

INTERNATIONAL SCHOOL OF TOMORROW

PARENT HANDBOOK

MOSCOW, RUSSIA
2018

PARENT HANDBOOK 2018

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WELCOME TO

THE INTERNATIONAL SCHOOL OF TOMORROW

Dear Parents, dear Friends:

We are delighted to present to you the International School of Tomorrow!

270 students representing **45** countries study in our school, and both numbers are growing daily! Parents from all over the world find academic excellence, advanced technology, and emphasis on character development in the School of Tomorrow (A.C.E.) program.

Young people receive the best training for life through the system of Biblical values taught in the School. **Control, motivation, and the 60 ideal character traits are an integral part of the School of Tomorrow Curriculum and methodology.** These qualities are enforced by committed, dedicated, and thoroughly trained international staff.

Our ABC program for younger students teaches reading, writing and conversational English. The English-language environment provides an excellent opportunity for older students to practice and improve their English. The bilingual program offered to national students as well as to international students advanced in the Russian language, further enhances educational and future professional opportunities. A second foreign language, including Russian, has also become a part of the academic package of the school.

School of Tomorrow was founded in 1970 in Dallas, Texas, by Dr. Donald R. Howard, Ph.D. **Its international office is currently located in Largo, Florida.** The program is widely used in the United States and Canada, as well as in other **128** countries of the world with a total of **5475** schools. Individualization, holistic teaching, and assimilation of language through subject matter are key words of modern education. School of Tomorrow embraces all of these trends, placing the International School of Tomorrow on the cutting edge of today' s education.

The results achieved by the International School of Tomorrow students are not incidental. More than thirty years of curriculum development and \$50,000,000 of investment have brought the School of Tomorrow curriculum to its current standard of excellence. The integration of computers and multimedia expands students' learning and makes it more effective and high tech.

The International School of Tomorrow in Moscow was founded in 1992 to cater to the academic needs of the diplomatic community. Today the School offers its services to both Russian and International students, providing the best university-bound education. From the very beginning, the School has adhered to the principle of ensuring quality in all aspects - academics, spiritual growth, and character building. Throughout its existence, the International School of Tomorrow has proved its merit and has become an "embassy school" for the international community of 40 countries. Today International School of Tomorrow graduates study all around the world. The diploma issued by the School has become a recognizable trademark in more than 500 Universities, including in the USA and Britain.

We are glad that you have chosen our school for your children! Now it is YOUR school! We are excited at the opportunity to serve you and your family. We are committed to provide the best. We thank you for trusting us and being with us.

GENERAL DESCRIPTION OF THE SCHOOL

Mission statement

The mission of the International School of Tomorrow is to provide an individualized system of Biblically-based bilingual education and quality educational materials and services on a global scale, with a view to developing character and reforming education.

International Schools provide an excellent opportunity to fulfill this mission. Top quality schools service international communities of major cities around the world, touching every nation through the children and families. These families comprising mainly government officials lend to an increased acceptance of our program and curriculum in each nation.

License, National and International Accreditation

The School is licensed by Moscow Department of Education (termless license for the right to provide educational services #036053 issued on March 27, 2015). Since April 20, 2015 the International School of Tomorrow has been accredited by the Department of Education of Moscow (Russian Federation State Accreditation certificate #003511, valid until February 26, 2025).

In 2013 the International School of Tomorrow was granted the status of Internationally Accredited School through NCPSA (National Council for Private School

Accreditation (www.ncpsa.org) and Ai (Accreditation International www.aiaccredits.org). In May of 2013 the school was granted the status of Internationally Accredited School through MSA-CESS (Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools www.middlestates.org).

The Five Laws of Learning

The *International School of Tomorrow* aims to use the best techniques and procedures to help a student learn to the best of their ability. The ACE curriculum implements Five Laws of Learning to help facilitate this.

- ◆ The student must be on a **LEVEL** of curriculum where they can perform.
- ◆ The student must set reasonable **GOALS** they can achieve in a prescribed period of time.
- ◆ The student must be **CONTROLLED** and **MOTIVATED** to assimilate, use, or experience the material.
- ◆ The student's learning must be **MEASURABLE**.
- ◆ The student's learning must be **REWARDED**.

Basic description of ACE curriculum

The core curriculum provides students with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word. This complete package begins with reading development and progresses through high school, giving students a solid foundation for pursuing their life goals.

Students who are more skilled may progress at a faster rate or may accelerate in the areas of their academic strengths. Slower students are encouraged to do their best but are able to work at their levels of proficiency and proceed as they are capable.

Each core subject consists of 12 PACEs (Packet of Accelerated Christian Education) per level. Typical students work daily on one PACE in each subject and may be performing at varying levels. The diagnostic test results help to identify academic weaknesses and prescribe a path to help students catch up. Most students complete 48-60 PACEs per year, while maintaining academic balance by completing about the same number of PACEs in each assigned subject.

Core Subjects:

- Math (Levels K-12)
- English (Levels K-12)
- Social Studies (Levels K-12)
- Science (Levels K-12)
- Word Building (Levels K-9)

Multimedia

Readmaster Plus is an educational software suite that enhances students' educational experiences while challenging their learning. Readmaster Plus offers four distinct computer software programs:

1. **Readmaster®** improves reading rate and comprehension skills for Levels 1-12.
2. **Typemaster®** teaches computer keyboard skills for Levels 1-6.
3. **Math Builder®** provides drill and practice in math concepts for Levels 1-6.
4. **Word Builder** improves spelling, word usage, and pronunciation for Levels 2-8.

Electives and Additional Instruction Programs

In order to enhance the core curriculum, ISoT offers a number of other programs and courses beneficial to academic growth and development. Each of these courses adds interest and enhancement to the core curriculum and to other learning activities.

PACE Conversion

This chart assists in identifying the performance level of a child after completing the Diagnostic Tests at enrollment. According to the results of the Diagnostic Tests a student may perform at different levels in different subjects.

Level / Age	PACE TO GRADE LEVEL CONVERSION Corresponding Level of PACEs
1(6)	Level 1 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012
2(7)	Level 2 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024
3(8)	Level 3 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036
4(9)	Level 4 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048
5(10)	Level 5 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060
6(11)	Level 6 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072
7(12)	Level 7 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084
8(13)	Level 8 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096
9(14)	Level 9 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108
10(15)	Level 10 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120
11(16)	Level 11 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132
12(17)	Level 12 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144

Each level contains 12 PACES in every subject. Depending upon a student's diligence, efficiency and responsibility, they may complete the level at any time during an academic year and pursue his work further. That is why the School of Tomorrow program is non-graded.

Students are placed into the classes mostly on the basis of their age, not the results of the tests. But if there is a tie - who will be transferred to a higher level group - the preference will be given to those who work in more advanced PACE numbers.

Working in 5 core subjects, a student has to complete 60 PACES per year if on level. Students who do 2 programs should complete 48 PACES. If a student is behind, a supervisor prescribes more PACES in order to reach the level. An individual approach is vital in this matter because of many reasons, such as:

- the student's language skills
- the student's working abilities
- the student's learning abilities
- the student's attitude toward studies
- the student's future plans
- the parents' expectations

In the School of Tomorrow system, each child works at their performance level, not at their age level.

Diagnostic Testing

Since School of Tomorrow material is individualized, staff must determine at what level in each subject every incoming student performs. The student transferring from a conventional school with grade-level classrooms to a school with the School of Tomorrow program is not assigned academic work on the basis of the grade from which he was promoted or on the basis of his age. Instead:

PACE conversion (levels and grades in ACE system).

To determine the PACEs on which to start new students who have not been on School of Tomorrow curriculum, staff members should administer diagnostic tests in all core curriculum subjects. The results of these tests will indicate the performance level of each student.

Diagnostic Tests play an important role in the *International School of Tomorrow* program. They are prescribed to the newcomers. Testing is conducted for:

1. Those who are enrolled in the Pre-school or ABC class.
2. Those who are enrolled in any other class.
3. Those who enter the Pre-school or ABC class are to take specially-developed tests:

Coordination Tests and Cognitive Tests. The results of the tests affect students' enrollment into Grade 1.

4. Those who are enrolled in any other class are required to do diagnostic tests on different subjects which allow one to identify both their performance level and language skills.

Any transfer of a student to a higher level may take place only after completing a previous grade successfully. The minimum requirement is a 90% mastery of the educational material. It is easy to convert scores in percentage to a traditional Russian scale of the marks used by any secondary school (95%-100%-excellent, 90%-94%-good). The work with parents is important in the system of the School of Tomorrow program. It is vital when parents understand all the objectives and tasks of the

program, its content and methodology.

Graduation from the School

The School of Tomorrow program is a program of individualized education, which allows every student to progress according to his/her abilities. It is designed to allow every student to work at their own level of achievement, which may vary from subject to subject.

Curriculum for the high school student includes three levels of Math, four levels of English, four levels of Social Studies, four levels of Science, and one level of Etymology. Twenty one electives, as well as sixteen advanced courses, may be taken on the high school level for credit.

Starting with number 1097, all high school courses count for credits. For successful completion of the prescribed courses, high school teachers prepare individual academic plans (Academic Projections) for every prospective graduate. An Academic Projection form should be filled out for every high school student, regardless of the course of study. Academic Projections are discussed with the graduates and their parents. Parents' signatures are required on Academic Projections for every prospective graduate.

Academic Projections are to be reviewed at the beginning of every year for the high school student with an advisor, parents, and student. This will help parents keep abreast of student progress and whether or not the student is ahead or behind with his projection.

The back of the Academic Projection form provides a chart for listing each PACE the student needs to complete for graduation. As the work is completed, PACE's are crossed out. This provides a visual record of how well the student is progressing toward graduation. Copies may be made and given to the student and parents.

The International School of Tomorrow keeps student records on the STMS program, and the Academic Projection form is incorporated into this program.

ACE Diplomas

The School of Tomorrow program offers four different kinds of diplomas: Vocational, General, College Preparatory, and Honors. Most of the students will be classified on the College preparatory track. Every student should strive to complete a course of study which prepares them for college or good employment after graduation from high school.

However, when age, aptitude, interests, and skills indicate a student can not complete an honors, college preparatory, or general course of study, that student should be prescribed a vocational preparatory course of study. They should be prescribed courses in which he will earn credit under vocational concept (i.e. every 12 PACE' s in a particular subject earns one credit) until they complete the minimum number of credits required for graduation.

There are different requirements for each kind of the offered diplomas. Please see the tables below for more details.

VOCATIONAL DIPLOMA - Required Courses

Student must complete at least through PACE 1096 in every subject. For transfer students, assign PACEs needed to meet minimum graduation requirements.

