

Student & Parent Information & Guidelines 2025-2026 School Year

Table of Contents

Director's Welcome Letter

I. General Information

- Introduction (4)
- Philosophy (4)
- IB Learner Profile (5)
- SENA Director (5)

II. Guidelines

- Faculty (5)
- Curriculum (6)
- Homework (16)
- Grading Scale (17)
- School Calendar (17)
- Students with Special Needs (17)
- Enrolment (18)
- Student Attendance (19)
- Student Dress Code (20)
- Reporting to Parents (20)
- Cell Phones (20)
- School Texts and Stationery Supplies (20)
- Student Files (21)
- Discipline Procedures (21)
- School Van Safety Policy (22)
- Illness and Injuries (23)
- Withdrawals (24)
- School Hours (24)
- Visitors (24)
- Snacks and Lunch (24)
- Nut-Free Zone (25)
- Concerns (25)
- School Closure (25)
- Emergency Procedures (25)
- Valuables at School (26)
- Computers (26)
- Artificial Intelligence (27)
- Responsible Use Policy (29)

Appendix

- Teacher Contact Information (30)

Dear Parents and Students,

Welcome to the SENA Program at Colegio Prescott!

The 2025–26 school year is here, and we are excited to welcome all of our returning families. While SENA may be small in size, our vision and ambitions continue to grow each year.

At SENA, students enjoy a truly unique learning experience—part of their day is spent fully immersed in Prescott, our larger Peruvian host school. There, they study alongside mostly Peruvian classmates, strengthening their Spanish language skills, developing intercultural communication, and building a broader global perspective.

When students are on the SENA section of the Prescott campus, they receive instruction in English, focusing on subjects such as English Language Arts, Mathematics, Social Studies, and Science. Our STEM program open doors to creativity and innovation, with opportunities in robotics, programming, film production, and other emerging technologies. Together, this combination offers an experience much like studying abroad—while ensuring academic rigor that meets or exceeds the expectations of our students’ home countries.

Within this handbook, you will find answers to many questions about our school’s operations, curriculum, and daily procedures. If you need additional information, please reach out to me directly for the most up-to-date documents, calendars, and curriculum details.

I look forward to another year of learning, growth, and collaboration as we work together with our talented students, educators and supportive community to make 2025–26 our best year yet.

Kind Regards,

Dr. Mark Brandin

Dr. Mark Brandin
SENA Director

General Information

INTRODUCTION

The *SENA Parent Handbook* provides important information, guidelines, and procedures concerning Freeport-McMoRan's International Schools and is a valuable reference for parents. The goal of the handbook is to ensure that parents and students have the same information regarding the expectations and procedures of the school.

School Mission

SENA, *Sistema Educativo Norte Americano*, is Cerro Verde's school for the dependents of its expatriate staff. *The purpose of the SENA program is to provide an academic environment that is equal to, or better than, a stateside public school.* Our goal is also to integrate SENA students as much as possible into the Colegio Prescott program and to encourage SENA students to interact with Peruvian classmates during the school day.

School Vision Statement

Our Vision: We aspire to be a school where teamwork is encouraged, excellence is sought after, and achievements are celebrated through authentic learning that prepares students to be contributors to the local and global community.

Why SENA?

The Freeport McMoran Long Term International Assignment Policy ensures that dependents of international assignees receive an education that is at least equivalent to that of their host country. SENA, as outlined in this handbook, offers an education based on United States standards. Additionally, SENA offers curriculum that is taught in native English in an international school setting. The International Association of School Librarianship defines what an International School is, and SENA meets the majority of the criteria including:

1. Transferability of students' education across international schools
2. A moving population (higher than in national public schools)
3. Multinational and multilingual student body
4. A transient and multinational teacher population
5. Usually English or bi-lingual as the language of instruction

In the areas of international curriculum and international accreditation, Colegio Prescott addresses this criterion in the Spanish language. All United States curriculum is taught in English at SENA which allows students to meet the needs of their home country while at the same time being exposed to international curriculum in the Spanish language.

IB Learner Profile

Students at SENA all attend classes at Colegio Prescott. Prescott is an International Baccalaureate school (IB). Prescott offers the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Program (DP), with the majority of work completed in Spanish. Students in all IB schools are encouraged to exhibit international-mindedness characteristics and develop the attributes of the IB Learner Profile. SENA students therefore always strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded
- Caring
- Risk-takers
- Balanced
- Reflective

Students in the IB program also approach learning utilizing the following skills:

- Thinking Skills
- Communication Skills
- Social Skills
- Self-management skills
- Research Skills

SENA DIRECTOR

The Director is responsible for carrying out the wishes of the Executive Committee and is also responsible for personnel management, curriculum, supplies, and all other aspects of the operation of the school.

Guidelines

Faculty

The majority of faculty members have had extensive experience in other international schools and/or schools in their home countries. Many faculty members also hold either advanced degrees and/or post bachelor's degree training.

Curriculum

Early Childhood Program (PS3 & PS4)

The Early Childhood Program is designed to lay a strong foundation for each child’s educational journey. At SENA, we nurture students’ natural curiosity by fostering an environment rich in exploration and discovery. Learning is primarily hands-on, allowing children to engage with the world around them in meaningful and developmentally appropriate ways.

In addition to experiential learning, we incorporate internationally recognized textbooks and resources to introduce essential core curricular elements. Instruction is fully integrated with structured play, visual arts, drama, science, and outdoor activities, all of which support the development of gross and fine motor skills, problem-solving abilities, and social-emotional growth.

Our goal is to ensure that every child feels confident, capable, and excited to learn—setting the stage for future academic success.

