



Siguatepeque Bilingual Christian School
Siguatepeque, Honduras
Central America
www.ceehonduras.com
(Updated July 2011)



Dear Prospective Staff Member,

Welcome to Siguatepeque Bilingual Christian School!

We want to thank you for your interest in our school. We are very proud of our institution – our students and our staff. Our mission is to “facilitate the transmission of knowledge, values, and attitudes through a transforming education based on the Word of God”.

The following Teacher Handbook is designed to provide you with important information that you need to know before arriving in Honduras. There is a lot of information contained in the following pages. You don’t have to read it all at once! We recommend that you read it over carefully and we will expect you to know the information before arriving in the country. We also anticipate your questions in response and look forward to answering them.

Please take special note of the sections “Your Role - Missionary Teacher” (pg. 4) and “Cultural Sensitivity” (pg. 36). While working in Honduras, you are an invited guest and it is very important that you come with an attitude to serve. This section will help you in considering this important and sensitive role and how you can begin to prepare yourself before stepping on the plane.

This edition of the Teacher Handbook is not the final edition. The handbook will be revised and added to throughout the year at the discretion of the English Program Coordinator. Teachers are expected to familiarize themselves with all revisions, and follow all instructions provided. An electronic copy of the Handbook and the Appendix will be available through the school year in DropBox.

We trust this package will be helpful as you consider joining our team and prepare yourself to move to join our ministry in Honduras. We know it will be an experience that you will change your life forever!

We look forward to hearing from you!

Blessings,

Esther Bettney, B.A., B.Ed., OCT
English Program Coordinator
Siguatepeque Bilingual Christian School
Siguatepeque, Honduras

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WHO WE ARE

HISTORY

In 1990, a group of Christian Honduran parents gathered to discuss their dream to start a Christian Educational Community (CEE) in Siguatepeque, Honduras. The dream became a reality when Siguatepeque Bilingual Christian School began with 13 students in Grades 1 and 2.

Today, our school offers a complete elementary and secondary education to approximately 230 students, from Junior Kindergarten to Grade 11. We are accredited by the Honduran Ministry of Education and are a non-profit organization. Our staff is made of up both Honduran nationals, as well as international teachers from different countries. Our school continues to grow in its commitment to strengthen Honduran students through an education based on God's word.

MISSION

To facilitate the transmission of knowledge, values, and attitudes through a transforming education based on the Word of God.

PHILOSOPHY

Every institution needs a fundamental philosophy that supports its purposes and objectives. We believe that all true wisdom and knowledge have their origin in God who reveals Himself through

His Word. For this reason, the Bible is our basis and authority for each subject and its principles are integrated into each subject.

We also strongly believe that the home is the most important avenue of learning and the school reinforces the principles taught at home. We promote a partnership between home and school for the well-being and development of each student.

OUR GOALS

- To encourage the growth of citizens who love God and their country; and that are conscious of their responsibilities and rights; and with a profound feeling of responsibility and respect for the human race.
- To contribute to the formation of each student's personality through solid, ethical principles in accordance with Biblical teaching.
- To stimulate the practice of a solid Christian conscience that desires justice and peace at individual, national, and world levels.
- To strive for an education that appreciates and responsibly uses nature, science, and technology for the integral development of the nation.

OUR FAITH

- We believe in the Triune God - Father, Son and Holy Spirit.
- We believe in God, the Creator.
- We believe in Jesus Christ, the only Saviour, who died for our sins, and rose again to give us grace to inherit eternal life.
- We believe in the Holy Spirit, who indwells believers and guides and comforts us until the return of Jesus.
- We believe that the Bible is the inspired Word of God. It is inerrant and infallible in all of the areas it addresses.

