



Comunidad Educativa Evangélica
Siguatepeque, Honduras, Central America
www.ceehonduras.org

Dear Future Staff Member,

Welcome to CEE! We want to thank you for your interest and commitment to our school. We are very proud of our institution, our students, and our staff. We have been committed to our mission to “facilitate the transmission of knowledge, values, and attitudes through a transforming education based on the Word of God” for over twenty years now and we are always excited to add new staff members to help us continue to strengthen our students’ education!

The attached Pre-Arrival Guide is designed to provide you with the most important information that you need to know before arriving in Honduras. There is a lot of information contained within the pages so please take your time and read it carefully; there is no need to rush through it. Any questions or concerns that arise while you are reading are welcome.

Please take special note of the sections “Your Role – Missionary Teacher” and “Cultural Sensitivity” as they will provide you with crucial information about both your job expectations and unique cultural expectations. While working in Honduras you are an invited guest and it is very important that you come with an attitude to serve. These sections will help you in understanding your important and sensitive role as well as guide you in preparing yourself for your arrival here before even stepping onto the plane.

We trust that the information within the next pages will give you a more in depth look at what the next year of your life will look like. We are excited to assist you in any way we can as you prepare yourself to join our ministry here in Honduras.

We look forward to your arrival!

God Bless,

Julie Nyhoff de Valladares
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Comunidad Educativa Evangelica
Siguatepeque, Honduras

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WHO WE ARE

STUDENT POPULATION

Our student population includes a wide spectrum of backgrounds. As we are primarily a tuition-based private school, many of our students are from middle to upper-income families, and form the financial base for our school to remain self-sustainable. While we do receive donations from individuals, churches and organizations outside of Honduras for various special projects, all of the funds for our day-to-day operating costs come from tuition paid by our families that can afford to pay. While many of our students come from strong evangelical Christian homes, many of our families are not believers but choose to enroll their children at our school for a wide variety of other reasons besides our Christian values. The high majority of our students speak Spanish as a first language, and are learning English as their second language. It is important to keep in mind that CEE students will not have the same level of English as a native English speaking peer.

SCHOOL INFORMATION

Our school is split into three sections: the kindergarten program (Junior Kindergarten and Senior Kindergarten), the elementary program, (Grades 1-6) and the secondary program (Grades 7-11). Our students take approximately half of their classes each day in Spanish and half of their classes in English. All of the teachers in our Spanish program are local Honduran teachers. In our English program, some of the teachers are bilingual Hondurans, while others are from abroad (mainly North America).

Our average class size is approximately 18 students. Normally, our maximum class size for elementary is 25 students and 30 for secondary, though we usually do not have more than 26 students.

In some cases, teachers will have their own classrooms, while in other cases they will be shared with other teachers. Elementary and kindergarten homeroom teachers receive their own classroom for teaching. In the morning they will teach one grade, then the students change classrooms so in the afternoon they teach another grade. Each classroom is equipped with a class set of desks, a teacher's desk, a whiteboard, and a locker for each student (except in kindergarten). Teachers will have access to wifi in their classrooms. Classrooms are not equipped with projectors, however there are three available: in the library, the computer lab and one to be used in the lunchroom.

The school has a lunchroom, which is also used as a meeting area for large groups. There is also an outdoor soccer field, as well as a covered basketball/volleyball court. We have playgrounds for kindergarten and elementary students.

YOUR ROLE

Missionary Teacher

You are being invited to join the ministry at CEE as a "missionary teacher". The term "missionary teacher" refers to your role as a Christian serving in a cross-cultural environment, as well as your professional responsibilities as a teacher. Both roles are essential and must be given priority in your commitment to serve at CEE.

Missionary

As a cross-cultural missionary, you are expected to come to Honduras with a heart to serve Hondurans. You are expected to demonstrate spiritual maturity and follow guidelines that promote a healthy Christian community. Often, this will mean "suspending judgment", as you learn that things are not done in Honduras like they are done in your home country. In your position, you will also be required to

respectfully submit to those put in authority at the school, including the Board of Directors and the Administrative Committee. You will be asked to serve with an attitude that reflects Christ at all times.

As a missionary and staff member at CEE the expectation is that you will be pursuing growth both individually and in community in your relationship with Christ. Teachers are encouraged to be active participants in a local church, as well as be part of a small group Bible study. Regardless of your level of Spanish, your commitment to a local church demonstrates your desire to enter into Christian community in Honduras.

We encourage our teachers to share their faith with students whenever the opportunity arises, both inside and outside the classroom. This will look different for each teacher and class, whether it is asking students to share prayer requests, talking about friendships and relationships from a Biblical perspective, or sharing individually with a student how you can see God working in their life. Each teacher should recognize their vital role in sharing and living out the Gospel with their students.

Teacher

Regardless of whether or not your educational background or life experience is in teaching, you have been hired by the school as a teacher and you are expected to conduct yourself according to the norms of the teaching profession. These norms include, but are not limited to student confidentiality, fair treatment of students, good teaching practices, etc. If you are unsure of these norms, or how they apply to specific situations, please ask the English Program Coordinator for clarification. In addition, there will be classroom observations and regular meetings with your supervisor.