Integrated Curriculum Overview

Our integrated units are delivered on a two-year rotational cycle. These units serve as the foundation for instruction across English Language Arts, Social Studies, Mathematics, and Science, providing students with a cohesive and immersive learning experience. Through a hands-on, inquiry-based approach, each unit weaves together key concepts and skills from multiple disciplines, encouraging students to make meaningful connections and engage deeply with the content. This interdisciplinary model fosters critical thinking, collaboration, and a holistic understanding of the topics explored.

Year 1

Unit 1 From Here to There	There are many different ways to get around our world. The type of transport we choose is determined by where we need to go.
Unit 2 My five Senses	We use our five senses to find out about the world around us.
Unit 3 Sunshine and Raindrops	Weather is what is happening outside. It can change every day and affect us.
Unit 4 Down on the farm	Choosing the right foods to eat will help us grow healthy and strong.
Unit 5 The World of Animals	Different animals live in different environments and have external physical features that help them thrive.

Year 2

Unit 1 Others and I	We are all special because we are different.
Unit 2 Out of this World	We live on a planet that is part of a solar system that revolves around our sun.
Unit 3 Holidays around the world	Our world is made up of different cultures and peoples. Different countries and/or people celebrate different holidays.
Unit 4 The Human Body	Our body is made up of different parts that work together to keep us alive.
Unit 5 Life cycles	All living things have a life cycle.

Core Program (KG-8)

At SENA we follow a US influenced curriculum in the core subjects and use current US textbooks and other resources for math, English, science and social studies. Our aim is to keep our students at or above the student's grade level in the core subjects as well as in technology skills. The emphasis of instruction in math and language arts is through the standards and benchmarks from the U.S. Common Core Curriculum. Science follows the Next Generation Science Standards, and social studies incorporates Arizona State Standards with an emphasis on global studies and not state history. STEM utilizes standards of the International Society for Technology in Education (ISTE), Next Generation Science & Engineering practices (NGSS) and key competencies from The International Centre for STEM Education (ICSE).

Due to the small size of our school, there are, on occasions, changes made to the curriculum in order to better serve individual students. Any changes made to the curriculum will still follow all SENA approved standards and benchmarks.

English Language Arts Grades KG-5

SENA staff currently utilizes programs and materials including Journeys and Reading Street in order to lead students through the benchmarks of the U.S. Common Core from Grades KG-5.

The SENA KG-5 reading program is based on four outcomes:

Cultivate a Vivid Vocabulary

Vocabulary readers and flashcards are used to help build vocabulary along every step of the journey. Informational texts let students gain mastery over core academic vocabulary as well as domain-specific knowledge and words.

Grasp Spelling and Grammar

Weekly grammar skill targets, supplemented with daily lessons, support students' understanding of how English works. A spelling scope and sequence designed by Shane Templeton builds students' spelling skills.

Demonstrate Research and Writing Skills

Deep dives into text analysis give students the foundation they need to interpret texts from multiple angles and form insights. Student books and digital tools prompt students to mark up and annotate texts, allowing understanding to blossom into written form.

Sharpen Listening and Speaking Skills

Class conversations guide students to develop critical listening skills and mastery of group communication. Presentations and collaborative work, when applicable, put students in a position to develop social awareness and speaking skills.

The SENA Program also utilizes leveled readers, trade books, Big Books, decodable readers, phonics and language arts.

Leveled Readers

The Leveled Readers allow students more opportunities to practice the same skill, strategy, and vocabulary as the main reading selection.

Trade Books and Big Books

Trade books that extend students' reading and concept development are also used in Reading Street. Each unit in the program has an On-Level, Strategic Intervention, and Advanced trade book to support all reading abilities. Big Books that develop concepts and oral vocabulary and can be used to monitor listening comprehension skills are also used.

Decodable Readers

The Decodable Readers provide focused phonics and blending practice for each phonics skill. All vocabulary and phonics skills are retaught in these readers, so students have a higher chance of achieving one hundred percent accuracy.

Phonics and Word Study

The Phonics and Word Study provides opportunities for students to develop letter and word recognition skills to connect sounds to letters.

Language Arts

Students practice daily grammar and writing through the program's materials and teacher assignments.

English Language Arts Grades 6-8

Our Grades 6-8 ELA curricula include four modules in each grade that focus on reading, writing, listening, and speaking in response to high-quality texts. Each module is intended to last a quarter of a school year. The modules are aligned to U.S. Common Core Language Arts. Each module will culminate in an end-of-module performance task, which provides information to our staff on whether students in their classrooms are achieving the standards. Modules may include several units, and each unit may include a set of sequenced, coherent progressions of learning experiences that build knowledge and understanding of major concepts. The units are multidisciplinary as they often include social studies and science content. Additionally, supplemental curriculum is utilized to address any needed areas such as grammar, spelling and vocabulary.

Grade 6 ELA utilizes the following four modules:

- Greek Mythology
- Critical Problems and Design Solutions
- American Indian Boarding Schools
- Remarkable Accomplishments in Space Science

Grade 7 ELA utilizes the following four modules:

- The Lost Children of Sudan
- Epidemics
- The Harlem Renaissance
- Plastic Pollution

Grade 8 ELA utilizes the following four modules:

- Folklore of Latin America
- Food Choices
- Voices of the Holocaust
- Lessons from Japanese American Internment

Math at the SENA Program follows the U.S. Common Core standards. The program has adopted Eureka Math, which is the most widely used math curriculum in the United States. The Eureka Math curriculum helps build number sense and conceptual understanding. Eureka Math helps encourage our students to:

- Think flexibly about numbers
- Understand why the steps work
- When to apply the steps
- How to use other strategies when more efficient

Curriculum maps for Math Grades PS4-8 are as follows:

Math in Grades K-5

	Pre-Kindergarten	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	
20 days	M1: Numbers to 5 (45 days)	M1: Numbers to 10 (43 days)	M1: Sums and Differences to 10 (45 days)	M1: Sums and Differences to 20 (10 days)	M1: Properties of Multiplication and Division and Solving Problems with Units of 2-5 and 10 (25 days)	M1: Place Value, Rounding, and Algorithms for Addition and Subtraction (25 days)	M1: Place Value and Decimal Fractions (20 days)	20 days
20 days				M2: Addition and Subtraction of Length Units (12 days)				
20 days	M2: Two-Dimensional and Three-Dimensional Shapes (15 days)	*M2: 2D and 3D Shapes (12 days)	M2: Introduction to Place Value Through Addition and Subtraction Within 20 (35 days)	M4: Addition and Subtraction Within 200 with Word Problems to 100 (35 days)	M3: Multiplication and Division with Units of 0, 1, 5-9, and Multiples of 10 (25 days)	M3: Multi-Digit Multiplication and Division (43 days)	M3: Addition and Subtraction of Fractions (22 days)	20 days
20 days	M3: Counting to Answer Questions of How Many (50 days)	M3: Comparison of Length, Weight, Capacity, and Numbers to 10 (38 days)						
20 days			M4: Comparison of Length, Weight, and Capacity (35 days)	M4: Number Pairs, Addition and Subtraction to 10 (47 days)	M4: Place Value, Comparison, Addition and Subtraction to 40 (35 days)	M6: Foundations of Multiplication and Division (24 days)	M5: Fractions as Numbers on the Number Line (35 days)	M5: Fraction Equivalence, Ordering, and Operations (45 days)
20 days	M5: Identifying, Composing, and Partitioning Shapes (15 days)	M7: Problem Solving with Length, Money, and Data (30 days)						
20 days	M5: Numerals to 5, Addition and Subtraction Stories, Counting to 20 (35 days)		M5: Numbers 10-20 and Counting to 100 (30 days)	M6: Place Value, Comparison, Addition and Subtraction to 100 (35 days)	M8: Time, Shapes, and Fractions as Equal Parts of Shapes (20 days)	M7: Geometry and Measurement Word Problems (40 days)	M7: Exploring Multiplication (20 days)	
20 days		M6: Analyzing, Comparing, and Composing Shapes (10 days)						

*Please refer to grade-level descriptions to identify partially labeled modules and the standards corresponding to all modules.

Key:	Geometry	Number	Number and Geometry, Measurement	Fractions
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Math in Grades 6-8

	Grade 6	Grade 7	Grade 8	
1st TRIMESTER	M1: Ratios and Unit Rates (35 days)	M1: Ratios and Proportional Relationships (30 days)	M1: Integer Exponents and Scientific Notation (20 days)	1st QUARTER
	M2: Arithmetic Operations Including Division of Fractions (25 days)	M2: Rational Numbers (30 days)	M2: The Concept of Congruence (25 days)	
2nd TRIMESTER	M3: Rational Numbers (25 days)	M3: Expressions and Equations (35 days)	M3: Similarity (25 days)	2nd QUARTER
	M4: Expressions and Equations (45 days)	M4: Percent and Proportional Relationships (25 days)	M4: Linear Equations (40 days)	
3rd TRIMESTER	M5: Area, Surface Area, and Volume Problems (25 days)	M5: Statistics and Probability (25 days)	M5: Examples of Functions from Geometry (15 days)	3rd QUARTER
	M6: Statistics (25 days)	M6: Geometry (35 days)	M6: Linear Functions (20 days)	
			M7: Introduction to Irrational Numbers Using Geometry (35 days)	4th QUARTER

Science, Technology, Engineering and Mathematics

All students at SENA attend STEM, an approach to holistic learning integrating the areas of Science, Technology, Engineering and Mathematics. Units of study in STEM include concepts relating to applying design thinking, problem solving and the engineering processes, computational thinking (using but not limited to robotics), electronics, programming, engineering projects, STEM safety and careers in STEM. The ambition is to develop STEM leaders of the future.

As a compilation of International Society for Technology in Education (ISTE) standards, Next Generation Science & Engineering practices (NGSS) and key competencies from International Centre for STEM Education (ICSE), STEM classes at SENA acts as a comprehensive guide to demonstrate learning and provide unique opportunities to explore their passions. Key standard areas are listed below:

ISTE Standards for Students	ICSE Competency
<ul style="list-style-type: none"> • Digital Citizen • Knowledge Constructor • Innovative Designer • Computational Thinker • Creative Communicator and • Global Collaborator 	<ul style="list-style-type: none"> • Literacy • Multilingualism • Numerical, scientific and engineering skills • Digital and technology-based competences • Interpersonal skills, and the ability to adopt new competences • Active citizenship • Entrepreneurship • Cultural awareness and expression

The STEM classes at SENA present continuous learning opportunities for students. The activities are based on student needs, and inclusive STEM practices. The learning focuses on the development of skills and attitudes in applying STEM knowledge and skills in various societal and real-life contexts with a focus on problem solving project-based activities to mimic real world STEM work.

Digital Media Production

During this course, students will have the opportunity to get hands-on experience in the areas of film production including writing, directing, filming, capturing sound, acting/broadcast journalism, and editing, all the while creating content for the production of the SENA News show and other media productions.

PYP for Students in Grades 1-2

Students in Grade 1/2 take the Prescott PYP program for science and social studies. The majority of PYP at Prescott is in Spanish. Beginning when students are at the Grade 3

Level (in both SENA and Prescott) students can decide to take science and social studies at SENA which then replaces the PYP Unit of Inquiry (UOI) courses. UOI consists of an in-depth exploration of topics that by nature, integrates content across all subjects.