OUR NAME

In Spanish, the official school name is “Comunidad Educativa Evangelica” or CEE. In English, this translates to Evangelical Educational Community. This name in Spanish includes all 3 areas of the school (kindergarten, elementary & secondary). In Spanish, kinder/prepa is called Jardin and is equivalent to JK/SK or pre-K/kindergarten. The elementary school in Spanish is called Escuela and includes grades 1-6. The secondary school in Spanish is called Instituto or Colegio and includes grades 7-11. In English, we refer to the school as “Siguatpeque Bilingual Christian School”. CEE & Siguatpeque Bilingual Christian School are used interchangeably.

LEADERSHIP MODEL

As a non-profit private organization, our school does not have an owner. Instead, CEE is led by a Board of Directors. The board members are normally parents of students at the school or other community members. The Board of Directors gives overall direction to the Administrative Committee. The Administrative Committee consists of the Area Directors (Jardin, Escuela, Colegio), the English Program Coordinator and the Administrator. The Area Directors hold legal responsibility for their Academic Areas in both Spanish and English. The English Program

Coordinator works together with the Area Directors to provide leadership and make decisions regarding the English Programs in the 3 Academic Areas (Jardin, Escuela, Colegio).

While Spanish teachers are accountable directly to their Area Directors, English teachers are accountable to both their Area Directors and the English Program Coordinator. On a daily basis, the English Program Coordinator provides direct guidance and support to the English teachers, in consultation with the Area Directors, Administrator and Board of Directors.

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. As a missionary, 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, all staff must be an active participant in a local church, as well as be part of a small group Bible study. Teachers should attend their church every weekend that they are in Siguatepeque. Regardless of your level of Spanish, your commitment to a local church demonstrates your desire to enter into Christian community in Honduras. Teachers are not required to attend a specific church in Siguatepeque, and they may choose the evangelical church in which they feel most comfortable.

In order to encourage a healthy Christian community, all CEE missionary teachers must avoid a culture of gossip, either within or outside the school. When a conflict arises, teachers are expected to deal with by following Biblical principles, as well as following the hierarchy established by the school’s leadership model. Teachers should avoid discussing the conflict with others, but instead should go directly to the people involved. At times, while serving in a cross-cultural environment, teachers will need someone to discuss their frustrations as they learn to adapt. In this case, teachers are encouraged to find someone they trust that is outside of the school (and ideally outside of the country) that they can share with who will provide godly advice, and will not share the information with others.

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.

As a teacher, you are required to fulfill a number of responsibilities to standards set by the school. As a teacher at CEE, you also have certain legal responsibilities pertaining to the accreditation of CEE with the Honduran Ministry of Education. These responsibilities include but are not limited to those outlined in this handbook, in the English Teachers' Contract, in orientation and staff meetings, school memos and emails, etc. You are expected to take all of your responsibilities seriously and complete them punctually and with an attitude that reflects your commitment to Christ and to CEE.

As a professional, teachers are expected to take advantage of any opportunities for professional development offered by the school or in Honduras as a whole. 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 various meetings on a regular basis. As professionals, 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.

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, and is essential to be 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!

Please see the English Teachers' Contract for further explanation of the responsibilities and obligations associated with your role as a missionary teacher at CEE.

FACTS ABOUT HONDURAS

STATISTICS	Honduras	Canada	United Kingdom	United States
Population	7,060,000	32,800,000	60,400,000	295,000,000
Relative Size	112,491 Km ²	2x size of NS	Size of England	Comparable to TN
Age Distribution 0-14 yrs	41% of population	17.9 %	17.7	20.6
Literacy (%)	76	97	99	97
Unemployment (%)	40	7	4.8	5.5
GDP / Capita	\$2,800	\$31,500	\$29,600	\$40,100
AIDS / HIV % of pop	1.8	0.3	0.2	0.6
Life expectancy (years)	65.6	80.1	78.4	77.7

Religion	R.C. 97% Protestant 3%	R.C. 46% Protestant 36%	R.C. NA% Protestant NA%	R.C. 24% Protestant 52%
Below Poverty (%)		NA	17	12

MORE INFORMATION

You can also visit <https://www.cia.gov/library/publications/the-world-factbook/geos/ho.html>, the CIA World Factbook, as it contains more general information on Honduras.

