age before September 1 of the current school year. Children enrolling in the G1 program must be 6 years of age before September 1 of the current school year.

B.8.2 - For grades 2-8, grade level placement will be based on academic records and entrance testing. Students will not be placed in a certain grade, class, or level based on the parent's preference for a certain grade or teacher.

B.8.3 - In the high school, students are classified into grade levels according to the following scale:

<b>Grade</b>	<b>Number of Credits Completed</b>
9	Less than 6 credits completed
10	6-13 credits completed
11	13-19 credits completed
12	19 or more credits completed

B.8.4 - All classes have a limit on enrollment.

B.8.5 - Qualified students will be accepted in order of their registration. Returning students are given preferred enrollment prior to May 1st. When the limit of the class has been reached, qualified students will be placed on a waiting list. The PK class size is limited to 12 students, and the KG-G12 class sizes are limited to 15 students per classroom.

## **B.9 - HOUSE PLACEMENT**

During the admissions process, each student will be placed in a house. All siblings will be placed in the same house and students will remain in the same house for the entirety of their time at ICSLima.

## **B.10 - CHANGE OF PERSONAL INFORMATION**

Please contact the admissions liaison or school secretary as soon as possible regarding any changes in contact information, address, passport, visa details, or emergency numbers.

# FEES, REIMBURSEMENTS, AND FINES

## C.1 - FINANCIAL AGREEMENT

C.1.1 - ICSLima is dependent upon tuition and other school fees for its operation. School fees and tuition are calculated in US dollars. Other payment schedules, such as semesterly or yearly, may be worked out in agreement with the Finance Office. It needs to be noted that **tuition and fees are based on the month, not the semester or year**. If parents have missed any payments, they may be required to pay a lump sum when withdrawing based on the school's withdrawal policy.

## C.2 - DUE DATES

C.2.1 - The matriculation fee (equal to one month's payment) is due by July 31. Tuition may be paid in 10 monthly installments according to the financial agreement. The deadline to pay these fees will be the last day of each month. Parents are responsible for any delays caused by the transfer of funds internationally or domestically.

C.2.2- Parents are responsible for any fees or costs associated with transferring money internationally or domestically. Parents who choose to pay using a Credit Card on our home office website ([www.nics.org](http://www.nics.org)) are responsible for an additional credit card transaction fee of approximately 3.5%.

C.2.3 - Checks from US banks may not be received in Peru. Arrangements may be made with the office in advance for US checks to be mailed to the US. However, any check payment must clear the bank before the due date.

C.2.4 - It is the responsibility of the parent to make arrangements when bills are not paid. Please note that ICSLima reserves the right to withhold official study certificates until all fees are paid in full.

## C.3 - FEE DESCRIPTIONS

C.3.1 - ICSLima may review and revise tuition rates annually..

C.3.2 - Entrance Fee

- An entrance fee is required to be paid for each student once the student is accepted into the school for a classroom space to be reserved. This fee is a one-time payment and is refunded upon the student leaving in accord with Peruvian regulations. In many cases, the payment of the entrance fee can be arranged to support the parent's financial situation, but is at the discretion of the school administration.

C.3.3 - Tuition

- Please refer to the current tuition rate sheet on the school website or see the office for the tuition rate. The tuition rate will be prorated if the student enters school after the first quarter. If the student arrives late or leaves school early and still works with the school to complete his/her work, the tuition remains the same. This practice is strongly discouraged but the school tries to work with those who must arrive late or leave early.

C.3.4 - Matriculation

- The matriculation fee (equal to one month's payment) is due July 31 each year or during the first month that the student is attending ICSLima. The matriculation fee is paid once a year to formalize the student enrollment.

### C.3.5 - Historical Fees Report

- In accordance with the norms of the education sector, a picture of historical costs is attached for the Entrance Fee, Matriculation Fee and Monthly Tuition fee quota of the last five (05) academic years.

YEAR	ENTRANCE FEE	MONTHLY TUITION FEE	MATRICULATION FEE
2020-2021	10250	Initial - 800 to 1070 Primary - 1130 Secondary - 1240	Initial - 800 to 1070 Primary - 1130 Secondary - 1240
2021-2022	10250	Initial - 820 to 1100 Primary - 1210 Secondary - 1270	Initial - 820 to 1100 Primary - 1210 Secondary - 1270
2022-2023	10250	Initial - 850 to 1120 Primary - 1250 Secondary - 1300	Initial - 850 to 1120 Primary - 1250 Secondary - 1300
2023-2024	14000	PS - 1250 ES - 1300 MS - 1350 HS - 1400	PS - 1250 ES - 1300 MS - 1350 HS - 1400
2024-2025	14000	PS - 1250 ES - 1300 MS - 1350 HS - 1400	PS - 1250 ES - 1300 MS - 1350 HS - 1400

*\*PAYMENT IN USD*

### C.3.6 - Homeschool Course Policy *\*American System*

- At the discretion of administration, homeschool students may be enrolled for selected secondary courses. Decisions are based on student behavior, family support of the ICSLima policies and goals, and whether there is a seat available in the desired class. Fees will be assessed based on the number of courses taken with no discounts available for part-time students. Fees will be based on the number of periods the classes meet in a week out of a total of 40 total periods.

### C.3.7 - Distance Learning/Independent Study Courses *\*American System*

- Special circumstances may necessitate utilization of our online sister school, Northstar Academy, or independent study options. Additional fees may apply. Requests must be submitted to the school administration for approval. Courses available through ICSLima's regular academic programs that can be arranged within the student's daily schedule cannot be taken via distance learning or independent study. The school administration will serve as proctors for these courses.

## C.4 - FINANCIAL ASSISTANCE PROGRAM

C.4.1 - The International Christian School of Lima awards financial assistance to students in accordance with the policies and procedures found [HERE](#).

## C.5 - Payment in USD

C.5.1 - All tuition payments are only accepted in U.S. Dollars

### C.5.2 - 2025-26 Fees

- Entrance Fee:
  - + \$14000 for Preschool
  - + \$12000 for Elementary School
  - + \$10000 for Middle School
  - + \$8000 for High School
- Application Fee: \$250 (This fee is per applicant and is non-refundable & non-transferable)
- Tuition Fee (per month)
  - + \$1375 for Preschool
  - + \$1430 for Elementary
  - + \$1485 for Middle School
  - + \$1540 for High School

### C.5.3 - Additional Services:

- Medical accident coverage: no charge
- English Language Support: no charge
- After School Activities: no charge
- Learning Support: no charge

## **C.6 - COLLECTION POLICY**

C.6.1 - ICSLima, under no circumstances, employs violent or intimidating means of collection that could harm the reputation of users or violate the privacy of their homes, disrupt their activities, or damage their image before third parties. Furthermore, the institution does not engage in any acts that could be considered degrading in order to ensure the payment of tuition or other amounts owed.

## **C.7 - WITHHOLDING OF RECORDS DUE TO NON-PAYMENT**

C.7.1 - ICSLima reserves the right to hold official study certificates until all tuition and fee balances are paid. If a student is withdrawn and seeks official records such as sealed transcripts and/or report cards, ICSLima can retain these until all outstanding or unpaid balances are resolved.

## **C.8 - WITHDRAWAL AND REFUND POLICY**

C.8.1 - Withdrawal from ICSLima for any reason must be transacted through the school office by the parent or guardian. A withdrawal form must be completed. All monies owed the school must be paid before the withdrawal is complete and records can be released.

C.8.2 - A 14-day notice must be given to withdraw any student. Upon early withdrawal from ICSLima, tuition will be refunded according to the number of school days that have been completed that semester.

### C.8.3 - Refund Policy for the Entrance Fee

- Refunds for the payment made for the entrance fee will be issued in cases of transfer of enrollment or voluntary withdrawal of the student. This policy applies to all families using the educational service who terminate an existing contract or agreement for educational services with our school at the time the Regulation comes into effect.
- The calculation considers the duration of the student's attendance at the school, starting from the date of admission or the student's first enrollment. Additionally, the school may deduct any debts incurred by the families at the time of requesting the

refund. Families will agree with the school on the method and timeline for the refund of the entrance fee. If the amount to be refunded exceeds one UIT (Tax Unit), the refund period shall not exceed six months from the date of signing the agreement.

- The formula for the refund of the entrance fee is detailed in Annex III of Supreme Decree No. 005-2021-MINEDU.

## **C.9 - DISMISSAL REFUND POLICY**

C.9.1 - Everything is done by the ICSLima staff to help students succeed in school. However at times dismissal for academic or disciplinary issues is needed. Upon dismissal from ICSLima, tuition will be refunded according to the number of school days that have been completed that semester.

## **C.10 - SCHOOL RECORDS FEES**

C.10.1 - For withdrawing students, two official copies of the following documents will be provided to families free of charge:

- + an official report card (*most recent*)
- + an official letter of enrollment
- + an official transcript (*if in high school*)
- + an official letter of good/bad standing

C.10.2 - Any additional copies will be billed at 5 soles per copy.

C.10.3 - Any documents needing to be sent via mail with postage will be billed at 50 soles per package.

## **C.11 - PROPERTY DAMAGE FINES**

C.11.1 - All school property and equipment should be properly cared for. Intentionally damaged property such as desks, chairs, cubbies, bathroom stalls, and walls will be repaired and a bill sent to the parents.

## **C.12 - RE-ENROLLMENT POLICY**

C.12.1 - The ratification of the enrollment will not proceed for the next school year if:

- Parents fail to comply with the punctual payment of all one or more tuition fees during the current school year and/or refinanced their payment and have not complied with said refinancing.
- Parents do not attend the meetings cited or do not access the scheduled video conferences to discuss the breach of their obligations or, they attends, but does not comply with the agreements discussed at that meeting.
- Parents have breached the provisions contained in the internal school regulations.
- Parents have repeatedly shown offensive or aggressive attitudes on a physical or verbal level against a member of the school.
- Parents have carried out, in the context of the institution, false or unjustified accusations against a student, against other parents or against representatives of the school or against the school, mellating their good honor in a public and repeated way.

- Parents and/or students who have committed serious and very serious disciplinary offenses or minor offenses repeatedly.
- Students have incurred the cause of conditional registration and have not fulfilled the commitments assumed.
- Parents and/or students fail to comply with the other obligations established in the internal regulations.

C.12.2 - The school will report thirty calendar days before the end of the school year on the non-continuity of the educational service as a result of the breaches indicated in the aforementioned literals, with the purpose of safeguarding the well-being of the student and guaranteeing its appropriate transfer to another school, if that be the case.

### **C.13 - FORCE MAJEURE**

In the event that ICSLima is unable to deliver any part of its scholastic or extra-scholastic program due to an act of nature, government, or any situation falling under the category of “force majeure,” the school will not be held financially responsible. ICSLima shall adopt alternative and substitutive programs (such as online courses or other forms of courses) as much as possible to achieve the goal of normal teaching programs. Without reasonable cause, parents shall not refuse such alternative and substitutive programs offered by ICSLima. If ICSLima is unable to provide normal courses and take alternative measures, the normal refund policy will be in effect in such situations and reasonable consideration given to the circumstances.

# ACADEMIC INFORMATION

## D.1 - STUDENT LEARNING OUTCOMES

D.1.1 - Students should be:

- Investigative Learners Who:
  - + Realize their individual strengths and uniqueness
  - + Assess their needs and apply appropriate strategies to learn identified concepts and skills
  - + Formulate positive personal values based upon Biblical principles
  - + Formulate and pursue realistic goals
  - + Evaluate progress
  - + Continue learning throughout life
- *Perceptive Thinkers* Who:
  - + Identify, analyze, discriminate, prioritize, and apply information
  - + Utilize multiple frames of reference
  - + Make responsible decisions
  - + Apply critical thinking skills to life's problems
  - + Recognize God as the provider and sustainer of all life
- Effective Communicators Who:
  - + Convey messages clearly and accurately to others
  - + Understand and use the fundamental processes in communicating and dealing with others
  - + Receive and interpret the messages of others in an effective manner
  - + Understand the process and value of discipleship
- Quality Producers Who:
  - + Create intellectual, artistic, practical, spiritual, and physical product
  - + Reflect creativity and high standards
  - + Take advantage of emerging technology
- Cooperative Contributors Who:
  - + Appreciate individual differences
  - + Develop appropriate skills for personal and social relationships
  - + Foster, develop and maintain relationships in a Biblical perspective within varied cultures and diverse settings
  - + Establish and accomplish effective goals with others
- Involved Citizens Who:
  - + Respect and submit to proper authorities in accordance with Biblical principles
  - + Demonstrate positive and productive citizenship
  - + Contribute their time, energy, and talents to improve the quality of life in our school, communities, nations, and the world
  - + Show compassion and wisdom

## D.2 - CURRICULUM

D.2.1 - ICSLima utilizes an American-based curriculum, culminating in the Advanced Placement examinations and meets the requirements of the official Peruvian program. Core subjects for all grades consist of English/language arts, math, science, social studies, and Bible.

D.2.2 - Preschool Emphasis

- ICSLima believes that students at this age learn the best through play. Play happens in a couple of different ways. Play can happen in a structured whole group activity. For example, where a teacher explains the rules of a game, and each student gets to participate. Play can also take place during songs, poems, and rhymes, for example, when students follow the teacher and pretend to be an animal or use their hands as shadow puppets to tell a story. It can also happen in unstructured activities where students make up their own games at recess or during free choice center time. ICSLima believes that the best learning happens when all students know the expectations of the teachers to create a safe environment where each student feels cared for and part of the class. In order to create this environment, teacher directed instruction is used to teach behavior expectations and Godly characteristics through Bible stories, songs, reading aloud, daily routines, positive rewards for expected behavior, and “thinking chair” time for negative behavior

#### D.2.3 - Elementary Emphasis

- The emphasis of the Elementary School Curriculum is to (1) assist each student in the area of their interests and abilities, and (2) provide all students with significant exposure to topics within the subject areas of Mathematics, English Language Arts, Sciences, Social Sciences, Bible, Music, Library, Physical Education, Art, and Spanish.