SENA Science

Grade 3 Science explores the variations in traits of different organisms and the factors in changing environments that affect survival today and in the past. Students quantify and predict weather conditions in different areas and at different times and investigate the effects of balanced and unbalanced forces on motion. The following units are covered:

Unit 1 – Environments and Living Things

Unit 2 – Forces and Motion

Unit 3 – Weather and Climate

Unit 4 – Life Cycles and Traits

Grade 4 Science examines the functions of internal and external plant and animal structures in growth, reproduction, and information processing. Students explore the roles of weathering, erosion, and deposition in shaping Earth’s surface. They analyse patterns in wave motion, and how energy is transferred by sound, light, heat, and electric currents. The following units are covered:

Unit 1 – Plant and Animal Structures

Unit 2 – Energy

Unit 3 – Earth’s Changing Surface

Unit 4 – Waves and Information

Grade 5 Science guides students in understanding the role of decomposers, consumers, and producers in a healthy ecosystem. They study the geosphere, hydrosphere, atmosphere, and biosphere and learn how these systems interact. They develop models to examine patterns caused by the relative positions of Earth and the sun and identify matter as particles of matter too small to be seen. The following units are covered:

Unit 1 – Living Things and Ecosystems

Unit 2 – Earth Systems

Unit 3 – Changes in Matter

Unit 4 – Earth, the Moon, and the Stars

Middle School Science at SENA is taught through mixed grade levels between Grades 6-8. The curriculum is multidisciplinary with Earth, Physical and Life science. The Science program curriculum rotates over a three-year period:

Year A

Forces & Energy (Forces, Noncontact Forces, Kinetic and Potential Energy, Thermal Energy)

Cells and Genetics (Traits, Bodies, Cells, Genes, Changes in Genes)

Space (The Earth-Sun-Moon System, The Solar System, The Solar System and Beyond)

Year B (2025-26)

Matter (The Composition of Matter, States of Matter, Chemical Reactions)

Planet Earth (Earth's Systems, Processes that Shape Earth, Earth Processes Through Geologic Time, Earth's Natural Hazards)

Adaptations (The History of Life on Earth, The Evolution of Life, Human Impacts on Evolution)

Year C

Ecosystems (Resources in Ecosystems, Energy and Matter in Ecosystems, Humans and Changing Ecosystems)

Waves (Mechanical Waves, Light Waves, Waves for Information Transfer)

Weather and Climate (The Atmosphere and Energy, Weather, Climate)

SENA Social Studies

The SENA Program follows Arizona State standards for social studies. However, the program does not cover state specific content.

Grade 3 Social Studies broadens students' awareness about the local and global communities in which they live. Students learn the fundamentals of geography and explore different cultures and public service roles.

Grade 4 Social Studies covers American history from the first migrations into the Americas through the 20th century. Intense interaction with the personalities, places, and events that structured our nation leads students to be both keen observers of and informed participants in U.S. history.

Grade 5 Social Studies introduces students to the beginnings of the human story. As they explore the great early civilizations of Egypt and the Near East, India, China, Greece, and Rome, students discover the secrets of these ancient cultures that continue to influence the modern world.

Middle School Social Studies at SENA is generally taught through mixed grade levels between Grades 6-8. The following content rotates over a three-year period:

Year A

The United States Through Modern Times captures the story of the United States from the precolonial era to the 21st century.

Year B (2025-26)

Global Issues (One Semester) is an in-depth study of the 17 Sustainable Development Goals with a capstone project that directly addresses one of the goals. *Peruvian History (One Semester)* covers local Pre-history, Inca Empire, Spanish Conquest, Colonial History, Revolution, Music, Food and Dance. (School Year 2022-23)

Year C

The Medieval World and Beyond explores the legacy of civilizations from Europe, Africa, and the Middle East to Asia and the Americas

Specials Program (Grade 1-12)

Students follow the Peruvian national curriculum for any classes they take at Colegio Prescott. Most of these classes, e.g., Art, Music, PE, are conducted in Spanish. SENA provides a native Spanish speaking teacher who ensures individualized instruction to students who require Spanish language acquisition. If you are interested in a Spanish tutor to work with you at home, please contact local HR on availability.

High School Program

SENA utilizes two online, accredited high school programs for students in grades 9-12:

The University of Nebraska-Lincoln Online High School: Students enrolled in grades 9-12 follow the curriculum and diploma requirements of the UNL High School Correspondence program. This program leads students to an American high school diploma and carries with it the accreditation of UNL. This diploma allows students to apply for and be eligible to enter college and university programs in the USA. High school students will receive counselling from SENA teachers regarding the best course

alternatives throughout their time at SENA. The program is highly flexible in that courses can be completed at the student’s own pace and timing.

George Washington University Online High School: This school offers an online preparatory academy for highly motivated students. Assignments and course content are utilized through an online platform. This program is less flexible than Nebraska as it follows a typical USA high school calendar. Additionally, there are weekly mandatory online synchronous class sessions through the program. Students have access to teachers at George Washington High School as well as appointed SENA staff.

Although Nebraska and George Washington provide the courses and curriculum, SENA teachers will act as on-site teachers/facilitators and will supplement the material, as needed, to provide the best possible academic experience for each high school student.

Homework

SENA staff has set the following guidelines for homework from SENA on a typical school day. Homework is assigned from Monday through Thursday afternoons, though some students might choose to use weekends to work on any projects that were previously assigned *(During online schooling situations “homework” might come in the form of ongoing projects and group work, though the expectation is that the majority of the work is usually completed during the school day, which is 8AM-3PM).*

You can expect your child to spend the following amount of time per day on homework from SENA. Keep in mind that all children work at a different pace and that some days they may receive slightly less or more than our guidelines suggest.

PS3/PS4/PS5	15 minutes
Grade 1	20-30 minutes
Grade 2	30-40 minutes
Grade 3	40-50 minutes
Grade 4/5	45-60 minutes

Middle School: At least 5 hours per week with the possibility of project assignments.

