

STUDENT HANDBOOK
MACRIS SCHOOL
HIGH SCHOOL
2019-2020



MACRIS SCHOOL

I.	INTRODUCTION	4
A.	WELCOME LETTER	4
B.	PARENTAL INVOLVEMENT EXPECTATIONS	4
II.	INSTITUTIONAL IDENTITY	5
A.	WHO WE ARE	5
B.	MISSION.....	5
C.	DEFINITION OF LEARNING.....	5
D.	VALUES.....	6
E.	SYMBOLS.....	6
III.	GENERAL INFORMATION	6
A.	SCHOOL DAY.....	6
B.	CLASS SCHEDULE.....	7
C.	FAMILY MEMBER ACCESS TO SCHOOL FACILITIES.....	8
D.	INFIRMARY SERVICES	8
E.	SCHOOL STORE	8
F.	UNIFORM	8
G.	TEXTBOOK COVERS.....	10
H.	CLEANLINESS	10
I.	ENROLLMENT AND PAYMENTS.....	10
J.	COMMUNICATION WITH FAMILY MEMBERS.....	11
IV.	ACADEMIC POLICIES	12
A.	STUDY HABITS.....	12
B.	TERCER CICLO DE EDUCACIÓN BÁSICA, BACHILLERATO INTERNACIONAL EN CIENCIAS HUMANIDADES, AND HIGH SCHOOL....	12
C.	RELIGION CLASS.....	12
D.	GRADING POLICIES.....	13
E.	ACADEMIC REPORT CARDS.....	16
F.	INTERNAL POLICIES FOR GRADE PROMOTION, RE-ENROLLMENT, PROBATION AND STUDENT TRANSFER.....	16
G.	AWARDS.....	18
H.	WRITING STANDARDS.....	20
V.	MACRIS EDUCATIONAL AND COMMUNITY ACTIVITIES.....	20
A.	EXTRACURRICULAR ACTIVITIES	20
B.	FIELD TRIPS.....	21
C.	CLASS ACTIVITIES AND SPECIAL PROJECTS	21
D.	PASTORAL ACTIVITIES.....	21
E.	STUDENT COUNCIL AND GRADE COUNCILS.....	22
F.	EVACUATION PROCEDURES AND OTHER EMERGENCY SITUATIONS	23
G.	PARENT-TEACHER CONFERENCES/REPORT CARD DAY.....	23
H.	CONFERENCES REQUESTED BY TEACHERS AND ADMINISTRATION STAFF.....	23
I.	IAN H. MERRIAM LIBRARY	23
VI.	INSTITUTIONAL NORMS	23
A.	ON ATTENDANCE.....	23
B.	TRANSPORTATION.....	24
C.	DEPARTURES WITH THIRD PARTIES (NON-RELATIVE/REGISTERED CAREGIVERS).	25

D.	RECESS AND LUNCH.....	26
E.	HALL PASSES.....	26
F.	LOST AND FOUND OBJECTS.....	27
G.	OPEN-DOOR POLICY.....	27
H.	COMMUNICATION FLOW CHART.....	27
I.	REQUESTING APPOINTMENTS WITH TEACHERS AND ADMINISTRATIVE STAFF.....	28
J.	POLICY ON THE USE OF DESIGNATED LANGUAGE IN THE CLASSROOM.....	28
K.	TUTORING.....	28
L.	TEXTBOOKS.....	29
M.	LOCKER USE.....	29
N.	TELEPHONE USE AT SCHOOL.....	30
O.	USE OF TECHNOLOGY.....	30
P.	USE OF THE MACRIS AGENDA.....	32
VII.	CODE OF CONDUCT.....	32
A.	INTRODUCTION.....	32
B.	APPEALS PROCEDURE.....	32
C.	HARASSMENT OR BULLYING.....	33
D.	CYBERBULLYING.....	33
E.	ACADEMIC HONESTY.....	33
F.	ABSENCES.....	34
G.	LATE ARRIVALS.....	34
H.	MINOR OFFENSES.....	35
I.	SERIOUS OFFENSES.....	35
J.	VERY SERIOUS OFFENSES.....	36
K.	BEHAVIOR AND HOME REFLECTION REPORTS.....	39
L.	DETENTION.....	39
M.	COMMITMENT LETTERS AND SUBSEQUENT PROBATION.....	40

I. INTRODUCTION

A. Welcome Letter

Dear Macris Community:

Welcome to a new school year. This handbook will give you information on some important issues that will help you get along well in school.

The teachers and Administration Staff are confident that you will perform well and always hold-high your family, school and country.

The Macris School is an institution that respects the laws that govern us in order to have a harmonious coexistence. This student handbook is framed within the Fundamental Law of Education and the Fundamental Rights of Children and teens. Its objective is to promote a healthy environment of coexistence, responsibility, self-control, and to strengthen the spirit of citizenship in our students.

We hope to help develop student potential in an integral way. We want to see them grow morally, emotionally, academically, and spiritually; so that they can become good sons and daughters, good neighbors, successful professionals and excellent 21st century citizens.

B. Parental Involvement Expectations

The United Nations' Convention on the Rights of the Child states that parents are a very important pillar in the development and education of their children. That is why parent participation and integration in school aspects is transcendental. It is very important to consider the following expectations; which are all necessary for their children to succeed in life, both academically and personally:

i. **Attendance and punctuality**

Daily and punctual attendance helps the student not to feel at a disadvantaged from their peers and helps to reduce stress. Therefore, it is very important that your children are on-time at entry time and to minimize absences, whether these are complete or partial. The parent/guardian should be cautious in requesting absences and permissions, leaving these only for emergencies.

ii. **Help with Homework**

The parent/guardian should make-time at home with the students help them with and make sure homework assignments are completed. It is important that students understand the importance of doing their homework and the positive impact it has on their grades at the end of the term. Students who consistently do their homework are more likely to have good grades and less likely to fail their assignments. In addition to reviewing and practicing what they learned in class; homework helps them prepare for next day's lessons, and develop the discipline they need for academic success.

- iii. Organize the study schedule and environment. The parent/guardian should encourage students to have a comfortable place to study and an environment free of distractions. This is very important to achieve concentration for both, to do homework and to study. It is important for parents to help students structure a fixed Schedule; so, students have time to devote to different activities, be it academic, cultural, or extracurricular.
- iv. Support to live-by and respect the schools' values and norms. School values and rules are established to facilitate an environment of respect and order in which school members can reach their full potential. This objective can only be achieved with the support of parents who reinforce and help develop values. The Administrative decisions pertaining to both academic and behavioral issues are developed in the spirit of benefitting the students by teaching them values, such as responsibility.
- v. Maintain effective communication. It is very important for parents to pay attention to communications sent by school, as they help parents to be informed of school activities and allows them to follow the student's academic and behavioral performance.

II. INSTITUTIONAL IDENTITY

A. Who we are

Macris School, whose name is taken from Mary and Christ, is a bilingual Catholic educational institution where faith is taught. Along with the educational curriculum, religion classes are taught, mass is celebrated once a month, as well as the main festivities.

B. Mission

Macris School is a Catholic, bilingual institution that seeks to develop students of integrity who are prepared both academically and spiritually to excel in higher education and to be lifelong learners and leaders of positive change.

C. Definition of Learning

At Macris School, we believe that learning is the human process of assimilating and accommodating information acquired through experience; which lasts a lifetime. It is reflective, constantly changing, and seeks to transform this experience into competencies such as knowledge, behavior, skills, and values.

D. Values

As a school community, we firmly believe in living by the following values through our daily actions

- Love of God
- Respect
- Responsibility
- Honesty
- National Identity
- Wisdom

E. Symbols

i. **Motto**

Preparing Life Learners and Positive Change Leaders

ii. **Logo**

The Macris School emblem is composed of an Alpha and an Omega, the first and the last letter of the Greek alphabet. To the right of these two letters is a cross. The meaning of the emblem as a whole is related one's life, and consequently Education, which begins and ends with the hand of Mary and Christ.

iii. **Mascot**

Mark is a lion, symbol of strength, courage and power, and represents the fundamental basis of faith. Throughout Christianity's history, the lion has been used to represent Jesus. Mark also has wings as a symbol representing the evangelist St. Mark.

III. GENERAL INFORMATION

A. School Day

i. **School day**

- a. 7:00 a.m. – 1:30 p.m.
- b. Students are expected to be on the school premises no later than 6:50 a.m.

ii. **End of the school day**

- a. There should be no High School students waiting for their parent/guardian after 4:00 p.m.
- b. Students should not be playing with balls between 1:30 pm - 2:30 p.m., as Elementary students are still receiving classes. Students enrolled in sports and extracurricular activities must leave the premises before 4:00 p.m.
- c. Any person coming to pick up High School students should wait for the students in the area in front of the Elementary School gate in order to avoid disrupting classes that are still ongoing. They should also avoid honking the vehicle's horns.