Teachers are encouraged to be looking for personal opportunities to grow as a professional, such as reading websites, looking for a teaching mentor, personal reflection, etc.

Teachers will participate in meetings on a regular basis. Teachers are expected to be active participants in these meetings by arriving on time and being prepared. Once a meeting has commenced, teachers should not use the time to mark papers, check email, chat with other colleagues, etc. Active participation in all meetings demonstrates a commitment to contribute to the professional community at CEE. Frequently both Spanish and English speakers will be present at these meetings. In these instances, there will be a translator present.

As a professional teacher, you will be expected to work outside of school hours. You can expect to work 1-3 hours per day, after the school day finishes. This is a regular part of the teaching profession, especially in the beginning years, and it is an essential part of being an effective teacher.

The teaching profession is extremely rewarding, but it is **not for the faint of heart!** Before arriving in Honduras, please ensure you have prepared yourself emotionally, mentally, physically and spiritually for a year filled with challenge as God stretches you in new ways!

BEFORE YOU LEAVE

PERSONAL PREPARATION

Things to consider as you prepare to leave:

- Register with your country's embassy
- Renew your driver's license
- Set up online banking
- Make sure your bank cards will work overseas and you have notified the bank company you will be traveling

- Photocopy all important documents and leave a copy of it at home (including bank cards, drivers license, passport, etc.)
- Get a medical and dental checkup (get necessary immunizations and prescriptions)
- Give yourself time to say goodbye

SPIRITUAL PREPARATION

- Pray that the Lord will prepare for your time on the trip
- Pray for harmony and unity between yourself and other with whom you will work
- Get others to pray with you and for you while you are in Honduras
- Share with others in your church and where you work/go to school what you are doing and why
- Come prepared to be a servant

PRAYER TEAM

In order to serve effectively, we ask all our international teachers to raise prayer support base of people who will covenant with you to pray regularly (at least once a week) for you during your preparation and time serving in Honduras. They need to be mature Christians who will take their prayer covenant with you very seriously. You should contact these people regularly (at least once every 2-3 months) during your time in Honduras, so you can give them current prayer requests in writing.

TEACHER ORIENTATION

Teacher orientation occurs two weeks before classes begin. The purpose of this time is to help teachers adjust not only to your new job, but also a new culture. During the orientation you will receive general information about life in Siguatepeque and talk about general school information and responsibilities. It is a very important and busy time, and all English teachers are required to attend.

ENGLISH TEACHER RESPONSIBILITIES

The following is a short list outlining some of your responsibilities as a missionary teacher at CEE. Please keep in mind this is NOT an exhaustive list:

Teaching Responsibilities

- Actively work from 7:15am to 2:50pm on school-related responsibilities
- Teach lessons according to the school curriculum and needs of the class.
- Give a variety of suitable assignments and assessments.
- Maintain good discipline in class following the school code of conduct.
- Participate in ongoing classroom observations and follow-up meetings with English Program Coordinator and teaching colleagues.
- Supply/substitute teach on an as needed basis for other grades and/or classes.
- Prepare personalized weekly lesson plans, quarterly (partial) and year plans to be submitted to the English Program Coordinator/Assistant for approval and make necessary revisions.
- Participate in a curriculum revision process at the end of the year.

Administrative Responsibilities

- Ensure all students have and care for the required textbooks.
- Keep track of all classroom resources provided by the school.
- Maintain ongoing communication with parents (email, Engrade, phone calls, meetings, etc.).
- Complete report cards on a regular basis, including comments for students.
- Update Engrade (online marks program).

- Check work email daily (Monday-Friday) and be in regular communication with the English Program Coordinator and English Program Assistants.
- Sign the daily logbook.

Additional Responsibilities

- Plan and lead after-school and/or lunch-time tutoring for students (2 hours/week).
- Provide lunchtime and recess student supervision according to shared schedule (elementary).
- Supervise the school gate when students arrive and leave according to shared schedule.
- Participate in extra-curricular activities (including evening and weekend activities).
- Actively participate in meetings (staff, parent, English program, etc.).
- Attend weekly civic hour and lead it according to the shared schedule.

TENTATIVE YEARLY CALENDAR

The following are the important dates for the 2017-2018 school year:

New International Teacher Airport Pick-Up Date	Aug. 4 th , 2017
Teacher Orientation	Aug. 5 th -22 nd , 2017
First Day of Classes	Aug. 23 rd , 2017
Christmas Holidays	Dec. 16 th , 2017 – Jan. 2 nd , 2018
Easter Holidays	March 21 st – 27 th , 2018
Final Day of Classes	June 1 st , 2018
Completion of Teacher Contract	June 23 rd , 2018

*These dates are tentative.

**Please note: You will also receive a school calendar when you arrive.

DROPBOX

DropBox is a file sharing program used mainly by the English Program to submit and share documents. Teachers will be asked to download the program via internet before they arrive, so they can see documents related to school information. Once teachers have arrived, they will be asked to join other folders. You can check it out at www.DropBox.com

CURRICULUM REVISION PROCESS

The English Program follows a curriculum developed over the past 6 years through the hard work of all members of the English Program team. It draws on various curricula, including the Honduran National Curriculum, and different U.S. state and Canadian provincial curricula. The English Program curriculum continues to be developed to best serve the needs of our students. While the English Program Coordinator oversees this ongoing process, at various times throughout the school year, other members of the English Program team, including teachers, will participate in the revision. At the end of the school year, specific time is set aside to ensure the curriculum and all of its supporting instructional documents are ready for the following school year. All English teachers participate in this end-of-year curriculum revision process. In the weeks prior, the English Program Coordinator will provide details on the process, as well as a checklist of tasks that need to be completed. This process will be in addition to other end-of-year responsibilities such as exams, final marks, cleaning out classrooms, inventories, etc.