GENERAL DIPLOMA – Required Courses			
			Minimum Credits Required
CORE	MATH		3.0
		Algebra I	1.0
		Geometry	1.0
		Business Math or course below PACE 97	1.0
	ENGLISH		4.0
		English I	1.0
		English II	1.0
		English III	1.0
		English IV	1.0
	SOCIAL STUDIES		4.0
		World Geography	1.0
		World History	1.0
		American History	1.0
		U.S. Civics and Economics	1.0
	SCIENCE (Labs Required)		2.0
		Biology	1.0
		Physical Science	1.0
	MIDDLE EASTERN CIVILIZATION		2.0
		1 st century C.E. History Part I (Required)	1.0
	Choose One of the Following:		
		B.C.E. History	1.0
		1 st Century C.E. History Part II	
		1 st Century C.E. History Part III	
NON-CORE			9.0
		Etymology	1.0
		Personal Finance	0.5
		Computer Science	1.0
		Speech	0.5

	Music	0.5	
	Health	0.5	
	Physical Education - Maximum of 2 credits	2.0	
	Electives	3.0	
	Total Minimum Required Credits - 24.0		

COLLEGE PREPARATORY DIPLOMA - Required Courses			
			Minimum Credits Required
CORE	MATH		4.0
	Algebra I	1.0	
	Geometry	1.0	
	Algebra II	1.0	
	Trigonometry	0.5	
	Pre-Calculus/Mathematics	0.5	
	ENGLISH		4.0
	English I	1.0	
	English II	1.0	
	English III	1.0	
	English IV	1.0	
	SOCIAL STUDIES		4.0
	World Geography	1.0	
	World History	1.0	
	American History	1.0	
	U.S. Civics and Economics	1.0	
	SCIENCE (Labs Required)		3.0
	Biology	1.0	
	Physical Science	1.0	
	Chemistry or Physics	1.0	
	MIDDLE EASTERN CIVILIZATION		2.0
	1 st century C.E. History Part I (Required)	1.0	
	Choose One of the Following:		
	B.C.E. History	1.0	
	1 st Century C.E. History Part II		

	1 st Century C.E. History Part III		
NON-CORE			9.5
	Etymology	1.0	
	Personal Finance	0.5	
	Computer Science	1.0	
	Speech	0.5	
	Music	0.5	
	Health	0.5	
¥	Foreign Language	2.0	
	Physical Education - Maximum of 2 credits	2.0	
	Electives	1.5	
			Total Minimum Required Credits - 26.5

HONORS DIPLOMA - Required Courses			
<i>An Honors student must have a 94% average and score at least 22 on the ACT or 1000 (Critical Reading and Math scores combined) on the SAT.</i>			Minimum Credits Required
CORE	MATH		4.0
	Algebra I	1.0	
	Geometry	1.0	
	Algebra II	1.0	
	Trigonometry	0.5	
	Pre-Calculus/Mathematics	0.5	
	ENGLISH		5.0
	English I	1.0	
	English II	1.0	
	English III	1.0	
	English IV	1.0	
	English Composition II	1.0	
	SOCIAL STUDIES		4.0
	World Geography	1.0	
	World History	1.0	
	American History	1.0	
	U.S. Civics and Economics	1.0	
	SCIENCE (Labs Required)		4.0
	Biology	1.0	
	Physical Science	1.0	
	Chemistry	1.0	
	Physics	1.0	

	MIDDLE EASTERN CIVILIZATION		3.0
	1 st century C.E. History Part I (Required)	1.0	
	B.C.E. History (Required)	1.0	
	Choose One of the Following: 1 st Century C.E. History Part II 1 st Century C.E. History Part III	1.0	
NON-CORE			8.0
	Etymology	1.0	
	Personal Finance	0.5	
	Computer Science	1.0	
	Speech	0.5	
	Music	0.5	
	Health	0.5	
¥	Foreign Language	2.0	
	Physical Education - Maximum of 2 credits	2.0	
	Total Minimum Required Credits - 28.0		

Final Project

In accordance with the Pedagogical Council decision held in May 30, 2008, the Speech course of the A.C.E. program is compulsory for the students receiving Honors, College Preparatory, and General diplomas.

As of the academic year 2008-2009, the requirement for getting a credit in Speech is defending the project. The work on the project has to be done by the students of grade 12 during one academic year.

The goal of the project is to give a student the opportunity to demonstrate his/her abilities in argumentation his point of view and analyzing the data base.

During project preparation, the teacher functions as an independent consultant realizing methodical and didactic goals.

The didactic goal is to mold the competency in the cognitive activity sphere, critical thinking, and to acquire the skills of self-independent research activity of the students.

The methodical goal is to acquire pronunciation skills on the topic, stimulate the student interest toward the social life in Russia and other countries, raise the

respectful attitude toward the world culture, teach to use the Power Point program, and to convey the thoughts effectively.

The projects are planned to start in September according to the following schedule:

1. Receive information regarding the purpose of the project (September)
2. Choose the form of presentation of the project (September)
3. Choose and formulate the topic (September)
4. Familiarize yourself with the evaluation form (September)
5. Select information sources (October)
6. Collect, systemize, classify, and analyze the material (during the course of the year)
7. Present part of the project in the Learning Center (once a quarter)
8. Defend the project during the credit week (April)

During the staff meeting, the administration appoints a teacher to each student in order to assist them in the preparation of the project. Throughout the academic year, the students choose the necessary information from different sources, systemize and interpret it, as well as work on their language skills. Once every two weeks, the students give an account of the accomplished work to the teacher in charge. Once a quarter the students make oral reports in the Learning Centers.

7-10 minutes are allotted to defend the project. During this time the student has to briefly introduce the aims of the project, its idea, main issues raised and the results. He/she also has to draw conclusions, backing them up with relevant information, and answer 2-3 questions on the topic from the students or examiners.

The following outline is recommended to the students:

1. Greet the audience
2. Present the project' s aims and the plan of the performance
3. Present the main content of the project and the most interesting results.
4. Make the main conclusions and the prospects of carrying on research on the chosen topic.

5. Thank the audience and invite them to discuss the project.

The results of the project are evaluated according to the scale used in the A.C.E. program. The students receive the score in Speech and 0.5 credits in accordance with the “School of Tomorrow Graduation Requirements” .

The judges announce the results after all the projects are introduced.

FINAL PROJECT JUDGING CRITERIA

Areas of Evaluation	POSSIBLE POINTS
Content	
Content of the project (objectives, purposes, conclusions, and bibliography)	1-10
Knowledge of Material	1-10
Originality and creativity of presentation	1-10
Vocabulary and Grammar	1-10
Project connection with life	1-10
Project file. Value of the collected material	1-5
Delivery	
Eye Contact and Facial Expression	1-10
Diction and Articulation	1-5
Speech mastery	1-10
Effective Presentation of Visual Aids	1-10
Length of speech (7-10 minutes)	1-10
Total points	100

DUAL ENROLLMENT PROGRAM

All Graduating Senior level students of the *International School of Tomorrow* are allowed to enroll in a Dual Enrollment program with the Lighthouse Christian Academy. A minimum, 6 months is the required enrollment period, this applies to students seeking to graduate under the LCA Dual Enrollment Program: **They must** complete at least 6 credits with the LCA while enrolled under the Dual Enrollment Program. Senior level students will complete the graduation requirements included on the LCA Projected Course of Study before receiving their diplomas.

The Lighthouse Christian Academy has instituted a Dual Enrollment Program for the dual enrollment and academic validation of students attending schools using the full

scope and sequence of the A.C.E. curriculum. This program is offered to all A.C.E. Model and Quality Status Schools and will enable their students to receive an accredited transcript and ultimately to earn an accredited high school diploma.

The Academy was awarded full accreditation status as a distance-education provider by Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS), National Council for Private School Accreditation (NCPSA), and Accreditation International (Ai). Ai is a recognized member in good standing with the Council on Occupational Education (COE) and the International Council for Education.

LCA desires to extend the benefits of accreditation to the students attending your school. The enrolled student is required to use the A.C.E. curriculum exclusively for all subjects for which PACEs are available.

There are advantages associated with accreditation. A.C.E. encourages the dual enrollment of your students so they may receive their Lighthouse Christian Academy transcript and diploma accredited by MSA-CESS and Ai. Earning an accredited diploma may benefit the student in the following ways:

1. Transfer of Credits

Accreditation eases the transition of students as they move from one accredited organization to another. This ease of transfer applies across the nation through reciprocal agreements between the accrediting agencies.

2. College Admissions

Accreditation aids students who seek admission to accredited colleges and universities

3. Access to Programs

Accreditation aids students as they participate in sports programs, pursue admission to accredited colleges or apply for federal grants.

Accreditation aids students as they participate in sports programs, pursue admission

to accredited colleges or apply for federal grants.

- ◆ *Retaining accredited transcripts for students in K-12 grade levels.*
- ◆ *Maintaining official school records.*

- ◆ *Mailing official transcripts directly to colleges requested by your graduating senior.*

- ◆ *Providing accredited diplomas from Lighthouse Christian Academy.*

- ◆ *Producing academic projections for all high school students.*

International Tests

IOWA

Standardized tests help schools objectively assess students' academic progress and potential from year to year. Accelerated Christian Education® (A.C.E.®), through Houghton Mifflin Harcourt® (HMH®), and International School of Tomorrow, Moscow, Russia, offer one of the finest achievement and aptitude test combinations available.

The *Iowa Assessments* Form E Complete Battery (Iowa Complete) and the *Cognitive Abilities Test*[™] (*CogAT*[®]) Form 7 measure how students are performing on nationwide standards. The Iowa Complete is a large-scale achievement test that assesses students' skills in reading, language, mathematics, social studies, and science. The test measures both foundation skills and higher-order thinking skills. The *CogAT* evaluates the development of students' reasoning abilities using verbal, quantitative, and nonverbal cognitive tasks. When the two are taken together, the scores are a valuable tool, relating a student's actual achievement with his or her ability and providing a wealth of information to parents and school staff. The *CogAT* Form 7 is administered in Levels 2, 5, and 8.

Iowa Assessments are only administered in campus-based schools that use A.C.E. curriculum and have a Ministry Service Agreement. The tests cannot be purchased by individual home school families.

Fall testing for new enrollments must be conducted at the beginning of the school year for accurate results. Please refer to the chart below for dates and deadlines. Testing a new student at the beginning of the school year and again at the end of the year gives school administration insight into the growth achieved during the first year of attendance.

Test levels are numbered to correspond roughly to the chronological ages of the students for whom they are best suited. Each student should be administered the test level based on his actual chronological age at the time of testing.

SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9

The College Board works with educators to help students navigate through high school toward college and career. The SAT[®] Suite of Assessments—SAT (grades 11 and 12), PSAT/NMSQT[®] and PSAT[™] 10 (grades 10 and 11), and PSAT[™] 8/9 (grades 8 and 9)—systematically and progressively measures the knowledge and skills that are essential for college and career readiness and success. Together, the tests reflect meaningful,

engaging, and challenging work that students find in the best middle and high school courses taught today. Schools can use the results of the tests to develop and sustain a durable bond between assessment and instruction that provides the backbone of a sound education.

The SAT, the Preliminary SAT(PSAT), PSAT10 and PSAT8/9 are sponsored by the college Board, and they are administered for the College Board by Educational Testing Service (ETS). For further information please visit: www.collegeboard.org

1. Because the tests focus on the content and skills students learn in the classroom, results from the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9 help educators identify skill gaps and improve instruction;
2. The PSAT10 and PSAT 8/9 give the students the **skills feedback** they need to get ready for SAT and college.
3. The PSAT10 or PSAT 8/9 skills feedback and score reports are:
 - ◆ **Personalized** –students know exactly the skills they need to improve
 - ◆ **Early** –students have plenty of time to improve
 - ◆ **Actionable** –Students have the resources they need to improve. If students link their College Board and Khan Academy accounts, they’ ll get free, personalized SAT practice recommendations based on their performance on the PSAT/NMSQT, PSAT 10, and PSAT 8/9.

Prior to the current academic year, SAT was mandatory only for those students pursuing the Honors Diploma program. The rest were taking it only on the request of the university or college, they applied to. The minimum score for those taking Honors Diploma Program is 1000.

As of the current academic year (2017/2018), SAT has become mandatory for the graduating class (grades 11 and 12). The SAT will be administered in the month of March each academic year. This year it was administered on March 10, 2018. It has been also decided that, as of the next academic year(2018/2019), the students of the 8th and 9th grades will take the PSAT8/9, while the 10th grades will take PSAT 10. The Tests will be administered during the fall and spring testing windows according to the schedule supplied by the college Board.