ABOUT 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 60,000 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

Siguatepeque

LOCAL CLIMATE

The average annual temperature range in Siguatepeque is 18-30°C (65-85°F). During the “rainy” season (not constantly raining, however) – June through November – you may want a lightweight, water repellent jacket or parka. From December through February, when the temperature dips occasionally down to 8°C (40°F), you may feel chilly because houses have no central heat. Layered clothing works best on cooler days, so bring a fleece, sweater, sweatshirt, etc. to wear under a windbreaker.

The “dry” season is from February to May, with the hottest months being April and May, with temperatures reaching a peak of 32°C (95°F) but it is still relatively comfortable because of the low humidity. This means that you may not see any rain what-so-ever for these three months, 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 will be needed.

The lower the elevation, the warmer it will be. Beach temperatures in the middle of the day can be

up to 35°C (95°F), with humidity. The sun is extremely strong, so sunscreen is a must. Please see the “What to Bring” section for more information on suitable clothing for the different seasons.

TRAVEL INFORMATION

For each school year, the school provides a travel allowance of \$800 USD to cover one return flight from your home country to Honduras and back at the end of your contract. This amount should be sufficient if you look in advance for flights and search for the best prices available. You will receive the equivalent of \$800 paid in local currency (Lempiras) in 4 installments spread out throughout the school year at the end of each quarter when you receive your “Parcial Solvencia”.

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 (the capital city of Honduras). Some possible airlines to check out are:

- American www.aa.com
- Continental www.continental.com
- Delta www.delta.com
- TACA www.taca.com
- Spirit www.spirit.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.

Please do not book a flight until we have confirmed the set arrival date for all teachers. It is much easier for all teachers to arrive on the same day, so your flight must be coordinated with the other foreign teachers. **The set arrival date for the 2011-2012 school year is Wednesday, August 10th, 2011.** The school provides transportation from the airport to the school on arrival day, but you must arrive at the airport in San Pedro Sula before 3pm. If you book a flight that arrives in the night (ie. the night before the set arrival date), you would have to stay in a guesthouse or hotel, as it is not safe to drive in Honduras at night. There is a shuttle going from the airport to a hotel, but it is definitely easier if you can arrive in the day. All teachers arriving on August 10th, must arrive before 3pm.

Please DO NOT purchase a 1 way ticket as it is more of a problem than a benefit. Some teachers decide to purchase a return flight for December to spend Christmas in their home country, and then purchase another flight from January to the end of the contract in June. Please remember the school only provides \$800/year toward flight costs, so any additional costs must be paid by the teacher. All other flights and transportation to/from the airport are the responsibility of the teacher (ie. Christmas holiday, Easter/Semana Santa holiday, etc)

The date of your return flight **must be after** the completion date of your contract, which is Saturday, June 23rd 2012 for the 2011-2012 school year. All teachers **must remain** in Honduras until Sunday, June 24th, 2012 in order to complete their contract.

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

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 (see Appendix) which you will need to fill out with key information, such as your passport #, 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 the Siguatepeque Bilingual Christian School. 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

LIFE IN SIGUATEPEQUE

While a great deal of your time will be filled with the responsibilities (and joys!) of teaching, you will find some time during the weekends and weeknights to enjoy life in Siguatepeque. Below are some of the opportunities that exist for life outside of the classroom! See the Appendix for things to do in Siguatepeque.

CHURCH

Being part of a local evangelical church is mandatory for all teachers, though teachers are free to choose whichever church they would like to attend. While it may be different from your previous church experiences, it is important to find a place for regular spiritual growth and fellowship. There are a number of evangelical churches to choose from in Siguatepeque, and you may want to visit a few before choosing one to become your church home. All teachers are expected to attend their chosen church any weekends that they are in Siguatepeque.

BIBLE STUDY

Teachers also are required to regularly attend a small group Bible Study to become connected to a spiritual community for support and accountability. Teachers may choose whichever small group fits them best, from a weekly English Bible Study, to a staff group at the school or a Spanish Bible Study at one of the local churches.