LIFE IN SIGUATEPEQUE

SCHOOL LOCATION

The school is located in the city of Siguatepeque, in the heart of Honduras. The city is approximately 1200m (4000ft) above sea level and surrounded by lush, green mountains. Siguatepeque enjoys an excellent climate year-round, with mostly sunny days and cool nights. Siguatepeque has a population of 80,000 and it is located two hours away from the two main cities in Honduras: Tegucigalpa, the nation's capital and San Pedro Sula, the largest industrial center. Both major cities have international airports, with flights arriving daily from Canada and the United States.

LOCAL CLIMATE

The average annual temperature range in Siguatepeque is 18-30°C (65-85°F). As Siguatepeque is in a mountainous region, it does not have the typical tropical climate. During the “rainy” season, June through November, it is not constantly raining but you will want a water repellent jacket. From December through February, when the temperature dips occasionally down to 4°C (40°F) you will feel the cold more because there are no heating systems anywhere. Layered clothing works best on cold days, so bring a fleece, sweater, sweatshirt, long pants, socks, gloves, scarves etc. to wear.

The “dry” season is from February to May, with the hottest months being April and May. The temperatures peak at 32°C (95°F) but it is still relatively comfortable because of the low humidity. During these months you may not see any rain what-so-ever, leading to water shortages and poor air quality. Once the dry season begins, the temperatures during the day will average 28°C (82°F). Evenings can be cooler, and a sweater may be needed.

ACTIVITIES AND ENTERTAINMENT IN SIGUATEPEQUE

- There are various evangelical churches with Bible studies available
- Sports (both organized and recreational) – staff has access to soccer fields, volleyball/basketball court, and a pool.
- Restaurants (Mexican, Chinese, fast food, Italian, and local cuisine)
- Movie Theatre
- Cultural Events (concerts, festivals, holiday celebrations, parades, and more)

COMMUNITY INVOLVEMENT

We recommend that you give yourself at least 2-3 months before committing to any involvement outside of school, as the first few months of adjustment can be difficult and there is a lot of planning and school-related work that must be a priority over any other commitments. Once you have learned to balance your work load, you may decide to become involved in one of the various community projects in Siguatepeque, including youth groups, camps, children’s homes and many others.

VISITORS

We encourage teachers to have family and friends visit, but this must not interfere with your teaching responsibilities. You may not miss any school days to accommodate your visitors. Take this into account when they are arranging their arrival and departure dates and transportation, as you will not be able to pick them up or drop them off at the airport on a school day. There are also opportunities for visitors to volunteer at the school. Please check with the English Program Coordinator before making any commitments to out-of-country visitors.

LANGUAGE ISSUES

One concern that many potential teachers express is that they do not speak any Spanish. Knowledge of Spanish is not a requirement to teach at our school, but it can be beneficial. We follow a language policy within the English classroom which is intended to support student language learning and does not require teachers to speak in Spanish.

Although some of the Spanish staff understands English, it is appreciated and shows respect to Hondurans if the English staff tries to speak Spanish with them. Our staff is very kind and understanding when an English speaker is trying to learn/speak Spanish. If there is something important to be communicated between Spanish and English staff there will always be a translator, if not present, then near by and willing to help. At any meetings there will always be translators, but if an English teacher and Spanish teacher are discussing small things they can always ask for someone to translate for them.

Outside of the classroom it can be daunting to not speak any of the local language. If possible, try to learn some Spanish before arriving in Honduras. Even a few basic phrases will make you feel more comfortable upon arrival. Check out your local bookstore for helpful CDs, books, dictionaries, etc. or a local community centre or college to enrol in a basic Spanish class. Once you arrive in Honduras, there are options for taking Spanish classes, if you are interested.

TRAVEL INFORMATION

Several major airlines have regular (weekly or daily) flights to Honduras. Please book flights into San Pedro Sula, as this airport is easier for us to access than the airport in Tegucigalpa. Some helpful travel websites to check out are:

- www.travelocity.com
- www.orbitz.com
- www.kayak.com
- www.expedia.com
- If you live in Canada, you can also contact Menno Travel (wendy@mennotvl.com) or Earth Trek Travel (darlene@etu.travel) as they both offer discounts for individuals who are buying flights to work for a non-profit organization.

Airlines that frequently fly to San Pedro Sula are American, Continental, Delta, TACA, and Spirit – be aware that each of these airlines have different connecting flight locations.

The set arrival date for the 2017-2018 school year is Friday, August 4th, 2017. The school provides transportation from the airport to the school on the set arrival day, but you must arrive at the airport in San Pedro Sula before 3pm. If you book a flight that arrives at night, you would have to stay in a hotel, as it is not safe to drive in Honduras at night. For the same reason, do not book your return flight departing from San Pedro Sula before noon.