For more details on the SAT, PSAT 10 and PSAT8/9 **specifications** and Testing **dates** please visit: www.collegeboard.org

Extracurricular activities

1. TED-Ed Club

In order to improve the students' public speaking skills as well as their ability to explore their interests and be able to share their ideas, a TED-Ed Club was organized under the supervision and with the approval of TED Conferences, LLC. During the course that is led by two Club Leaders (faculty) the students learn to create their own TED-like talk, which is given to a live audience, video-taped, and uploaded to the official TED site. After the talks are approved by TED-Ed Club headquarters, the students receive their TED diploma. The course is available to students in Learning Centers Senior I through Senior High, and is mandatory for graduates of this year. 54 students are currently enrolled in the 3 TED groups. All of the participants' parents have provided written permission to record and distribute their TED talk, as per TED requirements and with the compliance to the Children Online Privacy Protection Act (US) and privacy laws of Russia.

2. Communication Skills Course

Communication skills is a supplementary course designed to enhance the English-language competence of Russian and international students aged 10 years and older. The weekly sessions have a threefold focus: the first aim is to increase students' mental flexibility by familiarizing them with a broad range of task types from a variety of standardized English language tests, such as the IELTS, TOEFL, FCE, CAE, and CPE. The second aim is to develop students' oral fluency, grammatical and lexical range, and language awareness by means of individual, pair, and group communicative exercises. The third aim is to provide effective strategies for performing in the four aspects of English language tests: reading, writing, listening, and speaking.

3. Field Trips

As part of the Curriculum motivation program, students go on three Honor Roll Trips per year. Those include fun, athletic, or entertaining activities that are attended only by those students who have completed their Honor Roll requirements for that quarter.

Also, the Trustees' Committee makes it possible for each Learning Center to go on two Educational Field Trips per school year. Those are available to any student regardless of their academic success and include trips to museums, profession fairs, exhibitions etc. A running translation is always conducted by accompanying teachers if a tour is given in Russian, which exposes the students to both languages at the same time and, besides cultural or educational, also provides a linguistic experience.

School Events

National Weeks

In order to motivate our students to form an understanding of integration and tolerance and striving to make it familiar and intentionally practiced, our school that has between 35 to 45 countries represented among its students and staff, holds Annual National Weeks. This gives our students an opportunity for an in-depth study of traditions, customs and sets of values of countries around the globe, and through involving them into various individual and group activities we promote acceptance and unity, as well as loyalty to the country of your origin.

Every day classes start with saying the pledge to your country's flag, and during National Week each student has a chance to tell others about where they come from, wear a national costume, present the coat of arms and flag of his or her country and teach other students traditional games. Various presentations are made during all-school gatherings as well as in the Learning Centers, national flags are honored and presented, and intercultural bonds become stronger.

Sports Weeks

Sports and Olympics weeks help bring the school together under the banners of friendly competition, healthy living, and teamwork. As the staff rallies together to make the academic and sports events go together smoothly during these special weeks, the students enjoy the festive spirit and the competitions. A Marathon is run in the beginning and at the end of each such week as a symbol of sport unifying us all, new skills are inevitably learned and the interest for new types of sports is sparked in many students hearts. An award ceremony is conducted based on the results where everyone received recognition for participation and best athletes are given special awards. Generally, Sports Week is held in September, after the school begins, and the Olympics (which take up almost 3 weeks) take place in February.

Subject Weeks

Subject Weeks of Math and Science, of the English and Russian languages are held annually on a permanent basis and have as their objectives developing deeper interest in the above-mentioned subjects and enhancing academic knowledge by means of special activities - experiments, oral reports, Power Point presentations, and contests.

Christmas Musical and Reception

Nothing brings the children, parents, and staff together like a big Christmas gathering. As one of the most beautiful and fundamental traditions, the school stages a musical centering around the Christmas story in its old-day or modern-day context, where each student of ISOT participates on stage as a performer or backstage as a helper. The musical as well as many hours of preparation for it reflect the school spirit of unity, encourages to follow a set of high morals, as well as provides a chance for as many students as possible to try themselves in on-stage roles.

A reception is held afterwards where parents and staff, as well as the students, interact informally, discussing the events of the year passed and plans for the future. Photo sessions are offered on and off stage in beautiful settings of a large rented facility, and Charity Bazaars are held for all those who wish to participate in the School Charity Programs.

School Picnic

The School Picnic is an annual event held in May, at the end of the academic year, in order to provide the school staff and the families who are part of the school with a fun opportunity to fellowship and get to know each other better. A meal is put together by parents and school staff to be shared by all, and the whole family is

invited to engage in team building games and sports activities, as well as enjoy informal conversation with fellow parents, students, and teachers. The school picnic is a beloved tradition which serves to express mutual appreciation on the part of ISOT families and staff.

“We Care” Charity Program

For over 10 years the school has been helping two orphanages: one in the Moscow region in the town of Roshal, and one in the Smolensk region in a village of Shatalovo. The orphanages have required assistance with buying necessities like floor carpets, heaters, cleaning supplies, etc. and the children in the orphanages desperately need fellowship with someone outside the orphanage to help them socialize better and believe that even though they have been forsaken by their parents, the whole world hasn't turned its back on them. Thus, International School of Tomorrow administration and the Student Council organize semi-annual trips to these orphanages when they deliver necessary items and a small show and fellowship for the kids. The funds for the trips are collected over the Christmas season through charity bazaars, selling tickets to the Christmas musical and donations from the families of students and the Trustees' committee. The effort is tremendous and requires a lot of communication, careful calculations, and a big organizational effort. The teams are formed from teachers and most capable and motivated students, and these trips are the most fulfilling and bright events that not only help the orphanages, but also bring necessary training to students. They learn empathy, organizational and performing skills, and working together as a tight team.

As these trips have been so productive, but infrequent because of the distance at which the orphanages are located, the Student Council decided to start a We Care charity program “close to home”. There are children who need help right here, and it was decided to start helping them on a regular basis. The students have tested the option of holding charity bazaars and it has worked well. All the funds collected go to helping someone in need through registered foundations, that also provide us with viable information on their beneficiaries. This initiative is fairly new and we are

planning to work on it further to the advantage of both children in need and our students.

Thus, all of the efforts directed at helping the needy by the International School of Tomorrow will form the "We Care" Charity Program.

Awards and Ceremonies

Awards are given to those students who excel in specific areas. Certificates and gifts are awarded at the annual International School of Tomorrow Graduation and Awards Ceremony.

The Awards Ceremony, a highlight of the school year, is held on the last day of school.

This is a formal occasion. Appropriate dress would be modest dresses for the girls, and dress pants, suit or sports jackets, dress shirt and tie for the boys.

The following is a list of awards:

CHARACTER TRAIT AWARDS

The Supervisors will be presenting their students with a beautiful character poster, signed by the Supervisor and the Monitor. The Character Traits portrayed on these posters are found in the student's PACEs and will be a cherished keepsake.

Each student, during the year, has portrayed one of the following qualities in an outstanding way: love, joy, peace, patience, kindness, goodness, self-control. Each student is looked upon as an individual and therefore has unique qualities. Our desire is to award each and every student for his/her individual worth.

YEARLY HONOR ROLL

This award honors those students who have successfully completed four Honor-Roll requirements during the year.

PACE AWARD

This award honors those students who have successfully completed 65 or more PACEs during the year.

CHARACTER AWARD

This award is to be bestowed upon a student of each Learning Center (Primary – Senior High), who exhibits excellent character in class *and* during breaks and other extra-curricular activities. This student should evidence many of the 90 character traits studied in the PACEs, particularly the following:

1. Be honest and truthful (including, but not limited to, having no scoring violations)
2. Be respectful (to authority and toward peers)
3. Show respect for authority and fellow classmates
4. Exercise self-control and respond well to correction
5. Be thrifty (use time and materials appropriately)
6. Support his class and the school by willing and enthusiastic participation in activities
7. Show humility and compassion (not put others down, desire to encourage, help and comfort others)

It is not mandatory that this student be on level or on the Honor Roll, but he must be endeavoring to progress academically to the best of his ability (cheerful, diligent, persistent in studies)

MOST IMPROVED STUDENT AWARD

This award should go to the student from each Learning Center (Primary–Senior High) who has shown the most improvement during the course of the school year. He must have been in attendance the whole school year and fit the following criteria in one or more of the following areas:

-  Evident progress in English (if the student did not speak English at the beginning of the school year)
-  Improvement in test scores (for example; having low test scores to having the highest)
-  Recognized as Student of the Week/Month the greatest number of times
-  Notable progress in self-control, orderliness and PACE work
-  Have completed 1.5 levels or more in PACEs, not being below his chronological level.

MOST PACES COMPLETED AWARD

This award goes to **the student from each Learning Center (Primary-Senior High)** who has completed the most PACEs during the course of the academic year (since the moment of his/her enrollment to school).

-  The student must have been on the Honor Roll at least three quarters
-  The student must have completed 65 or more PACEs
-  The student must have regularly attended classes in P.E., Art, Music, Choreography etc.
-  The student must not necessarily be on his/her academic level.

ACADEMIC AWARD

The recipients of these awards must have been on the Honor Roll at least three times and must have learned each monthly Scripture passage. The determining factor for one student in each of the three levels is attaining the highest PACE average. (Primary, Primary I, Primary II, Junior, Junior I, Junior High, Senior, Senior I, Senior High).

MONITOR' S AWARD

This award is presented to **one student from each LC (Primary-Senior High)**. The Learning Center Monitor(s) chooses/choose the recipient of this award. To qualify, a student must consistently

1. Have maintained neatness of handwriting and in office
2. Been polite and cheerful when a Monitor has answered his flag
3. Have followed Learning Center Procedures (raise flag, push chair in, no chatting, score accurately)
4. Have qualified for the Student of the Week Award at least once.

SUPERVISOR' S AWARD

This award is presented to **one student in each LC (Primary–Senior High)**. The Learning Center Supervisor chooses the recipient of the Supervisor's Award. To qualify, a student must:

-  Show attentiveness to and cooperation with the Supervisor's admonitions
-  Be inspired to achieve to the best of his ability
-  Use their Supervisor's Flag appropriately
-  Have been on the Honor Roll three times
-  Be ready to participate in Opening Exercises (Leading the Pledge, Prayer, Sharing a short Devotion etc.)
-  Strive to follow Learning Center Procedures
-  Not have failed any tests or been guilty of repeated or serious violations of school rules
-  Qualify for the Student of the Month Award at least once.

TRUSTEE' S COMMITTEE AWARD

This award honors **two students in each Learning Center (Primary–Senior 1)**. To receive this award, a student must:

1. Be studying in Russian and American Programs (the whole school year)
2. Be at least on his/her academic level in the American Program
3. Make good grades in most subjects in both programs

4. Evidence progress in academics and discipline
5. Have been on A Honor Roll 4 times (quarters) a year.

SERVICE AWARD

This award is presented to one student per each of the High School LC (Junior High, Senior, Senior I, and Senior High)

This award will be awarded to a student who:

-  Exemplifies the characteristics of courtesy, consideration and community.
-  Practices citizenship and volunteering in and out of the school.
-  Portrays leadership skills.
-  Is involved in a number of school activities while maintaining their academic program.
-  Consistently be involved in helping around the class and evidence a genuine desire to serve others (keeping score keys/books/toys in order), encouraging classmates (assisting them in approved ways), active participation in the Christmas Care Project, on the Student Council or in some other school event that requires serving and not merely being served.
-  Shows consideration, courtesy and citizenship are the key words here.
-  A student who maintains academics and is a blessing to others by availability and willingness to work qualifies for this award.