High School: Expect about 7 hours per week. However, the amount spent could vary significantly depending on course load and how much work is getting done during the workday. All assignments are provided by the University of Nebraska Online High School or George Washington University Online High School

Grading Scale

Grades 3-8 are graded on the following scale:

Letter Grade	Percent Scale
A+	100 – 97
A	96.9 – 93
A-	92.9 – 90
B+	89.9 – 87
B	86.9 – 83
B-	82.9 – 80
C+	79.9 – 77
C	76.9 – 73
C-	72.9 – 70
D+	69.9 – 67
D	66.9 – 63
D-	62.9 – 60
F	Below 60

Please refer to the University of Nebraska Online High School and George Washington University Online High School for their specific grade scales and expectations.

School Calendar

The school calendar is developed by the SENA Director who consults the host school before it is submitted to the School Executive for final approval.

SENA runs a calendar that, for the most part, follows the Colegio Prescott calendar with regards to starting/ending dates and major holidays. The school year runs from March through mid-December with breaks after each quarter: one week in May; three weeks in July-August; one week in October; and a summer break from mid-December through February. Other vacation days are noted on the Prescott calendar. The official SENA calendar dates are provided to all parents.

Students with Special Needs

The SENA School is unable to provide services or programs for students with special learning needs or with any serious disabilities. Parents of children with serious learning needs or disabilities are urged to contact the HR Department and the school before making any definite plans to bring their children to SENA/Prescott.

Enrolment

Acceptance for enrolment into the school is contingent upon the following:

- Approval by Freeport Management.
- Students having proficiency in the English language appropriate for their chronological age level. English as a Second Language classes are not available at school. It is, therefore, the expectation that students will be able to read, write, and speak English at the grade level they are entering.
- For the purposes of participating in Prescott classes and activities, students are assigned to Prescott grades according to the cut-off birth date established by Prescott.
- SENA follows similar “cut-off” dates for grade levels as in Arizona, USA. The cut-off for acceptance into each grade level is August 31st. For example, a child entering Grade 1 will need to be 6 before September 1st of the academic year. Exceptions to this rule can be made based on test-scores, interviews, and documentation of grade levels completed from an accredited school. Ultimately, grade level placement will be decided upon by the School Executive Committee. It is important that comparisons with the USA grade system not be made with that from home countries as systems all over the world differ. Students will be placed in a grade that compliments their age-appropriate peers and meets the above requirements.

Upon arrival to Arequipa, the following documents must be provided to SENA for the purpose of Prescott enrolment:

- Original birth certificate for each child. Please have a copy notarized in Peru so that you can keep your originals.
- Notarized copies of passports for all members of your family (You can get them notarized with the help of Cerro Verde here in Peru).
- Transcript of grades or report cards for all previous school years (translation is not needed). Please have your school stamp or sign the reports, especially if the reports are the type that are online and just printed.
- Official medical certificate. The Physician must certify the child is in good health and confirm that he/she has all vaccination shots required. You will be taken to get the medical certificate here in Arequipa by Cerro Verde.
- Have your up-to-date vaccination cards with you, and have a copy notarized here in Peru.
- Please supply results to any standardized tests that have been taken.

- Additionally, it is recommended to bring your marriage license with you as you might need it for other purposes in the city such as the international club.

Student Attendance

There is a direct relationship between good attendance and school success. Therefore, students are expected to attend school regularly and to be on time in order to receive the maximum benefit from the instructional program while developing habits of punctuality, self-discipline, and responsibility.

The Executive Committee and the school's faculty are concerned about unnecessary absences. Families need to match the school vacations with their family vacation periods in order to help their children receive the professional classroom instruction offered each day. It is impossible to "make-up" direct classroom instructional time that is lost through absence.

Absences are either **Excused** or **Unexcused**.

Excused absences include student illnesses, medical leave, religious holidays, and family emergencies such as serious illnesses or death in the immediate family. In the event of absence due to illness of more than three days, a medical certificate completed by a doctor must be provided to the school.

Unexcused absences include extended or additional family vacations, and non-school sponsored activities.

Unexcused absences of more than 6 days per semester will result in the parents receiving a letter from the SENA Principal with the total amount of lost days documented. A meeting between school administration and parents will be required in order to decide if any further action is required.

Unexcused absences of more than 10 days per semester will result in referral to the SENA Executive. At the discretion of the SENA administration and the Executive, and with input from core subject teachers, the student will be at risk of retention in their grade level.

Daily Attendance during times of online learning will be assumed if all of the work is completed and live class sessions are attended.

In the case of medical or family emergency situations, the school will work with parents and students to make up any missed class lessons. Any student attending other schools during periods they are absent will be asked to verify their attendance with records.

Circumstances beyond the student and/or family's control (e.g., visa trips) may require a student to be absent for an extended period of time. In such cases, the teacher will assist

the student with make-up work in advance for the student to complete while on leave. However, whenever possible, the teacher should be provided with at least one week's notice of impending leave. Work missed and not made up could affect the student's grade.

SENA will maintain an accurate record of student attendance that will be recorded on student report cards and transcripts.

For absences totalling more than three consecutive days please contact the Head Principal at Prescott (Ms. Carmen) via email: mvalencia@prescott.edu.pe

Student Dress Code

Students are required to wear the official school uniform of the Colegio Prescott. Parents receive assistance from SENA on the purchase of appropriate uniforms. Information about the Prescott dress code can be found on Prescott's school website or through your child's Prescott homeroom teacher. *During live, online sessions, uniforms are not required, but students should still wear appropriate and non-offensive clothing just as would be expected at a US public school. We expect our students to approach online sessions in the same manner in which they would if they attended class in a face-to-face situation, and thus classroom appropriate dress will honor the academic nature of our program.*

Reporting to Parents

Student Report Cards are given out four (4) times during the school year. If any significant concerns arise before the reports are issued, parents will be contacted through the individual teachers.