#### D.2.4 - Middle School Emphasis

- The emphasis of the Middle School Curriculum is to (1) provide all students with a solid preparation for high school courses, and (2) assist each student in the area of their social-emotional development. To accomplish this, middle school students are given a variety of opportunities to interact with their peers during the school day and the Middle School Retreats. Students will also participate in a reward system to encourage positive behavior and hold students accountable for the behavior expectations. This system serves as a bridge between the elementary and high school settings in which middle school students learn to balance a greater level of freedom with personal responsibility.

#### D.2.5 - High School Emphasis

- The emphasis of the High School Curriculum is to (1) assist each student in the area of their interests and abilities, and (2) provide all students with a solid preparation for college or university level coursework. To accomplish this, high school students are given more opportunities to choose the courses they desire to study within the course offerings that challenge all students towards advanced placement coursework.

- In 9th grade students will begin completing the prerequisite courses needed to take more advanced courses in the following years, while also giving options for courses in the Fine Arts and Physical Education. In the 10<sup>th</sup>-12<sup>th</sup> grades, students have many options within the subject areas of Mathematics, English Language Arts, Sciences, Social Studies, Philosophy, Physical Education, Music, Choir, Art, STEM and Spanish.

### D.3 - PLAN OF STUDY

#### D.3.1 - Preschool Plan of Study

Subject Area	Program in the Preschool	Hours
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Mathematics	Numeracy	5
Communication	English, Spanish, Library, Art, Music	5 5 1 2 2
Personal / Social	Social Studies Bible Chapel	5 5 1
Physical / Motor	Physical Education	3
Science Technology	Science	5
Tutoring	Assembly	1
<b>TOTAL</b>		<b>40</b>

#### D.3.2 - Elementary Plan of Study

Subject Area	Program in the Elementary	G1	G2	G3	G4
Mathematics	Math	5	5	5	5
Communication	Spanish Library	5 1	5 1	5 1	5 1
English	English	5	5	5	5
Art and Culture	Art, Music	1 2	1 2	1 2	1 2
Personal / Social	Social Studies	5	5	5	5
Religious Education	Bible Chapel	5 1	5 1	5 1	5 1
Physical / Motor	Physical Education Recess	2 2	2 2	2 2	2 2
Science & Technology	Science	5	5	5	5
Tutoring	Character Education Assembly	1 1	1 1	1 1	1 1
<b>TOTAL</b>		<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

#### D.3.2 - Middle School Plan of Study

Subject Area	Program in the Middle School	G5	G6	G7	G8
Mathematics	Math	5	5	5	5

Communication	Spanish Library	5 1	5 1	5 1	5 1
English	English	5	5	5	5
Art and Culture	Art, Music	1 2	1 2	1 2	1 2
Personal / Social	Social Studies	5	5	5	5
Religious Education	Bible Chapel	5 1	5 1	5 1	5 1
Physical / Motor	Physical Education Recess	2 2	2 2	2 2	2 2
Science & Technology	Science	5	5	5	5
Tutoring	Character Education Assembly	1 1	1 1	1 1	1 1
<b>TOTAL</b>		<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

#### D.3.2 - High School Plan of Study

<b>Subject Area</b>	<b>Program in the High School</b>
Mathematics	Precalculus / Math / Algebra 1 / Algebra 2 / Physics / Geometry
Communication	Spanish / European Lit / Multicultural Lit
English	English / EFL / ELA
Art and Culture	Art / Music / Theater
Education for work	Videography / Yearbook / College Preparation / Internship & Teacher Assistant Program
Personal Development, Citizenship and Civics	Health / Seminar / Economy & Government
Social Sciences	Social Studies / Psychology / World History / Geography
Religious education	Bible / Chapel
Physical / Motor	Physical Education / Sport Clubs
Science & Technology	Science / Chemistry / Biology
Tutoring	Character Education / Assembly
<b>TOTAL = 40 hours</b>	

#### D.4 - ADVANCED PLACEMENT COURSES

D.4.1 - Advanced Placement courses at ICSLima are extremely rigorous and equivalent to an introductory college-level course. AP courses are available to students enrolled in grades 9-12. They are intended for students who have demonstrated both high levels of academic achievement and a commitment to hard work. Each student who earns a C or better in their AP class will receive an extra GPA point for that AP course.

D.4.2 - Students taking AP courses are required to sign ICSLima's *AP Parent/Student Contract*. They are signed up for the AP College examination in October and are responsible for the cost of the examination(s). Advanced Placement examinations are taken by students in May.

D.4.3 - Students must demonstrate the following to enroll in an AP course either offered at ICSLima or Northstar Academy:

- Demonstration of an English proficiency level of 5.0 on a WIDA assessment system. Demonstration can also be achieved through either,
  - + the student is a native English speaker, or
  - + the student has already earned a score of 3+ on three (3) AP exams (records are required)
- Completion of all prerequisites for each AP course or "APPROVAL" by the subject area teacher. Subject areas are defined as math, science, social science, ELA, foreign language, art, music, etc.
- Approval from a subject area teacher and Director of International Academics
- Students enrolled in an AP course that is offered at ICSLima or on NorthStar are required to take the AP exam, in order to keep the AP designation and additional GPA for the course on the academic record.

D.4.4 - AP Exam Payment Policy

- Students must pay for 100% of the AP exams being taking in an AP course either through ICSLima or NorthStar.
- Students requesting to take an exam for a course he/she is not enrolled in through ICSLima or NorthStar. will be required to pay 100% of the AP exam fee. (ICSLima will accommodate a testing site, proctor, and testing materials).
- Students who have earned a grade of C or below in semester one of an AP Course, will be required to drop the AP Course for semester two.

## **D.5 - DISTANCE LEARNING / INDEPENDENT STUDY COURSES**

D.5.1 - Courses available through ICSLima's regular academic programs that can be arranged within the student's daily schedule cannot be taken via distance learning or independent study.

D.5.2 - All students are required to take one online class for graduation from **NorthStar Academy**, our online sister school. Additionally, special circumstances may necessitate utilization of NorthStar's online program, or independent study options. Additional fees may apply. Requests must be submitted to the guidance department and Director of International Academics for approval.

D.5.3 - Parents are responsible to pay for any NorthStar course that a student fails or drops. Furthermore, while ICSLima will pay for the course and registration, students are responsible to purchase any additional textbooks or resources needed for the online course.

D.5.4 - Students are encouraged to take advantage of all of ICSLima's face-to-face classes before enrolling in a North Star Course. For example, if Biology is offered face-to-face, the student should opt to take Biology on campus, and take another elective course to fulfill the online class requirements (ex. French).

## **D.6 - INTERNSHIPS & TEACHER ASSISTANT COURSES**

D.6.1 - An internship is a carefully monitored meaningful learning experience in which an individual has intentional professional goals and reflects actively on what he or she is accomplishing throughout the experience. Students in 10th - 12th grade are eligible to apply to the Internship & Teacher Assistant Program. Participating students receive a pass/fail grade that appears on transcripts but is not counted towards academic credit.

## **D.7 - ACADEMIC COURSEWORK**

D.7.1 - Teachers are expected to clearly communicate all assignment due dates and the date of each unit's completion. Furthermore, teachers are expected to provide timely (within 5 school days of a deadline) feedback/grades on assignments. On major activities/projects, teachers are expected to establish checkpoints throughout the activity/project.

D.7.2 - Students are expected to complete all coursework assigned by teachers to the best of their ability and in a timely manner, in order to demonstrate their understanding of the content or ability to do the skills.

### **- Late Work**

+ Every student will receive a "0" in the gradebook on the date that an assignment is due if he/she has not turned it in. This "0" grade will remain unless the student turns in the assignment before the end date of the unit.

\* For grades PK-KG, the homeroom teachers will work with the parents of students with late work to complete it or an alternative assignment within a reasonable amount of time for full credit

\* For grades G5-G8, no points will be deducted for late assignments, but students will be required to attend after school study tables if they have a "0" for any assignment until it is improved.

\* For grades G9-G12, there will be a 10% deduction on assignments for each school day that it is late for up to five school days. On the 6th school day, the assignment will be given a "0" with no opportunity to change it.

### **- Make-up Work**

+ Every student is responsible for classwork or assignments he/she missed due to absences. It is the student and parent's responsibility to contact the teacher to get information about classwork or assignments that were missed during the absence. Students are encouraged to contact teachers prior to an absence in order to get information about classwork or assignments that will be missed during the future absence.

### **- Late Enrollments:**

+ Students enrolling into grades PK-G8 more than 10 school days after the start of the quarter are not expected to make-up all assignments, but will not receive an official international report card for that quarter or semester.

+ Students enrolling into grades G9-G12 more than 10 school days after the start of the semester are not expected to make-up all assignments, but will not receive an official international report card for that quarter or semester.

## **D.8 - HOMEWORK POLICY**

D.8.1 - ICSLima seeks to maximize classroom teaching time, for this reason homework will reinforce specific academic skills. Each grade level may have approximately the following minutes of homework per day:

- Grades 1-2 = 20 Minutes
- Grades 3-4 = 30 Minutes
- Grades 5 and 6 = 50-60 minutes
- Grades 7 and 8 = 70-80 minutes
- Grade 9 = 90 - 100 minutes
- Grade 10 = 100 - 110 minutes
- Grade 11= 110 - 120 minutes
- Grade 12 = 120 - 130 minutes

*\*AP Courses are exempt from these homework times since they are university level courses.*

D.8.2 - Homework is not graded in any class in grades PK-G4. However, If a student in grades 5-12 is delinquent with homework, the teacher will post a "0" grade in the PowerSchool Gradebook the day the homework was due.

D.8.3 - Projects should be counted as part of the homework time allowed for your class. No project should count for more than 20% of a student's quarter grade. Only daily homework may be due the last week of the quarter since this is a heavy test time, and it gives teachers time to grade projects before the end of the quarter.

## **D.9 - STUDY TABLES**

D.9.1 - Study Tables is an academic intervention designed to help students in grades 5-12, who have an overall course grade of less than 70% and/or students in grades 5-8 who have a "0" for an assignment. The school administration will inform the parents of the starting date that a student is required to attend, and students will remain assigned to study tables until their overall course grade has improved to at least a 70%.

D.9.2 - The goal of Study Tables is to assist struggling students in developing the habits necessary to pass all classes. In grades 9-12, failure of courses will affect a student's acquisition of credits toward graduation. Failed courses must be repeated to earn the necessary credit. Supplemental coursework, summer school, or alternative coursework may also be required.

D.9.3 - Students assigned to attend study tables will not be able to participate in after school activities or sports, and failing to attend study tables will result in a lunch detention issued for the next school day.

## **D.10 - ASSESSMENTS:**

D.10.1 - Students can be expected to be tested on their mastery of course standards through a combination of assessments. For example (but not limited to):

- Written Exam (i.e. Quiz, Unit Test)
- Essay
- Project
- Presentation
- Performance

D.11.1 - Through class syllabi, teachers will share specific course expectations for assessments and requirements for exams at the start of the course.

## **D.11 - SEMESTER EXAMS:**

D.11.1 - Students in grades PK-G4 are not required to take semester exams.

D.11.2 - Students in grades 5-8 are required to take semester final exams. Typically the semester exams are administered during the final week of each semester and include the content covered during the course of that semester. Exams may count up to 10% of the semester grade for grades 6-8. It is expected that all students will take final exams during the specified exam week. Few exceptions will be given by ICSLima. If a student cannot take the exam during the exam period, and it is considered an unexcused final exam absence, there will be a 10% penalty. Please contact the Director of International Academics, if you have any questions.

Semester 1 - December

Grade 5: ENG

Grade 6 : ENG, MAT

Grade 7 : ENG, MAT, SCI

Grade 8 : ENG, MAT SCI, SOC

Semester 2 - June

ENG, MAT

ENG, MAT, SCI

ENG, MAT, SCI, SOC

ENG, MAT SCI, SOC, SPA

D.11.3 - Students in grades 9-12 are required to take semester exams. Typically the semester exams are administered during the final week of each semester. Exams may count up to 20% of the semester grade for grades 9-12. It is expected that all students will take final exams during the specified exam week. Few exceptions will be given by ICSLima. If a student cannot take the exam during the exam period, and it is considered an unexcused final exam absence, there will be a 20% penalty. Please contact the Director of International Academics, if you have any questions.

D.11.4 - Students in grades 11-12 who have an average of 95% (an average of 94.5% will round to a 95%) in the class may be exempt from the final exam.

D.11.5 - AP students are not automatically exempted because they took the May AP exam. If a student has an exemption slot available, they may use it for their AP exam class. It is realized that the AP exams are in the beginning of May and the final exam is in June. Teachers may assign a project for their non-exempting students. This project must be given during the appointed AP exam time and must be substantive enough to reflect an AP level course.

## D.12 - GRADING SCALE

D.12.1 - The grading scale below is used by the International Christian School of Lima, as of the 2025-26 school year for grades PK and KG.

<b>Grading Scale</b>	
Blank (-)	= Skill not assessed at this time
1	= Rarely demonstrates the skill
2	= Beginning to demonstrate the skill
3	= Frequently demonstrates the skill
4	= Consistently demonstrates the skill

D.12.2 - The grading scale shown to the right is used by the International Christian School of Lima as of the 2025-26 school year for grades 1-12:

GRADE	SCORE	GPA
A+	98 - 100	4.0
A	93 - 97	4.0
A -	90 - 92	3.7
B+	88 - 89	3.3
B	83 - 87	3.0
B -	80 - 82	2.7
C+	78 - 79	2.3
C	73 - 77	2.0
C -	70 - 72	1.7
D+	68 - 69	1.3
D	63 - 67	1.0
D -	60 - 62	0.7
F	0 - 59	0.0

D.12.3 - Below is an overview of how grades are calculated for each quarter and semester:

- Grades 1 – 4:

- + 1st Quarter grade = 25%
- + 2nd Quarter grade = 25%
- + 3rd Quarter grade = 25%
- + 4th Quarter grade = 25%

- Grades 5 – 8

- + Quarter grade = 45%
- + Quarter grade = 45%
- + Semester Exam = 10%.