STUDENT OF THE YEAR AWARD

This award honors one boy and one girl in the school who:

1. Have been on the Honor Roll at least three times (during the school year)
2. Have learned the monthly Scripture passages
3. Have displayed leadership qualities (Set example by attitudes, actions, lifestyle)
4. Assist and respect staff and students of the school (respectful, considerate, receptive to admonition, promotes school spirit).

PRINCIPAL' S AWARD

The recipient of this award is one student chosen from the whole student body of the school who met the academic requirements for the award. This student has a good spirit and has shown a very attentive cooperation to the school Principal. A student shows respect to the teachers and students and has a cheerful attitude towards life. A student who takes an active part in the majority of the school extracurricular activities and shows Biblical leadership in school as well as outside of it. The recipient of this award is chosen by the Council of the Vice-Principal of the school.

PRESIDENT' S AWARD

The recipient of this award is one student chosen from the whole student body of the school. This student has been constantly showing excellence in academics, has a cheerful attitude towards life, shows himself/herself friendly, portrays many of the 60 character traits, shows respect for authority. The recipient of this award is chosen by the President of the school.

ABC class awards

PENMANSHIP AWARD

This award is presented to a boy and a girl in the ABC class. These students must have mastered correctly the entire English alphabet and have consistently produced proper and neat printing in the PACEs.

MR. AND MISS IMPROVED AWARD

This award is presented to a boy and a girl in the ABC class. These students must have consistently shown improvement on academic and social behavior from the beginning of the year to the end of the year.

READING MASTER AWARD

This award is presented to the student from the ABC classes who showed a great progress in reading.

SERVICE AWARD

This award is presented to a boy and a girl (or two students) in the ABC class. These students have consistently and actively been involved in helping around the ABC class. These students have exemplified a servant's attitude and wish good will for those they come into contact with daily.

CITIZENSHIP AWARD

This award is presented to a boy and a girl (or two students) in the ABC class. These students have demonstrated consistent, positive learning behavior, have had good dress and social habits, have good attendance, have good dress and social habits, are polite to staff and students, have a good attitude in daily routine and positively promote the school.

Student Conventions

Regional Student Convention

RSC is the highlight of School of Tomorrow's academic year. Started in 1996 with just 3 schools attending, it has grown over the years into an outstanding children's forum.

Every year for 5 days in March, School of Tomorrow students from all over CIS and the Baltic States come to a picturesque place of Moscow Region. They have a chance to compete in 2 age groups (juniors -9-12 years old and seniors - 13-19 years old) in over 100 different events.

The official language of the Regional Student Convention is English. Thus RSC is the continuation of an in-depth learning of the English language provided at the International School of Tomorrow.

The two top winners in each age group are awarded Honorable Titles of "The Boy of Convention" and "The Girl of Convention". They have to get as many points as possible at the competitions and portray the best character. The winners receive Diplomas and a free participation in the next year's Regional Student Convention.

RSC is a character and a team building event that helps the students get new friends and learn more about God.

The purpose of the International School of Tomorrow Regional Student Convention is to give our young people opportunities to develop leadership skills. God's Word states that our children should set a standard of excellence!

Your child will grow and our school will benefit from participation in the Regional Student Convention process. Preparation and competition will develop skills and attitudes that will prepare your child for life.

Participant Eligibility:

-  Qualify for Honor Roll a minimum of 2 quarters, or 1 Honor Roll and 1 Participation.
-  Event entries must include a minimum of 1 Academic Event and 1 Platform Event.
-  No more than 9 detentions received per quarter.

 Any suspension received for disciplinary actions will disqualify both attendance and participation in Regional Student Convention.

European Student Convention

ESC is an annual event for students following the Accelerated Christian Education curriculum. Students have the opportunity to participate in a large variety of events during the day and attend rallies in the evenings. The Convention allows students to discover and develop their God-given gifts. It is a time of fellowship with students, teachers and parents from around Europe, and a time of encouragement and inspiration at the rallies.

Students ages 12-19 are eligible to take part in Convention provided that they are being educated using the ACE curriculum. Their parents can attend in various roles, from Judges to Visitors, but they must agree to abide by the Convention Guidelines throughout their time at Convention. The European Student Convention is currently held each year for 5 days at the beginning of April.

International Student Convention.

The annual School of Tomorrow International Student Conventions are among the most exciting and rewarding events in which students will participate. Students who attain their thirteenth birthday by December 31 of the current school year, and who have not attained their nineteenth birthday by the same date, are eligible to attend the International Student Convention. There are more than 140 events in academics, and athletics. The week at Convention includes inspiring speakers, fellowship and wholesome fun that lifts the young people to greater spiritual growth.

Teenagers may not know what they can do. Their talents, skills and abilities are often hidden under a lack of confidence, in the shadow of a friend or relative, or simply due to a lack of guidance. Almost every child can write a poem after a brief lesson on rhyme and meter. A few coaching lessons on posture, gesture, and voice inflections can encourage most teens to try out for a clown act, expressive reading, poetry recitation, illustrated story, or preaching. Timid youth often excel in chess, checkers, Bible memory, spelling, or at entries. Usually all they need is an adult to encourage them with routine guidance and praise.

Student Council

The Student Council of the *International School of Tomorrow* was established in 2003. The purpose of this ministry of the school is to enable mature students to have the chance to participate in the running of the school. This is most effectively accomplished with their direct involvement in planning, organizing, and running of various school activities throughout the year. Students who are elected to the Council gain a deeper understanding of the responsibilities and work needed to make a school function effectively.

To be eligible to run for Student Council, a student must be diligent, comply with the school standards, have an honorable character, and be in good standing with their PACE work, and academic requirements.

Upon being elected to serve on the Council by their fellow classmates, the members are then assigned various responsibilities. The head of the Council is a staff member, who is the *Student Council Advisor*. Working with and under that leadership, there will be a *President*, *Vice-President* and *Secretary*. The duties of these members are as follows:

The President - Be the official representative of the student body to the teachers and administration as a whole. In conjunction with the S. C. Advisor, to lead and coordinate all activities of the students of the school.

The Vice-President - Be ready to fill in for the President if needed. Responsible for seeing the members fulfill tasks assigned to them. Help the President with reports, as needed.

The Secretary - Keeps notes of items discussed in weekly meetings. Consults with members as to what jobs were assigned to them.

Members - Supports the leadership. Propose ideas of various activities that could be implemented. Shares responsibilities to make activities happen.

Some of the main projects undertaken by the Student Council are:

- Teacher' s Day (Self Management Day)
- Thanksgiving Day
- Defender' s Day
- Women' s Day
- Valentine' s Day
- School newspaper
- Decoration of the school premises for occasions
- Supervision at the dining area
- School video news
- Christmas Care Project
- Other charity projects

Each fall, they elect classmates for a year' s term. This can give students the chance to experience a short time of helping the school, or they may decide they would like to commit to a second year of service, and run to be re-elected.

CHARACTER DEVELOPMENT

The *International School of Tomorrow* uses a Bible-based curriculum. We realize that it is vital in the continuation of future generations to have a solid foundation of character. This is built into children through years of training. That is why the ACE curriculum integrates 60 basic character traits into its system of learning. These range from being appreciative, considerate, and dependable to being respectful, self-controlled, and truthful.

A monthly Scripture is given out at the beginning of each month. It is recited aloud each morning by the class, and each student is required to recite it to a staff member by the end of the month. The Bible commands us to ‘Hide God’ s Word in your heart’ (Ps 119:11, paraphrased). Besides developing character, this is training a child to memorize and retain knowledge mentally.

Each Pace also contains a Bible verse written throughout the pages. This is recited upon handing the Pace in and taking the test.

A ‘**Statement of Understanding**’ is required to be signed by the parents upon enrollment of their child/ren in this school. As this school relates to the international community, we have a variety of countries and backgrounds involved

here. It is important the parents understand the type of character we are working to instill in their children.

GENERAL APPEARANCE AND DRESS CODE

A safe and disciplined learning environment is the first requirement for a good school. Young people who are safe and secure, who learn basic moral and Biblical values, and the essentials of good citizenship, are better students. In response to growing levels of violence in schools worldwide, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems and increase school safety. **We consider school uniforms to be a distinctive feature of the International School.**

We believe that some of the potential benefits of school uniforms include:

1. decreasing violence and theft -- even life-threatening situations -- among students over designer clothing or expensive sneakers;
2. encouraging adolescents to keep their purity;
3. helping prevent gang members from wearing gang colors and insignia at school;
4. instilling students with discipline;
5. helping parents and students resist peer pressure;
6. preventing economically disadvantaged students from being excluded or ridiculed;
7. helping students concentrate on their school work; and
8. helping school officials recognize intruders who come to the school.

Students of the *International School of Tomorrow*, Moscow, Russia, must represent the morals and the principles the School stands for whenever they are in or out of the school premises. Proper grooming is taught along with other rules of manners and morals, and the school supports the emphasis of its students in matters of modesty of dress, hairstyles, and good grooming. All students must wear the school uniform unless otherwise stated by the school administration. Sport uniforms must be worn to sporting events.

The dress and appearance of students should be in keeping with the School Dress Code and Personal Appearance Rules.

Dress Code

When a student enrolls at the International School, there may be a short period of time when school uniforms are not available for new students. During this time all students are supposed to abide by the **School Dress Code rules**.

GENERAL DESCRIPTION OF THE UNIFORMS

International School of Tomorrow offers to all students three categories of uniforms:

1. **General (winter) Uniform** - must be worn at all times during school hours.
2. **Summer Uniform** - must be worn together with the General Uniform skirts and pants during the warm months (April, May, June and September).
3. **Sports uniform** - must be worn by all school students during Physical Education classes and other sport events including competitions with other schools and Student Conventions (Regional, European, and International).

PERSONAL APPEARANCE

 Cleanliness is a must - it will be taught and expected.

 Dress shoes must be worn with the school uniform.

 All items of school and sport uniforms must be clearly marked with the student' s name.

 Boys and girls must wear formal attire to school every Wednesday for chapels and on other occasions as specified by the school administration.

 Students in the wrong attire will not be allowed to participate in Wednesday Assemblies.

 Students are not allowed to wear tattoos and piercings.

 All students are required to have indoor shoes which must be worn inside the school building.

BOYS:

1. All hairstyles are to be above the eyes, clean and neatly trimmed.
2. Boys' hairstyles are to be above the shirt collar. Hairstyles should suit the individual and not be a fad style or identify with a rebellious group.
3. Boys are prohibited from wearing any earrings.
4. Boys must be shaved at all times. Moustaches and beards are not allowed.

GIRLS:

1. A lady' s hair should be well kept and conservatively styled.
2. No large necklaces, earrings, or pins are to be worn. One set of small stud type earrings, a simple chain, and one ring per hand may be worn.

3. Make up should be limited and not ostentatious.
4. Wearing a scarf on the head as a sign representing religious identity is not allowed.
5. Guests at the school or school-sponsored activities are required to wear clothing and hairstyles consistent with the school standards.

GENERAL (winter) BOYS' UNIFORM

EVERYDAY ATTIRE

Hair: Above the ears, off collar, clean shaven - side burns not past middle of the ear.

Pants - black, navy blue (no jeans of any kind are allowed);

Shirts - white, navy blue, pink, beige (button-up, long and short-sleeved, without prints).

Vest - burgundy with the "School of Tomorrow" embroidery;

Shoes - black, navy blue, brown - in good repair (no sport shoes are allowed).

College Jacket - navy blue with the school logo.

Socks - black, navy blue.

Sweaters: Cardigans or V-Neck sweaters are permitted during cold seasons.