Formal parent/teacher conferences are held shortly after the end of the first and third marking periods. Note that Prescott also issues their own report cards through their online system.

Cell Phones

In compliance with Prescott school policy, cell phones are not allowed on campus at Prescott or SENA. Emergency phone calls or important parent contact can be initiated through the assistance of SENA staff. *Likewise, cell phones should not be in use or accessible by students during live online classes unless the phone is required to access the class.*

School Texts and Stationery Supplies

The school supplies textbooks, paper and pencils, crayons, paints, etc. for student use while at school. Students will need additional paper and writing material for use at home.

Prescott supplies are purchased in bulk by employee companies and will be available to be picked up toward the end of February. One parent will be required to pick up the supplies at school.

Student Files

Permanent student records are kept through the SENA school management system. It is very important that we have up-to-date emergency numbers and information on each child. To update or change emergency information already on file, please contact the SENA office (Tel 965 958 430).

Parents may request – in writing or by email – to be provided with copies of report cards, reports, and other pertinent records. When a student is permanently withdrawing from school, parents should request records as early as possible from the SENA office to take to the new school. Student files are kept on file for three years after a student leaves.

Disciplinary Procedures

As guests in the country of Peru, all SENA students will be held to the highest behaviour standards. Colegio Prescott has a set of school discipline regulations which can be found on their website: www.prescott.edu.pe

We urge all SENA Parents and students to go over the Colegio Prescott regulations before commencing their studies at SENA.

Students who misbehave or violate Prescott rules are subject to the following consequences (in addition to any consequences that Prescott rules are appropriate):

Detention: Students may be given a break or after school detention for breaking school policy or not completing academic requirements. The parent will be notified if a child is placed in detention.

Out of School Suspension: In the event of a serious infraction, a child may be suspended from school. A suspension normally lasts three days and is served from home. Any suspension will be discussed between SENA administration and the SENA Executive.

Expulsion: Certain infractions at SENA can, through the decision of the SENA Administration, SENA Executive, and the Freeport McMoRan corporate office, result in expulsion from the SENA Program. Serious infractions at school are not limited to, but may include:

- Substance abuse (which includes use of tobacco in any form), alcohol, or drugs
- Threatening someone with harm or initiating physical abuse at school or between school and home.
- Stealing
- Bullying or Harassment
- Possession of fireworks, lighters, matches or incendiary devices
- Possession of sharp or dangerous objects

- Accessing prohibited internet sites
- Academic dishonesty, lying, or cheating

School Van Safety Policy

The majority of SENA students are transported to and from school through vehicles driven by Cerro Verde agents. In order to promote a safe environment for all students, the following rules are expected to be followed by all SENA students while on the school van:

- Remain seated with your seat belt fastened at all times.
- Wait for the van agent to open the door before entering or exiting.
- Only water is allowed—no food or other beverages.
- Keep sharp objects (pencils, pens, scissors, etc.) stored away while in the van.
- No screaming; speak in a normal tone to avoid distracting the driver.
- The use of devices such as phones, laptops, tablets, and smartwatches is not permitted. E-readers such as Kindles are approved for use.
- Damaging, defacing, or tampering with any part of the school van is strictly prohibited.
- Always show respect and follow the directions of the van agents.
- All regular school behavior expectations also apply while on the van.

Consequences For Misbehaviour While on the School Van

Decisions regarding disciplinary actions will be made by the SENA Head of School and/or SENA Executive.

- Detention: Students may receive a break detention or after-school detention for rule violations reported by SENA staff or CV agents.
- Loss of Transportation Privileges: Students who repeatedly violate bus rules or commit serious offenses may lose van transportation privileges for a set period.
- Financial Responsibility: Families may be held responsible for repair costs in cases of intentional damage to school property, including the van.

SENA BULLYING-Procedures for Addressing Student/Student Bullying

Bullying is a repetitive act with intent to cause hurt or unhappiness. Bullying most often is evident as a pattern of behavior by one person or group of people towards another which is designed to hurt, injure, embarrass, upset or cause discomfort for that person.

Bullying can be categorized into one or more of the following types:

- Physical: actions that involve physical contact such as hair pulling, punching, kicking, uninvited touching, and any attack that causes bodily harm

- Verbal/Written: putdowns, verbal abuse; including swearing, written items including letters, notes and graffiti
- Social: unwarranted exclusion, purposefully leaving the student out of social groups and activities
- Psychological or Emotional: false accusations, malicious teasing, name calling, remarks about the victims' sexuality or presumed sexual preference, remarks about the victim's family or cultural background
- Cyber: email teasing, harassment, taunts and threats, internet chat rooms, mobile phone messaging, photographic imaging/messaging/manipulation

Bullying Vs. Peer Conflict

Peer conflict differs from bullying because involved parties are mutually agreeing through demonstrated actions that they are in conflict with each other. Bullying is one-sided. When people say hurtful things to each other or refuse to speak to each other, that is considered peer conflict. Peer conflict will be mediated by SENA staff toward the goal of a mutual positive resolution between the students.

Reporting of Bullying

Incidences of bullying can be reported to any teacher or the SENA Head of School (HoS) by children and their parents. Any bullying incidents that are dealt with will be recorded and this record will be used to manage and resolve the situation in a proactive manner. All reports of bullying will be communicated to the appropriate Prescott teachers/staff and School Head at Prescott.

Colegio Prescott reserves the right to discipline all SENA students through their own school regulations and policy. The decision of Colegio Prescott will always be the deciding factor when dealing with student discipline issues.