- Grades 9 – 12

- + Quarter grade = 40%
- + Quarter grade = 40%
- + Semester Exam = 20%

D.12.4 - Students in Mainstream level classes do not receive any additional GPA credit.

D.12.5 - Students in AP Courses receive an additional 1.0 GPA credit added to their final grade in each AP Courses.

D.12.6 - Grading System Equivalencies

- Grades PK and KG:

International Grades	Peruvian Grade Equivalents
1 = Rarely demonstrates the skill 2 = Beginning to demonstrate the skill 3 = Frequently demonstrates the skill 4 = Consistently demonstrates the skill	C= Rarely demonstrates the skill B = Beginning to demonstrate the skill A = Frequently demonstrates the skill AD = Consistently demonstrates the skill

- Grades 1-12:

ICSLima Grades	Peruvian Grade Equivalents
A+ (90-100%)	AD (Outstanding achievement) indicates that the student demonstrates a level of performance above expectations. This means the student showcases learning that goes beyond the expected level.
A (93-97%)	
A- (90-92%)	
B+ (87-89%)	A (Expected achievement) means the student demonstrates the expected level of performance, showing satisfactory mastery in all assigned tasks within the scheduled time.
B (83-86%)	
B- (80-82%)	
C+ (77-79%)	
C (73-76%)	

C- (70-72%)	
D+ (67-69%)	B (In progress) means the student is approaching or near the expected level of performance and requires support for a reasonable time to achieve this.
D (63-67%)	
D- (60-63%)	
F (0-59%)	C (Beginning) indicates that the student shows minimal progress in a competency according to the expected level. They frequently demonstrate difficulties in task development and thus need more time and intervention from the teacher.

## D.13 - HIGH SCHOOL GRADUATION REQUIREMENTS

D.13.1 - Graduation from ICSLima means that the student has satisfactorily completed the prescribed course of study, and has attended ICSLima for one full academic year. Any exceptions to the stated graduation requirements shall be submitted to the guidance department. The guidance department will submit its recommendation for final approval to the Director of International Academics. Exceptions may be made due to the school's inability to provide the required course selection for a student during his/her tenure at ICSLima.

D.13.2 - Graduation Requirements for the Graduating Classes through 2026:

	Standard	Merit*
<b>English</b>	4 Suggested Coursework: Lit 1 & 2, American or World Lit, British Lit or Novels)	4 Suggested Coursework: Lit 1 & 2, AP Eng Language, AP English Literature
<b>Science</b>	3 Suggested Coursework: Biology, Chemistry, Physics	4 Suggested Coursework: Biology, Chemistry, Physics / AP Chemistry / AP Physics
<b>Math</b>	4 Suggested Coursework: Algebra 1, Geometry, Algebra 2, or above (Or 3 + 1 math focused class during grade 12)	4 Suggested Coursework: Algebra 1, Geometry, Algebra 2, Pre-Calculus / AP Statistics / AP Calculus
<b>Social Studies</b>	3 Suggested Coursework: Geography, World History, US History	4 Suggested Coursework: Geography, World History, US History, Government / Economics
<b>Foreign Language</b>	2	2
<b>Physical Education</b>	1	1
<b>Northstar Online Course</b> Minimum requirement is one course earning ½ credit.	½	½
<b>Electives</b> (includes Bible which is taken every year enrolled, minimum 1 credit in technology and 1 credit in fine arts, ½ credit Health Recommended)	7.5	8.5

<b>Total Credits</b>	25	<b>29</b>
<b>Community Service</b>	Actively participate in school issued service projects.	Actively participate in school issued service projects.

\* Merit diploma required for Summa Cum Laude and Magna Cum Laude awards

\* Students in the Homeschool Program are not eligible for these awards

### D.13..3 Graduation Requirements for the Class of 2027 and Beyond

	<b>Standard</b>	<b>Merit*</b>
<b>English</b>	4 Suggested Coursework: Lit 1 & 2, American or World Lit, British Lit or Novels)	4 Suggested Coursework: Lit 1 & 2, AP Eng Language, AP English Literature
<b>Science</b>	3 Suggested Coursework: Biology, Chemistry, Physics	4 Suggested Coursework: Biology, Chemistry, Physics / AP Chemistry / AP Physics
<b>Math</b>	4 Suggested Coursework: Algebra 1, Geometry, Algebra 2, or above (Or 3 + 1 math focused class during grade 12, could be computer science)	4 Suggested Coursework: Algebra 1, Geometry, Algebra 2, Pre-Calculus / AP Statistics / AP Calculus OR Computer Science
<b>Social Studies</b>	3 Geography/World History, World History Modern, Economics	4 Suggested Coursework: Geography/World History, World History Modern, Economics, Government, and Psychology
<b>Foreign Language</b>	2	2
<b>Physical Education</b>	1	2
<b>Northstar Online Course</b> Minimum requirement is one course earning ½ credit.	1	1
<b>Electives</b> (includes Bible which is taken every year enrolled)	5	7
<b>Fine Arts</b> (ex. Art, yearbook, ) <b>or</b> <b>Performing Arts</b> (drama, music, etc)	2	2
<b>Health</b>	0.5	0.5
<b>Total Credits</b>	25.5	30.5
<b>AP Requirements</b>	none	3 of the above mentioned courses
<b>Community Service</b>	Actively participate in school issued service projects.	Actively participate in school issued service projects.

\* Before graduation, each student must take at least a ½ credit as part of an online course.

\* Merit diploma required for Valedictorian and Salutatorian awards

\* Students in the Homeschool Program are not eligible for these awards

## D.14 - CREDITS

D.14.1 - Unit of credit is based on the Carnegie Unit which means a student has successfully completed all coursework of a course, which meets at a minimum of 130 clock hours within an academic year. Credit is earned with a passing mark of an 'A' to 'D' and not exceeding the number of absences for each class per semester.

## D.15 - TRANSFER CREDITS

D.15.1 - The transcripts of incoming students shall be evaluated by the administration in order to assess acceptance of transferred credits. Students transferring to ICSLima in grades 9-12 from schools that offer a non-North American curriculum will be permitted to transfer a maximum of six credits for each academic year that they have completed.

D.15.2 - Following verification and review of transfer records, the guidance department will determine the specific classes that will be accepted to meet high school graduation requirements and the credits that can be awarded for each class accepted. ICSLima will only accept credits for classes with a D or better. Transferred records from schools using a North American grading system will be evaluated by the grading scale of the sending school. Transferred records from schools using a Latin American grading system will be translated to the ICSLima grading system. Others will be evaluated as needed.

D.15.3 - Classes and grades accepted for transfer to ICSLima will be reflected on the student's official transcript as transferred credits, but will not be included in the student's cumulative grade point average.

D.15.4 - Students completing online coursework through NorthStar Academy (a sister school of ICSLima) while a currently enrolled student of ICSLima, shall receive credit and GPA calculation as if the class had been taken at ICSLima but using NorthStar Academies grading scale and given GPA designations. Online coursework completed through other approved institutions shall receive credit but will not receive GPA calculation. This includes dual-credit programs.

## **D.16 - RETENTION POLICY**

D.16.1 - International grade level placement in high school is based on the number of credits towards the graduation requirements a student has earned. In accordance with Peruvian Law, students will continue their academic progress in accordance to their grade level coursework. However, the international diploma will not be earned until the student has accumulated the required credits.

## **D.17 - REPEATED COURSES**

D.17.1 - Students wishing to repeat classes due to receiving a grade of *D* or *F* will be given credit once for the repeated class. The highest grade will be calculated into the student's grade point average. However, both class enrollments and their respective grades will be reflected on the student's transcript.

D.17.2 - Students receiving an *F* in a course required for graduation will be required to retake the class. With the approval of the guidance counselor, it is at the discretion of the student to retake failed courses that are not required for graduation.

## **D.18 - COURSE LOAD REQUIREMENT**

D.18.1 - High school students are required to take a full load of courses each school year. Only students taking AP courses are allowed to have a study hall. Exceptions can be made only with the Director of International Academics or Head of School's approval.

## **D.19 - COURSE ADDITIONS/WITHDRAWALS**

D.19.1 - Students have the first 10 class days at the beginning of each semester to drop or add classes. Dropping or adding a class requires a parent signature. A Drop/Add Slip (from the office) must be signed by the teachers involved and Director of International Academics before the course is officially dropped/added, and the student must remain in the present class until he/she is notified by the office that he/she may drop/add the course. Students are responsible for any assignments missed when adding a course late. After that time period, they will not be allowed to drop the class.

## **D.20 - STANDARDIZED TESTING**

D.20.1 - Students in grades 1-8 take standardized tests at least two times a year, while students in grades 9-11 are required to take standardized tests at least once a year. ICSLima uses the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) for students in grades 1-8, the PSAT for students in grades 8-9, and the SAT for students in grades 10-11. **Please ensure that your child is not absent during these testing sessions.**

D.20.2 - A copy of testing results will be placed in the student's cumulative folder. When available, results will be distributed and discussed during parent/teacher conferences and at the end of the year with final report cards.

D.20.3 - Peruvian standardized tests may be administered by MINEDU at any time. Parents will be notified in advance if this occurs.

## **D.21 - PROGRESS REPORTS**

D.21.1 - Parents may access students' grades online at any time throughout the academic year via the PowerSchool Parent Portal APP. Teachers update students' progress on a weekly basis. Parents can contact our secretary to obtain details about how to download the PowerSchool Parent Portal APP.

D.21.2 - ICSLima strongly believes that a positive partnership between teachers, parents, and students is critically important to each child's success. As such, teachers will communicate to parents via email any time a student's overall course grade drops below 80% with information about why the student's grade is low and what he/she can do to improve it. Furthermore, the teacher will communicate with parents once the overall grade has improved to above 80%.

## **D.22 - REPORT CARDS**

D.22.1 - ICSLima has an eighteen (18) week grading period. All report cards will be provided in print at the end of each semester, but can be sent electronically if requested.

## **D.23 - STUDENT CUMULATIVE FILES**

D.23.1 - ICSLima maintains records of each student showing personal data and progress throughout his/her career at the school, including academic achievement, health information, discipline logs, and test results. These files will be kept confidential. Only the student's parents as well as ICSLima teachers, counselors, and Director of International Academics will be permitted to review a student's records.

## **D.24 - FURLOUGHING STUDENTS**

D.24.1 - Students who leave Lima, Peru for an extended period of time and intend to return to ICSLima must consult with the school administration. to discuss classes to be taken during the furlough. Upon returning to ICSLima, failure to follow this plan may result in the need to utilize NorthStar Academy (at the parent's expense) to prevent overloading physical classrooms.

## **D.25 - ONLINE LEARNING**

ICSLima strongly values in-person or face-to-face learning as the BEST learning environment for children and adults. However, the temporary need for online learning has surfaced since the COVID pandemic, and as such, ICSLima desires to be prepared if the need arises again. In situations where the campus has to be closed, ICSLima will provide its educational services in accordance with our "Online Learning Plan" that can be accessed by clicking on this [LINK](#).

## **D.26 - TEXTBOOK PROVISION**

D.26.1 - The school will provide student textbooks. Students must take all measures to ensure that the books are not damaged beyond ordinary wear. Students will be assessed fines for damaged or lost books. Fines are set by the Director of International Academics with consultation from the teacher.

D.26.2 - At the beginning of each semester, students may receive a physical text from their respective teachers. As textbooks are distributed, teachers will note which textbook is given to each student. Lost textbooks will be paid for by the student at the current replacement value (book purchase price plus shipping and handling).

## **D.27 - TEXTBOOK DAMAGE OR LOSS FINES**

D.27.1 - All textbooks and materials are the property of ICSLima and are only loaned to the student for school use. Students are to use all books responsibly and keep them in excellent condition. Parents will be held financially responsible for any ICSLima textbooks and materials that are damaged or lost while in their child's possession.

- Unreasonable damage = \$ 50
- Lost or destroyed = cost of replacement

## **D.28 - LOCKER PROVISION**

D.28.1 - Students in grades 5-12 are issued a school-provided combination lock for their lockers which must be used. Students are not allowed to switch locks with other students or reveal their combination number to another student. Students who have lost or damaged locks will be charged USD \$10.

D.28.2 - Lockers are the property of the International Christian School of Lima and therefore are able to be searched at any time as deemed necessary by the ICSLima administration.

D.28.3 - In grades 5-12, backpacks are not allowed in the classrooms without special permission from the school administration. Students need to keep their backpacks in the locker that is assigned to them.

## **D.29 - ENGLISH LANGUAGE SUPPORT (ELS)**

D.29.1 - One formal area of support that ICSLima provides is for students who have little or no experience with the English language. Based on a student's WIDA assessment they can qualify for two different types of English language support: LEAP or EFL. English as a Foreign Language (EFL) staff use admission assessment scores and the students' academic records to determine the appropriate level of support to offer each student when he/she begins at ICSLima.

D.29.2 - All students benefit from being part of the mainstream as possible, but students in the early stages of learning English need support to access the curriculum's content while they are growing in their English skills. The level of support needed will vary from student to student.

D.29.3 The following are general guidelines and may need to be adjusted for individual students.

- Students within levels 1.0 to 2.9 of the WIDA Continuum are considered "beginners" and are in need of intensive English support before attending classes in the mainstream classroom. These students will be enrolled in the LEAP program until their English proficiency is at a level that will allow them to succeed in the mainstream classroom. LEAP classes do not earn graduation credit and are only

designed to last one semester. However, students **MUST** graduate from the LEAP program in order to enter the mainstream classes.

- When a student reaches WIDA level 3.0 and is at least within the low average range on the MAP Reading and Language assessments, they are ready to move to the intermediate level of support. These students are also in the mainstream, but they now attend the mainstream ELA class and the statement of modified standards is no longer on the report card. Accommodations should be made for these students on assignments and assessments as necessary, however, the grades should reflect the degree to which they met their standards. They still receive support in an EFL class as opposed to going to Spanish.

- When a student achieves a WIDA level 5.0 or above and is performing at least in the low average range on the MAP Reading and Language assessments, they may then graduate from EFL Class and move into Spanish. Although they are no longer considered as receiving additional ELS support, it is then the responsibility of the mainstream teacher to assure accommodations are made as needed.