B. Class Schedule

i. 7th-9th grade

Period	Schedule
1	7:00-7:40
2	7:44-8:24
Recess	8:28 – 8:45
3	8:49 – 9:29
4	9:33 – 10:13
5	10:17 – 10:57
Lunch	11:01 – 11:23
6	11:27 – 12:07
7	12:11 – 12:51
8	12:55 – 1:30

ii. 10th- 12th grade

Period	Schedule
1	7:00-7:40
2	7:44-8:24
3	8:28 – 9:08
Recess	9:08 – 9:29
4	9:33 – 10:13
5	10:17 – 10:57
6	11:01 – 11:41
Lunch	11:41 – 12:07
7	12:11 – 12:51
8	12:55 – 1:30

C. Family member access to school facilities

When visiting the school facilities to make a delivery to the students, family members should report at the Reception desk, where the receptionist will instruct them to go to the High School Office. Family members may not roam the hallways or go to classrooms looking for students or teachers. On holidays, when family members are invited to school facilities, they must remain in designated areas.

D. Infirmary Services

The school has a clinic with a doctor and nurse on a permanent basis. The clinic, located in the Elementary School building, is offered as a complement and in addition to the care provided by the health-care provider company *PorSalud*, which is included in the student insurance.

E. School Store

Textbooks, school supplies, and uniforms are on sale at the school store and can be purchased from 7:00 a.m. to 2:30 p.m. Sale to students is limited to recess only.

F. Uniform

The purpose of the school uniform is to unify and identify the student body. It is important that students wear their complete uniform every day. In the event students fail to comply with wearing the uniform, they will be sent to the office where the school will call their parent/guardian asking them to bring the missing item; or the student will be given the corresponding sanction.

i. Daily Uniform

- a. Girls: Monday through Thursday, girls must wear a jumper made out of the official uniform fabric (available at the school store), white blouse, school monogram on the left sleeve, white socks, and sneakers. The jumper's length must be below the knee. Ladies may wear blue pants and polo shirts only on Fridays. When wearing pants, ladies must wear white or blue socks, and the women's polo shirt. During cold days, girls may wear their sweatshirt or pants daily. Cold day season starts approximately on the first week of December and goes until the end of February (exact dates are subject to Student Affairs approval as weather varies throughout the year).
- b. Boys: The daily uniform is a white polo shirt with the school monogram embroidery on the chest, navy blue pants made out the school uniform material, navy blue or black socks (anklet socks are not allowed), belt, and sneakers (black shoes must be worn during special events).
- c. The official jumper and pants material, polo shirts, sweat pants and school jackets are on sold in the school store.

- ii. **Physical Education (P.E.) Uniform**
 - a. During Physical Education class, students must wear shorts with black biker pants under the shorts, the T-shirt with the school symbol, navy blue, black or white sneakers (those appropriate for sports and athletics, and not casual clothing or skater/skateboarder style). Socks must be white and crew-length. Failure to comply with the P.E. uniform will result in loss of the teacher-assigned uniform grade; which is part of the subject's term grade.
 - b. When students have a P.E. class, they must change from the daily uniform to P.E. uniform in the restrooms. If the student chooses to, the school's blue sweatshirt may be worn all day during P.E. days.
- iii. Gala Uniform: On special occasions, students will wear the gala uniform; required the use of a long sleeve shirt. Boys will wear a navy-blue tie. All students will wear black shoes and socks must be half-calf length.
- iv. Sweater/Jacket: The only sweater/Jacket allowed is the official red with the school emblem, with embroidered on the chest, which is also sold at the school store.
- v. Shoes: Shoes must be black, leather, and the laces must be the same color as the shoes. Parents/guardians are encouraged not to invest in expensive shoes, as students play with them and damage them quickly. They are also advised to wear simple school style shoes and not casual or skater/skateboarder style shoes.
 - a. Formal events (e.g. civic events, mass, etc.) require the use of black shoes and not sneakers.
- vi. Sneakers: Sneakers can only be white, navy blue or black. Laces must be the same color as those allowed for sneakers. They must have only one background, no designs or images.
 - a. Students may wear sneakers on a daily basis (with the exception of days with formal events where shoes are required).
- vii. T-shirts underneath the uniform: Students are only allowed to wear complete white t-shirts with no letters or images.
- viii. Hair: Boys are not allowed to have a bear, long hair (covering the eyes or neck), or long sideburns. Boys should have a traditional haircut. Ladies are not allowed to shave their hair, wear excess dyes or hair-colors, wear too much gel, or wear extravagant hairstyles.
- ix. Jewelry: Boys are only allowed to wear a watch, a chain, and a ring; and jeweler must not be excessive. Ladies may wear one pair of earrings that does not protrude from the earlobe, a ring, a watch, a chain, and a bracelet. All jewelry must be discreet and sober. Any accessories that do not comply with this policy, will be confiscated and returned to the parent/guardian.
- x. Make-up: When using makeup, it should be discreet and in warm skin tones. When students come to school wearing excessive and flashy make-up, they will be incurring in a violation sanctioned by the code of conduct.

- xi. Nail Polish: Ladies who wish to wear nail polish may do so as long as they are warm, neutral colors that do not exceed the intensity of the pale pink. The wearing excessive and striking colors will result in a violation of conduct and will be sanctioned.
- xii. Color Days: The school schedules special activities (participation is optional) in which students may wear colored clothes instead of the school uniform. Funds collected in these events are donated to charitable and social outreach organizations (for example: FUNHOCAM, Relay for Life, etc.). On these special days, the use of short-shorts and short-skirts (The length of skirts or shorts must be at least knee length). Ripped clothing, string shirts or without sleeves, tight clothing, pajamas, and the use of excessive makeup is prohibited.
- xiii. Field trips: Teachers in charge of field trips will let students know in advance the uniform code for the trip.

G. Textbook covers

The school makes every effort to offer the best resources to students, including textbooks. These should be taken care of throughout the school year.

To cover school-books, follow these guidelines:

- i. The first cover should be made-up of thick *manila* paper; tape or other adhesives should not have contact with the book, on the contrary tape or other adhesive should only join the manila paper. Once the book is covered with *manila* paper, it should be labeled with the student's name, grade, and section.
- ii. The book should have a second covering on top of the *manila* paper using thick plastic. Keep in mind not use contact paper or wallpaper. Tape or other adhesives should not have contact with the book. On the contrary, tape and adhesives should only join the plastic paper.
- iii. If at any time during the school year the cover breaks, the books should be re-covered to avoid damaging the book and having to pay for it.

H. Cleanliness

In order to ensure that Macris remains a green school which helps our environment, several recycling and trash bins are placed inside each classroom, the cafeteria, and other places around the school. All paper and waste is to be deposited in the appropriate container. Each student is asked to exercise their leadership qualities by setting an example and disposing trash appropriately; and advise fellow students to do the same when they notice trash being mishandled.

I. Enrollment and payments

i. Enrollment

Macris School makes an agreement with the parents/guardians. The parent/guardian signs the agreement upon student admission at the school and are asked to read it carefully. Some of its content is described below.

ii. Tuition Payments

- a. The parents/guardians must pay tuition and school transportation on time at: the Macris front desk, at BAC Honduras with cash or certified check, or through online deposits using BAC's online service.
- b. Monthly payments must be made during the first five days of each month; if the fifth day falls on a Sunday or on a holiday, payments can be done on the following day. Past the fifth day, late fees will be incurred until payments are up to date. Failure to pay monthly fees will result in enrollment denial for the following school year.
- c. Sixth grade students must have paid June tuition fees for that school year prior to taking final exams.
- d. A rollover monthly fee of L. 100.00 will be charged for every month of late payment.
- e. Tuition must be paid on-time, even when students are absent for extended periods of time regardless of the reason or duration of the absence.

iii. Book fees

At the end of the school-year, the end of the semester, and/or in case students transfer to another school; school textbooks must be turned-in to the *Ian H. Merriam Library*. Books should be in good conditions in order to be allowed to take the corresponding exams and/or receive transfer solvency. In case any books are lost or damaged, the book must be paid in full at the school reception desk.

J. Communication with family members

i. E-mail

School Staff in general, including teachers and Administration Staff uses e-mail and the main way to communicate with family members and High School s and students. The parent/guardian's email address must be updated in our system when student are enrolled.

ii. Parentsweb on Renweb

L. The school uses the Student Information System (SIE) Renweb as a platform to facilitate communication between family members/guardians, students, and teachers. The system allows parent/guardian to monitor academic progress and attendance (late to class, absences, etc.). It is parent/guardian and students' responsibility to review information found on Renweb to keep up to date.

iii. Weekly Memos

The weekly memo is sent via e-mail and is an information magazine with school news, future events, and important dates to remember.

IV. ACADEMIC POLICIES

A. Study habits

Good habits are the key for student success. When students practice good habits, these are reflected in their academic performance. Below are some suggestions that might help students:

- i. Let teachers know by raising your hand and asking questions when in doubt about a topic or when you need further explanation in class.
- ii. Use notebooks for each class instead of loose sheets that may be easily lost.
- iii. Take home books when you need to do homework or study.
- iv. Work on a schedule and have a suitable place designated to study at home.
- v. Begin any homework or projects as soon as they are assigned.
- vi. Have access to and know how to use reference materials such as encyclopedias, dictionaries, magazines, Internet (under proper and proper supervision), and other electronic resources offered by the school.
- vii. Have a positive mindset, thinking that everyone is capable of doing their best and do not allow procrastination to be part of daily habits.