Please do not purchase a one-way ticket as some airlines will not allow you into the country without a return flight. Most teachers decide to fly home during Christmas break and then purchase another flight from January to the end of the contract in June. Remember, the school only provides \$800 in flight reimbursement for your entire contract – this will likely not cover your flights if you choose to go home at Christmas.

Once your August flight has been booked, please email the English Program Assistant with your flight information including airline, flight number and arrival times. If you have questions about flights, please speak with the English Program Assistant.

CUSTOMS/VISAS WHEN YOU ARRIVE

On the airplane be sure to declare accurately what you are bringing into the country to avoid problems going through Customs. You will be given a piece of paper on the airplane which you will need to fill out with key information, such as your passport number, nationality, etc. Under "Travel Purpose", please check "Other". If asked for an explanation of "Other", you can explain that you are a missionary teacher at Escuela Bilingüe Siguatepeque. At that time you will also fill out a form to apply for a "tourist visa." After landing, as you go through Customs, this paper will be signed and stamped by the customs official, then stapled to your passport – be sure you don't lose it! Be sure to check that the customs official writes "90 dias" (90 days) on your sheet and not "30 dias".

If requested to provide an address, you can give:

Escuela Bilingüe Siguatepeque
Siguatepeque, Comayagua
2773-0107

BANKING/FINANCES

The local currency is lempiras. The exchange rate in February 2017 is approximately L23.50: \$1. Keep in mind that this can change very quickly throughout the year.

Please remember, you will receive your first cheque at the end of August. Bring along enough cash in USD to take you through the end of August (probably \$300 to be on the safe side). Honduran banks will not cash personal checks, nor will they accept American currency that is stained, torn, marked with ink, written on, etc.; check your currency before coming here. Bring some USD cash and a major credit card (VISA is the most commonly used). Make sure to let your bank and credit card companies know that you will be traveling/living in Honduras to avoid any problems with them. Canadian dollars, British Pounds or Euros cannot be used, and the banks give an extremely bad exchange rate for any currency but USD. **DO NOT BRING TRAVELLERS CHEQUES**; most places will not accept them.

GENERAL BANK INFORMATION

The best way to retrieve money here is to use an ATM card, although it depends on the bank machine and your bank how much you can take out at once (from \$250-\$500). Keep in mind that most banks charge about \$5/transaction. Make sure your card is approved for international use or it will not work. There are ATM's in most cities, including Siguatepeque. Check with the English Program Assistant about which ATMs are the best to use. PLUS, VISA, Electron systems are accepted. You will receive your personal bank's exchange rate of the day, and avoid long lines in the bank. Also, the majority of large grocery stores, hotels and larger restaurants will probably take a VISA or MasterCard.

CHEQUES

Each teacher receives a monthly cheque of approximately \$319 (L7500) in the local currency. You will have no trouble cashing these cheques at a bank in town with some form of ID (Passport or Driver's License). First year teachers do not open a local bank account, but instead cash their cheque. Cheques are available on the 25th or 26th of each month in the Accountant's office.

FLIGHT REIMBURSEMENT

Teachers are given a total of \$800 for flight reimbursement, spread out in four equal payments of \$200 at the end of each parcial. These funds are given through a cheque in lempiras, which can be cashed in the

same way as your monthly cheque. The parciais finish approximately at the end of October, mid-January, mid-March, and end of contract in late June.

RESIDENCY PROCESS

When you first arrive in Honduras, you will receive a Tourist Visa for 90 days (which the school can extend for 30 more days in Tegucigalpa). Once you arrive in Siguatepeque, the school will then begin the process of obtaining your residency. While the school will assist you with the visa process and the corresponding fees, it is important to recognize your role in this process. Please make sure to check that you have received 90 days upon arrival and communicate with the English Program Assistant when your 90 days are close to expiring (let the EPA know at least 2 weeks in advance of the expiry date). As well, you will be required to fill out certain forms for the residency process, which are your responsibility to complete and inform the EPA when you submit them. If you follow the instructions provided by the school related to residency process, and complete all responsibilities on time, the school will be responsible for the associated fees, but if you do not, you will be responsible for paying a fine in order to receive an extension of your Tourist Visa.

BUDGETING

Most of our teachers live on the financial support received from the school, but we encourage teachers to raise additional support (see LAM (CANADA)/UWM AFFILIATION) for more information. Below is information to give you an idea of the costs you may encounter while serving at our school and to help you plan your budget. The information below is just a guideline based on our teachers' spending from previous years, but will depend very much on the individual and their needs and spending.