### **D.30 - LEARNING SUPPORT (LS)**

D.30.1 - A second formal area of support that ICSLima provides students is our “Learning Support Program” and it is for students with diagnosed disabilities or learning difficulties. A formal ILP will be developed for each student who meet the criteria for these services, and all staff members that interact with the student will be formally trained on how to provide the supports outlined in the student’s ILP.

D.30.2 - Support in this area can vary dramatically, and that is why a formal diagnosis is needed in order for the student to qualify.

### **D.31 - GUIDANCE COUNSELING SERVICES**

D.31.1 - Guidance services are offered by ICSLima in a variety of areas. The PSAT is offered to all sophomores and juniors. The juniors and seniors are encouraged to take the SAT or ACT and help is given, if needed, to sign up for the test. Secondary EFL students are required to take the TOEFL iBT as a graduation requirement. The guidance counselor or an assigned teacher will also help students and parents with the University application process.

### **D.32 - SOCIO-EMOTIONAL COUNSELING SERVICES**

D.32.1 - ICSLima employs a school counselor to support all students Socially, emotionally, relationally, and in their transition to and from our school. Teachers and parents are able to refer a student to the counselor, and students are always welcome to meet with the counselor as they need.

# AWARDS AND HONORS

## **E.1 - VALEDICTORIAN & SALUTATORIAN**

E.1.1 - GPA calculations for Valedictorian and Salutatorian will be made following the posting of 1<sup>st</sup> semester grades of the student's senior year. The best 4 semesters of the student's academic career at ICSLima will be used to determine their competitive status as compared to their peers in their class. (NOTE: This may not line up with the cumulative GPA). The administration reserves the right to re-assign these awards if the student's status negatively changes.

## **E.2 - SUMMA CUM LAUDE & MAGNA CUM LAUDE**

E.2.1 - ICSLima recognizes students with a GPA of 4.00+ as Summa Cum Laude and students with a GPA of 3.8+ as Magna Cum Laude. A student must meet the minimum requirements of the Merit diploma for these honors.

E.2.2 - GPA calculations for Merit, Summa Cum Laude, and Magna Cum Laude will be made following the posting of 1st semester grades of the student's senior year. Cumulative GPA is calculated using only ICSLima high school level courses. The administration reserves the right to re-assign these awards if the student's status negatively changes

## **E.3 - MERIT DIPLOMA**

The merit diploma is given to those students who demonstrate academic prowess beyond the standard required of all students. Merit diploma students will take core classes in all 4 years of their high school career. Core classes are defined as English, Science, History, and Math. Specifically, an upper-level math class is expected to be taken beyond the required Algebra 1 and Geometry classes in all 4 years of high school. Examples include but are not limited to Algebra 2, College Algebra, Pre-Calculus, AP Calculus AB, and AP Statistics. Remedial math classes (i.e. TIM A or TIM B) are not considered upper level math and thus do not meet the requirements for the Merit diploma. Recipients of the Merit diploma should have a cumulative GPA of 3.25 or higher.

## **E.4 - OTHER AWARDS AND HONORS**

E.4.1 - The following awards are given at the end of each semester at the Awards Assembly. They are all 5-12 unless otherwise noted.

- Distinguished Honor Roll (*Required current-year enrollment*)

+ Students in grades 5 -12 are eligible for this award if they have a 4.0 average on their semester grades. Any grade of a C or below in either quarter or exam will disqualify the student for this award.

- Honor Roll (*Required current-year enrollment*)

+ Students in grades 5-12 are eligible for this award if they have a 3.8 average on their semester grades. Any grade of a C or below in either semester will disqualify the student for this award.

- Citizenship (*Required current-year enrollment*)

+ This award is eligible for students in grades 1-12, who are punctual, diligent, respectful to classmates, respectful to those in authority, and have no discipline problems. Students must have been in attendance for at least one complete semester in order to be eligible for this award. (*Students who have previously attended ICSLima and then returned are eligible if their total attendance is at least one semester.*)

- Eagle Award (*Required current-year enrollment*)

+ The Eagle Award will be given to all deserving students in grades 5-12 at the end of the year only. This is the school's highest award. Students must have been in attendance for at least one complete school year in order to be eligible for this award. Students who have previously attended ICSLima and then returned are eligible if their total attendance is at least one school year.

+ Criteria:

\* **Christian Witness** – The student must clear Christian testimony concerning salvation.

\* **Character** – The student must have good work and study habits, be on time, be considerate, demonstrate integrity, and be cheerful (Fruits of the Spirit).

\* **Academics** – The student's GPA for both semesters must be 3.5 or better.

\* **Attendance** – The student has not missed more than 4 days (absent) in the semester. Excused absences do not count towards this.

\* **Community Service** – The student activity participated in the school provided community service project..

- Subject Area Awards (*Required current-year enrollment*)

+ Criteria established by the secondary departments to honor achievement, progress, etc. in a specific class.

# ATTENDANCE POLICIES

## F.1 - MORNING ARRIVAL

F.1.1 - Parents should ensure that their children arrive at or slightly before 8:00 am, so that students have ample time to get to class that starts at 8:10 am. *However, please do not have your children arrive at school prior to 7:55 am*, as the building will not be open and staff will not be available to supervise students until 8:00 am when the doors open.

F.1.2 - Preschool (PK &KG) students should enter through the gym door. Elementary (G1-G4) students should enter through the main door by Chase Hall. Secondary students (G5-G12) should enter through the door near the front garden and go directly to their first period class for attendance. Once students have arrived on campus in the mornings, they are not to leave until the school day is finished, unless they have parent permission and have been checked out by the school administration.

## F.2 - TARDINESS

F.2.1 - Excused tardies will be given for incidents such as a vehicle breakdown, a family emergency, or a medical appointment, in which a parent can provide documentation for the reason.

F.2.2 - Tardiness due to oversleeping, running late, or heavy traffic are considered unexcused and will result in a marked "Tardy" by the teacher in PowerSchool.

F.2.3 - Each "Tardy" will count as a "mark" against them. More can be seen in the School Wide Discipline Expectations about the marks system.

## F.3 - INDIVIDUAL STUDENT CHECK-OUT PROCEDURE

F.3.1 - At no time may a student leave the school campus during the school day unless it is for an approved supervised school activity.

F.3.2 - If a student needs to leave school early, the parent needs to call or send a note indicating the need for early dismissal.

F.3.3 - Only a parent, legal guardian, or a person approved by parents will be allowed to check PK-G8 students out of school before normal dismissal time. Any other individual **will not** be allowed to check a PK-G8 student out of school unless specific permission is given from the parent/guardian to the administration beforehand. **Parents need to complete the sign-out log in the office before picking their PK-G8 child up from the classroom.**

## F.4 - AFTER-SCHOOL PICK-UP

F.4.1 - All parents must ensure that their child leaves after regular school hours (**3:25 pm**). Once students are in the custody of parents or siblings, they should leave campus. Students may stay after school if they are participating in clubs, in detention, or the after-school study hall. All other students must be off campus by **3:30pm**. Parents will be notified if the student needs to stay after school for any reason. **Students may not stay after school to wait for siblings or friends who are in clubs or study hall. If a student is not in an organized activity he/she should not be at school.**

## F.5 - ATTENDANCE POLICY

F.5.1 - ICSLima takes the accurate recording of student attendance very seriously, as it can affect student safety. The following attendance marks will be take every school day:

- **Present (P)** - Student is at school and in class

- **Tardy (T)** - Students are at school but not in class on time. If a student is more than 10 minutes late to a class, he/she will be marked absent for that class according to the absence criteria below.

- **Excused Absence (EA)** - Student is not at school, but parent communication about the absence has been accounted for, and the reason for the absence from school is because of one of the following acceptable reasons:

+ Dental, medical, or optometry appointments, when accompanied by a written note from a physician with an official stamp. However, these should be made outside school hours whenever possible.

+ Visa/passport appointment when accompanied by a confirmation of appointment .

+ Short college/university visit when accompanied by a confirmation of visit.

+ Playing a sport at a national level when accompanied by an official letter of participation from the coach. (*subject to maintaining high academics*)

+ Short mission trip when accompanied by an official letter of participation from the mission agency.

+ Death in the family when accompanied by a certificate of deceased.

- Excused absences will still be marked as an EA on the report card.

- **Absent (A)** - The student is not at school and any of the following apply to the absence:

+ No parent communication about the absence was provided

+ The student left campus without permission

+The student is on vacation

+ The student is gone from school due to illness without documentation.

+ Any of the excused absences listed above without formal evidence.

- Absences will be marked as an A on the report card.

- At no time should a student leave the school campus during the school day unless it is for a supervised school activity.

- Vacations should be scheduled around the school calendar. If a family has an urgent conflicting activity, the parent should notify the school office as soon as possible and detail the anticipated absence.

## **F.6 - EMERGENCY / ILLNESS**

F.6.1 - In cases of illness or emergency, the parent should call or email the school office before 8:30am on the day of the absence.

F.6.2 - If a student is absent from school due to illness, a phone call or a written note signed by the parent or legal guardian explaining the absence is required. The note should be given to the front office secretary and should include the reason and date of absence.

F.6.3 - After three or more consecutive days of absence due to illness, a medical certificate is required upon the student's return to school. In cases where there is a conflict between a doctor's opinion and the school's observation, the school reserves the right to exclude a child from school until it is deemed appropriate for the child to return to classes.

F.6.4 - If a student is out of school with a contagious disease, a re-admittance slip from the attending physician to school is required on return. This is to ensure that the child is no longer contagious.

F.6.5 - When a student is absent, parents should look at the Google Classroom for homework and assignments given by the teacher. Online learning must be with prior approval not for individual sick days.

## **G.1 - EXCESSIVE ABSENCES**

### G.1.1 - General Policies

- PK-G8 students who are absent without an excused designation for more than 10 days in a quarter will not receive a grade for any subject during that quarter for the American System only.

- High school students who are absent without an excused designation for more than ten days in one semester for a class that meets 4-5 periods a week will lose credit for a course or be ineligible for promotion to the next grade. At the 11th absence, academic credit will be forfeited.

- High school students who are absent without an excused designation more than 5 days in one semester for a class that meets 1-3 periods a week will lose credit for a course or be ineligible for promotion to the next grade. At the 6th absence, academic credit will be forfeited.

### G.1.2 - Pre-arranged Absences

- The parent or legal guardian of the student must provide advance notice by completing the Pre-arranged Absence form. The Pre-arranged Absence form is available from the Director of International Academics. The school needs to be notified as soon as possible, and no later than 48 hours before the absence. Permission will be granted at the Director of International Academics's discretion and on the basis of the student's academic record, attendance record, and length of time remaining in the semester.

- It is the responsibility of the parents and/or student to get assignments from the teachers during the pre-arranged absence so that work may be completed on the student's return.

## **H.1 - SEWs, Field Trips, Retreats, and Service Projects**

H.1.1 - All PK-G4 students are expected to attend Spiritual Emphasis Week (SEW) and Field Trips. These events are included in the tuition and are a part of ICSLima's academic program.

H.1.2 - All secondary school students are required to attend SEWs, Retreats, Service Projects and Field Trips. These events are generally off-campus, included in the tuition, and

are a part of ICSLima's academic program. **Notarized letters of parental permission will be required 60 days prior to the date of the excursion.**

## **I.1 - SENIOR RAFT TRIP**

I.1.1 - The purpose of the senior RAFT trip is two-fold: (1) to provide seniors with an opportunity to enjoy quality time with their classmates before graduation, and (2) provide seniors with training for the transition they are about to embark on.

# HEALTH REQUIREMENTS AND POLICIES

## **J.1 - STUDENT ILLNESS**

J.1.1- In order to keep illnesses from spreading throughout the student body, students exhibiting the following symptoms should be kept home: fever of 100.4°F (38.0°C) or above, vomiting, diarrhea, coughing, sore throat, and communicable diseases (please see the communicable disease chart available in the office for more information about communicable disease).

J.1.2 - Students with a fever of 100.4°F (38.0°C) will be immediately sent home from school for the day. The student is not to return to school until the child has been without a temperature of 100.4°F (38.0°C) or higher for a full 24 hours.

J.1.3 - If a child has a low-grade temperature of 98.8°F – 100.3°F (37.1°C – 37.9°C) with accompanying symptoms, the school nurse will assess the child to determine appropriate action.

## **J.2 - PARENT NOTIFICATION FOR PICK-UP**

J.2.1 - Any student that feels ill must see the school nurse who will then evaluate if it is necessary to call home. The school nurse will call home for the following reasons:

- Fever of 100.4°F (38°C) or higher
- Vomiting
- Diarrhea
- Serious injuries or accidents
- Serious allergic reactions
- Respiratory problems/Asthma attacks
- Migraines
- Episodes of low or high blood sugar
- Seizures
- Pink Eye
- Head Lice
- Any type of injury to private areas which may require an examination. These types of examinations are not performed by the school nurse.
- Other major medical conditions that may arise
- The student requires more than 15 minutes of care.

J.2.2 - The school nurse will not call home for minor complaints or mishaps, but if necessary, will send an email to parents/guardians. All students may use the office phone to call home for minor complaints if they wish, and it is completely up to the parents if they choose to pick their student up. Only students sent home by the school nurse will have an excused medical absence. Students who have not been sent home by the school nurse but have been checked out anyway due to minor complaints will require a physician's note to excuse the absence.

J.2.3 - Students are encouraged to stay in class. Unless an emergency arises, minor complaints should not interrupt class and should be treated by the nurse during recess, lunch time, or in between classes. Students are allowed to call home from the administration office or nurse office if they choose; however students who use their cell phone to call home stating they are sick, without seeing the nurse first, will be reported by the nurse to the Director of International Academics.

## **J.3 - MEDICATION ADMINISTRATION DURING SCHOOL HOURS**

J.3.1 - Administration of medications during school hours is done when indicated as being in the best interest of the child or in the event of an emergency. If consent has been given in a child's New Student Packet, over the counter medications that ICSLima will provide when indicated as being in the best interest of the child include Panadol (Tylenol), Children's Panadol (Children's Tylenol), Advil (ibuprofen), Benadryl, Children's Benadryl, Bismutol (Pepto-Bismol), Cough drops, Calamine Lotion, Aloe vera, and/or Hydrocortisone 1%. If the child requires medication that a parent has not given consent, the school nurse will call the parent/guardian for verbal consent.