FORMAL ATTIRE

(for Wednesday Assembly and other special events):

Pants - black, navy blue;

Jackets - black, navy blue;

Shirts - white, blue;

Tie - Burgundy, black, blue and other matching colors.

Vest - burgundy with the "School of Tomorrow" embroidery.

Socks - black.

Shoes - black.

Students of the Pre-school group (both boys and girls) are supposed to abide by the uniform policy. They are allowed not to wear College Jackets, if their sizes are not available.

GENERAL (winter) GIRLS' UNIFORM

EVERYDAY ATTIRE

Hair: Neatly done.

Skirts - plaid, navy blue, burgundy -must cover the knees. The skirt's hem must touch the floor when she kneels. No mini-skirts or those with splits past the knees. No pants, shorts or gauchos. Jean material is not permitted on regular school days. Skirts are made at school individually for all female students.

Blouses - modest, must come to the clavicle bone in front and to the back of the neck in the back. No transparent material or sleeveless tops permitted. Recommended colors

are white, pink, red, and navy-blue without prints of any kind. Blouses are supposed to cover the tops of the skirts.

Vest - burgundy with the “School of Tomorrow” embroidery.

College Jacket - burgundy with the school logo.

Shoes - formal shoes: black, brown, red, navy blue, white - heel should be no higher than 2.5 cm. No sport shoes are allowed during the school hours.

Conservative hosiery, knee socks, leggings are acceptable (white, navy-blue, red, pink, and black).

Make-up: minimum - must be neutral and lend a modest, natural appearance.

Jewelry: Within moderation - no bangle bracelets or “shoulder sweeper” earrings. Nothing which would hinder work or a natural appearance is allowed.

DRESS UP ATTIRE

(for Wednesday Assembly and other special events):

Skirts - plaid, navy blue, burgundy; (no mini-skirts are allowed)

Blouses - white (long or short-sleeved);

Vest - burgundy with the “School of Tomorrow” embroidery;

College Jacket - burgundy with the school logo.

Shoes - dress up shoes: black, brown, red, navy blue, and white (no sport shoes are allowed).

SUMMER BOYS’ UNIFORM

EVERYDAY ATTIRE

Hair: Above the ears, off collar, clean shaven - side burns not past middle of the ear.

Pants - black, navy blue (no jeans of any kind are allowed);

Shirts - white, navy blue, pink, beige (short-sleeved, without prints).

Polo shirts - white and blue with the school logo (must be worn in April, May, June, and September when the weather allows).

Shoes - black, navy blue, brown - in good repair (no sport shoes are allowed).

College Jacket - navy blue with the school logo.

Socks - black, navy blue.

DRESS UP ATTIRE

(for Wednesday Assembly and other special events):

Pants - black, navy blue;

Shirts - white, blue (short-sleeved, without prints).

Polo shirts - white with the school logo (must be worn in April, May, June, and September when the weather allows). No tie is required with the polo shirt.

Socks - black.

Shoes - black.

SUMMER GIRLS' UNIFORM

EVERYDAY ATTIRE

Hair: Neatly done.

Skirts - plaid, navy blue - burgundy must cover the knees. Skirts are made at school individually for all female students.

Blouses - white, pink, red, and navy-blue without prints of any kind are allowed. Blouses are supposed to cover the tops of the skirts. Sleeveless blouses are not allowed.

Polo shirts - white and burgundy with the school logo (must be worn in April, May, June, and September when the weather allows).

College Jacket - burgundy with the school logo.

Shoes - dress up shoes: black, brown, red, navy blue, and white are allowed. No sport shoes are allowed during the school hours.

Conservative hosiery, socks, knee socks, leggings are acceptable (white, navy-blue, red, pink, and black).

Make-up: minimum - must be neutral and lend a modest, natural appearance.

Jewelry: Within moderation - no bangle bracelets or "shoulder sweeper" earrings. Nothing which would hinder work or a natural appearance is allowed.

DRESS UP ATTIRE

(for Wednesday Assembly and other special events):

Skirts - plaid, navy blue, burgundy; (no mini-skirts are allowed)

Blouses - white (long or short-sleeved without prints of any kind);

Polo shirts - white with the school logo (must be worn in April, May, June, and September when the weather allows).

College Jacket - burgundy with the school logo.

Shoes - dress up shoes: black, brown, red, navy blue, and white (no sport shoes are allowed).

Conservative hosiery, socks, knee socks, leggings are acceptable (white, navy-blue, red, pink, and black).

SPORTS UNIFORM

BOYS' SPORTS UNIFORMS

T-shirt - navy blue with the school logo.

Baseball cap - navy blue with the school logo.

Sport suit - navy blue pants and a grey hoodie with the school logo.

Sneakers - any color.

GIRLS' SPORTS UNIFORMS

T-shirt - burgundy with the school logo.

Baseball cap - navy blue with the school logo.

Sport suit - burgundy pants and a grey hoodie with the school logo.

Sneakers - any color.

All school students starting from Grade 1 must attend all P.E. classes wearing sports uniforms. Students without uniforms will not be allowed to attend P.E. classes.

Students not attending P.E. classes according to the schedule will not get their annual marks unless a different decision is made at the whole school Pedagogical council.

Students of the Pre-school group are allowed to attend P.E. classes wearing their personal sport attires if the school sports uniforms of their sizes are not available.

ENROLLMENT AND REENROLLMENT PROCEDURES

Enrollment

If you are interested in the School of Tomorrow program and want your child to be enrolled in the school, the following steps should be taken:

- An appointment is made with the Vice-principal to **visit the International School of Tomorrow and set up the date of diagnostic testing for your student(s)**.
- Both parents come for the **initial interview, orientation and school tour**. During orientation, parents go over the Information Package and a sample Contract on Provided Educational Services.
- For students 14 years of age and older, parents present a letter of recommendation from their Embassy or other reputable authority.
- **Provided parents decide to enroll their student(s), they fill out and bring all the necessary applications and documents accompanied by the testing fee (3000 rub).**
- **Diagnostic Tests are administered.**
- Upon completion of test scoring, parents are notified of academic results. The school office will call both parents and student(s) to invite them to **sign the Contract**. Additional orientation (training for parents) is offered as necessary.
- Student enrollment is based upon completion of the diagnostic testing, positive results of the interview and availability of vacancies. Parents are then notified about **final registration, group assignment, and the first day of school**.
- **Medical records and necessary applications are to be submitted by the parents prior to enrollment. The first tuition payment is due along with these documents.**

If so requested by the Embassy, vacancies can be reserved for each Embassy. In case the Embassy fails to fill those vacancies within an agreed upon time, the School reserves the right to enroll other students at its own discretion.

Reenrollment

Annually at the time of reenrollment (April or May) students are required to apply for re-enrollment in the next academic year by filling out the REENROLLMENT FORM and submitting it to the school office. The School reserves the right to dismiss or deny readmission (not to renew the contract) to students for the reasons the administration seems fit.

These may come under the following categories:

1. Uncooperative spirit
2. Lack of parental support for and cooperation with the School
3. History of financial negligence
4. Rebellion toward discipline, authority and correction
5. Chronic complaining
6. Nonconformity with standards of conduct and school rules
7. Excessive Absence
8. Inability to respond to individualized curriculum (including excessive incomplete homework)
9. No adherence to the standard of conduct
10. Noncompliance with the school rules
11. The above list is not inclusive

WITHDRAWAL PROCEDURES

1. Make an appointment with the Principal or Vice-Principal.
2. Clearly state reasons for withdrawal. Fill in the **Leaving Application**.
3. The supervisor prepares a school transcript and leaving certificate.
4. Pay all unpaid school bills.
5. Get the **End of Enrollment Check List** and receive all needed signatures.
6. Submit the End of Enrollment Check List to the principal or Vice-Principal and get the transcript and leaving certificate.
7. The parents will receive the following documents: Leaving Certificate, Transcript, and the Medical Card. Students of the Russian Program will also receive a Personal Record of their achievements in the National program.

FINANCIAL POLICIES

All students are enrolled to school on the basis of the agreements signed between the parents (legal representatives) and the school. The agreements specify the cost of the educational services for each student depending on their grade level and in accordance to the officially approved price list. The official price list is displayed on the school website: www.schooloftomorrow.ru

Parents of all new students are supposed to pay the Enrollment Fee in order to reserve a seat for their child/children. This Fee is paid once at the moment of enrollment. The school provides a 50% discount of the Enrollment Fee for the 2nd, 3rd, etc. children in the family.

Another fee which is paid once at the moment of enrolment is a Diagnostic Test Fee, which applies to students of all grades except for the Kindergarten students (4-5 y. o.).

All students whose parents apply for the transportation services may use the school bus on the basis of the Transportation agreements signed between the school and the parents (legal representatives). All fess are paid according to amounts specified in the agreements.

DAMAGE OF SCHOOL PROPERTY BY A STUDENT

The parent answers for the actions of the student, who is a minor. If a student breaks, destroys or otherwise damages school property, willfully or heedlessly, the parent will be held financially responsible for repair or replacement of the damaged property. The parent will immediately be informed of the incident that has occurred, and when the costs of repair or replacement have been determined, the parent will receive a claim for restitution

SUSPENSION POLICY

The whole philosophy of operation of the International School of Tomorrow is based on the fact that the student's attitudes, conversation, and behavior reflect the character of the institution from which they derive their training. The School of Tomorrow program is a highly disciplined training program which sets high standards in students' behavior and developing proper attitudes toward learning, socializing, following school rules, and disciplinary correction.

The School has developed a special system of discipline which enables maintaining high standards and will result in a student of Godly character to lead in reformation for this nation and the world.

Before administering to the students any kind of disciplinary correction, **the following procedures should be followed:**

- ◆ A written note from the teacher should be sent home on the day of committing any violation of the rules, such as may lead to a temporary suspension or a permanent expulsion.
- ◆ A student must bring back home the Corrective Action Notice or a copy of the letter sent to the parents as a notification of the upcoming suspension.
- ◆ The supervisor is supposed to give the parents a telephone call, explaining the reasons for suspension.
- ◆ A meeting of the student with the Principal or Vice-Principal of the school must be conducted in the presence of the Supervisor of the class.
- ◆ The Principal or Vice-Principal should inform parents of the student undergoing correction about the rules and procedures violated by the student and the duration of the correction.
- ◆ All the above steps should be taken confidentially and should not lead to creating a situation which will make it impossible for the student to return to school.

The International School of Tomorrow requires from the students attending it to be a testimony of the character building and quality educational training a student receives at the institution. Students should therefore constantly portray these values in their general conduct and attitude towards authority, discipline, learning, school rules, and in their conversation and behavior.

It is therefore the policy of the School to follow the Biblical mandate of Proverbs 22:6 *“Train up a child in the way he should go, and when he is old he will not turn from it”* to assist students in complying with these standards. The aim is to

develop a student portraying Godly character to lead the nation and the world in reformation.

The following procedures are in place to assist the School in reaching this objective.

Students who show repeated violations of the School Discipline System may be suspended from attending the school and access to curriculum. The seriousness and frequency of the violation can lead to suspension from 1 (one) day up to 1 (one) month.