B. Tercer Ciclo de Educación Básica, Bachillerato Internacional en Ciencias Humanidades, and High School

- i. From 7th to 9th grade, the school fulfills the requirements established by the Honduran Ministry of Education to obtain the degree of *Tercer Ciclo de Educación Básica*.
- ii. From 10th to 12th grade, the school fulfills the requirements established by the Honduran Ministry of Education to obtain the *Bachillerato Internacional en Ciencias Humanidades*.
- iii. The requirements to obtain the High School diploma, which includes subjects from 9th to 12th grade, are established by Macris School, following US Higher Education Standards. Students must carry a full class load each year to be eligible for this diploma.

C. Religion Class

As a Catholic Institution, Macris teaches Religion once a week. Students who profess faiths other than Catholic must remain in the classroom during the Religion class period. They may participate in the class if they wish to do so, but they will not be graded.

D. Grading Policies

i. Grading Categories

Students will be graded throughout the year in a variety of ways. Their final grades will be made-up-of the percentages that each teacher indicates in class at the beginning of the year using the following guidelines:¹

- a. The final grade at the end of each term is made up of three grade categories:
 1. **Classroom work:** This includes, but is not limited to, quizzes, short quizzes, class participation, laboratories, and group projects. The maximum percentage assigned to this category will be 40%.
 2. **Work outside the classroom:** This includes, but is not limited to, short and long assignments, research projects, individual projects. The maximum percentage for this category will be 25% for grades 7th- 9th, and 20% for grades 10th -12th.
 3. **Term exams:** These exams are taken at the end of each term and are worth 35% of the final term grade for 7th to 9th grade and 45% for 10th to 12th.
- ii. Term exam topics: Students, as well as their parents/guardians, will receive by e-mail one week before term exams, the topics that will be evaluated in each class.
- iii. Some subjects, due to curricular structure will use continuous assessment methods, so term exams will not be held for these subjects. In these cases, the term exam grade percentage will be distributed among tests and projects throughout the term.

¹ *Acuerdo Ministerial No-1796-SE-2017*. Secretaría de Educación. Tegucigalpa: La Gaceta

iv. Regarding late homework and late project submissions

To strengthen the value of Responsibility, it is very important that students learn to be responsible for turning in homework and short assignments assigned in class in a timely manner. The following tables indicate the percentage of the original value that will be given when assignments are turned-in late:

a. Percentage value given to late short homework assignments

Days Late	Percentage
1 day late	50%
2 or more days late	0%

b. Percentage value given to late homework to projects and long homework

Days Late	Percentage
1 day late	75%
2 days late	50%
3 days late	25%
4 days late	0%

v. **Make-up for short assignments during pre-approved and excused absences (cases of absence due to illness, family emergencies, etc.)**

In case of student illness or family emergency resulting in absence for more than two days (and if the work to be made up was assigned with less than one week from the date of the absence), the student will be given one day per each absent day to turn in homework or short assignments. It is the student's responsibility to turn in the missed work, find their teacher and ask for which assignments must be completed.

vi. **Make-up for long assignments during pre-approved and excused absences (cases of absence due to illness, family emergencies, etc.)**

In case of student illness or family emergency resulting in a one-day student absence; the long assignment/project must be turned-in on the day the student returns to class. In case of student's illness or family emergency resulting in a student absence for more than two days (and if the work to be made-up was assigned with less than one week from the date of the absence), the student will be given one day for each absent day to turn-in homework or short assignments. It is the student's responsibility to turn in the missed work, find their teacher and ask for which assignments and tests etc. must be completed.

vii. Term Exam make-up due to school absence for medical reasons

Students have the right to make-up term exams missed due to medical reasons. Upon returning to school, after the period of disability, the student must present to the Principal's Office an excuse signed by their doctor. Excuses not provided by a medical doctor will not be accepted. Once the excuse is turned-in, the student will be approved to take the exam during the make-up week.

viii. Term Exam Make-ups due to school absences in case of participation in extra-curricular activities in which the student is participating representing Macris School

- a. Students may not miss class days to participate in extracurricular activities unless they have average grades equal to or greater than 70%.
- b. Students who miss school because they are participating in extra-curricular activities, representing Macris School, will have one day for each absent day to make-up homework and/or other special assignments assigned by the teacher. For example, a trip to San Pedro Sula in which the student participated in extra-curricular activities for three days from Friday to Sunday: the student will have three additional days to turn-in missing work starting from the day the student is scheduled to return to class.
- c. During the days the student is working on missing work and assignments, teachers will not assign tests or request additional projects, so that the student can focus on making-up the missing work.

ix. Absence due to personal travel, without a medical excuse and/or due to family emergency

In order to miss term exams due to personal reasons without a justified medical excuse and/or due to a family emergency, the parent/guardian must make an appointment with the Administration in order to present a formal request by filling out a travel request excuse format. The Administration will evaluate the academic impact of the student's absence using the following criteria:

- a. The number of absences to date, in order to ensure that the student's academic performance is not affected.
- b. The student needs at least an 80% average in each class and has no missing homework to date.
- c. The student may not be failing any subject to date
- d. Macris School will NOT authorize the replacement of term exams before or during the designated testing week. Replacements will be made after the term, using the following stipulations:
 1. Tests cannot be taken in advanced. If a student misses a term exam, they will have the opportunity to make-up the exam during the make-up week (the week following scheduled term exams).

2. If a student does not show-up to take the exam during scheduled test make-up times, they will not receive a grade for that exam.

- e. During the fourth term, no leaves for term exams will be granted for personal reasons. Excuses will only be granted only with a medical excuse from a doctor and/or due to a family emergency. Student who fails to take the fourth term exams will not receive the grader corresponding a grade for the assigned percentage receive a grade for the total value assigned to the final exam.
- f. If permission to travel is granted, the student will be responsible for making-up missing homework and projects. No additional time will be given to make-up work and homework assignments missed due to travel, therefore students are responsible for reviewing Renweb to get the list of missing classwork and homework assignments; which must be turned-in the student returns to class.

x. Term Exam Make-ups due to Standardized Testing

Previously scheduled standardized testing such as: SAT, Toefl, and ACT, does not count as a valid excuse to missing the school's programmed term exams.

E. Academic Report Cards

There are two types of academic reports: weekly and mid-term. The purpose of the academic report is to ensure that parents/guardians can see school performance in detail and take necessary actions to ensure that student continue to do their homework assignments and/or raise test or projects grades by studying with sufficient advance time.

- i. **Weekly Report:** This report is sent digitally to the parent/guardian at the end of each week. The report can be used to analyze school performance in detail. This report is also accessible at any time and in real time via Renweb.
- ii. **Mid-term report:** The mid-term report is bases on the cumulative grade achieved by students up to the mid-term mark. This report has quantitative and qualitative assessments of student performance. It is sent digitally to all parents/guardians and students.

F. Internal policies for grade promotion, re-enrollment, probation and student transfer

Macris School follows the rules stated by the Education Secretariat and establishes internal school policies regarding academic performance, promotion, re-enrollment, and student conditioning periods within the institute.

i. Academic policies for grade promotion

Students will be promoted to the next grade by obtaining at least 70% grade in each subject and an overall average equal to or greater than 70%. If the student is placed in academic probation, a commitment letter must be signed by the student's parents/guardians and the school counselor. The student must pass the probation period in order to be eligible for re-enrollment at Macris School. The school will not re-enroll students who were on probation and failed the school year, or failed to pass the academic probation.

ii. Re-enrollment

To approve student re-enrollment, the school will use the following internal policies:

- a. **Loss of re-enrollment rights:** The school reserves the right to re-enroll those students who have not complied with the stipulations on their academic commitment letter and did not achieve a minimum 70% average on the period following the academic probation.
- b. **Behavior:** Macris School will always take into consideration student behavior, which will be a determining factor in the re-enrollment of all students. In the event of very serious misconduct instance, the school may refuse a student's re-enrollment without having previously signed a commitment letter nor having entered a subsequent probation period. Macris School will grant the student a transfer letter to another school in any case in which student behavior adversely affects school environment.

iii. Failing a subject

Upon failing a course at the end of the year or at the end of each semester for grades 10th to 12th; the student will have an opportunity to make-up the class by a written test. The school will make-up test eight days after the regularly scheduled term exams, for the last term or semester of the year. Only the students who have passing grades on at least half of their academic plan, will be entitled to this make-up test. In order for a student to have the right to take the make-up exam, he/ she must earn an average equal to or greater than 50% in the class they are trying to make-up. If, after taking the semester/yearly make-up test, the student has still failed more than one class, they must be enrolled in the *Todos podemos avanzar* (TPA) Honduran program for all subjects failed. If after entering the TPA program, the student still fails two or more subjects, the student will have failed the school year and/or the semester. If after taking the TPA program the student passes all subjects or fails only one (a held-back subject), the student may be promoted to the next grade level. Macris will not accept students with held-back subjects or who are repeating the school-year. A student who has a held-back class or needs to repeat the school year, will not be able to re-enroll in Macris School. Students whose grades in any subject are insufficient meaning (0% to 49%) will lose the rights to take any make-up exams.