J.3.2 - Administration of over the counter and/or prescription medication brought from home will occur only when medication schedules cannot be adjusted to provide for administration at home. If a student requires over the counter and/or prescription medication during school hours, the medication needs to be delivered to the school nurse in original packaging with all labels attached. Parents/guardians also need to provide instructions to the school nurse including the name of the child who the medication is for, the name of the medication, required dose, dates and times that medication needs to be administered, and if medication needs to be stored in the refrigerator or at room temperature.

#### **J.4 - COMMUNICABLE DISEASE DETECTION & REPORTING**

J.4.1 - School staff members and parents are encouraged to take an active role in early detection of infectious illnesses/diseases. Teachers and parents shall report any child with suspicious medical symptoms to the school nurse. Parental notification of presence and possible exposure of a communicable disease will occur as per specifications outlined in the "Communicable Disease Chart."

#### **J.5 - COMMUNICABLE DISEASE PREVENTION**

J.5.1 - Frequent hand washing is the single greatest measure to prevent the spread of communicable diseases. Using a waterless hand cleaner is promoted, however, it should NOT take the place of regular hand washing with soap and water. Research promotes frequent hand washing with soap and water for at least 10 seconds (sing "Happy Birthday" song to yourself). The type of soap used (antibacterial soap vs. standard liquid soap) is not as important as the amount of friction used while washing hands. It is in fact friction that removes virus and bacteria from our hands.

#### **J.6 - COMMUNICABLE DISEASE MANAGEMENT**

J.6.1 - Students with a suspected communicable disease or illness will be temporarily excluded from school by the school nurse until no longer communicable. Please refer to the "Communicable Disease Chart" for specific details regarding school exclusion.

J.6.2 - [Communicable Diseases Chart](#)

# COMMUNITY SERVICE

## **K.1 - PHILOSOPHY & PROCEDURES**

### K.1.1- Philosophy

- At ICSLima, we believe our students should be held to a higher standard within our community. The purpose of the Community Service Requirement is to encourage students to apply their learning in practical service to others, outside of our walls. Service to others is a characteristic desired and expected of ICSLima graduates. Our example is Jesus Christ, Himself, who "did not come to be served, but to serve ..." Matthew 20:28.

### K.1.2 - Procedure

- It is our belief that students should serve their community, using the unique resources and talents God has given them.

- ICSLima will try to provide at least two opportunities for outreach per year, so that students do not have to coordinate this on their own. However, if a student cannot attend the outreach provided by the school, he/she arranges and gets approval for another outreach project on their own, and it must be completed in a satisfactory manner each semester as a graduation requirement.

# SCHOOL DISCIPLINE: POLICY AND PROCEDURES

## L.1 - COEXISTENCE RULES

L.1.1 - The following expectations apply to all parts of the school, but especially the public areas. All ICSLima community members are expected to follow them at all times, even after school hours.

- We demonstrate respect for each member of the educational community.
- We are punctual.
- We are responsible for the development of learning activities.
- We respect all forms of communication with others in the spaces where we interact.
- We respect communication schedules with members of the educational community, taking care of public spaces.
- We respect differences, paying attention when a member of the educational community needs to communicate something to us.
- We reject any act of discrimination.
- We inform the school authorities immediately about any event that may harm the emotional and/or physical well-being of any member of the educational community.

## L.2 - BEHAVIOR & CONSEQUENCES CHART

<b>Level</b>	<b>Offenses</b>	<b>Consequence</b>
<b>Minor</b>	<p><i>Tardy</i>  <i>Non-English Language</i>  <i>Inappropriate Food/Drink</i>  <i>Unsafe Behavior</i>  <i>Classroom Disruption</i>  <i>PDA</i>  <i>Off-task Computer Usage</i></p>	<p><i>Minor Mark</i></p> <p><i>If a student collects 5 marks for these behaviors, a 1-hour after school detention will be assigned.</i></p> <p><i>If a student earns an additional 5 marks in a quarter, a second 1-hour after school detention will be assigned, and parents will be required to meet with the school administration to create a behavior plan.</i></p> <p><i>If a student earns an additional 5 marks in a quarter it will result in a full day ISS and required parent meeting with Administration to create a behavior plan. The signed behavior plan will be placed in the students cumulative file.</i></p> <p><i>Any additional set of 5 marks, will result in a 1 full day ISS and a Letter of Not Good Standing being placed in the cumulative file to be sent with transcripts and/or report cards.</i></p> <p><i>An additional set of 5 marks, will result in a 1 full day ISS and a Letter Conditional Matriculation</i></p> <p><i>Marks will start over after 5 are earned or at</i></p>

		<i>the end of each quarter.</i>
<b>Major</b>	<i>Lying Swearing Disrespect Towards a Staff Member Inappropriate Computer Usage Fighting Intentional Property Damage Theft</i>	<p><i>1st major offense in a school year - after school detention for 1 hour.</i></p> <p><i>2nd major offense in a school year - after school detention for 1 hour.</i></p> <p><i>3rd major offense in a school year - full day ISS and required parent meeting with Administration to communicate conditional matriculation.</i></p> <p><i>4th major offense in a school year - full day ISS and required parent meeting with Administration to create a behavior plan. Letter of "Not in Good Standing for the Semester" is placed in the students cumulative file to be sent with transcripts and/or report cards.</i></p> <p><i>5th major offense in a school year - Meeting with the school administration to proceed with expulsion procedures. (This does not apply to a student who only has minor level marks that count up to earn major level consequences. Any offenses after 5 for students with only minor marks will result in continued full day suspensions.)</i></p>
<b>Special</b>	<i>Dress Code Cell Phones Plagiarism / Cheating Falsifying a Parent Signature Bullying Cyberbullying Weapons Sexual Misconduct</i>	<p><i>The consequences for these offenses are different in nature than the offenses in the minor and major category. Please see the descriptions below for how they will be handled.</i></p>

### **L.3 - TYPES OF CORRECTIVE MEASURES**

L.3.1 - The corrective measures applicable to students are:

- Minor Marks are given to students who are breaking rules that do not cause serious harm to themselves or others, but cause disturbances to the learning in the school environment. The school administration will communicate to students and parents every time the student has earned three marks.
- Lunch detentions are given to students who are not in dress code or do not attend study tables. During detention, students are asked to complete a reflection form and create a plan to improve their behavior.
- After school detentions are given to students who earn 5 minor marks or who commit one major misbehavior. A major misbehavior is one that does cause serious

harm to themselves or others. During detention, students are asked to complete a reflection form and create a plan to improve their behavior.

- A parent meeting is assigned when a student has earned more than two detentions for poor behavior. During the parent meeting, a plan to correct the behavior is created and a letter of commitment to the plan is signed.

- An in-school suspension may be assigned to a student who has earned more than two detentions. The goal of this ISS is for the student, parents and administration to meet to create a behavior plan that will be committed to by all individuals.

- A letter of "Not Good Standing" may be issued to a student who has earned more than two ISS and is a document placed in his/her cumulative file that expresses his/her poor behavior. This letter will be sent with all transcripts and report cards to any future school.

- A letter of conditional matriculation may be issued at the discretion of the school administration to students with excessive minor infractions or multiple major infractions.

- Formal dismissal from the school may be used ONLY after all other consequences for major misbehaviors have been attempted and the major misbehavior continues. In such a case, the school administration will communicate to parents evidence of all corrective measures taken and evidence of the behavior not improving,

- Tokens can be earned by students for demonstrating positive behavior that goes above and beyond the expectations. Students can choose to turn 5 tokens into the Head of School in order to remove a minor mark. These tokens WILL NOT be given to their house for the competition. If a detention is issued, five tokens cannot be turned in to remove the detention.

L.3.2 - Students who present behavioral difficulties, which violate the rules of coexistence, classified as minor, major, or special, may be referred to the Psychopedagogy Area of the SCHOOL, for the corresponding behavioral difficulties, without prejudice to the external psychological report issued by a specialized institution.

L.3.3 - The records of students who present behavioral difficulties and who have a record of behaviors that violate the rules of coexistence, classified as mild, serious and very serious, will be seen by the Welfare Management Committee, to analyze their situation and address strategies of various kinds for the recovery of the case.

L.3.4 - In the event that a student does not show changes in attitude, persists in carrying out inappropriate behavior that affects the coexistence, safety, and integrity (physical and psychological), and the student's parents lack the compliance needed to improve the behavior; the case will be referred to the Welfare Management Committee. The Welfare Management Committee will determine if the case needs to be referred to higher authorities such as UGEL, DEMUNA, etc.

## **L.4 - DEFINITIONS OF OFFENSES**

L.4.1 - Tardy

- Students are not in their classroom at the start time of the class.
- L.4.2 - Non-English Language
  - Students are speaking a language that is not English (*the exception to this is during Spanish class.*)
- L.4.3 - Inappropriate Food/Drink
  - Students are eating food or drinking beverages that are not allowed in specific locations.
- L.4.4 - Unsafe Behavior
  - Students are running, jumping, wrestling, or horse-playing in the building.
- L.4.5 - Classroom Disruption
  - Students are distracting others from learning by their words or actions.
- L.4.6 - Public Displays of Affection (PDA)
  - Students are touching each other in romantic ways. For example: holding hands, hugging, playing footsie, or spooning.
- L.4.7 - Off-task Computer Usage
  - Students are using their device for purposes not connected to the learning in the classroom. The content is appropriate but not on task.
- L.4.8 - Lying to a Staff Member
  - Intentionally communicating information to a staff member that is not true, or intentionally withholding information from a staff member. Either of these for personal gain or to avoid disciplinary action.
- L.4.9 - Swearing
  - Using culturally accepted words of profanity. ICSLima has the right to determine which words are considered swearing.
- L.4.10 - Disrespect Towards a Staff Member
  - Intentionally mocking, rolling the eyes, talking back rudely, or communicating negative ideas to or about a staff member.
- L.4.11 - Inappropriate Computer Usage
  - Using a computer to access inappropriate content. This includes content that has violent, sexual, nudity, profane language, alcohol, drugs, or innuendoes displayed. ICSL reserves the right to determine what is and is not inappropriate.
- L.4.12 - Fighting
  - Fighting is defined as the physical interaction of two individuals with an intent for physical harm. This includes: pushing, punching, hitting, kicking, elbowing, and other methods of attack with the intention of physical harm.
- L.4.13 - Intentional Property Damage
  - This is defined as breaking or ruining physical property with the intent
- L.4.14 - Dress Code Violation
  - At ICSLima students are required to wear uniforms each day, unless there is a special dress down day. If a student is not in dress code the student will be issued a

lunch detention for that day and will receive a minor mark. If a student is wearing inappropriate clothing, he/she will be required to change into a provided uniform.

#### L.4.15 - Phones

- Please see the Technology Acceptable Use: Cell Phones Policy below.

#### L.4.16 - Plagiarism / Cheating

- Plagiarism is defined as using other people's work as your own for credit. Cheating is defined as using unapproved supports to complete an assignment. Students caught plagiarizing or cheating will automatically receive a "0" for the assignment, parents will be notified, and a detention will be issued.

#### L.4.17 - Falsifying a Parent Signature

- Falsifying a parent signature is defined as presenting a signature that does not belong to the parent. In this situation, the student will not be allowed to attend the event/activity that required the parent signature. Also, the occurrence will count as a major offense.

#### L.4.18 - Bullying / Cyberbullying

- ICSLima takes the emotional and physical safety of its students very seriously, and staff are REQUIRED to investigate any complaint by a student of verbal or physical violence and complete an incident form. Any instances of bullying, violence, intentional exclusion, harassment, and threatening of students will be treated with serious consequences, possibly including expulsion. All students of all ages have the right to be treated fairly and respectfully. ICSLima will not tolerate bullying in any form. Bullying is generally defined as violent and/or nonviolent, verbal and/or nonverbal, actions that cause distress, fear, or harm and is committed by an individual and/or group towards a less powerful individual or group. Specifically, these acts of bullying may be defined (but are not limited to) the following:

- + being pushed, hit, or kicked and/or the mere threat or appearance of such physical actions
- + being shunned or left out of groups in an intentional manner
- + having other students (not necessarily just friends of the victim) turn away or ignore a specific student
- + being called hurtful names because of nationality, race, family background, age, gender, sexuality, religion, beliefs, abilities (or the lack thereof)
- + being forced to commit any act against their will through intimidation, threats, extortion, coercion, physical assaults, such as: handing over money, lunch, tokens academic work, or personal property; "hazing" to join with, or remain within, a group
- + causing someone to shun another student via text messages, blogs, social and other websites, diaries, etc.
- + Telling cruel jokes, laughter, comments, put-downs; having one's personal property (including food, clothing, lockers, possessions, textbooks, etc.) taken, damaged or removed from their person.
- + Causing someone to suffer from lies and rumors, spread verbally or through

written letters, e-mail,

- Bullying outside the ICSL school grounds has the potential to be a problem at school. ICSL reserves the right to take disciplinary action for off-campus bullying related behavior in order to maintain a safe learning environment.

#### L.4.19 - Weapons

- Students are not permitted to bring any type of weapon to school for any reason. Students in violation of this policy will be brought to the Head of School immediately and parents will be required to take the child home.
- An investigation into the situation will be conducted by the administration and if no intent to harm others is concluded, the child will be allowed to return to school. If intent to harm others is concluded, the school will need to report it to the local government authorities for further instructions on how to proceed.

#### L.4.20 - Sexual Misconduct

- Sexual Misconduct is defined thoroughly in our Child Safety section. Upon any accusation or observation of sexual misconduct, the ICSL administration will follow the Child Safety protocol.