For any minor violations of school rules students receive demerits or detentions. The following violations may lead to the suspension of a student:

- ◆ 4 detentions during the previous week
- ◆ Disrespect and disobedience to the school staff
- ◆ Dishonesty including lying, cheating and stealing
- ◆ Willful damage to school property (especially major damage)
- ◆ Excessive number of scoring violations
- ◆ Wearing clothes not in accordance with dress code rules
- ◆ Not wearing uniforms
- ◆ Violation of School policies regarding expensive and dangerous items, etc.
- ◆ Consistent violations of the LC and general rules
- ◆ Chronic tardiness from start to finish of the school day
- ◆ Piercing (including multiple piercing) and tattoos
- ◆ Fighting and physical abuse of students and staff
- ◆ Not adhering to the Standard of Conduct and General Guidelines of Students' Behavior
- ◆ Stealing of Score Keys and Test Keys
- ◆ Cheating while taking tests
- ◆ Smoking in the school premises or bringing cigarettes and tobacco to school
- ◆ Leaving the school premises without permission; truancy of any kind
- ◆ Cursing and swearing in the school premises
- ◆ Using drugs or bringing drugs to school
- ◆ Drinking alcohol and adrenalin drinks
- ◆ Major fights, causing health problem

- ◆ False witnessing - bearing false testimony against another
- ◆ Presenting the image of the school in a false, deprecatory way
- ◆ The above list is not inclusive

The following procedure will be followed in suspending a student:

- Staff report repeated student violations to the administration in writing.
- In consultation with all staff at the staff meeting the administration decides on an appropriate number of school days suspensions.
- The school principal informs the parent by telephone and issues a letter of suspension to the student, stating the violation and number of school days including the dates during which the student is suspended.
- A parent may appeal to the administration in writing.
- All school fees are payable while the student is suspended.

The above procedure should be done discreetly and in such away as not to degrade and humiliate the student.

EXPULSION POLICY

The International School of Tomorrow is an educational institution and not a reformatory. While we love all students we are not equipped to deal with delinquent students and therefore some student actions may lead to their permanent expulsion from the School.

The following procedure will be followed in the case of permanent expulsion of a student:

- I. Staff to report the violation to the administration in writing.
 - II. The administration needs to investigate the validity and seriousness of the report. If the administration finds sufficient evidence to support the report, the student is to be suspended according to the following procedure:
 - A. The administration arranges a disciplinary hearing where the following persons will be present:
 - a. the student and his/her parents,
 - b. the administration,
 - c. at least one representative of the Trustees Committee,
 - d. Counselor of the Student Council,
 - e. witnesses.
 - B. After hearing the case the administration and Trustees Committee will make a decision that will be binding.
 - C. A written transcript of the hearing and its findings must be kept on the student record.
 - III. The school Principal will formally notify the parents telephonically and in writing of the decision.
 - IV. No school fees will be refunded if a student is expelled from the School.
- The following actions may lead to the permanent expulsion of a student:
1. Use of drugs or any addictive substance.
 2. Physical or verbal assault of students or school staff.
 3. Sexual harassment of students or school staff.
 4. Obtaining a criminal record of any kind.
 5. Refusal to comply with the academic requirements of the school.
 6. Repeated suspensions as mentioned above.
 7. Repeating a violation which previously resulted in 1 month suspension.
 8. Repeated cases of theft.
 9. Consistent disobedience and disrespect to the teachers and administration of the school.
 10. The above list is not exhaustive.

In conclusion we would like to remind you that in the International School of Tomorrow discipline is what is done *for* the child and not *to* the child.

OTHER SCHOOL POLICIES

Attendance

Entering the school

Students must arrive at school at least 15 minutes prior to the beginning of the classes, i. e. at 8:45 a.m. Students who are late for class must follow the Late Entry Policy.

#	Time	Breaks/Lunch
1 lesson	9:00–9:45	
	9:25–9:45	Breakfast: Preschool, ABC, Primary II
Break	9:45 – 9:55	Primary I, Primary III, Junior I, Junior II
2 lesson	9:55–10:40	
Break	10:40–10:55	Breakfast: Junior High, Senior I, Senior II, Senior High
3 lesson	10:55–11:40	
Break	11:40–11:45	
4 lesson	11:45–12:30	
Break	12:30–12:45	Lunch: Primary I, Primary III, Junior I, Junior II
5 lesson	12:45–13:30	Lunch: Preschool, ABC, Primary II
Break	13:30–13:45	Lunch: Junior High, Senior I, Senior II, Senior High
6 lesson	13:45–14:30	
Break	14:30–14:35	
7 lesson	14:35–15:20	
Break	15:20–15:25	

8 lesson	15:25-16:10	
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Late entry policy

In order to ensure timely arrival of students and help parents appreciate the importance of punctuality for their students, "Late Entry Pass" shall be introduced for that effect.

The following procedure has to be observed by students and staff:

1. Students have to be instructed to come to the office first and pick up a late entry pass if arriving at school late. The date and the student's name are put on the pass.
2. Upon completion of pledges and a prayer in the groups, students are allowed to quietly enter LC's.
3. Students submit their entry pass to their monitor.
4. Monitors keep record of all late entries in the GCR (as per Procedures Manual).
5. Two late entry passes a week require a student to have a conference with the supervisor.
6. Three late entry passes a week require a note be sent to parents through the office. (Monitors have to submit a list of students who were late three times in one week. Records can be taken from GCR).
7. Repeated tardiness (excessive tardiness two weeks in a row) require a conference with parents and School Administration (telephone conference as pertinent) to clarify and resolve the situation.

Leaving the school

Students are not permitted to leave the building during school hours without the Principal's authorization. Students of Primary and Junior levels (1-8) are only permitted to leave with parents (drivers).

Transportation is provided for students upon written requests from parents. Those students are supposed to go directly to the school bus after classes.

Children who live within walking distance are allowed to go home after school hours individually if a written request from the parents was submitted to the school office at the beginning of the academic year.

Absenteeism

If a student is to be absent from school parents must contact the school in the morning **that day** and explain the absence. If the absence is foreseeable, a note should be sent in advance.

Absences for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the Administrator of the school and the student is sufficiently advanced in his work.

The monitor needs to mark absence of a student in Attendance Book after the first lesson.

Excessive absences will inhibit the child's progress. If, in the opinion of the administration, the absences are unnecessary, the child will be considered truant.

A student is considered tardy if he is not at opening exercises by 9:00 a.m. Continued tardiness will necessitate a conference with parents and the Administrator. Three tardies per week is considered as one absent day.

Expensive and Dangerous Items at School

School policy - Do not bring:

1. Any CD players, walkmans or any other expensive toys, which may disturb students during academic hours.
2. Any toys or pieces of sports equipment (e.g. guns, baseball bats, golf clubs, etc) which may cause injuries.
3. Any chemical or gas sprays, as well as any other substances, which may be dangerous to the health of students.
 - ◆ Usage of cell phones and pagers during academic hours is not allowed.
 - ◆ Students are supposed to keep their cell phones off at all times at school.
 - ◆ Cell phones must be out of sight and kept in students' school bags.
 - ◆ If students need to make telephone calls they may always use the office phone.

Attention! In case students inappropriately use or disturb other students with their cell phones or with any of the above-mentioned items during academic hours, the supervisors will ask the students to submit those items to the office until their parents or another adult representative may come to get them from the School administration.

In the case of theft or damage of, any above mentioned items, the School will take no responsibility. We do not recommend students leave any of their expensive belongings or money in their outfits, or in the coat pockets which they keep in the coat rooms. **We request your support in the maintaining of this School policy by your signing of the statement. Please detach and return the signed application.**

STATEMENT OF UNDERSTANDING

International School of Tomorrow Policy

On the use of cell phone and expensive or dangerous items

We _____ parents of
Indicate your first and last name

_____ indicate you' re the first and the last name of your child/children

sign this Statement of Understanding thus confirming the fact that we totally agree and support the School policy concerning the usage of cell phones and other expensive or dangerous items. We are fully aware that International School of Tomorrow does not carry any responsibility in the case of theft or damage to any of the above-mentioned expensive items. We agree to collect the things taken from our child from the School office in case our child misuses them, thus violating the school policy.

Signature of the Mother

Signature of the Father

Date _____ 20____
_____ 20____

Date

School Discipline

All schools must have a system of discipline for training and correcting a child's reactions and responses. Here at the *International School of Tomorrow* we believe discipline is a mandate from the Bible. It gives guidelines on how to lovingly train and discipline a child. We strive to work with the parents as we implement these guidelines in our statement of discipline - especially for High School students. The example set by the older students has a profound effect on how the younger children will behave.

We have a 'Statement of Discipline' for parents to sign. This is covered more thoroughly in the *Student Handbook*, but includes:

- Obedience to Learning Center Rules
- Goals/Homework Requirements
- Violation of Procedures
- School Standards

The rules in the Learning Center are established by the school and will be consistent throughout all Learning Centers. As your child moves from class to class, he/she should be comfortable and familiar in whichever class they find themselves, as the rules will not vary. Learning center rules include, but are not limited to:

- Punctuality
- Absence of Gum
- Uniform Requirements
- Indoor Shoes
- Quietness in L. C.
- Proper Procedures in Scoring
- Goal Setting/Homework Requirements

Again, a comprehensive review of these rules can be found in the *Student Handbook*.

During the break times, students are not to be in the Learning Centers unless they have the teacher's permission. This is the 'social time' of the school day. They can eat in the dining hall and/or visit with friends, use the toilet, get drinks,

and prepare to go to the next class they are scheduled for. When the weather is nice, some of the breaks are long enough to be able to go outside in the play area to work off excess energy, as running inside the building is not permitted.

General Guidelines

-  Walk at all times. No running.
-  Love one another - No fighting.
-  Be on time (the first bell) - No late entries.
-  Do not enter LC before 8:55 a.m.
-  After 9:00 a.m., entry through the office to receive late entry passes.
-  Obey the teachers at all times.
-  Change boots in the coat room.
-  Speak quietly in the coatrooms and halls.
-  Leave the school on time, right after classes.
-  Playing is not allowed on the parking area.
-  Gum is not allowed in school.

Learning Center Rules

-  Other students' offices are off limits.
-  No food in the Learning Center.
-  Return flag to the holder.
-  Everyone leaves for breaks.
-  Enter Learning Center with the teacher.
-  Push in your chair every time you leave your office.

Break Rules

1. Walk only.
2. Eat in the Dining Room, sit while eating.
3. No food in school Halls or Learning Centers.
4. No shouting.
5. Be courteous at all times.
6. Be helpful at all times.
7. After the break, be on time to the Learning Center.

If a child breaks a rule, they are reminded by the teacher issuing a demerit. Should this occur three times in one day, the teacher sends home a 'Corrective Action Notice' for the parents to sign. Then the child will stay in at break the following day. This notification is to help the school work with the parents in correcting and maintaining a higher level of quality education for their child.

Means of Motivations

A child often can be motivated to want to try to work harder. The *International School of Tomorrow* implements a merit/demerit system to promote this desire. The demerit is issued for an infraction of the rules. Three such infractions result in a 'Corrective Action Notice'. This is to help him/her correct areas they are weak in.

The merit is issued to reward correct behavior. Completing homework on time, or not having homework, saying the monthly Scripture early, keeping a clean office, not receiving any demerits in a day, obtaining 100% on a test. All these are things for which they can earn a specified amount of merits.

At the end of a month, a 'merit sale' is planned. Each student can take the merits they earned that quarter and 'spend' them on items displayed in the 'merit store'. These items are purchased throughout the quarter by the teachers, or parents can donate items to the various Learning Centers.

As a child passes enough tests, recites Scripture, and maintains good conduct during the week, they can apply for a Privilege (letters A, C, E). They apply Friday before school is out, and if accepted, will be on that privilege for the following week. Each letter represents a little more responsibility to obtain it, and a few more 'privileges' are gained upon earning it. By doing this on a weekly basis, if they lose the privilege one week, by working hard, they may be able to regain it again the next week.

Each Monday a trophy and certificate is handed out to a '*Student of the Week*'. This stays in that student's office for the week. The teacher chooses this student based upon both academics and good character that was noticed during the week.