Financial support received from CEE:

Monthly Cheque	\$319 (L7500)/month x 10 months = \$3190 (L75,000)
Housing Allowance	\$106 (L2500)/month
Flight Reimbursement	\$800 (L18,800)

Approximate monthly budget in Honduras:

Room & Board	\$115 (L2703)
Grocery	\$100
Eating out	\$20-70 (Eating on campus is about \$2.5/lunch, dinners out are \$3-12)
Water	\$1.50 per 5 gallon
Taxis	\$10-\$20 (\$1.25 one person one way)
Internet	\$25 or more, depending on the speed (divided by number of users)
Netflix/Cable	\$4-\$10 (Netflix (\$8), Cable (\$20) - divided by number of users)
Phone Minutes	\$5-\$20
Spanish Classes	\$0-32 (1.5 hours/week)
House Cleaning	\$5-\$15 (\$20-30 divided by number of people)
Travel	\$0-70
Tithe	

Total Monthly Costs \$155.50-\$323.50 plus tithing

Potential Yearly Expenses

Flight home at Christmas	\$400-\$1,200
Additional Aug/June flight cost	\$0-\$400 (above the \$800/year provided by CEE)
Private transportation back to airport	\$75-125 (\$75/trip split by number of passengers)
Class trips	\$25-150 (depending on the grade)
Cell Phone	\$25
Home furnishings	\$20-50

Propane for stove	\$0-40
Money to use on classroom	\$50-\$200
Immunizations/Medication	\$50-\$300
Passport	\$0-\$150
Police check	\$0-\$25
University transcript	\$0-\$15
Dentist checkup in Honduras	\$25 for cleaning, \$20 for filling cavities
Money for health coverage	\$300-\$3000
Storage unit in North America	\$0-\$700
<i>Total Additional Yearly Expenses</i>	<i>\$615-\$6425</i>

TAXES

According to the Honduran government, the amount teachers are paid each month is not considered salary, but an “ofrenda” or an offering to help cover living expenses. The school does not provide any type of documentation regarding this (equivalent of a T-4 in Canada and W-2 in the U.S.) because it is not considered salary. Please check with a tax professional to make sure whether or not you need to pay taxes in your home country on the money received from the school.

LAM (CANADA)/UWM AFFILIATION

In 2010, the school became an associate ministry of Latin America Mission (Canada) (LAM Canada). Through this association, teachers have the option to raise support for their time at CEE. We encourage teachers to ask their churches, family and friends to support them financially and through prayer during their time serving at CEE. This support is in addition to the monthly amount you receive from the school, and while it is not required, many teachers have found this additional support is very helpful and allows their family and friends to be more involved in their ministry. It is intended for teachers who would like to have extra funds for personal and school use, such as attending conferences, additional flight costs and purchasing school supplies. There are different options available so please contact the English Program Coordinator for more information and begin to talk to your family and friends about this opportunity to be involved.

ACCOMODATION

The school provides housing for all teachers, including basic utilities (water and electricity). The school offers teachers 3 potential options for housing:

1. **Live with a Honduran family, food included.** If you decide to live with a family with food included, the school will take 2000 lempiras each month from your cheque to give to the family to cover the costs of buying and preparing your meals. Your monthly cheque then will be L 5, 255.
2. **Live with a Honduran family, no food included.** In this case, you would buy and prepare your own food, making an arrangement to share the kitchen with the family.
3. **Live in an apartment shared with other teachers.** If you would rather live with other teachers, we will do our best to arrange for a shared apartment. Again, in this case, you would buy and prepare your own food. The school will provide basic furnishings for the apartment as well.

In each case, accommodations will be arranged on a yearly basis in discussion with each teacher.

SPOUSES AND FAMILIES

We have had teachers that have moved to Honduras with their families in the past, some with school aged children and some younger. Here are some things to consider when moving with a spouse and/or children.

If the children are not of school age, remember that there are no daycare centers, so finding a nanny would be the only option. If children are of school age, there is a possibility of them attending our school with a 50% discount on tuition. However, since our school is bilingual the children could attend English classes, but we often look for Spanish tutors and ease children into Spanish classrooms. Parents would need to pay for the tutor, as well as tuition to be in the English program, books, and uniform costs. If you have any questions about school costs for your children, please ask the English Program Assistant.

Our school provides accommodations with local families for single teachers, but this may not be suitable for a married couple, especially with children. In this case, the school normally provides an equivalent amount of money which can be used to offset the cost of renting a home or apartment.

Another thing to consider is that the school health care will only cover the teacher and not the teacher's family. There is an insurance plan that the school offers to students, and parents can pay to join that plan if they are interested. This insurance would help cover doctor visits and medicine, but nothing major. It is highly recommended that if you plan to come to Honduras with your family you have international insurance coverage. Refer to the Healthcare section below for more information about international health coverage.

COMMUNICATION

INTERNET

Free Wireless Internet access is available at the school so teachers can access the Internet through their own laptops after school hours.

CELL/MOBILE PHONES

Cell phones are very popular and affordable in Honduras. It usually will cost about \$25 for a basic phone. You can purchase recharge cards for different amounts, depending on how much you use your phone. Previous teachers recommend downloading these apps for international communication: MagicJack (calling), GoogleVoice (texting), Whatsapp (texting), FaceTime, and Skype.

CLOTHING

Teachers are expected to dress appropriately, professionally, tastefully and conservatively in and outside of school. The most important thing in dressing is modesty as in general, Hondurans are pretty conservative-dressers but more so within the Christian community. Be aware of your position in a leader within the Christian community – remember that the way you dress outside of school is a direct reflection on the school and your walk with Christ. Please avoid wearing short shorts or skirts and tight and/or revealing clothing; ask the English Program Coordinator if you have any questions.