#### L.4.21 - Drugs, Alcohol, Tobacco, Vaping. and/or Related Paraphernalia

- Any student, even a student of age, under the influence of alcohol or non-prescribed drugs, or any student having possession of such may be removed from ICSLima. This applies not only during the school day, but also while the student is participating in or attending school activities, or when a student is recognized as an ICSLima student within our immediate community or within the greater Lima community.
- Any student who smokes, vapes, or is caught with tobacco products on or off campus during school hours, at school functions, within the local Lima area, or is recognized as an ICSLima student, thus tarnishing the reputation of ICSLima, will be issued a suspension. Further disciplinary actions may occur as necessary.

#### L.4.22 - Theft

- Students are responsible for the care and protection of all valuables they bring on campus. Taking items that belong to other students is not permitted.

### **L.5 - POSITIVE REINFORCEMENT**

L.5.1 - Positive Reinforcement is defined as providing incentives and encouragement (internal or external) to students for demonstrating positive behaviors. Current educational research supports that student behavior is improved more through positive reinforcement than through negative consequence. As such, staff are encouraged to provide opportunities for positive reinforcement in their classrooms that best fit their students and classroom needs.

L.5.1 - House System - ICSLima has developed a house system that is used for positive reinforcement and building community. Students can earn points (which is awarded by staff members) for their house by demonstrating positive behavior that is above and beyond the

expected behavior.

# BULLYING POLICY: D.I.D

## **M.1 - DEFINE**

M.1.1 - ICSLima defines bullying as a student engaging in harmful, persistent behavior by one of greater power to one of less power.

M.1.2 - Bullying may include:

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

## **M.2 - IDENTIFY**

M.2.1 - All members of the school community, including teachers and parents, are encouraged to report any acts of bullying that they encounter. The student who believes she/he has been bullied and/or the bystander who has witnessed the bullying need to report the bullying. Reports of bullying by the bystander will be kept confidential.

## **M.3 - DEAL WITH THE SITUATION**

M.3.1 - It will be determined by the administration what occurred.

- The offending party will offer a verbal and written apology to the victim.
- Other consequences will take place as appropriate, e.g., loss of privileges, classroom detention, in-/out of –school suspension long-term counseling.
- Expulsion may be considered depending on the severity of the offense.
- If necessary and appropriate, law enforcement authorities will be consulted.

M.3.2 - ICSLima prohibits reprisal or retaliation against any person who reports an act of harassment or bullying and if this occurs, appropriate actions be considered.

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

## **M.4 - PSYCHOLOGICAL INTERVENTION**

M.4.1 - If psychological intervention is deemed necessary by the administration based on a student's conduct, behavior, or calculated risk, ICS Lima will provide the services of its school psychologist. In cases deemed appropriate by the administration, a student's family may be asked to seek outside professional help. If requested psychological data or evidence of successfully carried out therapy sessions is provided within the requested time frame, the administrative team will decide the frequency of follow-up reporting. These requests may also be made based on the institution's opinion that a student's academic, social, or emotional wellness is in jeopardy due to outside circumstances in a student's life.

Due to the high importance of safety, mental health, and well-being of all members of the school, if a student's family does not provide the necessary reporting and/or data within the agreed-upon time frame, the student may be invited to select other educational options.

# CHILD PROTECTION

## **N.1 - POLICY**

N.1.1 - As a subsidiary of The Network of International Christian Schools / Oasis International Schools (NICS/Oasis), ICS Lima takes its responsibility to protect and nurture children seriously, creating a safe and positive environment in which to grow. The protection of children is the responsibility of every adult within NICS/Oasis. We expect staff to conduct themselves with utmost integrity and professionalism at all times. Working together we can create a safe, positive and nurturing environment for children, protecting and safeguarding them to the highest standards possible. Supportive nurture is always to be guided by biblical standards of morality, ethics, and prudence. There is no intent, in any way, to usurp a parent's role as primary caregiver and guardian of their children. However, the responsibility of the parent, as well as the organization, is to provide a safe and secure environment for all children in our care.

N.1.2 - As an organization NICS/Oasis is committed to:

- Valuing children and ensuring their safety in all locations and facilities where we are responsible to care for them
- Encouraging and supporting parents
- Ensuring that all staff involved with children are given support and training in child safety and protection
- Complying with legal requirements in reporting as necessary
- Keeping a strict policy of staff members not being connected to students on social media. This includes facebook, instagram, snapchat, twitter, WhatsApp, tumblr, line, and others. If students choose to follow a staff member on instagram, twitter, snapchat, etc, staff members must refrain from private or direct messaging students. All staff to student interaction outside of school must occur over school email, Google Classroom, or education-specific apps such as Remind.

N.1.3 - NICS/Oasis expects proper moral and ethical conduct toward all children who are in the care of NICS/Oasis whether on NICS/Oasis property, at a NICS/Oasis school, under the care of NICS/Oasis staff, or attending a NICS/Oasis function. This expectation applies to all staff (expatriate and local), volunteers (regardless of their length of service), employees, associates seconded to NICS/Oasis and partner organization staff working with NICS/Oasis. It also applies to any visitors at any school campus. Adult staff and volunteers assume the responsibilities of setting and maintaining clear, appropriate boundaries in all interaction with children.

N.1.4 - NICS/Oasis holds Associate Membership status with the Child Safety & Protection Network (CSPN). NICS/Oasis' child safety policies and procedures are consistent with the best practice standards adopted by CSPN.

## **N.2 - EXPRESSIONS OF SELF-HARM**

N.2.1 - Definition

- Every expression of suicide, whether seemingly casual or serious, written or oral, with or without associated action, will be considered serious at ICSLima.
- The school assumes the authority to act in the best interest of protecting the student while at ICSLima or at an ICSLima related activity, but does not assume the full responsibility, authority, or liability of a parent.

N.2.2 - Reporting Procedures

- Staff members/Teachers are required to report all expressions of suicide or actions associated with suicide. An oral report must be made immediately to the head of school or school administrator.

- The person reporting will immediately follow-up with a written report.
- If the life of a student appears to be in imminent danger, the staff member or administrator will take immediate action to protect the life of the student. All staff members are authorized to take reasonable and prudent action.
- The written report will be referred to the Head of School. The Head of School will form a team involving the lead teachers and other leaders and will contact the parents or guardian or mission administrator; whichever is most immediately available and appropriate to take responsibility. If the substance of the report warrants it, the Head of School will see that steps are taken to:
  - + Protect the student beyond the immediate incident.
  - + Seek professional guidance.
  - + Refer the student for professional counseling in consultation with the parents.
  - + Refer the incident to the parents for action.
  - + Pursue further investigation as necessary.
- The Head of School will be responsible to see that written records are kept of the action, including a written summary. Furthermore, the Head of School will also be responsible to ensure that all records are kept confidential and shared only on a need-to-know basis.

#### N.2.3 - Requested Withdrawal

- Requested withdrawal will be decided upon by the Head of School, in consultation with the team of directors. Decisions can be appealed through the parent grievance process through NICS.

#### N.2.4 - Appeals/Grievance Process

- This appeals process is for the use of the individual school parents, students, and recognized parent organizations in situations where there is an irreconcilable difference with a member of the school's staff/faculty, administrative staff, Head of School, or School Board stated policies. This appeals process is an approved policy of the NICS School Board and may only be changed by an official vote of the NICS School Board.
- The full text of the appeals/grievance process shall be made available to all parents and students upon request to the school office.

### N.3 - CARE SERVICES FOR CHILDREN AND ADOLESCENTS

N.3.1 - According to law, the Educational Institution is affiliated with different virtual platforms aimed at collaborating in the prevention and care of school coexistence (SÍSEVE <http://www.siseve.pe/web/App/Index> ).

N.3.2 - Below are different public child and adolescent protection services that can be used in a case of violence in Peru.

RECTORY	SERVICE	DESCRIPTION
Ministry of Women and Vulnerable Populations	<b>DEMUNA</b> Ombudsman for children and adolescent <b>CEM</b> Women's Emergency	Guidance and psychological counseling Legal guidance before the National Police or Public Ministry Legal, psychological and social care for cases of family and sexual violence. Emotional support and psychological

	Center <b>Line 100</b> Guidance service free telephone	counseling on violence issues family and sexual abuse.
Ministry of Health	<b>MAMIS</b> Customer service modules child abuse and adolescent in health Hospitals and health centers	Differentiated attention to girls, boys and adolescents who are victims of any type of violence. Medical and psychological care, when the event has resulted in a physical injury or mental health has been affected.
Home Office	Police stations	Police intervention, when the fact of school violence constitutes a violation of criminal law (example: sexual abuse, injuries, illegal possession of weapons, etc.).
Public Ministry	specialized prosecutor's office family  Prosecutor's office specialized in penal	They intervene in police and judicial procedures to safeguard the protection of the rights of children and adolescents. Likewise, they direct and investigate cases of offending adolescents.
Ministry of Justice and Human Rights	<b>ALEGRA</b> Free legal consultations Public defender	Free legal guidance to take legal action in cases of sexual abuse. Free legal assistance in criminal proceedings that affect children and adolescents.
Ombudsman's Office	Defense offices	Complaints about the actions of public services in situations of violence. Technical assistance to the DRE, UGEL and II. EE. for the fulfillment of its functions in cases of school violence.

## N.4 - PREVENTION OF VIOLENCE

N.4.1 - Please click [HERE](#) to view our policies and procedures for the prevention of violence against girls, boys, and adolescents.

# DRESS CODE

## O.1 - POLICY

O.1.1 - The philosophy of the ICSLima dress code is one that seeks to foster modesty and a professional look among students.

O.1.2 - All ICSLima students are expected to come in a school uniform every day, except for school-sponsored dress-up or dress-down days. Students will be issued a lunch detention on the same day in which they are in violation of the dress code. Sufficient uniform pieces need to be bought, so students have a clean uniform

## O.2 - DEFINITION OF CODE

O.2.1 - The school uniform code consists of the following:

- Formal Uniform: Students must wear the “formal uniform” must be worn on days that the student DOES NOT have PE class. The formal uniform may only include any of the following:
  - + Tan and dark blue uniform pants or shorts or plaid skirt or skirts.
  - + Light blue button down shirts or light blue collared shirts bearing the ICSLima monogram
  - + Official letter jacket or zip up sweatshirt with the ICSLima monogram
  - + Tennis shoes, dress shoes, or closed-toed sandals with a heel strap.
- Athletic Uniform: Students are only allowed to wear the “athletic uniform” on days that the student DOES have PE class. The athletic uniform may only include any of the following:
  - + grey short sleeve with ICSLima monogram and eagle
  - + dark blue shorts with ICSLima monogram and eagle
  - + tennis shoes
  - + blue and gray track suit
- Hair: Must be appropriate for the educational setting and must not distract away from day-to-day learning.
  - + Pulled away from the eyes.
  - + Must be clean and neat
  - + Out of face
  - + Groomed and managed
- Additional Expectations
  - + Uniform pants/shorts must be worn during school hours and may be purchased from the school's uniform vendor. Non-uniform pants will not be permitted. Uniform pants/shorts may be purchased from other vendors if the school's uniform vendor does not provide the appropriate size and they meet the criteria approved by the administration.
  - + The proper length of skirt and shorts are 2” above the floor when kneeling.
  - + We should never see anyone's underwear at any time.
  - + Pants must be worn at or above the hips. Sagging pants are not acceptable.
  - + Pants must be loose enough to pinch an inch of fabric without stretching the fabric. This includes dress down day attire (i.e. skinny jeans, spandex, etc.)
  - + We should never see anyone's bare shoulders or bare rib-side.

- + Uniforms should be neat and clean. If the pants/shorts are frayed at the bottom they must be hemmed or be replaced. Uniform items with holes or stains will need to be replaced.
  - + Old, faded uniform pieces will also need to be replaced.
  - + Any patches must be neat, clean, and well-sewn. The patch's color must match the clothing item.
  - + Shirts must be buttoned up – only two buttons are allowed to be unbuttoned.
  - + Tightness – Shirts and pants/shorts must be loose enough to pinch an inch of fabric without pulling or stretching. This includes 'skinny jeans', t-shirts, button-up shirts, etc.
  - + No sleeveless shirts or tank tops should be worn during dress down days, clubs, or school events.
  - + No low cut, revealing or see through clothing is allowed to be worn at any time. (no cleavage or bra should be seen at any time).
- Regulations for Other Optional Accessories:
- + Undershirts:
    - \* Must be navy blue or gray
    - \* Must have no writing or design that can be seen.
  - + Leggings/Belts:
    - \* Female students may wear leggings as long as they are navy blue, gray, or nude colored.
    - \* When wearing leggings the skirt still must be the proper length (**2"** above the floor when kneeling).
    - \* Female students may wear pantyhose as long as they are either navy, gray, or nude colored.
    - \* The belt must be a solid color of navy blue or tan.
  - + Scarf: must not be distracting
  - + Hats: Students may only wear an ICSLima hat at approved times (*i.e. P.E., recess, Spirit days or for medical reasons*) Hats are not to be worn in the building without permission from the School Director.
  - + Jewelry - Facial piercings are not permitted. Boys are not to wear earrings.
  - + Make-up - Must be appropriate for the educational setting and must not distract away from day-to-day learning.

## O.3 - SPECIAL NON-UNIFORM DAYS

O.3.1 - Modesty is the key to our dress code. Modesty is interpreted by the school administration. Words, slogans, and pictures on clothes should be appropriate as defined by the ICSLima staff. Students are not allowed to wear any shirts that show part of the stomach (at any time- even when reaching up) or are sleeveless. All pants and jeans may not have holes.

- **School Spirit Week Days** – On School Spirit Week days students are to wear clothing aligned with the STUCO designated theme.
- **Special Dress Down Days** – These are sponsored by the student council, but are free of charge.
- **S/.5 Dress Down Days** – This is a student council fundraiser. Students pay 5 soles for the privilege of wearing appropriate non-uniform clothes.

- **Professional Dress Days** – Dress slacks, skirts, or dresses. Males – collared shirts, Females– nice blouses. No jeans or t-shirts.

O.3.2 - The school reserves the right to address abuses of the uniform policy with students on an individual basis and employ stricter standards with them, if necessary.

#### **O.4 - DRESS CODE VIOLATIONS**

O.4.1 - At ICSLima students are required to wear uniforms each day, unless there is a special dress down day. If a student is not in dress code the student will be issued a lunch detention for that day and will receive a minor mark. If a student is wearing inappropriate clothing, he/she will be required to change into a provided uniform.