- a. The school does not enroll students who previously have had to repeat any grade.

iv. Academic probation (Conditional enrollment)

Academic probation will be given to students who fails two or more subjects and/or obtains an average below 70%, at the end of the school year. Failure to pass this academic probation will result in having to transfer to another school. Macris School does not grant re-enrollment rights to students who are required to repeat a grade.

v. School Transfer

- a. The parent/guardian who plans to withdraw a student from the school must fill out the student transfer request form, letting the school know about any transfer plans with at least 15 days in advance. In order to complete the transfer process, students, parents/guardians must return school property such as textbooks and lockers, at which point, the school will issue a transfer solvency document.
- b. In addition, parents/guardians must also fill-out academic document request form and pay the corresponding fees for: transcripts, certificate of studies, and behavior certificate.

G. Awards

i. Honor roll

At the end of each of the four term, the school will reward students who achieved academic excellence and good behavior. In order for a student to be considered for the honor roll list; the student must have grades equal to or above 70% in all subjects. In the event that a student has up to two pink cards (depending on the severity of the offense) the school’s Administration will decide whether or not to include their name in the honor roll list.

a. Honor Roll Scale

Combined Class Average	Honor Roll List Category
95%-100%	<i>High Honor Roll</i>
90%-94%	<i>Honor Roll</i>
85%-89%	<i>Honorable Mention</i>

ii. End of the year awards

- a. End of the year awards for grades 7th-11th
 - 1. **Silver Medal:** The best students in each grade for each school-year will be receive the silver medal, taking into account their average grade up to the end of the third term. The three students with the highest grade in the entire grade will be awarded this medal.

2. **Best-student diplomas per subject:** For 7th-11th grade, diplomas will be awarded taking into account the average grade for the first three terms $(I + II + III)/3 = \bar{X}$. For each subject, teachers will take into account the following criteria when assigning diplomas of excellence:

- i. The student with the highest grade in the entire grade will receive the award.
- ii. In order to receive the award, the student must have a minimum of 90% average in the class.
- iii. The second place will be awarded to the student with the second highest grade, as long as the average is equal to or higher than 90%.
- iv. The third place will be awarded to the student with the third highest grade, as long as this is not two points lower than the second place.
- v. In case of a tie for any of the first three places, the award will be given to a student based on qualitative criteria evaluated by the teachers, such as effort and class participation.

iii. Twelfth grade honor awards

To grant the following honors awards, the school will use the sum of the final average for grades 9th-12th (fourth term inclusive).

Formula: $\{9^{\text{th}} + 10^{\text{th}} + 11^{\text{th}} + (12^{\text{th}} = (I + II + III + IV)/4)\} / 4 = \bar{X}$ total

- a. Valedictorian Award: Awarded to the student with the highest score using the sum of the academic averages for 9th-12th grade (fourth term inclusive). It is awarded to a student who completed ninth, tenth, eleventh, and twelfth grades at Macris School.
- b. Salutatorian Award: Awarded to the student with the second highest score using the sum of the academic averages for 9th-12th grade (fourth term inclusive). It is awarded to a student who completed ninth, tenth, eleventh, and twelfth grades at Macris School.
- c. Honorable Mention Award: It is awarded to student with the third highest score using the sum of the academic averages for 9th-12th grade (fourth term inclusive). It is awarded to a student who completed ninth, tenth, eleventh, and twelfth grades at Macris School.
- d. Tassel and yellow string: The tassel and yellow string are worn by students who are in the Honor Roll list (grades 90-94%) or High Honor Roll list (grades 95-100%), based on the sum of the academic averages for 9th-12th grade (fourth term inclusive).

- e. Presidential Award: To award this prize, the sum of the academic averages for 9th-12th grade (fourth term inclusive) is taken into consideration. Students must have averages equal to or greater than 90% to be considered for this award. In addition to the academic excellence requirement, the student must have a history of good behavior.
- f. Best-student medals per subject: Medals will be awarded taking into account the average grade for the four terms of 12th grade $(I + II + III + IV) / 4 = X$.

H. Writing standards

Macris School has selected the two most widely used writing styles in academia to guide the writing and development of academic papers.

i. **APA Style**

- a. Created by the American Psychological Association, it is the world's most widely used format for writing, presenting, and publishing scholarly work.
- b. The guide for application and study of APA standards is available on the [Purdue University Writing Laboratory Web site](#). This site is dedicated to teaching and constantly updating writing standards.

ii. **MLA Style**

- a. Created by the Modern Language Association of the United States, it is one of the most widely used formats in international schools governing writing, presentation and publication of academic works.
- b. The guide to apply and study the study MLA standards can be found on the [Purdue University Writing Lab website](#). This site is dedicated to teaching and constantly updating writing standards.

V. MACRIS EDUCATIONAL AND COMMUNITY ACTIVITIES

A. Extracurricular activities

- i. Extracurricular activities/clubs: The school offers opportunities for integral student development through extracurricular activities participation. Some of the many options for student participation are: sports, co-curricular activities (academic competitions), among others. **For detailed information see the appendix: Study Programs.**
- ii. Sports (men's and women's) place students in categories based on the student age.
- iii. A parent/guardian whose child is interested in participating in a sports club, must complete an authorization form and return it to the physical education teacher.
- iv. Selection for competitions: Coaches will choose, according to academic and sports performance or artistic ability, the students who will be part of the teams to represent the school in the various competitions. Each competition specifies a specific number of students who may be enrolled. We ask for cooperation and understanding when Coaches are selecting students who will participate in competitions.

v. Schedule for extracurricular activities during school days

If a club requires students to practice during the school day, the student may attend practice if they previously requested permission from the teacher of the class they will be absent from, and is granted permission from the teacher. If permission is not granted and the student attends practice, the student will receive an unexcused absence.

vi. Remaining in sports/activities/clubs

Permanence of a student in an activity/club is contingent to the students' academic performance; which will be defined in the regulations for each activity/club. The student should also have excellent behavior and attend club meetings constantly. If a student fails a class or receives a very serious disciplinary sanction during the current school year; the student's participation may immediately cancel from the activity/club. In order for 9-12 graders to receive credit in their transcripts for participating in activities/clubs, students must have a good attendance record and remain active in the activity/club.

B. Field trips

Throughout the school year, some planned classroom activities require students to leave school grounds. In those instances, teachers in charge of the activity will inform in advance parent/guardians and students about uniform or dress code for the trip. All students must present a permission slip signed by the parents/guardians in order to attend or participate in the activity. To maintain student safety, an issue in which the school is highly committed; students will not be allowed to leave school grounds unless they have turned-in the written and signed paper copy of the permission slip.

C. Class activities and special projects

In case of special activities and/or projects within the school (preparations for Language Day, Economics Fair, etc.) students may stay and work after school under teacher supervision. The parent/guardian must agree to pick up students when activities continue after normal school day. We would like to remind students and parents/guardians that High School students are not allowed to use the Elementary school bus.

D. Pastoral Activities

- i. Masses: A monthly mass is celebrated for the entire Macris community. Parents/guardians are always welcome. *The Santísimo* (Holy Sacrament) is present in the chapel and parents/guardians may visit at any time. *"The Lord waits for you at home."*
- ii. Catholic Confirmation: Ninth grade students will begin to receive, during Religion class, preparation for Catholic confirmation, which is held while students are in tenth grade.

E. Student Council and Grade Councils

i. **Student Council (Stuco)**

The Student Council Committee (Stuco) is a student body, elected by high school students in democratic elections. Stuco's purpose is to represent the student body and organize activities for the benefit of the educational community. The election of the council will follow democratic procedures, respecting each student's vote.

Requirements to be eligible to be elected as a Stuco member and to remain in office are:

- a. To have an academic average equal to or greater than 85%.
- b. Not having received pink or blue cards in the academic year in which the student aspires to run (if the student has received a pink card, the School Administration will consider on-a-case-by-case basis the reasons why the student received the sanction and determine if the student may or may not participate).
- c. A student running for an office must demonstrate leadership skills in school activities.

ii. **Grade councils**

Each grade will elect a council of directors consisting of a president, vice president, house representative, and treasurer in September of each school year. The president will also be the Stuco delegate. Applicants must meet the following requirements:

- a. Have a global academic average equal to or greater than 85% in the previous academic year.
- b. Not being on academic probation or conditional enrollment due to behavioral instances.
- c. Not having received any pink or blue cards (if the student has received a pink card, the School Administration will consider on-a-case-by-case basis the reasons why the student received the sanction and determine if the student may or may not participate.)
- d. A student aspiring to run for a position must demonstrate leadership skills in school activities.
- e. The Orientation Department will release the list of students who may be eligible to run for a position to the teachers, who will organize the assemblies in each grade and section to elect the council.

- iii. The Orientation Department is responsible for coordinating the election process and releasing the list of students who will be eligible to run for a position at the council. Any student who is not on the list and would like to run, may speak with the Director or the High School Principal to request that their case be reviewed individually.

F. Evacuation procedures and other emergency situations

Macris School has programmed emergency and security plan for different types of situations (earthquake evacuation; fire evacuation, etc.). Drills for these emergency procedures will be carried out throughout the year in order to ensure student community safety. In some instances, drills will be previously announced, so that teachers can review the procedures during classroom hours. In other instances, drills will be done without prior announcement, to evaluate the degree of readiness of the school.

G. Parent-Teacher Conferences/Report Card Day

A Parent-Teacher Conference Day will be held at the end of each term to discuss student academic achievement and behavior. It is important to attend these conferences in order to provide parents/guardians with academic feedback and follow-up.