Illness and Injuries

If your child is sick, please do not send the child to school. **Do not send your child to school if they have had a fever, vomiting, or persistent diarrhoea within the last 24 hours. Children sent to school before the 24-hour window has transpired will be sent back home.**

In the event of accident or sickness, the student is referred to the Nurse's Office on the Colegio Prescott Campus. The Nurse's Office maintains a record of telephone contacts of all parents and the hospitals so that attention from medical service providers can be given without delay.

The SENA Director will ensure that medical treatment and services are available for students if parents cannot be contacted. Information on students with special medical conditions must be readily available. In all cases, parents will be notified (by phone, email or text) of the incident and follow-up action as soon as possible. No student will be sent home without parental knowledge and consent. All students must receive written permission to leave school.

Withdrawals

Parents expecting to withdraw their children during the school year are asked to inform the SENA Director at the earliest possible time. All textbooks, library books, and IT equipment must be returned to SENA before the student leaves.

School Hours

In the fall and spring, school hours for Middle School are from 8:00 AM until 3:00 PM each day. High School hours run from 8:00 AM until 3:00 or 4:00 PM, depending on the day. Grades 1-5 go to school from 8:00 AM-2:00 pm. Prescott PS3 from 8:00am-12:00pm and Prescott PS4 and PS5 from 7:40am-1:00pm.

Winter hours will be announced by Prescott at an appropriate time. Students should make arrangements to leave school immediately after class or activities ends. Except for official school or parent-sponsored events, there is no supervision provided after school.

SENA Online School, when in session, runs from 8:00am to 3:00 PM local Arequipa time, though the time can be flexed to later in the day if there are conflicts with Prescott classes.

Visitors

Usually, visitors are encouraged; however, we request that you contact the SENA Director in advance of such a visit. Appointments for teacher conferences should be made in advance by phone or email. It should be noted that during the pandemic Prescott has generally not allowed any visitors or parents on campus recently unless the visit involves a parent meeting, and all visits must have prior approval from Prescott security.

Snacks and Lunch

Students are encouraged to bring nutritious snacks and a lunch to school, or, except for Early Childhood students, purchase them from the Prescott kiosk. The healthier the snack, the better it is for the student.

SENA teachers request that all students have a nutritious breakfast *before* arrival at school. Parents should not send caffeinated or “fizzy” drinks to school with students.

At each grade level, break times will be provided for students to have snacks or refreshments. *SENA students are required to bring filled water bottles to school. SENA has mineral water available to students who run out of their own supply.*

NUT-FREE ZONE (When Applicable-Currently this policy is not in effect)

When there are students who attend SENA who have life threatening allergies to peanuts or tree nuts, the SENA campus will enter into a Nut-Free Zone and follow the Nut-Free Zone as follows (Parents will be alerted before school starts on if we are following the plan or not).

Children allergic to nuts often have a high sensitivity to the peanut/tree nut protein and even a trace amount can cause a life-threatening anaphylactic reaction. The most serious reaction being respiratory difficulties, blockage of the airways, which if not medicated immediately, can lead to death.

In order to minimize the risk of an allergen environment at SENA, we need the support and cooperation of the parents, staff, and school community.

Students are asked to bring lunches and snacks free of peanuts and tree nuts and products that may contain peanuts/tree nuts such as granola bars, donuts, peanut butter, etc. When in doubt, please read the food labels and check for peanut/nut ingredients prior to sending food to school.

This can truly be a life saving measure at our school. If you are out of town and someone else is helping prepare lunches for your child, please share this information with them.

Concerns

If a parent has a concern over their child's education or has a complaint about the operation of the school, the following procedures should be followed:

- Meet with the teacher involved.
- If this does not resolve the issue, then request a meeting with the SENA Director.
- Should this issue not be resolved to the satisfaction of the complainant following these two steps, then the matter will be relayed through the Director to the School Executive Committee.

School Closure

There are various scenarios that have led to Prescott closing their campus. These have included weather, political unrest/protests, and pandemic. SENA usually cannot offer instruction at the SENA campus when Prescott is closed. Options during a campus closure includes teaching at an alternative site or immediately utilizing our online platforms with the students not missing any days of instruction. The priority will be to continue education without any disruption to the school calendar, but ultimately the making up of lost days through additional school days will be the decision of the school executive with input from the SENA Director.

Emergency Procedures

The Colegio Prescott Civil Defence Team meets regularly to review policies and procedures. The Arequipa Civil Defence Ministry conducts consistent, on-going inspection of all school emergency procedures and equipment.

A continuous ring of the siren will signal an emergency evacuation.

Staff and students will be reminded on a regular basis of emergency procedures.

Emergency evacuation drills will be held regularly. In the event of a real emergency, students are supervised by SENA staff in the designated areas until parents have been contacted.

Teachers will ensure that emergency exits are kept clear at all times.

Earthquake: At the sign of a significant tremor, students and their teacher immediately evacuate the building and walk to the nearest designated safe area. Teachers conduct a role call to ensure all students are present. Teachers maintain a confident, reassuring demeanour to prevent panic.

Once the earthquake has ceased and the Prescott Civil Defence Team has decided the condition is safe, students return to their classrooms. If Prescott or the Arequipa Civil Defence Team decide the situation is severe, students are escorted to the large field to wait in designated areas while parents are contacted. Students are only allowed to leave their designated waiting area when their parents arrive to pick them up.

Valuables at School

The school can take no responsibility for any valuable item brought to school by students. It is strongly recommended that students **DO NOT** bring any valuable possessions such as excess cash, expensive watches, expensive or sentimental rings, necklaces, toys and games, electrical equipment, computer games, MP3 players, etc. to school. ***Cell phones or any personal device that has video/audio recording capability is strictly prohibited.***

Computers/Tablets

SENA students should appreciate that use of either a school laptop or tablet is a privilege that requires a significant amount of responsibility. **Laptops will be assigned to specific students.** Students must care for the laptop and power adapters assigned to them and understand the following rules and consequences:

- Students should take care when placing or removing their laptop from storage.
- Students should take care when inserting and removing the power cord.
- Students may not loan their laptop to another student.
- Students may not change the appearance of the laptop case – no stickers, decals, etc.
- Students may not drink or eat while working with their laptop.
- Laptops are subject to monitoring by a teacher at all times – information on school-issued laptops is not private.
- Students will be issued the same laptop from year to year.
- Students may not store anything on their laptop that could be considered inappropriate, insensitive, or offensive.