# TECHNOLOGY: ACCEPTABLE USE POLICY

## **P.1 - TECHNOLOGY PHILOSOPHY**

P.1.1 - ICSLima embraces technology as an effective tool to enhance learning and to prepare students for real world experience. Intentional opportunities to use technology does not include the use of personal devices during the school day.

## **P.2 - PHONE / EARBUDS POLICY**

P.2.1 - Due to safety reasons, students are allowed to bring their phones/earbuds to school. However, phones/earbuds MUST be turned off or silenced and SHOULD NOT be seen at any time while the student is in the building or courtyard.

P.2.2 - Students will need to turn their phone/earbuds into their teacher, if they wish to use the bathroom, and it will be returned to them when they return from the bathroom.

P.2.3 - Upon the first incident of a student being caught with a phone/earbuds while in the building or courtyard, the phone/earbuds will be confiscated and brought to the administration office, where the student can collect it at the end of the day. A “minor behavior mark” will be issued.

P.2.4 - Upon the second incident of a student being caught with a phone/earbuds while in the building or courtyard, the student’s parent will be notified that the parent must come to school to collect the phone. Also, the student will receive a “minor behavior mark” in powerschool.

P.2.5 - Upon the third incident of a student being caught with a phone/earbuds while in the building or courtyard, the student’s parents will be notified that the parent must come to school to collect the phone, and a parent meeting will need to take place. Also, a detention will be issued.

## **P.3 - ICSLima WIFI Network**

P.3.1 - ICSLima is pleased to offer students access to the school-wide computer network for accessing and storing information, for using the Internet and for using e-mail.

P.3.2 - The IT department will make reasonable efforts to ensure that faculty and students do not access offensive material. Such efforts may include filtering software, public location of computers, and spot checks of student work. Ultimately, parents are responsible for setting and conveying the standards that their children should follow when using the Internet. To that end, ICSLima supports and respects each family’s right to decide whether or not their student should have access to the Internet at school.

P.3.3 - The use of school computers and the network is a privilege, not a right, and may be revoked if abused. Students are reminded never to access, keep, or send anything that they would not want the administration, faculty, or parents to see.

P.3.4 - ICSLima has partnered with Google to provide Google Apps for Education (GAFE) to our students and staff. Some classes will be utilizing Google Classroom, Google Chromebooks, or other Google resources for which a student will need an @students.icslima.org account. These will be provided at no cost.

## **P.4 - PROVIDED EDUCATIONAL TOOLS**

P.4.1 - Network Account

- Every student is allowed access to computers and storage space. It is the user's responsibility to use this privilege wisely.

#### P.4.2 - Storage Space

- Students are provided with a folder on a networked server. This allows them to save files that are accessible from any of the school computers. Students should never save files solely on the local computer, as there is a very high chance that the files may be lost.

#### P.4.3 - Internet Access

- The school provides a continuous connection to the Internet. All content is filtered through a content protection program. This program blocks a list of sites known to be inappropriate. All school-owned equipment, including laptops are managed with this program. No faculty member or student may bypass this program without approval from the IT department.
- Students are not allowed to use cellular connectivity (3G, 4G/LTE, etc) to use the internet on their devices during school hours. Doing so may result in confiscation of the device and/or loss of school network resources.

#### P.4.4 - School Ipad or Laptop

- Students in grades G1-G10 will participate in a 1-to-1 iPad system, while students in grades 11-12 need to bring their own tablet or laptop. ICSLima may be able to provide iPads or Laptops to HS students if parents sign a borrowing agreement.
- As part of the ICSLima initiative to become an APPLE DISTINGUISHED SCHOOL, students in grades 5-10 will be required to take their school issued iPad home on a daily basis, in order to use it for school homework.
- Students are responsible for keeping the iPad in working order and ensuring that it is fully charged at the beginning of every school day. Any damages or loss will result in the family being required to pay to replace the device.
- Grade 5-10 students and their parents will be required to sign a separate borrowing agreement for the iPads to be taken home regularly.

## Q.1 - USAGE EXPECTATIONS

### Q.1.1 - Privacy

- Network storage areas will be treated like school lockers. The IT department may review communications to maintain system integrity and ensure that faculty and students are using the system responsibly. Students should not provide any information about themselves on the Internet. This includes their name, address, telephone number and any other information that is unique to him/her.

### Q.1.2 - Copying

- Students should never download or install any commercial, shareware, or freeware software onto local and network drives or disks, unless they have permission from the IT department. Students should also not copy other people's work or intrude on other faculty or students' files.

### Q.1.3 - Inappropriate Material

- No profane, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is for a student to never view, send, or access materials that he/she would not want the administration, teachers, or parents to see. Should

students encounter such materials by accident, he/she should report it to the administration or their teacher immediately.

#### Q.1.4 - Guidelines for Following the Expectations

- The ICSLima network may not be used to
  - + harm other people or their work.
  - + disregard the teachers' online instructions.
  - + violate copyright laws.
  - + view, send, or display offensive messages or pictures.
  - + access an account other than the one assigned to you.
  - + waste limited resources such as disk space or printing capacity.
  - + trespass in another's folder, work, or files.
  - + use social networking sites or apps (including but not limited to Facebook, Snapchat, Instagram, etc.).
  - + install commercial software, shareware, freeware or any other program without the permission of the IT department.
  - + Do not damage the computer or the network in any way.
  - + Do not share your password with another person.
  - + Notify an administrator, teacher or staff immediately, if by accident, you encounter materials that violate the AUP
  - + BE PREPARED to be held accountable for your actions and for the loss of privileges if the AUP is violated.

Q.1.5 - Violation of this acceptable use policy, guidelines, and/or teacher instructions may result in a loss of school network privileges and/or internet privileges, as well as other disciplinary action as determined by the administration or teacher.

Q.1.6 - Server storage space is a limited resource. As such, it is necessary to implement limitations on use by faculty, staff, and students alike. The storage caps are commensurate with the perceived needs of each level in the school, but are not so concrete that additional space could not be allocated if necessary. For anyone using the ICSLima server, AUP continues to apply even to personal data.

## Q.1 - Equipment Loan Agreement

Q.1.1 - To utilize school equipment, teachers, students, or community members must agree to and sign the following points:

- Equipment loaned to a student, such as an iPad, Macbook, or Chromebook, must be approved by the Central Office of the school.
- Borrowing students must have sponsorship from teachers or staff members, validating that the equipment will be used for a school-sponsored event and that they will assume responsibility for any damages.
- Faculty members must report any issues with the equipment immediately.
- Equipment login privileges may be revoked at any time without prior notice due to improper operation of the equipment, careless handling of the equipment, or repeated tardiness. *Example: An unattended camera is considered careless handling.*
- The borrower is responsible for any equipment, its components, and accessories while in their possession. The borrower will protect it from damage.
- The borrower is responsible for returning the equipment received in the same condition as it was received.

Q.1.2 - Lost or damaged:

- The borrower will be responsible for paying the replacement cost of any equipment not returned or equipment returned that is damaged beyond repair. The borrower will also be responsible for paying the repair cost (which shall not exceed the replacement cost) for any equipment returned damaged. **The cost is:**

\_\_\_\_\_.

\*If the equipment malfunctions for any reason while in the borrower's possession, the borrower must not attempt to repair it at all. If it is defective, return the equipment immediately to the Central Office.

\*Under no circumstances should any equipment in the borrower's possession be loaned to any other person. The Central Office handles all transfers to the next user.

\*The student must fully cooperate with the ICSLima staff to inventory the components and note any parts that are not functioning properly, missing, or damaged.

Q.1.3 - Signature of Acknowledgement

- I, \_\_\_\_\_, will be using \_\_\_\_\_ for personal or school use and assume all responsibility, understanding and agreeing to the above points.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **COMMUNICATION AND CONFERENCES**

## **R.1 - COMMUNICATION GUIDELINES & EXPECTATIONS**

### R.1.1 - Guidelines

- Parents or secondary students should contact the homeroom teacher via email first for any questions, concerns or notifications about their child.
- In the event that the homeroom teacher cannot be reached, parents or secondary students should contact the pod coordinator via email.
- In the event that the pod coordinator cannot be reached, parents or secondary students should contact the Director of International Academics via email.
- In the event that the pod coordinator cannot be reached, parents or secondary students should contact the Head of School via email.

### R.1.2 - Being Respectful in All Forms of Communication

- Regardless of the communication channel used or the people involved, all communication should be respectful to all parties involved. Everyone has the right to be treated with respect, whether it's in a face-to-face meeting, in a telephone conversation, or through email.

## **R.2 - POWERSCHOOL**

R.2.1 - Academic information will be communicated via PowerSchool.

R.2.2 - Teachers will communicate expectations and grading information at the beginning of the year through course syllabi, and throughout the year via PowerSchool. Teachers will communicate, and can be accessed, through email.

R.2.3 - Logging in to PowerSchool

- Each family will receive a letter that includes their access information.
- Parents should visit [icslima.powerschool.com/public](https://icslima.powerschool.com/public)
- If it is your first time, click on Create Account
- Use the access information from the letter to create the account.

## **R.3 - CHANGE OF ADDRESS**

R.3.1 - Please notify the school immediately whenever your contact information changes (i.e., phone numbers, email addresses, and mailing addresses, etc.). Several times throughout the year we must pass on important information to the parents, and in the case of an emergency, it is extremely important that we have up-to-date contact information. These can easily be updated on PowerSchool.

## **R.4 - CONFERENCE WITH THE TEACHER**

R.4.1 - Any parent who would like a conference with his child's teacher is asked to pre-arrange the conference. Conferences may be set up by calling the school office or speaking with or emailing the teacher. Please do not drop by the class during school time to talk with the teachers.

R.4.2 - Parent-Teacher conferences are held school-wide following the first and third grading periods. All parents are requested to attend.

R.4.3 - During the school day parents should not visit their child's classroom, unless pre-arranged with the teacher.

## **R.5 - CONFERENCE WITH ADMINISTRATION**

R.5.1 - Parents are requested to discuss any problem related to their child with their child's teacher before coming to see the administration. Parents should have discussed a financial issue with the finance office before making an appointment to see the Head of School. Any parent desiring an appointment with the Director of International Academics, Director of Finance, or Head of School may be accompanied by another individual if deemed necessary by the parent.

## **R.6 - CONFERENCE WITH COUNSELORS**

R.6.1 - Parents are encouraged to make appointments with the Guidance Counselor or Social-emotional Counselor to discuss needs of their child.

## **R.7 - DIRECTOR'S ADVISORY COUNCIL (DAC)**

R.7.1 - The purpose of the DAC is to provide the Head of School with qualified counsel in order to accomplish the mission and goals of the school.

R.7.2 - The objective of the DAC is to review and assess the school's accomplishment of its stated mission, goals, improvement plan, and adherence to its stated philosophy as requested or required by the NICS School Board or the Head of School. The DAC also provides counsel, support and constructive criticism to the Head of School and when necessary, communicates to the NICS executive staff issues of a critical nature

R.7.3 - - Ensure the improvement of services, infrastructure, equipment, school furniture and materials, both educational and recreational.

## **R.8 - PARENT TEACHER ASSOCIATION (PTA)**

R.8.1 - The purpose of the PTA is to partner with the school staff to inspire, support, and enhance the services, events, and activities that our children participate in at ICSL.

R.8.2 - The PTA is very active in school events and supports communication of parents within each grade level.

## **R.9 - PARENT WHATSAPP GROUPS**

R.9.1 - ICSLima has a whole school whatsapp group that students and parents can join voluntarily. This group is used only for announcements.

R.9.2 - The PTA has a general coordinator and at least one parent representative of each classroom. The purpose of these grade level WhatsApp groups is to promote community amongst the families.

## **R.10 - CLASS DOJO**

R.9.1 - If your child is in PK-KG, he/she will bring home a login code to connect to your child's teacher class in Class Dojo. You can log in as a parent. You can download the APP on any mobile device. The classroom teacher will send out a weekly newsletter about events taking place in the classroom, learning taking place in the classroom, and any other useful and important information about ICSL. The classroom teacher will also post photos once a week so that parents have a visual idea of the type of learning and activities taking place in the classroom. Parents can send personal messages to teachers through Class Dojo. We recommend that if you have any concerns about your child, you request a face-to-face meeting with their classroom teacher, as face-to-face communication is the best way to resolve any issues and concerns that arise. On Class Dojo, we hope that all comments made are positive, encouraging, and appropriate. In the event that communication on the Class Dojo platform is not positive, we will have to restrict communication to private messages only.

## **R.11 - ICSLIMA WEEKLY NEWSLETTER**

R.10.1 - Every week the Head of School sends the Weekly Newsletter to parents and students via email. This is sent every Friday and contains a summary of the activities to be carried out for the next week. There are also announcements about upcoming activities and events.

## **R.12 - COFFEE WITH ADMIN**

R.11.1 - This is an event in which parents meet with the directors in a close and trusting environment. Here parents have the freedom to raise their questions and concerns. Likewise, the directors of the institution announce any progress of the period, as well as future plans to improve the services provided. This event is aimed at all parents without exception and is held four times a year.

# SCHOOL LIFE

## **S.1 - PROPERTY AND EQUIPMENT**

S.1.1 - All school and church property and equipment should be properly cared for. Defaced property such as desks, chairs, cubbies, bathroom stalls, and walls will be repaired and a bill sent to the parents.

## **S.2 - LOCKER POLICY**

S.2.1 - All students must keep their locker clean and neat all year. ICSLima administration and staff can and will check lockers at random.

- No writing on the inside or outside of the locker.
- Decorating the inside of lockers is permissible. We encourage all students to use caution when decorating lockers on the inside. Use magnets instead of stickers and put up a removable whiteboard to write notes and verses on.
- Decorating the outside of lockers is prohibited as it causes an eyesore in the hallways. ICSLima will allow decoration on outside of the locker on those special days of celebration (i.e., birthdays). However, this decoration is only for one day in most cases.
- ICSLima would like all book bags to be stored in lockers or carried to class. Tops of lockers, underneath lockers, and ends of lockers are not storage spaces for unwanted items. These items could be considered trash and placed in the appropriate place.
- Lunch boxes will be permitted on the tops of lockers.
- ICSLima will provide students in grades 5-12 a combination lock for their locker. Students are responsible to ensure that their locker is kept locked and that the tablet is secured at all times. Lost or stolen tablets are the responsibility of the student who was assigned the tablet and will need to be replaced. Lost or damaged locks cost USD \$10. Locks may not be switched with another student and the student may not share their combination with any other student.