SCHOOL DRESS CODE

For women, shirts (sleeveless are O.K. if modest and not spaghetti-strap), sweaters, dresses, skirts, dress pants, capris, nice khakis, and dressy long shorts (knee length), are proper classroom attire. Shoes or dressy sandals may be worn. Please avoid anything tight, short, or low-cut. Remember, there will be instances where you will be swimming with students; bring a modest bathing suit (one-piece or tankini that covers your stomach).

For male teachers, polos, button-down shirts, dress pants, and casual pants (khakis) are appropriate. Dress and casual shoes are appropriate. Men should bring along at least one suit and tie for special occasions. This being said, most men do not wear a jacket or tie to church.

For Physical Education teachers, most athletic wear is fine. Shorts are acceptable as long as they are long athletic shorts (knee length). Traditionally, women haven't been very involved in sports in Honduras, so there is not a big selection of athletic wear here in Sigua; bring what you need. Sunscreen and hats are highly recommended for PE teachers because you'll be out in the sun most of the day.

In general, teachers should avoid wearing jeans in the classroom. Friday is "Casual Day" for the staff, so teachers are welcome to wear nice jeans. Please avoid T-shirts, spaghetti-strap tank tops, halter tops, short shorts, clothing with ads or slogans, and yoga pants. Sneakers, sweats and baseball caps are only acceptable to be worn during P.E. classes.

Tattoos and Piercing

Both tattoos and piercing are not as widely accepted in Honduras and especially Siguatepeque. It is a more conservative culture and for that reason, tattoos and excessive piercing are usually associated with gangs. Highly visible tattoos and piercing other than ear lobes (and any piercings for men) are prohibited by the school. For questions about this, speak with the English Program Coordinator.

PACKING GUIDELINES

Most basic essentials are available in Siguatepeque and/or Honduras. Some items tend to be more expensive than in your home country and often are poorer quality. Also, during your first two weeks here you will be very busy between meetings at school and planning for your classes. There will not be a lot of time to run around buying things. Try to pack the basics you would need for your first month, to help ease the transition to life in Honduras.

WHAT TO BRING

Please keep in mind that this is not an exhaustive list.

PAPERWORK

- Drivers License or another form of identification
- Passport & 2-3 copies (must be valid for the entire time of your contract)
- Copy of Birth Certificate
- Original Police Record (issued within the past 6 months)
- Copy of your University Degree/Diploma and Transcript
- 2 Pictures (passport size)
- Copy of immunization record
- Copy of all credit cards, IDs, insurance cards, etc. that you bring with you

CLOTHING

- **School clothes:** outlined above.
- **Casual clothes:** around town, travel and church.
- **Athletic Apparel:** different clothing and shoes for sporting activities.
- **Warm clothing:** sweater, jeans, jacket or fleece, closed toe shoes and warm socks. It will probably be cooler than you are expecting during certain times of the year. Some people may even need scarves, gloves, and hats (toques) depending on their tolerance for cold.

- **Beach clothing:** for trips. Bathing suit, shorts and sandals are ideal. Sunglasses and hats recommended.
- **Formal clothes:** at the end of the year many teachers will attend at least one graduation. Nice dresses for women and a suit for men are acceptable.
- **Shoes** for different activities. Bring running shoes, dress shoes, sandals, rain shoes or boots, and hiking boots.
- **Pajamas**
- **Underwear, Socks, Nylons, Tights, Leggings**
- **Rain Jacket and/or Wind breaker**

TOILETRIES

All of the following are available in Honduras but if you are particular about a specific or expensive brand, bring it with you.

- **Toiletries** – deodorant, soap (body and face), shampoo, conditioner, toothbrush, toothpaste, shaving items, nail clippers, nail files, make up, sunscreen, and bug spray with deet.
 - **Tampons** – bring a year’s supply
 - **Contacts** – bring extra pairs, an extra bottle of solution as it is expensive to buy locally, and glasses.
- **Hair dryer or Straightener/Curler**
- **Medications:** you will be able to find most prescriptions at the hospital pharmacy or in one of the larger cities, but probably under the generic name.
- **Basic health supplies** - Imodium, aspirin (or equivalent), Pepto Bismol tablets, multivitamin, Polysporin cream, Benadryl, and motion sickness medication.

LINENS

Check with school first for availability of provided linens and size of beds. Bring a towel, washcloth, sheets, pillow, pillowcase, and a sleeping bag or blanket.

ELECTRONICS

- **Laptop** – All teachers MUST bring a laptop to use for work purposes.
- **Flashlight and batteries**
- **Alarm clock** with battery backup as the electricity goes out periodically.
- **Two Prong to Three Prong Adapters**
- **Surge-protected powerbar** - power surges are common. The voltage here is 110V, therefore appliances from North America will work, but electrical goods from Europe will need an adapter.
- **Camera, MP3 Player, External hard drive, Flash drive/USB**
- **Portable, battery powered speakers**

PERSONAL

- **Small day pack/Laptop Case/Backpack**
- **Money** - see Banking/Finances section
- **Bible, English books, and movies**
- **Calendar/day planner**
- **Specific foods** that you can’t buy or are very expensive in Honduras (health foods, curry paste, Swiss Chalet sauce, maple syrup, and candy etc.).
- **Photos**

- **Journal and/or stationary**
- **Inexpensive watch**
- **Water bottle** with a wide rim top.
- **Sports equipment** – anything you will or do use regularly (ex. Swimming goggles). The school has things like soccer balls, basketballs, Frisbees, volleyballs.