- i. **Payments:** Students must be up-to-date with tuition payments prior to report card day.
- ii. Each teacher will keep a record of the parents/guardians with whom they have had a conference. In this way, School Administration will have a record of family members/guardian who meet with the teachers.

H. Conferences requested by teachers and Administration Staff

- i. During the school year, teachers and/or Administration Staff may request appointments with the parent/guardian for which the parent's/guardian's presence will be requested at the school.

I. Ian H. Merriam Library

Elementary and High School students are always welcome at the library. Every student has an online digital account, to obtain their credentials students may visit the librarian. All students may visit the library during recess or class time, and or during term exams periods, provided students have a pass signed by the Administration.

VI. INSTITUTIONAL NORMS

A. On attendance

Students must attend school and for the entire school day as stated in the academic calendar.

i. **Taking Attendance**

Attendance will be taken during each class period. Students should be inside the classroom when the bell rings, thus initiating the class period.

ii. **Excused short absences**

- a. The school may excuse students for up to three consecutive days due to health reasons. Absence of more than three days require a medical excuse, which must be presented to the school principal.

1. A student who absent is and does not provide a written excuse, or whose excuse is unacceptable, will not be allowed to make-up the work for the day the student is absent.
- b. If a student is absent, the parent/guardian should contact the school by 8:00 a.m.
1. In addition to verbal communication, any absence must be notified in writing.
- c. Submitting the written excuse
Upon returning to school, the student needs to submit a written excuse to the principal.

A special white slip will be attached to the written excuse in order for the student to present both to each teacher. Teachers will sign the white slip, acknowledging notification of the excuse. The student must return this slip with each teacher signatures at the Principal's Office no later than two school days after they received the slip ([For make-up work policies during absences, see the section on Academic Policies](#)).

Absences during term exam periods will be valid only for illness and must be presented with an excuse signed by a physician.

iii. Long Absences due to family trips

[See the section on Absences due to personal travel, without a medical excuse and/or due to family emergency.](#)

iv. Homework and project make-ups

[See the section on Make-up of short assignments during pre-approved and excused absences \(cases of absence due to illness, family emergencies, etc.\).](#)

B. Transportation

i. Transportation Service

The school provides transportation service to students. Parents/guardians must sign a transportation contract to purchase this service.

- a. Due to safety reasons, which the school fully adheres to, students must remain seated on their seats in the bus at all times. This also includes prohibition to students take their hands or heads out the windows.
- b. Students must at all times behave respectfully with the driver, babysitter, classmates, and people walking-by.
- c. In case of lack discipline, the school may reprimand, assign pink cards, and/or suspend student use of this service.

d. Changing bus routes:

1. Students may not request bus changes to leave school with classmates; instead, the host parent/guardian must come to school and pick up the student as stated in previous sections.
2. High School students are not allowed to use Elementary transportation.

ii. **Transportation using personal vehicles**

- a. For the safety of our community (students, families, employees, etc.), vehicle identification stickers are sold at the school's reception desk. Stickers should be placed in the right corner of the car's front glass.
- b. Before the end of the school day
 1. Parents/guardians who wish to pick up students before the end of the school day, must stop by the management office to get an exit pass, which will be turned-in to the guards upon leaving the school.
 2. The person picking up the student must wait in waiting area around the Principal's Office and will not be allowed to enter the classrooms.
- c. In case the parents/guardians are unable to come to school to pick up their child personally, [see the section on Leaving school with Third Parties \(Non-Relative/Registered Caregivers\).](#)

C. Departures with Third Parties (Non-Relative/Registered Caregivers).

- i. No student will be allowed to leave the school without an exit pass authorized by the School Administration. This safety action is rigorously enforced to comply with school regulations that protect students.
- ii. If a student plans to leave school with a classmate or another person during, or after-school, or at the end of an extracurricular activity, they must turn-in a written authorization letter signed by his or her parent/guardian. The authorization letter must include the name of the person with whom the students is authorized to leave the school or the school/extracurricular activity.
 - a. This authorization letter will be given to the Student Affairs Officer or School Principal at the beginning of the day. Either one will approve, sign, and seal it, prior to returning it to the student.
 - b. The person responsible for picking up the student must sign the exit pass sent by the parent/guardian of the student, whom they are withdrawing from the school. The pass will then be turned over to the security personnel at the school's gate.

- iii. No telephone calls will be granted to request departure authorizations, nor will the schools receive authorization in any other format except for written authorizations on paper.
- iv. Students may not make telephone calls during the school day to schedule outings with classmates. School departures must be scheduled in advance and all permission slips must be signed by the parent/guardian.
- v. Students may not request bus changes to leave school with classmates; on the contrary, the host parent/guardian must come to school and pick up the student as stated above.
- vi. For safety reasons, which Macris School is faithfully committed to adhere; transporting students on open part of pick-up vehicles is not allowed.

D. Recess and Lunch

- i. It is important that students behave according to all school values when using the cafeteria. They should always follow the rules by waiting in line to buy food, sitting properly (not on tables), and cleaning up after themselves the end of recess. This also includes adhering to established cafeteria schedules.
- ii. The cafeteria is the main designated eating area. If students use other areas to eat, they must keep them clean (throwing trash in the trash cans around that area).
- iii. Students may shop in the cafeteria only during the established schedule: before 7:00 a.m., during recess and lunch, and from 1:30 p.m. to 2:20 p.m. Shopping in the cafeteria will not be allowed during class time, including during Physical Education class.
- iv. **Food delivery or food sales**
 - a. For security reasons, students are not allowed to order food to be delivered to school. When a student forgets their meal at home or if the parent/guardian wishes to bring food to the student, food must be delivered to the secretary at the Elementary or High School Management office. The Staff will make sure the student receives it without having the parent/guardian come into the classrooms.
 - b. Students and/or parents are not allowed to sell food inside the school. Food will only be sold at pre-approved and scheduled events (bake sales, Stuco activities, Economic fair, etc.).

E. Hall passes

- i. Once the bell rings signaling students to enter the classrooms, they must not remain in the hallways. If the teacher authorizes a student to leave the classroom, the student should return to the classroom as soon as possible, after doing the errand (going to the bathroom, talking to the Administration, etc.).
- ii. If a student needs to go to the Infirmary, Library, or Elementary School, they must request a pass from the Student Affairs Officer or the Principal's Office
- iii. If a student leaves the classroom without permission or does not return to their classroom, they will be considered to be skipping class.

F. Lost and Found Objects

- i. Items found must be turned in to the Principal's Office for storage in the lost and found area, which is kept by the Student Affairs Officer. Students may claim any lost property upon identifying the object.
- ii. If any object is confiscated, it will be returned through the Student Affairs Officer.
- iii. Any object that is not claimed at the end of each term will be donated to charities (asylums, churches, social projects, etc.).
- iv. Valuables: Students should not bring valuable objects to school. If lost, the school will not be held responsible for them. This includes, but is not limited to, fine jewelry, expensive toys and technology such as cell phones, cameras, computers, among others.
- v. Limited access areas within the school boundaries
Each school level within the institution (Preschool; Elementary; High School) has specific areas designated for student permanence and recreation.
- vi. High School students must remain within the High School assigned buildings during the scheduled times (ex., the cafeteria must be used only as scheduled).
- vii. High School students may not remain in the Elementary School areas before or after the end of the school day; with the exception of the Elementary School court where they can remain before the High School gate opens in the mornings and after extracurricular activities. Students can remain only in the Elementary School Court).
- viii. High School students will have access to the hallway leading to the school store and photocopier only during recess time.
- ix. During special activities outside designated High School areas, students will be notified and the Staff in charge facilitate the flow of students through these areas.

G. Open-door policy

The School Administration wants to emphasize its desire to have a good communication with students and parents/guardians. Students are always welcome to voice any concerns or just stop-by during recess, lunch, or before and/or after school. However, in order to maintain effective communication habits, we suggest following the communication pathways below.

H. Communication Flow Chart

To improve communication and support the development of good relationships between students, parents/guardians, teachers, and Administrative Staff, we suggest using the flow chart to assist you with any concerns:



- i. The first step is to communicate via email and/or make an in-person appointment with the class teacher.
 - ii. If you do not find a solution to the problem or concern, contact the student's grade level counselor or Student Affairs Officer via e-mail and/or make an appointment.
 - iii. If you continue to have a concern, contact the Principal via email and/or make an appointment.
 - iv. Finally, as a last resort, make an in-person appointment with the school's Superintendent.
- I. Requesting appointments with teachers and Administrative Staff

Following the steps of the communication flow chart, to schedule an appointment in person with a teacher or Administrative Staff, please do so with at least two days in advance, so the school can make arrangements to meet properly and without interrupting teacher schedules.

- i. To schedule an appointment, we encourage you to email the teacher or the Administrative Staff and schedule it directly with them. As a last resort, call the High School Administrative Secretary to request an appointment.
 - ii. For safety reasons, which the school is fully committed to adhering, visitors and parents/guardians must wait in the School Administration Office. The Administrative Secretary call to the person(s) with whom the appointment has been previously scheduled.
 - iii. It is important that students receive all complete attention during term exams, therefore parent/guardian appointments with teachers or with Administrative Staff are limited during this time. Academic appointments will not be held in the period starting three days prior to term exams or during the exam week. Parents/guardians should plan to request appointments prior to the dates stated above.
- J. Policy on the use of designated language in the classroom

In order to strengthen language skills, students and teachers will speak exclusively in the language designated for each class (ex: English, French).