Based again upon both the academic quality and the good character displayed, one student is chosen in each Learning Center at the end of the month for the '*Student*

of the Month' award. They are acknowledged in Assembly for this honor, and have their photos on a bulletin board in the hall during the following month.

At the end of each quarter, Honor Roll and Awards' Ceremonies are held to acknowledge the achievements of students. Certificates are handed out for accomplishments such as - Highest Pace Average, Perfect Attendance, Most Paces Completed, making Honor Roll requirements, etc.

Standard of Conduct

Students of the *International School of Tomorrow* are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, drinking, alcoholic beverages, and using narcotics. Students who participate in such activities are subject to suspension.

Students of this school are expected to function in an orderly and respectful manner, maintaining high standards in courtesy, kindness, language, morality, and honesty. Students must agree to pursue unquestionable character in dress, conduct and attitude.

Students are expected to abide by these standards of conduct throughout their enrollment. Students are to count it a privilege to attend the *International School of Tomorrow* and therefore should be in harmony with the goal, aims and standards of the school. The purpose of the *International School of Tomorrow* is to train students to follow the principles for a successful life.

Any student observing activities or overhearing conversations which are contrary to the policies of the school should immediately discuss the matter with a Supervisor. THIS IS NOT TATTLING. It has been said, "All it takes for evil to triumph is for good men to do nothing."

"... to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

The student's attitudes, conversation, and behavior reflect the character of the institution from which he derives his training. The "Standard of Conduct form" (see the Supplementary form) reflects the School's attempts to secure students who would best adjust to the rigor of a highly disciplined training program which must set high

standards. These standards will result in a characterized student to lead in reformation for this nation and the world. While enrolling the child/children to school, parents and students are supposed to fill out the "Standard of Conduct Form" and submit it to the office.

Training Students

If your child does come home complaining about a policy or discipline, please follow these procedures:

1. Give the staff the benefit of the doubt.
2. Realize that his/her reporting is emotionally based and without all the information.
3. Realize that we have reasons for all rules and that they are enforced without favoritism.
4. Support the Administration and call us for the facts.

When a student's attitude is not in accordance with school policies or principles, both parents are to be called for a conference and the student may be placed on probation. If, within two weeks, the Administration feels the situation has not changed, parents will be asked to withdraw the student.

High school students in particular - because of their testimony before young children - are trained to adhere to the school's philosophy and Biblical principles.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "*all things should be done decently and in order*" and that our students should be taught to accept a given responsibility to "*walk honorably before all men.*"

Students are reminded that the Bible expects us to be disciplined in all of our life.

"Children, obey your parents in all things: for this is well pleasing unto the Lord."
Colossians 3:20

"Let every soul be subject unto the higher powers." *Romans 13:1a*
Romans 13:1a

"Obey them that have the rule over you, and submit yourselves." *Hebrew 13:17a*

"For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life." *Proverbs 6:23*

"He is in the way of life that keepeth instruction; but he that refuseth reproof erreth." **Proverbs 10:17**

Meals

The International School of Tomorrow provides meals for the students (breakfast and lunch). During the enrollment procedure parents have to fill the Application for lunch program and submit it to the office to make their child/children a part of the meals program. Parents cannot terminate the meals for the child/children at all.

Every student receives 2 meals at school every day: breakfast and lunch. Meals are served according to the scheduled approved at the beginning of the academic year.

Meals are served in the cafeteria 4 times a day during breaks: 2 breakfasts (for Learning Centers Preschool through Junior 1, and for Learning Centers Junior 2 through Senior High), and 2 lunches (same). The meals are provided according to 20-day menu. Students may choose meals from the menu. Meals include a balance of proteins, carbohydrates and minerals. A piece of fruit is also served every day. The school menu for breakfast and lunches is developed in accordance with the Russian Health Department Regulations. All meals served to students are prepared by the school team of cooks.

There are some rules at the cafeteria:

1. Content of lunch should be nutritious:

- ◆ soup
- ◆ fruit
- ◆ rice or potatoes with meat
- ◆ salad

- ◆ drink or water (not fizzy)
- 2. Eat with good manners
- 3. Fellowship with those of your table
- 4. When you have finished, bring the dishes back to the cleaning table
- 5. Clean your area of the table
- 6. Ask to leave the dining room for break

To ensure order in the cafeteria during the breakfast and lunch, to enforce hygiene rules, a Cafeteria Watch is observed by the Student Council Members. No food is allowed out of the cafeteria.

A snack store is open from 10am to 4pm.

Transportation

The *International school of Tomorrow* provides the transportation services for those families who apply for this service. To become a part of that program, parents are supposed to fill in the **“Application for transport service”** and submit it to the school office. After that, the Head driver makes a bus route with the exact time of the bus arriving to the child/children’s house and bringing him/her/them back home. Parents receive the schedule, and the transportation service begins.

If the student doesn’t need the transportation service, the parents fill in the **“Application for termination of transport services”** and submit it to the school office. After that the school will not provide the transportation service.

No parking on the school territory.

All students stay out of and off vehicles from arrival time until departure. Students must leave the school no later than 20 minutes after the last classes. Students will not be allowed to leave until accompanied by a driver, or family member.

In transporting students to and from events such as field trips, Honor Roll outings, and tours, the *International School of Tomorrow* will often be using approved transportation. To assist the driver and to help prevent accidents the following guidelines are to be kept:

- ☞ Remain seated, facing forward, when the vehicle is moving.
- ☞ Fasten the car belt.
- ☞ Keep hands, heads, and objects inside the windows.
- ☞ Talk softly in conversation. There is to be no loud talking, yelling, or singing. Extra noise distracts even the best drivers. Be considerate.
- ☞ No eating or drinking in the vehicles.
- ☞ Make sure the windows are closed and the vehicles are clean when you leave.
- ☞ At rest stops use facilities quickly and reload the vehicles.
- ☞ Keep an eye on the time allotted for restaurant or meal stops.
- ☞ Remember: it only takes one person to hold up an entire activity.
- ☞ Show appreciation to those who serve you in driving vehicles.

The students' cooperation in following these rules will enable them to have a safe and enjoyable trip.

Students participating in off-campus functions are required to obey Supervisors and other appointed leaders. Students are not to leave the group or area in which they have been asked to remain.

Medical Service

A registered nurse is a staff member of the school. She works according to the job description and school rules. Upon enrollment, all necessary and relevant medical papers are to be submitted to the school office.

In case of minor or major injuries students should immediately visit the nurse's room. Teachers are to report any cases related to the health of students to the school nurse. Parents must be informed as soon as possible about any injuries which have occurred to their children.

It is the parents' responsibility to inform the School Administration about any cases of contagious diseases.

In cases where a student requires medication during school hours, written physician verification is required. Parental permission for school personnel to supervise the consumption of medicines is also mandatory. A consent form may be obtained from the office or school nurse.

COMMUNICATION WITH PARENTS

Parent-school communication is vital. To maintain open communication with the families enrolled, the School may use:

- ◆ a communication envelope system,
- ◆ e-mail,
- ◆ WhatsApp groups,
- ◆ telephone calls,
- ◆ electronic register (for students of the National Program),
- ◆ STMS (for keeping records in the ACE program).

An envelope is made for every family and used when monthly newsletters, statements, and bulletins are sent home.

The oldest student in the family is given the following responsibilities:

1. Take the communication envelope at home

2. Ask **both** parents to read the contents
3. Ask **both** parents to sign the envelope
4. Return the envelope to school the next day

All information which the school sends to the parents through the communication envelope is also sent by e-mail to the parents' address.

Reporting students' progress

The *International School of Tomorrow* wants to have parents involved in the educational training of their child/ren. To facilitate this, they strive for a variety of methods of reporting progress.

Permanent Records: Upon entering the *International School of Tomorrow*, the student is required to submit a number of forms. These go into his/her 'permanent record file and form the foundation of a student's information. As he/she continues in the school, the permanent record file expands. The yearly data accumulated (Supervisor's Progress Card, Stanford Testing, etc) is placed in the file. The permanent record has the yearly amount of Paces, averages, attendance, and suchlike charted on it. This information is kept in the administration's office and can be reviewed by the parent with the administration in conference.

Supervisor Progress Cards (SPC): This card is kept at the teacher's desk in his/her Learning Center. They use it daily to record all the tests taken by the student, the fails, the new Paces issued, etc. By using a different colored pen each quarter, one can easily tell at a glance how many Paces in each subject a child successfully completes each quarter of the school year.

Congratulations slips: presented to students who have successfully completed PACEs, recognize student achievement and communicate that achievement to parents. A Congratulations Slip is to be taken home to parents the day it is received. Students show it to their parents so they can share the joy of progress. Parents are encouraged to lavish praise over the student's progress to motivate their academic performance.

Progress Reports: The grading system is designed to give parents a true indication of the student's progress. Progress Reports are given to students at the end of each quarter to present to their parents. The report is to be signed by both parents and returned within one week.

STMS (School of Tomorrow Management System): This computer generated system is an 'electronic' Supervisor's Card with more in-depth detail. Once the teacher has entered the scores off the SPC, this management system automatically computes the grade averages for each subject individually, as well as the overall year-to-date average. Attendance Records, Scripture Memory, Character Traits, and much more can be computed in this system. It is of great assistance in tabulating credits towards graduation for the High School students.

Leaving Certificate: Upon departure of a student from the *International School of Tomorrow*, a 'Leaving Certificate' may be obtained. This is of benefit especially to international students who often enter a school in another country. In this certificate will be the following: explanation of this type of institution, the school's license number, the student's birth date, date of arrival and departure, the Diagnostic Testing Starting Level for the Paces done here, their grade upon leaving, and a few character traits of the child.

Parent/Teacher Conferences: As well as having basic paper and computer reports to show progress, the *International School of Tomorrow* likes to promote 'hands-on' interaction between staff and parents. Parent/Teacher conferences are scheduled after the 1st and 3rd quarters. During this time, the parents may confer with the teacher on how their child/ren is/are progressing and discuss

needs and/or areas of improvement. This is an important time to learn to know the teacher and to work together for the child's benefit to maximize his/her learning.

Information Letters

Today's world is absolutely saturated with information. Our smartphones alone beep, flash, and vibrate at us repeatedly throughout the day to let us know everything from the latest exploits of our friends and family to what coupons are available at the local supermarket! Amidst this constant barrage of texts, emails, and status updates, how do we as a school make sure that our important communications, many of which are time-sensitive, make it into the proper hands at the proper time?

To face this challenge, our school utilizes both the latest technology as well as tried and true methods that have been used for generations. Our letters that inform our families about all school announcements, events, and activities are emailed, sent via text message, and also are printed and given to each student to hand deliver to their parents or guardians. This ensures that our families receive the vital school information that they need in a timely manner.

Individual meetings with teachers and Administration

Regularly scheduled meetings between the administration, teachers, and parents are conducted after the first and third quarter of the academic year. These conferences provide a structured way for our parents to learn even more about how our school

functions, and also about how their children are progressing through their individualized academic program.

The administration opens with a meet and greet with all the parents. After introductions and a short school orientation, the parents attend breakout sessions where topics range from goal setting and homework policies to graduation requirements and university entrance exams. Finally, the parents meet individually with their child's teacher(s) to discuss individual academic and behavioral performance.

Beyond scheduled events, parents are encouraged to set up appointments to meet the administration or teacher(s) any time they would like to discuss their child. Similarly, the school administration or teacher(s) may request a meeting with parents if any issues require immediate attention. Behavioral problems are addressed promptly. Usually the teacher along with the administration have a meeting with the parents and child involved to discuss the particular issues and come to a resolution. Academic performance is primarily the responsibility of the teacher, but after some time if no progress seems to be taking place, a meeting with the parents will be called to explore how to work together to provide the best learning environment and methods in order for the child to experience achievement.