S.2.2 - Lockers will be inspected prior to the start of the school year to note damages and other issues. At the end of each school year, lockers will be inspected for unreported damage and will assess fines accordingly.

## **S.3 - BIBLE POLICY**

S.3.1 - ICSLima is committed to using both the NLT and NIV translations of the Bible in all of our classes. Students are encouraged to use YouVersion Bible App in class and at chapel, when teachers allow devices to be used.

## **S.4 - PHYSICAL EDUCATION**

S.4.1 - Physical Education (P.E.) is an integral part of education and as such, the school requires that a student participate in physical education. If for any reason the student is unable to participate in a physical activity during recess or physical education class, a note from the parent to the teacher is necessary. The note should explain the reason, and must be accompanied with a letter from the doctor if the excuse is needed for a prolonged period of time.

## **S.5 - STUDY HALL**

S.5.1 - Students in high school may not have a study hall without special permission from the Director of International Academics.

## **S.6 - CHAPEL**

S.6.1 - Chapel will be held at all levels every week. All students must attend despite their religious preferences.

## **S.7 - ASSEMBLY**

S.7.1 - Assembly will be held at all levels once a week. All students must attend as the focus is on building community within the pods.

## **S.8 - AFTER SCHOOL ACTIVITIES**

S.8.1 - The purpose of the ICSLima After School Activities program is to give the students the opportunity to develop skills outside of the academic arena including sports, hobbies, talents, and spiritual growth.

S.8.2 - Information about After School Activities will be sent out by administration for students to sign up. After School Activities generally meet from **3:30 – 4:15 pm**. Sports teams may have different times if they meet off campus. Students are to leave the campus upon this dismissal, not wait around for others. Any associated fees will be communicated by the After School Activities leader and administration and are the responsibility of each club participant.

## **S.9 - STUDENT COUNCIL**

S.9.1 - The International Christian School located in Lima, Peru will have a body that will represent students called the Student Council Association (SCA). The SCA will represent the ICS students. The SCA is the representative voice of the student body before the ICS Administration. The SCA acts as a tool to promote school unity among the faculty, administration, and student body of International Christian School.

S.9.2 - Members

- All students in grades 5-12 are eligible for SCA.
- Each student applying to SCA must maintain at least a B average for all classes
- To be eligible for SCA membership, each student is required to have attended ICSLima for at least one year.

S.9.3 - Purpose

- The SCA will be responsible for the organization of any school-related activity.
- The SCA will be the mediating voice between students and administration to promote unity and school spirit.

S.9.4 - Executive Officers

- The SCA of the ICS will have an executive branch made up of a president, a vice president, a secretary and a treasurer.

+ Offices

\* President:

- The president must have the same qualifications as Article 1 plus A average for all classes.
- A middle school or high school student will serve as president.
- The president must have an outstanding personal record with no major offenses.

\* Vice President:

- The requirements are the same as for the president.

\* Secretary or Treasurer:

- The qualifications are the same as in Article 1 with the exception that grades 9-12 are eligible to fill this position.

+Duties

\* President:

- The President must:

- + Call SCA meetings at least twice a month.
- + Chair SCA meetings
- + Meeting with the Director at least once a week.
- + Be responsible for forming committees for school-related activities.

\* In the event of a tie in the votes, the President breaks the tie.

\* Vice President:

- The Vice President must:

- + Perform the office of President when the President is absent, or due to impeachment.
- + Assist the president when called

\*Secretary:

- The Secretary must:

- + Attend all SCA meetings and record all procedures
- + Handle all SCA paperwork
- + Be responsible for typing final proposals for Executives

\* Treasurer:

- The Treasurer must:

- + Replace the secretary when he is not present.
- + Be responsible for maintaining all SCA financial records.
- + Be responsible for organizing fundraising events for SCA.

### S.9.5 - Legislation

- The size of the SCA will be as follows:

- + Only the above officials for 30 or fewer MS/HS students.
- + One individual from each class 5-12 will be elected by their class to the SCA with a student body of 31-60 students.
- + Two individuals from each class 5-12 will be chosen by their class for the SCA with a student body of over 60 students.

\* Each representative gets an equal vote

\* Representatives are responsible for bringing proposals to the SCA for their grade.

\* All impeachments must be approved by the class advisor.

\* Representatives support executives in all SCA-related activities.

### S.9.6 - Election Procedure

#### - The candidates

- + To be eligible to run for office, a candidate must submit a petition to the SCA advisor indicating that he or she is qualified (grades 8-11).
- + Primaries will be held at the end of the school year to select the top two candidates for each executive position.
- + The campaigns will begin that same week.

#### - The final elections

- + Final elections will be held the second week of June to choose who will be the president, vice president, secretary and treasurer.
- + Elections will be by secret ballot from 5th to 11th grade.
- + Candidates will be elected by majority vote.
- + For president and vice president, the candidate who gets the most votes becomes president and the other candidate becomes vice president.
- + Teachers and staff vote

#### - The representatives

- + The two representatives of each class will be chosen on the first day of classes.

### S.9.7 - Political Trial for Officers

- Major offenses against school policies will be grounds for impeachment. Any student who is expelled would be grounds for impeachment.
- A disapproval rate of 50% of the Executives would accuse them of the approval of the SCA advisor.
- Before impeachment, executives must have a week to appeal or resign.

### S.9.8 - Amendments

- For an Amendment to the Constitution, two-thirds of the SCA must approve with the approval of the SCA advisor.

## **S.10 - NATIONAL HONORS SOCIETY**

S.10.1 - Students in grades 9-12 are eligible to apply to join the National Honors Society (NHS). This group works to serve the school and local community through service projects.

## **S.11 - LIBRARY**

S.11.1 - Students will have opportunities to check out books from the library and may keep their books for up to two weeks at a time. They may renew an item for two more weeks, if a hold has not been placed on the book by another person. Students are asked to exercise much care in handling all books. If a book is lost, the student must pay to have it replaced (cost of book with shipping) plus a \$2 processing fee. The school librarian will send a fee statement home with the student. Fines should be paid directly to the librarian.

## **S.12 - FIELD TRIPS**

S.12.1 - An emergency information and permission form must be on file in the office for the student to take part in a school-sponsored trip. Regular school dress applies to field trips unless otherwise indicated by the teacher.

## **S.13 - DESCRIPTION OF SCHOOL EVENTS**

S.13.1 - Open House

- Parents and students are welcome to visit the school one day before the start of the school day. Here the children, accompanied by their parents, get to know the classrooms and their new teacher. This helps children lose their fear of starting a new stage on the first day of school. Additionally, it helps our high school students orient themselves as to the location of their lockers and classrooms according to their schedules.

#### S.13.2 - New Family Orientation and Back to School Celebration

- This event allows for greater rapprochement between school staff and parents. It is held once a year and its objective is to inform the teaching and administrative staff that will be available during the school year. Here, according to the schedule, each teacher introduces himself to the parents of his students, sharing with them his resume, the course syllabus, the evaluation method, etc.

#### S.13.3 - ICSLima Anniversary

- It has been celebrated every September 13 since 2001. Special activities are held on this day in honor of our school.

#### S.13.4 - Spelling Bee

- The Spelling Bee is a competition in which contestants are asked to spell a broad selection of words, usually with a varying degree of difficulty. To compete, contestants must memorize the spellings of words as written in dictionaries, and recite them accordingly.

#### S.13.5 - I Love to Read Month

- During the month of October, we celebrate reading month. Our school is filled with decorations of the theme selected for that year. Each student has their reading log to count the number of hours of reading during that month, the more the student reads the more rewards they will obtain at the end of the month. Special non-uniform days are assigned so that children can dress according to the requested theme: Dr. Seuss Author Day, Pajama Reading Day, etc. On multiple days, secondary classrooms are paired with primary or initial classrooms to hold "Buddy Reading Days" where our older students sit and read with the younger ones for a pedagogical hour. Throughout the month and at any time a special song could play (according to the theme), upon listening to it the whole school must drop everything and start reading for 10 minutes, this is the so-called DEAR Time. Once during this month, a mystery reader will arrive in each classroom and spend special reading time with each grade. Finally, to close the activities of the month, a celebration ceremony is held in which our Drama course students perform a presentation of an excerpt from a book. In addition, all students parade dressed as a character carrying one of their favorite books.

#### S.13.6 - Science/Engineering Fair

- The science fair is a scientific event held annually at our school. Its educational function is the development of attitudes towards science, technology and research; creativity development; encouragement of teachers to enrich their teaching methods and contribution to the improvement of science teaching. Its social function is the integration of the educational community and contribution to social integration and equality, by distinguishing academic and scientific excellence.

- Students of all levels will prepare their projects for several weeks with the help of their parents and teachers. On the day of the event, each student will give a presentation in front of a qualifying jury and in the presence of the entire educational

community. Finally, the winners for each level will be presented that evening at the school wide event.

#### S.13.7 - Storybook Festival

- The festival is an annual celebration held at the end of October, one of the most anticipated on the calendar. Here we not only thank God for what his creation gives us, but it is a time to bring the families of our community closer together.
- Games, food, contests, prizes, music from bands made up of students from our educational center, and many more activities that allow parents and school staff to come together not only for their organization; but also to spend an afternoon/evening of koinonia and healthy fun.
- It is an activity that allows us to open ourselves to the neighbors of our community and other local authorities since everyone is welcome; as well as members of different invited embassies.

#### S.13.8 - Christmas Showcase

- It is carried out at the beginning of the month of December. The entire educational community can participate by showing their talents. After the event, the entire community has a Christmas sharing which allows the attendees to strengthen ties of unity and friendship.

#### S.13.9 - International Cultures Day

- It is the most representative event of the school as it is an international school that has students of approximately 20 different nationalities.
- Projects by children regarding cultural diversity are exhibited on this day. Also, parents are organized by country and an incredible gastronomic fair is held.
- Embassies are also invited to this event.

#### S.13.10 - Field Day

- The field day event is a day away from the school campus in which students participate in athletic games and activities within house teams.

#### S.13.11 - Math Relays

- The math relays are designed to allow students to compete in small teams of three to answer math questions. The team that answers the most questions correctly wins the prize.

#### S.13.12 - Theater Productions

- The theater classes perform once a semester for the entire community.

#### S.13.13 - Fine Arts Night

- This day the entire educational community comes together to appreciate the artistic achievements of our students and celebrate their progress with them. Music, art, photography, etc., is exhibited for the delight of all attendees

#### S.13.14 - Olympics

- The olympics event is an opportunity for students to compete individually in athletic activities. The individual with the highest score overall wins the prize.

#### S.13.15 - Talent Show

- The talent show is an event that gives students an opportunity to share a performance talent with the community.

### S.13.16 - Graduations

- ICSLima hosts four different graduations throughout each school year to honor the hard work of our students and to recognize their achievement of the expectations. Graduations are provided for KG, G4, G8, and G12.

## S.14 - LOST AND FOUND

S.14.1 - Lost and found articles will be taken to the Chase Hall and will be stored for a reasonable period of time. After that time, items will be donated to an appropriate charity.

## S.15 - SCHOOL BOUNDARIES

S.15.1 - Students are to stay on the school property at all times during the school day without permission from the Head of School and approval from parents.

## S.16 - PARENTAL/FAMILY VISITORS

S.16.1 - Parents of students may visit designated classes or designated chapels, **but must acquire a visitor's pass from our security guard at the main entrance and sign in with our school secretary**. Arrangements should be made through the school office at least 24 hours in advance for a class visit. Parents may set up a conference by calling the school office or speaking with or emailing the teacher. Please do not drop by the class during school time to talk with the teachers.

## S.17 - STUDENT VISITORS

S.17.1 - Student visitors, during the school day, must have specific permission from the Head of School. Arrangements must be made through the school office at least 24 hours in advance for a class visit. An ICSLima student may sponsor student visitors, but will be held responsible for the visitor's conduct.

S.17.1 - Access to the campus and campus events is a privilege and may be denied. Visitors to the school campus must abide by the school's rules.

## S.18 - EMERGENCY PROCEDURES & CONTACT UPDATES

S.18.1 - If there is ever an emergency (natural disaster or otherwise) that results in dismissal of the student body during the school day, the school office will call parents to notify them of the need for student pick-up. If ICSLima is unable to reach the parents or first emergency contact person listed, the school will call the second emergency contact listed. It is imperative that any changes in contact information is made known to ICSLima immediately. Information can be updated on PowerSchool, or the school can be notified.

S.18.2 - In the case of an emergency families will be contacted as soon as possible through voice call and/or email.

## S.19 - APRIL HEALTHY LUNCH CHALLENGE

S.19.1 - To promote the well-being of students, the school rewards those who bring healthy lunches. This includes a balanced diet that incorporates proteins, a variety of fruits, vegetables, dairy, grains, low in saturated fats, and appropriate portion sizes for their age.

# INTERNATIONAL CHRISTIAN SCHOOL OF LIMA

## 2025-2026 Parent-Student Handbook Agreement

I have been made aware of and understand the policies and procedures contained in the 2025-26 Parent/Student Handbook for the International Christian School of Lima.

I understand these policies apply to school and school-sponsored events both on and off campus.

By signing this agreement form, we, the student and parent(s) acknowledge receiving the student handbook, reading it, and agree that they both, parent(s) and student, understand this document and agree to abide by it.

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Signature of Student

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Date

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Signature of Parent

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Date

Parents, please return this page with your financial agreement. Should you have any questions regarding the policies in the handbook, please schedule a meeting with the Head of School before the end of the first week after enrollment.

## IMPORTANT NOTICE

**Not reading this handbook does not exempt students or parents from the policies and procedures contained within the handbook.**