K. Tutoring

- i. In accordance to the Honduran *Ley fundamental de Educación*, the school does not allow homeroom/subject teachers to tutor their own students.²
- ii. The school may counsel parents/guardians by indicating the name of teacher who is also a tutor. It is left up to the parent/guardian to contact them and make tutoring cost and schedule arrangements.

² Secretaría de Educación. (2014). *Ley fundamental de Educación* (Tít. IV, Cap. II, Art. 111). Tegucigalpa: La Gaceta.

L. Textbooks

i. **New Books**

Upon receiving a new book, students will also receive a sheet outlining the state and condition of the textbooks. The parent/guardian and the student should review the textbook condition sheet. If they agree with the stated condition, they need to sign the sheet and return it to the teacher. The sheet will be given to the class teacher during the first two weeks of class.

- ii. Under no circumstances should the assigned book number be changed, or change the name of the student assigned to the book.
- iii. Students should avoid lending books to each other. The school is not responsible for loss and/or damage caused by book loans or by book neglect.

iv. **Book abandonment and loss**

- a. Losing a book while being in the student's locker is not a valid excuse, since lockers must remain locked at all times ([See the section on Locker Use Policy](#)). Books found abandoned in any school area, other than classrooms, or without the permission from the teacher, will be retained by the Student Affairs Office and a disciplinary sanction will be assigned to the student (refer to the code of conduct).
- b. No re-enrollment rights will be given to students who owe textbooks.
- c. Losing textbooks imply having to pay for them. If the book is damaged due to improper use, a percentage of the book's current market price will be charged to the parents/guardians.

M. Locker Use

- i. Lockers are school property and are lent to students. Proper care is necessary for lockers to last. Any damage to the student's assigned locker must be reported to the Student Affairs Officer. Depending on the severity of the damage, cost of repairs or replacement will be paid by the parent/guardian.
- ii. The school reserves the right to assign, inspect, and monitor lockers. The student may not change lockers without prior authorization from Administrative Staff. This will be considered a serious offense and will result in disciplinary action ([See the Code of Conduct](#)).
- iii. The student will have a lock with a key to be used in the locker assigned to him/her by the school. An extra key will be given to the Student Affairs Officer at the beginning of the school year. In the case the key is lost, the student may use the school's copy.
 - a. In case a student needs to break the lock on their locker, due to the loss of both keys, the student should contact the High School Administrative Secretary and cancel a fee to cut the lock. If the student loses both copies of the key, the student will need to replace the lock as soon as possible and give a copy of the new key to the Student Affairs Officer.
 - b. The locker must always be locked with a lock. If the student fails to comply with this regulation, the student will be given a disciplinary sanction ([See the code of conduct](#)).

- iv. The school will not excuse students for failing to complete homework assignments because they did not have a key to the locker.
- v. The school will periodically check the locker assigned to each student, especially on those days when safety drills are held on the school campus.
- vi. Students should keep their locker neat and in order. Students should not leave food and beverages inside the locker, nor should they keep personal high-value items in the locker. This includes shoes, clothes, jewelry, make-up, and electronic devices, among others, because the school will not be responsible for their loss.
- vii. Students should organize themselves throughout the school day to store and remove books and materials from their lockers. Thus, the school suggests that students remove the books for the first two or three class periods when they arrive to school in the morning. During break, remove the books for the next three periods. During lunch, remove the books for the last class periods. All students will have five minutes at the end of the day to go to their lockers and remove all materials they need to take home.

N. Telephone use at school

Use of the school telephone is restricted to students. Students should only request to use the phone in case of an emergency. The Administrative Secretary in the Principal's Office will call the parents/guardians giving them the appropriate message. Students may not borrow the phone to request delivery of homework, books, projects, or money left at home. Likewise, the school telephone may not be used to request permission to go out with classmates.

O. Use of Technology

i. **On good practices to use virtual platforms available to Macris community**

- a. Virtual platforms are provided to the student body for educational purposes only. Student use of these platforms is at all times in adherence to the school's conduct and discipline policies. Macris School Administration has the right to restrict student's use of these platforms when students do not make good use of them. The School reserves the right to modify these policies throughout the school year.
- b. The use of access credentials for virtual platforms (username, password, and security questions) is exclusively for the student or parent/guardian who registered for the account. The use of these platforms for purposes other than valid educational objectives is prohibited and will be sanctioned at the discretion of education authorities. .
- c. Access credentials for virtual platforms (username, password and security questions) should not be shared with anyone, at any time, and for any reason. This includes providing access to other to have them: review information, complete, fulfill online requirement, etc.

- d. Using information on virtual platforms, including but not limited to: videos, Power Point presentations, screencasts, reference material, worksheets, and others, in a way that harms the integrity of people in the Macris community (students, family members, teachers, Administrative Staff, etc.) in any way (bullying, teasing, harassment, etc.), is prohibited and will be sanctioned at the discretion of educational authorities.
- e. Macris School shall under no circumstances be responsible or liable for the student's misuse (accidental or intentional, direct or indirect), of material or immaterial damages, legal violations, etc. of virtual platforms; including, but not limited to, access credentials (username, password, and security questions) and manipulation (including entering or downloading) of content.

ii. Cellphones

The school encourages parents/guardians to use caution when deciding on the type of cell phone they give to students, and to be diligent on making sure these are properly used. The school is not responsible for lost cell phones on school property.

- a. High school students: May carry a cellphone but may use them only before and after the school day. If a student uses a cell phone outside of stipulated times, the cell phone will be retained and returned at the end of the day. The student will receive a disciplinary sanction (See the code of conduct).
- b. In the event of an emergency, students will be able to make phone calls using their cell phones in the Principal's Office. Regular (non-academic) use of cell phones is not allowed during school hours; therefore, students may not use them to send texts, make calls in classrooms, hallways, restrooms, cafeteria, and sport areas.

iii. Computers and Mobile Devices

Given the changes in technology, Macris understands the need to be on the frontlines of the proper use of technology.

- a. Mobile devices include, but are not limited to tablets, smart watches, cell phones, smartphones and handheld game consoles. In addition, certain types of calculators are also considered mobile devices and/or computers because they have an internal processor. These types of calculators should always be used following teacher guidelines and should not be used for purposes other than those stated by teachers.
- b. Students may bring computers and mobile devices when a class requires them for a specific activity. The teacher will have previously received authorization for students to bring these devices from the school's Administration.
- c. When students bring mobile devices and computers, these can only be used inside the classroom and with teacher supervision.
- d. Macris School is not responsible for devices lost on school premises, given these are only allowed under special circumstances. Students will bring devices to school at their own risk and responsibility.

iv. Software Piracy or hacking

Any student or parent/guardian found hacking into Macris' databases and/or changing information within it, will be sanctioned and the student will be considered to be transfer to another school. Use of the Macris wireless network is exclusive for Macris employees.

P. Use of the Macris Agenda

Seventh graders are required to use daily the Macris Agenda to keep track of projects and assignments. Parents/guardians must sign the agenda on a weekly basis. In Orientation class, the teacher will grade signed agendas by assignments. This grade will constitute two percentage points for the subjects. The purpose of using an agenda is to help students to become more organized and to avoid low grades due to missed assignments.

VII. CODE OF CONDUCT

A. Introduction

Macris is proud to know that within its campus, students and faculty are safe, respectful of their environment, and school values are taught through each individual's daily actions. To maintain this type of environment, the school has a code of conduct that governs daily actions and interactions.

B. Appeals Procedure

- i. Macris School encourages all members of the educational community to abide by these rules. The rules and sanctions here stated are intended to direct the healthy, harmonious, and pro-educational coexistence among all members within the institution. In instances in which there have been breeches to the code of conduct and sanctions have been placed, the school expects all parties involved to resolve them using this code of conduct and respecting the proper communication flow steps ([See the section on Communication Flow](#)).
- ii. Any breach to the code of conduct, as well as to any behavior not designated on this code but considered contrary to the code by the High School Administration will be sanctioned in accordance with the code's regulations and/or as deemed appropriate by the High School Administration. In the event that a parent/guardian considers that actions taken are contrary to the sanctions stipulated in the code, the parents/guardians may appeal the decision through a written letter addressed to the school Superintendent. In this letter, the parent/guardian must detail the case and justify the reasons why the sanctions are contrary to the code of conduct. The Superintendent will discuss the case with the appropriate faculty and/or Administrative staff to make a decision regarding the appeal.

C. Harassment or Bullying

Macris has a zero-tolerance policy for harassment also known as bullying. Bullying is considered to be any case in which it is evident that a student is collaborating directly or indirectly, individually or collectively, in isolating a student or a group of students, and/or when a student is acting in a demeaning and/or humiliating manner towards any member of the Macris community. In these instances, a disciplinary sanction will be given, and the sanction will depend on the severity of the offense, and in accordance with Honduran *School Harassment and Antibullying Law*.

D. Cyberbullying

Macris has a zero-tolerance policy for cyberbullying. Cyberbullying is considered to be any case in which it is evident that a student is collaborating directly or indirectly, individually or collectively, in isolating a student or a group of students via the internet (including but not limited to electronic devices, social media etc.), and/or when a student is acting in a demeaning and/or humiliating manner towards any member of the Macris community. In these instances, a disciplinary sanction will be given, and the sanction will depend on the severity of the offense, and in accordance with Honduran *Harassment and Antibullying Law*.