E-mail. WhatsApp groups

Emails:

info@schooloftomorrow.ru

schoolservice@schooloftomorrow.ru

Tel. :

+7(495)312-44-08 - full-time education

+7(495)316-11-09 - distance education (Russian Program)

+7(495)647-82-52 - distance education (American Program)

Information regarding existing WhatsApp groups will be provided during orientation.

**PARENTS' ORGANIZATION.
TRUSTEES COMMITTEE. PTF**

Basic guidelines of operation

The Trustees Committee is a form of self-management of the School organized by the Board of the Founders operating on the basis of the School by-laws and guidelines. It is the executive arm of the PTF and forms an integral part of the school's overall management process. It is a dedicated core-group of the PTF and acts as the link between the school management and the parents.

TERM

Continuous

MEMBERSHIP

The TC members are chosen, on a voluntary basis, from among the Parents-Teachers Fellowship by the current and acting members of the Trustees Committee. (The initial complement of the Trustees Committee is by self-nomination of the interested parents and members of the School staff in coordination with the Board of the Founders). By decision of the current and acting members of the TC, and subject to availability of vacancies, other members of the PTF that are interested in the improvement and further development of the school operations may be admitted into the TC.

COMPOSITION

The Trustees Committee shall be composed of eleven (11) members made up of parents having a child or children in the school and members of the school staff (including the School CEO and Founder).

STRUCTURE

Depending on the exigencies of circumstances, the TC may comprise functional sub-committees appropriately constituted to suit the functions and the operations of the PTF. Such sub-committees may be:

- Academic
- Student Development
- Staff Development
- Finance
- Public Relations
- Audit

The Chairperson of the PTF shall head the TC. A TC member shall head each sub-committee whose members may include person(s) appointed from within the PTF. The TC composition may also include the office of the Coordinator and a Secretary.

SECRETARIAT

The TC shall operate a Secretariat with necessary equipment and furniture. It shall engage the services of a secretary and other necessary staff that may be necessary to perform its operations.

MEETINGS

A Trustees Committee meeting shall be valid when a quorum composing of at least seven members present in the meeting is formed. Such constituted meeting may make decisions on issues within the competence of the TC, which shall be binding to all the other members of the Committee.

Decisions are made provided the quorum is formed at the meeting. Decisions are reached through consensus and by direct majority voting.

Decisions made by the TC are binding to all members of the TC.

The TC shall determine the frequency and the period and the locations of TC meetings. It may organize meetings such as 'Internet Conferencing' or through other media.

Emergency meetings may be called at the instigation of the Chairman.

In case of the Chairperson's excused absence, the meeting shall be presided by another member of the Trustees' Committee appointed by the Chairperson as interim Chairman for the period of his/her absence.

Only the members of the Trustees Committee may attend the TC meetings. Members of the TC shall not appoint another person to represent him/her or vote for him/her in absentia.

The Trustees Committee reserves the right to invite experts, consultants (from the PTF or from other organizations or in self-recognition) to provide necessary information and consultations during its meetings as may be required.

The TC shall appoint an appropriate channel through which the members of the PTF may make suggestions, share their opinions, express their grievances, recognize efforts and achievements, etc.

Any member of the PTF who wishes to meet with the TC will do so through this channel upon the approval of the Chairperson.

A member of the TC who is absent without due notification for three (3) consecutive meetings of the TC shall be deemed to have lost interest in the position and shall therefore lose his/her membership of the TC.

COMMUNICATIONS

The channel of communication between the PTF and the TC is through the office of the Coordinator.

FUNCTIONS

The functions of the TC include the following:

- Make proposals for the improvement of guidelines that makes for the effective operations of the PTF. This includes frequency and times of meetings for both houses.
- In consideration of the scope of its competence, make decisions, design the rules and regulations, and formulate the plans that form the framework upon which all of its members operate.
- Make recommendations to the School Administration with regards to the operations of the school.
- Coordinate the opinions, ideas, suggestions, needs, aspirations, resolves, resolutions, results, solutions, conclusions, etc. deduced from the PTF meetings into workable programs.
- Explore ways for continuous addition of value to school system in, but not limited to, the following areas:
 1. Educational System - quality, output, feedback
 2. Students (uniqueness) - discipline, confidence-building, leadership qualities, etc.
 3. Staff - morale, assistance, support
 4. Relationships - governments, communities, other bodies
- Identify ways to project and promote school' s image externally
- Finance - projects, fund raising
- Identify and prioritize projects within the TC program for execution and recommend ways by which adequate finance can be arranged to meet such causes.
- Support school' s annual plans and review its annual report.
- Deal with other issues upon authorization of the Board of Founders.
- Facilitate, whenever necessary, additional fund raising for the School operation and for the pursuance of its further development.

The TC shall establish a Monitor and Feedback system that will continually assess progress and levels attained in set areas with the overall objective of maintaining

school assessment level above minimally required standards in line with established policies and objectives. For example, establish a Technical Audit Committee.

As a means of feedback to the P-T Fellowship on its and the school's performance, the TC shall publish reports (e.g. quarterly and annually) which will feature the set objectives of the school and progress made in Key Areas in its pursuance of excellence.

Operation of the Trustees Council is determined by the Basic Regulations for the Trustees Council designed by the School Board of the Founders.

FINANCE

Financing TC Operations:

1. PTF Membership Fee for every family regardless of the number of children enrolled in the school. The fee amount is proposed by the TC and ratified by the PTF.
2. Fund Raising with regards to capital projects

THE PARENTS-TEACHERS FELLOWSHIP (PTF)

The Parents-Teachers Fellowship is an informal meeting of parents, teachers and school administration.

It is a platform where parents, teachers and administration consort together for the overall progress and benefit of the school's educational process.

The P-T Fellowship is the platform where every parent and teacher voices observations and opinions about the school's achievements and shortcomings, suggests recommendations, settles issues, etc.

MEMBERSHIP

  Every parent that has a child or children enrolled in the school automatically becomes a member of the PTF.

  Every staff teacher that is employed in the school automatically becomes a member of the PTF.

PARENTAL INVOLVEMENT

The *International School of Tomorrow* adheres to the principle of being a continuation of the home. Therefore it is essential that parent-school communications remain open. Parent orientation, parent-teacher meetings, and parent-teacher conferences promote a good understanding between parents and faculty of the school. Every parent is required to participate in these informative and helpful programs.

Parent orientation will be held at the opening of the school year and parent-teacher conferences are held at the beginning of the first, and after the end of the third quarter.

ESPECIALLY FOR PARENTS

There is no neutral ground in the education of children.

All schools are based on a certain philosophy and promote a particular set of values.

For several hours a day through twelve years of life, your child is guided and molded at school. For his/her benefit, should you not consider that these hours are some of the most important of his/her life? When it comes to education and the philosophies taught, the words of the Bible are very important.

"Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6a

ATTACHMENTS

List of necessary documents for enrollment for American program students:

- ◆ Documents from previous school
- ◆ The child' s medical card (Form No. 26) with examinations from the following specialists: Ear-Nose-Throat Doctor, Orthopedic Surgeon, Pediatrician, Neurologist, Eye Doctor, Dentist, completed PPD test (Tuberculosis test), and analysis of blood, urine, and feces done.
- ◆ Vaccination Card (form No. 63)
- ◆ Copy of the child' s Medical Insurance Policy Card
- ◆ Copy of the child' s Birth Certificate
- ◆ 2 photographs (3x4 cm)
- ◆ Completed copy of the "Parents and child information" form
- ◆ Copy of one parent' s passport with a registration page (for Russian citizens)
- ◆ Copy of one parent' s passport with visa and a separate registration blank (for foreigners)
- ◆ Copy of child' s passport with visa (for foreigners)
- ◆ Copy of passport for children over the age of 14 (for Russian citizens)
- ◆ Copy of child' s registration/residence permit
- ◆ Application for Admission
- ◆ Application for Use of School Buses
- ◆ Statement of Understanding
- ◆ Statement on Use of Expensive Objects in School
- ◆ Application to Participate in the Trustee' s Committee
- ◆ Application for Dual Enrollment
- ◆ Agreement with the Rules of Behavior and Conduct

- ◆ Completed copy of “The consent of the parent for the processing of personal data of the child/the ward” form
- ◆ Form of voluntary consent to medical intervention

List of necessary documents for enrollment
for Russian program students:

- ◆ Documents from the previous school
- ◆ Copy of the child’ s Medical Insurance Policy Card
- ◆ Copy of the child’ s Birth Certificate
- ◆ Copy of one parent’ s passport with a registration page (for Russian citizens)
- ◆ Copy of one parent’ s passport with visa and a separate registration blank (for foreigners)
- ◆ Copy of child’ s passport with visa
- ◆ Copy of passport for children over the age of 14 (for Russian citizens)
- ◆ Copy of child’ s registration/residence permit
- ◆ Copy of SNILS (insurance number of the individual personal account of a citizen in the system of mandatory pension insurance)
- ◆ Application for admission
- ◆ Completed copy of “The consent of the parent for the processing of personal data of the child/the ward” form

School Supply List

International School of Tomorrow requires the parents to provide the following school supplies:

- Blue pens
- Pencils (graphite and colored)
- Pencil sharpener
- Eraser
- Watercolors and brushes
- Drawing book
- Notebooks (lined & checked, 18 pages each)
- Notebooks (lined & checked, 48 pages each)
- Colored paper
- Scissors
- Glue-stick
- Pen and pencil holder
- Ruler with inches/metric measurements
- Compass
- Protractor
- Angle
- Dictionaries (English-Russian, Russian-English)
- Calculator
- Bible

DEFINITIONS OF SPECIAL TERMS

PACE A self-instructional textbook. Each level (year) contains 12 PACEs for every subject.

ACE Accelerated Christian Education - an American publishing company that provides most of our curriculum.

Learning Center A 'classroom' in the ACE system, where the emphasis is on learning rather than teaching. (Abbreviated *LC*)

ABC' s - The program that teaches first grade students how to read phonetically in English. Also the name given to the first grade learning center.

Supervisor A 'teacher' in the ACE system. This also reflects our emphasis on learning rather than teaching. Supervisors *do* teach, but it is our belief that only by giving the student the responsibility to learn can maximum results be obtained.

Monitor The teacher' s aide (assistant teacher).

Student office The private workstation (desk) at which a student studies during PACE time. The office is designed to encourage children to focus on their work and also help minimize distractions.

Merit A small piece of paper 'money' issued by the staff as motivation or reward for responsible behavior, memorizing scripture, exceeding their goals, etc. Merits can be exchanged for school supplies or other small gifts at the monthly merit store.

Demerits Demerits are marks noted down each day on a student's record for minor misdemeanors. Three or more demerits in a day lead to detention. A student starts each day with a clean "slate".

Scoring Station A table where students go to check their answers.

Score keys The answer booklet used by students to check their work.

Scoring Violation A scoring error whereby a student fails to detect a mistake in their work. If a staff member finds a scoring violation, they will issue a demerit.

Goal cards A small 5-day calendar with space for filling in daily goals for every subject.

Goal A target for the amount of PACE work a student will do in a day. Students set their own goals then have them checked by the monitor.

Privilege A reward for certain levels of achievement. This may mean extra break times, more freedom in the learning center, field trips, or other rewards.

ESL English as a Second Language. The course of study used for students whose native language is not English and who are not fluent in English. It is also used to designate a student on this course (e.g. ESL student).

Corrective Action Notice A yellow slip of paper (‘detention’ slip) received by a student when they have earned 3 or more demerits, which informs parents of the demerits earned by the child during that day. It must be signed by the parents.