SCHOOL SUPPLIES

- **Basic teaching supplies/desk supplies** for personal use and to help you get started.
 - **Grade Book / Lesson Plan Book**
 - **Blue Painter’s Tape / Strong Sticky Tack**
 - **Classroom decorations** – this will vary by grade level, talk to the English Program Coordinator.

Available at School

The following items are available in the Administrative Assistant office for teachers to use in their classrooms.

- | | | |
|---------------------|---------------------|-----------------------|
| ● Binding for books | ● Paper Clips | ● White Board Eraser |
| ● Contact Paper | ● Pencils and Pens | ● White Board Markers |
| ● Fasteners | ● Permanent Markers | ● White Envelopes |
| ● Lined Paper | ● Poster Paper | ● White Printer Paper |
| ● Manila Envelopes | ● Staples | |
| ● Manila Folders | ● Tape | |

Make sure to check with your specific airline regarding luggage regulations, as the rules change regularly. As well, depending on the airline, you may need to pay for checked baggage or you may have the option of bringing extra baggage for an additional fee. If you anticipate having a bit of extra space in your luggage, please let us know as we may ask you to bring things specifically for the school or for others already serving here.

SHIPPING INFORMATION

While some people find they can fit all they need in their suitcases, others choose to ship items to Honduras. A number of individuals have used the following shipping company, based out of Miami, Florida. You can mail to their Miami address, and then they will send your items on in a container to Honduras. It normally takes 2-3 weeks to arrive. Be sure to closely follow the specific shipping instructions below.

Please make sure that you let someone know at the school that you are shipping things and also make arrangements for your payment to the company. When the package arrives, you will pay a price per pound. If you have questions, please contact the English Program Assistant.

Rapido Cargo

Rapido Cargo (Fast Transport)

2154 NW Court

Miami, FL 33142

US Phone: (305) 631-0686

Email: rapidocargo@bellsouth.net

Honduras office phone: (504) 2771-8973

Delivery Cell Phone: 9909-2477

Shipping Directions:

- Attach an envelope to the outside of box with clear tape
- Write on the envelope, "Forwarding Instructions"
- Inside your envelope include:
(Your Name)
Escuela Bilingue Siguatepeque
011-504- (cell phone # or school telephone #)

Note: you will have to pay postage to send it to Florida and shipping cost to send it to Honduras. You can either pay for the shipping in Florida or when the package arrives in Honduras.

Dip Shipping

A shipping company based out of Florida, with offices in Atlanta and New Orleans. They will ship and deliver your package to school. It costs \$2.60 per pound, up to 12 pounds or \$0.75 for 13 pounds and up. For more information, you can look at their website: www.dipshipping.com.

Regular Mail

While we would not recommend sending large packages in the regular mail, you can send and receive letters and small packages. This takes between 2 weeks to 8 weeks to arrive. Regular mail can be received at the school address:

(Your Name)
Escuela Bilingue Siguatepeque
Apartado Postal No. 52
Siguatepeque, Comayagua
Honduras

HEALTH

GENERAL INFORMATION

Since you will be in a foreign country and an unfamiliar environment, it is important to remember that some precautions must be taken in order to remain healthy. Visitors in foreign countries generally experience some form of "travel sickness". In adjusting to differences in climate, diet, altitude and bacterial flora, some people experience diarrhea, sometimes accompanied by nausea, fever and muscle aches. When it does happen it can be very uncomfortable and inconvenient but usually only lasts 24 to 48 hours. Expect to experience some stomach discomfort, and rejoice if you don't. Drinking lots of water –8 glasses per day – will help greatly, especially in combating the dehydrating effects of higher altitudes which is the main cause of headaches.

INSURANCE

We strongly encourage you to consider purchasing out-of-country health insurance to cover any serious medical emergency that may occur. The school covers basic health care at our local hospital, Hospital Evangélico. This plan covers general doctor appointments and medication. Additional coverage for appointments with specialists or for hospitalization is dealt with on a case-by-case basis, at the discretion of the administration. Should you require more care than what this hospital can give, you would have to be transported to a private hospital in Tegucigalpa or flown home. Be sure that your medical insurance covers these expenses, as the school's basic health coverage plan does NOT cover them.