- Students are to login with the assigned username. Students may not change the password.
- Students should report any damage or apparent malfunction as soon as possible.
- Students are responsible for keeping the laptop charged and ready for use each day.
- Laptops should only be used for school-related activities.

Consequences:

The first time a student is observed not following any one of the above rules, he/she will be given a warning. For a second infraction of the rule, the laptop will be taken away for one day. If the inappropriate behaviour is observed a third time, the laptop will be taken away for one week. Serious infractions can result in school discipline consequences as outlined in the SENA and Prescott Handbooks.

Artificial Intelligence

Artificial intelligence refers to computer systems that are taught to automate tasks normally requiring human intelligence. "Generative AI" refers to tools, such as Bing Chat, ChatGPT, Gemini, Midjourney, and DALL-E, that can produce new content, such as text, images, or music, based on patterns they've learned from their training data.

While generative AI tools show great promise and often make useful suggestions, they are designed to predict what is right, which isn't always right. As a result, their output can be inaccurate, misleading, or incomplete and SENA will continue to audit, monitor, and evaluate our student and staff usage of AI.

Guiding Principles for AI Use

The following principles guide the appropriate and safe use of AI at SENA and address current and future educational goals, teacher and student agency, academic integrity, and security. We commit to adopting internal procedures to operationalize each principle.

We use AI to help all of our students achieve their educational goals. We will use AI to help us reach our community's goals, including improving student learning, teacher effectiveness, and school operations. We aim to make AI resources universally accessible, focusing especially on bridging the digital divide among students and staff. We are committed to evaluating AI tools for biases and ethical concerns, ensuring they effectively serve our diverse educational community.

We reaffirm adherence to existing policies and regulations. AI is one of many technologies used in our schools, and its use will align with existing regulations to protect student privacy, ensure accessibility to those with disabilities, and protect against harmful content. We will not share personally identifiable information with

consumer-based AI systems. We will thoroughly evaluate existing and future technologies and address any gaps in compliance that might arise.

We educate our staff and students about AI. Promoting AI literacy among students and staff is central to addressing the risks of AI use and teaches critical skills for students' futures. Students and staff will be given support to develop their AI literacy, which includes how to use AI, when to use it, and how it works, including foundational concepts of computer science and other disciplines. We will support teachers in adapting instruction in a context where some or all students have access to generative AI tools.

We explore the opportunities of AI and address the risks. In continuing to guide our community, we will work to realize the benefits of AI in education, address risks associated with using AI, and evaluate if and when to use AI tools, paying special attention to misinformation and bias.

We use AI to advance academic integrity. Honesty, trust, fairness, respect, and responsibility continue to be expectations for both students and teachers. Students should be truthful in giving credit to sources and tools and honest in presenting work that is genuinely their own for evaluation and feedback.

We maintain student and teacher agency when using AI tools. AI tools can provide recommendations or enhance decision-making, but staff and students will serve as "critical consumers" of AI and lead any organizational and academic decisions and changes. People will be responsible and accountable for pedagogical or decision-making processes where AI systems may inform decision-making.

We commit to auditing, monitoring, and evaluating our school's use of AI. Understanding that AI and technologies are evolving rapidly, we commit to frequent and regular reviews and updates of our policies, procedures, and practices.

In conclusion, AI will support, not replace, educator and student productivity, creativity, collaboration, and communication.

A Technology Responsible Use Guide

SENA offers a wide variety of iPads, computers, software, communication tools and internet services that are freely available to all students. We work to match these advanced tools with appropriate teaching methods and rich curricular content to provide experiences that enhance student learning, encourage collaboration, and facilitate the creation and sharing of learning both locally and globally. These tools are meant for educational purposes only. However, if students do elect to use any of these tools for non-academic purposes, they still must adhere to the SENA Responsible Use Guidelines. To promote responsible digital citizenship and responsible use of information technology resources, students are expected to adhere to the following guidelines:

Responsible Use Guidelines:

- Student use of technology resources should reflect the IB Learner Profile that students work toward Prescott and SENA. Students at SENA should embody the following attributes: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective. SENA students will demonstrate these attributes not only on campus, but throughout the digital space as well. Students will model responsible citizenship in digital spaces by respecting the rights, property, and privacy of others, and by always being respectful of other people's identities, passwords, projects, and property.
- Students will be responsible users of all SENA technology resources and treat those resources with care and respect and will take precautions to avoid unnecessary damage.
- Students will always be responsible users of the internet (within school hours and outside of school hours) and follow safe usage practices.
- Notifications are required to be turned off while at school. No use of social media is permitted at school unless it is required by a teacher.
- Students will immediately alert a teacher of any problems or concerns related to their device.
- Students who use communication tools such as Google Hangouts must be respectful and not engage in inappropriate behavior or conversations during or after school hours.
- Students who use Artificial intelligence (AI) to complete work without teacher consent are at risk of committing plagiarism and are subject to school discipline regarding academic dishonesty.
- Students who choose not to follow these guidelines may lose their right to use the school's technological resources and/or experience other appropriate consequences.

I Understand and agree to adhere to the SENA Technology Responsible Use Guidelines.

Student's signature

Parent's signature

Current Grade of the student

Date (Month/ Day/ Year)

Appendix

Faculty Contact Information

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