E. Academic Honesty

i. **Academic Honesty Concepts**

- a. For the purposes of this regulation, **academic honesty** is understood as: honesty, integrity, decorum, decency and rectitude applied by the students in their actions and towards academic activities.
- b. Academic **dishonesty is understood** as: the lack of honesty, integrity, decorum, decency and rectitude applied by the students in their actions and towards academic activities.

ii. **Plagiarism**

- a. The Real Academia Española (2019) defines plagiarism, and by extension to plagiarize, as the act of "Substantially copying the works of others, and taking credit as if they were their own"³.
- b. Plagiarism will be understood as the use of sources, ideas and/or words of another person, in any manifestations (oral, written, electronic and/or printed) and passing them as their own; without specifying the source of the information, according to the writing norms stated in these regulations or as instructed by the teacher.

³ Real Academia Española. (2019). *Diccionario de la lengua española* (22 ed.). Madrid, España. Consultado en: <https://dle.rae.es/?id=TIZy4Xb>

iii. **Behavior cases contrary to academic honesty**

- a. The following is a partial list of cases of academic dishonesty. The School Administration may determine as cases of academic dishonesty, any other action not stipulated in this policy.
- b. To do graded homework, projects, or other work with the help of, and without authorization from the teacher or school; be it, but not limited to, oral or written assistance from another student or from unauthorized sources, electronic devices, electronic or printed bibliographic sources, or any other printed material not stated in this policy.
- c. Copying information from a source without proper citation, whether it's a direct or indirect citation, or not using the writing standards stated in this policy or those indicated by the teacher.
- d. Turning-in work as one's own, when it has been done, partially or entirely, by another person, either a member of the Macris School community or someone foreign to the institution.
- e. Manufacturing or falsifying data or any type of information, including, but not limited to, data in laboratories and experiments, digital and/or printed bibliographic sources.
- f. Manufacturing or falsifying excuses for not meeting deadlines specified by teachers and/or the Administrative Staff for academic activities.
- g. Promoting acts contrary to the virtue of academic honesty among members of the Macris School community.

F. Absences

The School will excuse up to 20 unexcused absences in the school year, not to exceed 5 per term. A letter of commitment will be given to the parents/guardians of any student who exceeds 20 absences in the school year (21+) ([See the section on Commitment Letters](#)).

G. Late arrivals

[For the norms on school absences see the section on Attendance.](#)

- i. **To the school day:** All absences to the school day (7:00 a.m.) will be taken as absences starting with attendance being taken by the teacher for the first class period.
 - a. No late arrivals to the school day may be excused due to traffic reasons. In the event of protest or other events affecting school transportation, the School Administration will decide if the delay merits being.
- ii. **During class periods:** When a student arrives to class more than five minutes late without having adequate justification, the action is not considered a late arrival but skipping class; which is a serious offense ([See the section on Sanctions for Serious Offenses](#)).
- iii. When the student accumulates ten late arrivals of any kind in any term, it will be considered a serious offense ([See the section on sanctions for Serious Offenses](#)).

- iv. The school will excuse up to 40 late arrivals, of any type, per year, not to exceed ten per term. A letter of commitment will be given to the parents/guardians of any student who exceeds 40 late arrivals in the school year (41+) ([See the section on Commitment Letters](#)).

H. Minor Offenses

These are Infractions that because of their mild nature are not reported to the parent/guardian when they are not repetitive. Repeating minor Infractions may lead to a pink card reflection and sanction ([See the section on Behavior Reports](#)).

Minor offenses include, but are not limited to:

- i. Writing notes or messages to classmates during class time.
- ii. Interrupting during class (Talking, sending messages, etc.).
- iii. Arriving late to the school day once per term.

I. Serious Offenses

These offenses will be communicated in writing through a pink card report which will include a reflection on why the sanction is being given ([See the Section on Behavior Reports](#)).

Serious Offenses include, but are not limited to:

- i. Disrespecting any person in the educational community.
- ii. Chewing gum in the classroom, assemblies, chapel, courtyards, or buses, etc.
- iii. Using curse words, rudeness and, in general, phrases that do not build-up the speaker.
- iv. Not making orderly lines in the cafeteria and/or at other events.
- v. Causing disorder on the bus and/or throwing trash out the window.
- vi. Using a bus route other than one's own, without proper authorization from the school.
- vii. Causing or participating in any form of disorder in any school grounds of or during event in which the student is participating.
- viii. Failure to present duly signed and on the corresponding day, any document requested by the Administration and/or teachers.
- ix. Accumulating on ten late arrivals of any kinds, to the school day or class periods, during a term.
- x. Accumulating five unjustified absences from the school day.
- xi. A prolonged unexcused absence from class, which will be considered as skipping class.
- xii. Carrying unauthorized electronic device ([See the section on Use of Technology](#)), which will be confiscated, retained, and returned to the parent/guardian when they come to the school to retrieve it.
- xiii. Intentionally causing physical harm to a classmate with any object, whether authorized or prohibited.
- xiv. Wandering in restricted areas to high school students without proper authorization.

- xv. Disrespecting patriotic symbols in ceremonies and civic events.
- xvi. Being disrespectful during events, including, but not limited to, spiritual retreats, masses, prayers, and civic events (e.g., talking to peers, laughing, etc.).
- xvii. Engaging in public displays of affection (kisses, hugs, strokes, holding hands, or inappropriate body positions).
- xviii. Staying on campus after 1:30 p.m. without proper authorization.
- xix. Driving any type of vehicle on school property, either alone or under parent/guardian supervision.
- xx. Verbally assaulting any person from the school community whether on school property, on school transportation, or at off-campus events where the student is representing the school.
- xxi. Lying to anyone in the educational community.
- xxii. Leaving the locker unlocked during, before, and after the school day.
- xxiii. Changing lockers without proper authorization.
- xxiv. Leaving textbooks unattended, in any place other than one's own locker with a locked lock, or in a classroom without the teacher's permission.
- xxv. Having textbooks that are not properly covered.
- xxvi. Not wearing the correct uniform and in the proper manner.
- xxvii. Disposing of trash in places not designated for that purpose.
- xxviii. Repeating of minor Infractions.

J. Very Serious Offenses

These offenses will be communicated in writing through a blue card report, which will include a reflection on why the sanction is being given ([See the section on Behavior Reports](#)). Macris School reserves the right to sanction any offense as very serious (whether it is mentioned in this handbook or not) as deemed appropriate by the School Administration.

Actions considered as very serious offenses include, but are not limited to:

- i. Accumulating five pink reports. Receiving a fifth pink report will generate the assignment of a blue report.
- ii. Any action that violates academic honesty policies ([See the section on Academic Honesty](#)).
- iii. Intentional disobedience to any school authority with visible manifestation of insubordination.
- iv. Any action that incites insubordination: strikes, riots, etc.
- v. Physical or verbal aggression against classmates, teachers or any other person in the educational community; which will also be considered bullying ([See the section on Bullying](#)).
- vi. Discrediting the school's image, classmates, teachers or any other person in the school through any means of communication, including, but not limited to, social media and the Internet ([See the section on Bullying and Cyberbullying](#)).

- vii. Carrying, viewing, displaying, distributing inappropriate material that is contrary to the philosophy of the school and that directly or indirectly harms any person in the educational community and that degrades his or her human, moral, religious, and moral condition (e.g., material that encourages violence; pornographic material, etc.).
- viii. Making pranks to anyone in the educational community.
- ix. Making false statements that harm the personal and moral dignity of any member of the Macris community.
- x. Leaving campus without proper written permission, without an exit pass, or with an unauthorized person.
- xi. Cheating or attempting to cheat (Giving or receiving) on papers, tests, term exams; taking information from the term exam; talking during term exams. This will result in a 0% grade on the test.
- xii. Falsifying parent/guardian signatures on any document submitted to the school, including, but not limited to, weekly cards, exit permission slips, grade reports sent by teachers.
- xiii. Altering in any way, any documents sent by the school (weekly cards, reports, name and number of textbooks, etc.).
- xiv. Any act of vandalism, which includes, but is not limited to, drawing or writing obscene phrases on one's own or another's property, which includes, but is not limited to, the property of any person in the educational community.
- xv. Taking material (notebooks, textbooks or reading books, etc.) or other property from classmates, teachers, or others without authorization.
- xvi. Staining, scratching, destroying, or misusing (with or without intent) school furniture and property, including, but not limited to, walls, ceilings, floors, desks, restrooms, and books.
- xvii. Carrying firearms and/or knives including, but not limited to, knives, bullets, sharps, syringes, and firecrackers. It is also prohibited to carry any object/toy that resembles and/or imitates any of the above weapons.
 - a. If any of the above items are found, they will be confiscated, retained, and the parent/guardian will be called to inform him/her of the situation.
- xviii. Introducing on campus any articles or materials used for intentional celebrations or disorders, including, but not limited to, flares, eggs, fireworks, stink bombs, and shaving cream.