POTENTIAL INSURANCE COMPANIES

<p>For Canadian Citizens</p> <p>TIC Travel Insurance Coordinators #1200 - 438 University Ave. Toronto, ON M5G 2K8 Canada Telephone 416-340-1980 Toll-free 1-800-670-4426 Fax 416-340-2707 http://www.travelinsurance.ca/</p> <p>Cooperators 130 Macdonell Street Guelph, ON N1H 6P8 Toll-free 1-877-545-2667 Fax 1-866-222-4947 www.cooperators.ca</p>	<p>For U.S. Citizens</p> <p>International Medical Group, Inc. 2960 N. Meridian St. Indianapolis, IN 46208 USA Telephone: 317-655-4500 or 800-628-4664 Fax: 317-655-4505 www.imglobal.com</p> <p>Travel Assist Network 1001 South Capital of Texas HWY Austin, TX 78746 Tel: 512-330-0306 Fax: 512-330-0197 www.TravelAssistNetwork.com</p> <p>Samaritan Ministries P.O. Box 3618 Peoria, IL 61612 Inquiry: 888-268-4377 Members: 877-764-2426 E-mail: smchcn@smchcn.net http://www.samaritanministries.org/</p>
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For Canadian residents, you will need to extend your healthcare coverage while on contract here to avoid the three month wait when you return to Canada. For continuous OHIP (or other provincial) coverage, visit your district Ministry of Health office with your I.D. e.g. Passport, driver's license, extra ID to prove residency and current OHIP card. The regulations permit coverage for anyone out of the country for up to 2 years. After two years you will lose your healthcare benefits and will need to reside in Canada for six months before regaining benefits. Upon returning, you must reapply to continue your benefits.

IMMUNIZATIONS

Schedule an appointment with your regular doctor or medical travel clinic to receive up-to-date immunization recommendations for Honduras. Once you have confirmed your decision to join our staff, this should be one of the first things that you do, as the process can take a few months, depending on the shot. Be sure that your regular immunizations are up-to-date; especially tetanus, Hepatitis A, and Hepatitis B. If you've had these shots in the past, check to see whether or not any of them need to be repeated.

Siguatpeque is not in a malaria, cholera or typhoid area, but malaria does exist in the coastal areas, especially in the region of the north-east coast. Dengue Fever is also prevalent in Honduras during the rainy season. Travellers are reminded to ensure that their routine (childhood) immunizations (e.g., tetanus, diphtheria, polio, and measles) are up to date.

WATER

There is no potable water from municipal systems in the entire country. Don't drink from the tap! Bottled water is very inexpensive and large jugs of water are usually purchased to be used as drinking water. This usually costs about 30 lempiras or about \$1.50.

CULTURAL SENSITIVITY

During your time here you will notice the cultural differences, both at the school and in your interactions within the community. As a missionary teacher, all English teachers are expected to be respectful of everyone they come in contact with as a representative of the school. Often, you will see differences in the English and Spanish programs at the school, or between the school and education in your home country, and teachers are expected to act maturely and respectfully in how they handle these differences.

A philosophy for relating to the Honduran culture

One of the aspects of working in a developing country, which is likely to incite a great deal of discussion, is just how much one should try to "fit in". This question has bearing on the clothes you will wear, the food you will eat, even the volume of your conversation! Here are some basic operational principles that will help you relate well to the Hondurans.

- **You are guests** - When you are working at the school, you are working at the invitation of the Board of Directors and the School Administrative team. Be as sensitive to your role as guest. If nationals are offended by your actions, change your behavior.
- **You are there to learn, not to teach** - You will undoubtedly run across procedures that you feel are inefficient, or attitudes that you find closed-minded. Resist the temptation to inform you hosts "how we do things". Ask yourself why the community operates that way: What is the benefit? Be open to learning that other methods and ideas may have merit that is not readily apparent to a foreigner's eyes.
- **You must respect the Honduran view of Christianity** - It is important to recognize that Christianity has many faces throughout the world, and that the purpose of your trip is to witness and experience faith lived out in a new setting. One of the keys to effective cross-cultural ministry is to identify those aspects of Christianity, which transcend cultural trappings. Here in Honduras, you will find the evangelical church generally conservative and legalistic. It is important to understand the difference between cultural Christianity (that which is influenced by one's own culture) and the Christian culture (that which is defined by Christ).

GENERAL CULTURAL DIFFERENCES

Your ability to adapt yourself to a new culture will have a great effect on your attitude and your ministry. Your ability to perceive and respond differently to cultural signals will determine the positive or negative outcome of your time here, experientially, relationally, and spiritually.

- Common greetings are different (kiss on the cheek between women, pat on the arm between men and women). It is common to have less personal space than you are used to.
- Confrontation will not be received well and could potentially destroy friendships.
- You will not be confronted like you are used to.
- It is expected that you will ask if you need something rather than wait to be offered assistance.
- Time is a fluid concept - this encompasses all aspects of life, plans will change frequently.
- Efficiency is not valued as highly as it is in North America, this will show up in many different ways.

It is important to recognize these cultural differences; not as better or worse than what you are used to but as different.

SAFETY AND SECURITY

The crime rate in Honduras is high, especially in the large cities. Fortunately, Siguatepeque is considered one of the safest areas in the country, but common sense is your best defense. We go over some basic rules when you arrive in the country so you can avoid being a victim.

This is not meant to alarm you unduly but to simply make you aware of the situation here in Honduras. It is a country where there is a great disparity between the rich and poor, and crime is a problem. Theft from cars and homes is a concern, but if you are aware of certain situations the likelihood of a problem is reduced. You will see that most homes have burglar bars and barbed wire to protect the doors and windows.

PERSONAL SECURITY TIPS

- Do not walk at night
- Avoid going out alone
- Always be aware of your surroundings
- Lock your doors and windows before you go to bed
- Do not carry large amounts of cash
- Do not overdress, and avoid wearing flashy jewelry
- Be wary of “bargains” offered by persons on the street
- Avoid using ATM machines at night