- xix. Carrying/distributing/storing/using: cigarettes (including electronic cigarettes of any kind), alcoholic beverages, any illicit substance, and controlled drugs for which a prescription is not in the student's name and that their use, in accordance with the prescription, has not been notified Administration.
 - a. Carrying, distribution, storing, and using any of the substances described above is prohibited and will be sanctioned whether it took place on or off school grounds when the student is wearing the school uniform (in whole or in part), representing Macris at events, or identifying himself or herself as a member of the school.
 - b. In the event that the School Administration suspects the possible use of cigarettes (including electronic cigarettes of any kind), alcoholic beverages, any illegal substances, and controlled drugs for which a prescription is not in the student's name and the use of which, in accordance with the prescription, has not been notified to the Administration, the school may request the student's parent/guardian to administer a toxicological examination to clarify any suspicions. Depending on the results, the school may decide to refuse student re-enrollment and/or issue a letter of transfer to another institution.
- xx. Showing up at a school-sponsored events (contests, academic events, required *Trabajo Educativo Social*, etc.) under the influence of cigarettes (including electronic cigarettes of any kind), alcoholic beverages, any illegal substance, and controlled drugs for which a prescription is not in the student's name and which, in accordance with the prescription, has not been notified of Administration. In case of suspicion that a student is under the influence of any of the above, the student will be referred to the infirmary for evaluation and their parent/guardian must come to the school to pick them up.
- xxi. Carrying, viewing, displaying, distributing or making public by any means (printed or digital) any material that denigrates any person in the educational community. This includes any student who directly or indirectly supports acts committed by any other student.
- xxii. Wandering in unauthorized areas and without the company of a responsible adult (e.g., the hill, parking lot, soccer field, etc.).
- xxiii. Any and all violations to the [Software Piracy or Hacking section](#).
- xxiv. Carrying /playing cards (whether Spanish, English, lottery, etc.) on or off school grounds while wearing a school uniform (partial or full). In extraordinary cases in which a deck of cards is requested for a subject (e.g. Statistics), the teacher will have previous authorization from Administrative Staff and students will be allowed to use the cards only with teacher supervision.

K. Behavior and home reflection reports

i. Reports

In High School, to report issues related to behavior, either a pink or blue color-coded report will be sent to the parent/guardian. This report is an opportunity for reflection and the color is only an indication of the offense committed.

- a. **Pink card:** Receiving a pink card means that a serious breach of the rules of coexistence has been committed and it entails a written reflection at home. The card will be turned-in to day after it was issued. These notices will be sent home the same day the incident is reported and the parent/guardian must sign and return them to the student the day after receiving them.
- b. **Blue card:** Receiving a blue card means that a very serious breach of the rules of coexistence has been committed and it entails a written reflection at home. In this case, the parent/guardian will be called as to have a conversation with them and the student to develop an improvement plan. The student will take the blue card home for reflection with their parents, which will be returned signed by the parent/guardian the day after it was issued.
 1. The student with a blue card will be placed on conditional enrollment ([See the section on Conditional enrollment](#)).
 2. The student with a blue card may not be on the honor roll list during that term and may not be a member of any Macris School extracurricular athletic team.

ii. Reflection at Home

- a. All serious and very serious Infractions are accompanied by a reflection sheet that will be developed at home.
- b. The purpose of the reflection or report is to generate an opportunity for the student along with the parent/guardian to analyze, meditate, and reflect on the event, and propose a path to foster self-reflection skills and change.
- c. The parent/guardian is encouraged to take this reflection seriously.

L. Detention

In certain cases, depending on the infraction committed, the Administration may determine that in addition to developing a reflection at home, the student should remain in detention doing some other reflective activity on the offense committed. In these cases, the parent/guardian will be responsible for picking up the student at 2:30 p.m.

M. Commitment letters and subsequent probation

In certain cases where serious offenses are repeated during the school year, parents/guardians will receive a commitment letter, which must be signed by them. In this letter, parents/guardians agree to devote time and effort to improving the questionable behavior. If consistent improvement is not observed and the behavior continues, the parent/guardian and student will enter a probation period. Following the probation period is an evaluation to determine re-enrollment in the institution.

i. Commitment letters and subsequent probation for pink card accumulation

Parents/guardians of students who receive multiple pink cards for the same offense will be subject to signing a commitment letter.

ii. Commitment letters and subsequent behavior evidence

- a. The commitment letter must be signed by the parents/guardians of the student engaged in behavior outside of the rules of coexistence as stated by the School and/or who has received a blue card.
- b. If no improvement in behavior is observed, the parent/guardian and the student will enter a behavioral probation period. Failure to pass the behavioral probation period will result in the student being assessed for continued enrollment in the institution.
- c. Obtaining two blue cards will result in the school reserving the right to re-enroll the student for the next school year. It will be at the discretion of the Administration to place the student directly on probation for conduct during the term in which the offense is committed, during the current year, depending on the severity of the offense committed.

iii. Commitment Letters and Subsequent Probation due to Absences

- a. Parents/guardians of students who have obtained more than 5 unexcused absences during one term must sign a commitment letter.
- b. Upon recurring unexcused absences, the parents/guardians and the student will be placed on probation for absences. If the student does not pass this probation period, student re-enrollment will be assessed by the institution.

iv. Commitment Letters and Subsequent Tests for Late Arrivals

- a. Parents/guardians of students who have accumulated more than 10 late arrivals of any kind during a term must sign a letter of commitment.
- b. When relapsing into late arrivals of all kind, the parent/guardian and the student will enter a probationary period for non-attendance. If the student does not pass this probationary period, they will be assessed for continued enrollment in the institution.

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Addendum of Updated Policies for Student Manual October 21, 2019

Extracurricular Activities

Academic and conduct requirements for eligibility to participate in competitive co-curricular and extracurricular activities and athletics.

Students are afforded multiple enrichment opportunities at Macris, which complement their academic experiences. Some of these activities require a great deal of time and effort for the participants including traveling to competitions, release from classes, etc. To be able **to be eligible** to participate in these additional opportunities, students need to maintain good academic and conduct standing to help ensure their success.

Academic Standing: Students' academic records will be evaluated at the end of each academic term to determine whether they can join or continue in any co-curricular, extracurricular, or athletic activities. Students who fail two or more classes in any academic term will be restricted or suspended from any athletic team or club competitions for at least one but up to four academic terms, and may or may not participate in practices or internal meetings depending upon other considerations such as:

1. History of student
2. Number of classes failed, overall average, end of semester (10th-12th) or end of year, etc.
3. Grade level
4. Type of co-curricular or extracurricular activity.

*Students who fail after the recuperation process of even one semester course (grades 10th-12th) or a yearly course (7th-9th) will not be able to join or continue in an extracurricular activity during the next semester.

Conduct Standing: When students commit a serious behavioral infraction, their cases will be reviewed by the administrative team and they may receive suspension from an athletic team or from club competitions for at least two but up to four academic terms, and they may or may not participate in practices or internal meetings depending upon other considerations such as:

1. History of student
2. Offense committed
3. Grade level

Addendum of Updated Policies for Student Manual October 21, 2019

Term Exam Exemptions

Some classes in high school require a final, end of term exam in a marking period. Students may earn an exemption from a term exam if they meet the following criteria:

1. Attendance
 - a. The student must not have any **unexcused** absences or tardies from that class
2. Average
 - a. If a student reaches 96% or more on average of their first, second, third, and fourth quarter grades, the student may qualify for the fourth quarter exam exemption. The average of the cumulative average prior to the term exam in the fourth term will be used to determine the average. Likewise, the cumulative grade for the fourth term will be the final grade.
 - b. Since this policy is being enacted starting the second term, the first term will not be counted into this average.

Note: This policy pertains to all classes with term exams except for upper grade accelerated and advanced placement courses (grades 10-12) or other exclusive cases to be determined by the administration.

Plagiarism (6-12 grades)

1. First offense:
 - a. Is a 0, **re-write** for up to 70%.
 - b. Teacher communicates with the parent and writes report to be shared with student affairs and counselors.
 - c. Ninth through 12th graders receive a pink card.
 - d. Students attend a workshop (6th-12th).
2. Second offense:
 - a. Is a 0, **re-write** for no credit.
 - b. Teacher writes report to be delivered with student affairs and counselor
 - c. Sixth through eighth graders receive a pink card.
 - d. Ninth through 12th graders receive a blue card for re-incidence of offense and academic probation.
3. Third offense
 - a. Is a 0, **re-write** for no credit.
 - b. Teacher writes report to be delivered with student affairs and counselor.

**Addendum of Updated Policies for Student Manual
October 21, 2019**

- c. Sixth through eighth graders receive a blue card for re-incidence of offense and academic probation.
- d. Ninth through 12th graders receive a blue card for re-incidence of offense and academic probation and re-enrollment is in question for next school year.

Use of Personal Technology Devices

Students must store their electronic devices such as, but not limited to, cell phones, smart watches, tablets, etc. in their lockers with a lock during school hours (7:00am-1:30pm). If parents need to reach their children, they may contact the school secretary.

Saturday School: Should the need arise, a student may be asked to come to school on Saturday from 8:00am-12:00pm to attend a reflection period (for repetitive or serious behavioral actions) or to complete pending work (in the case of someone who has repetitively not handed in homework or completed assignments requested by their teacher). It is the parent/guardian's responsibility to drop off and pick up the student on time.