SPORTS

There are many opportunities to be involved in sports, if you’re interested. Soccer or “football” is the major sport in Honduras and there are lots of opportunities to play. There is also access to basketball, volleyball and tennis courts. As well, there’s a wonderful pool just down the street from the school, with very reasonable rates. There are a couple of gyms in town as well.

AROUND TOWN

There are lots of different restaurants to choose from in Siguatepeque, from Mexican to Chinese to a local Steakhouse. There are also a few coffee shops to relax in. There is also a movie theatre that shows fairly new movies in Spanish – great for language practice!

CULTURAL EVENTS

Depending on the time of year, there are various cultural events in Siguatepeque. These include concerts, festivals, holiday celebrations, marches and much more!

COMMUNITY INVOLVEMENT

We recommend that you give yourself at least 5-6 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. Teachers must remember their primary commitment is to the school and must prioritize those responsibilities before becoming involved in any other projects or ministries.

SCHOOL INFORMATION

Our school is split into 3 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. Depending on the grade level, students take some subjects in English (i.e. Phys Ed, Science, English Language) and some subjects in Spanish (i.e. Geography, Math, Computers). 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 (ie. Canada, England, U.S.A, etc.).

Our average class size is approximately 18 students. Normally, our maximum class size is 25 students, though on occasion we have had 26 students if a student will not be at the school for the entire year.

For each of the sections above, separate information sheets have been written to explain specific details related only to that section. Please make sure to read the sheet for the section(s) that you will be teaching in, as they contain very important information.

KINDERGARTEN/PREPATORIA- JARDIN BILINGUE SIGUATEPEQUE

Our kindergarten program is offered to children ages 4-5. At this age, most of the students begin school without speaking any English. English is taught to these children in a playful manner, including rhymes, songs, games, story-telling, etc. We use Pearson Education's "Pockets 2" in Kindergarten and their "Pockets 3" in Prepa. We also use the Jolly Phonics program to begin teaching students the sounds of the alphabet.

ELEMENTARY SCHOOL- ESCUELA BILINGUE SIGUATEPEQUE

The elementary School Program at is offered to students in grades 1-6. Our students spend approximately half of their day with their Spanish teacher and half of their day with their English teacher.

In English, students receive the following classes: Language, Reading, Spelling and Science. In Language class, we use McGraw Hill's "MegaFlash Plus" program. In Reading, we continue using the Jolly Phonics in Grades 1 and 2, as well as the A-Z Reading Program. v We also use Harcourt's "Moving into English Program". We use the Balanced Literacy Model to structure our reading time as well. In Science, we use the McGraw Hill's "Blue Planet – English Through Science", supplemented with various other Science textbooks.

SECONDARY SCHOOL - INSTITUTO BILINGUE SIGUATEPEQUE

Our secondary students receive the following classes in English:

- Gr. 7 – English, Spelling, Conversation, Science, Physical Education, Home Economics, Art
- Gr. 8 – English, Spelling, Conversation, Science, Physical Education, Home Economics, Art
- Gr. 9 – English, Spelling, Conversation, Science, Physical Education, Home Economics
- Gr. 10 – English, Physical Education, Psychology, Conversation
- Gr. 11 - English, Physical Education, Philosophy, History, Conversation

*See the level specific information for the number of each class per week

DAILY SCHEDULE - see Appendix for example daily/bell schedules for each level

7:25	Teachers arrive at school
7:30	Classes Begin
12:00	Kindergarten Dismissal
2:15	Elementary Dismissal
2:30	Secondary Dismissal

SAMPLE YEARLY CALENDAR

The following are the important dates for the 2011-2012 school year:

Foreign Teacher Airport Pick-Up Date	Aug. 10 th , 2011
Teacher Orientation	Aug. 11 th -23 rd , 2011
First Day of Classes	Aug. 24 th , 2011
Christmas Holidays	Dec. 17 th , 2011 – Jan. 3 rd , 2012
Easter Holidays	April 2 nd -6 th , 2012
Final Day of Classes	May 25 th , 2012
Exams/End-of-Year Project	May 28 th – June 23 rd , 2012
Completion of Teacher Contract	June 23 rd , 2012 (Saturday)
1 st day for flights to leave Honduras	June 24 th , 2012 (Sunday)

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

ENGLISH TEACHER RESPONSIBILITIES

Workings Hours

Class hours are 7:25-2:15(elementary) or 7:25-2:30 (secondary) every day and teachers are expected to work this entire time, except for school-approved breaks (i.e. recess, lunch). Many weekdays, there will be after-school responsibilities such as gate duty, reforziamento (after-school help sessions), staff meetings, etc., and this must be a first priority for teachers, before making any other commitments after class time.

Any non-class time during working hours should be used to prepare for classes, mark papers, check work email, update Engrade marks, etc. For this reason, teachers should not be watching television, checking Facebook, etc. except during their lunch break. Teachers are encouraged to be good stewards of the time that God has given them and to use it wisely.

To leave the school during working hours for work-purposes, you must request permission from the English Program Coordinator. (This does not include school-related class activities, such as field trips unless they affect your other classes.) Any non-work related appointments must be scheduled outside of working hours.

Teacher Responsibilities

The following is a short list of other teacher responsibilities. Please keep in mind this is **NOT** an exhaustive list.

- Work from 7:25am to 2:15/2:30pm (end time depends on grade teaching) on school related work (breaks during recess & lunch)
- After-school help sessions (reforziamento) for students 2x/week (kindergarten and elementary)
- Lunch and after-school help sessions (reforziamento) for students 1 each/week (secondary)
- Lunchtime and recess student supervision (elementary)
- Prepare written Parcial (quarter) and weekly lesson plans, and government plans (for secondary teachers only), to be turn into the English Program Coordinator for review and revision
- Ensure all students have the required books.
- Make sure the books are used properly and kept well.
- Ask questions to ensure students are learning.
- Teach lessons according to lesson plan and needs of the class, keeping objectives in mind, based off curriculum.
- Create worksheets, quizzes, tests, exams and marking rubrics related to assignments
- Give suitable homework and assignments.
- Communicate with parents when needed.
- Maintain good discipline in class following the school code of conduct.
- Complete report cards, including comments for students.
- Assess students' learning regularly through various methods.
- Actively participate in meetings (staff, parent, English program, etc.)
- Assist with curriculum development through Parcial (quarter) and weekly lesson plans, as well as keeping all worksheets and materials used in class in curriculum binder
- Assist with curriculum development during last weeks of teacher contract
- Update Engrade (online marks program) on a bi-weekly regular basis

- Add student work to portfolios each parcial.
- Participate in extra-curricular activities as directed by the English Program Coordinator (including evening and weekend activities).
- Check work email daily and be in constant communication with the English Program Coordinator.
- Supply/substitute teach on an as needed basis for other grades and/or classes

*****Please note that if you do not complete ALL your monthly responsibilities (as outlined on the Monthly Checklist) you will not receive your solvencia to get paid until ALL responsibilities are complete.***

After classes and meetings end, all teachers will have additional work to complete as the prep time given during the school day is not enough time to complete all responsibilities. Depending on your class load, your work ethic, personal training and experience, and other factors, you should expect to work between 1-3 hours per night, and possibly more during the weekends. As a missionary teacher, you should come with the understanding that teaching is not a “9-5 job”, and you will spend many nights and weekends working on school work to be the most effective teacher you can be for your students.

Kindergarten teachers

Kindergarten teachers and assistants teach from 7:25 until 12:00, then assist with student pick up until 12:15. Approximately half of this time is spent with kinder and the other half is spent with prepa. During this time, the teacher and assistants usually do not have a break and should not leave the classroom except for washroom breaks..

Elementary teachers

Elementary teachers will have approximately 30 periods per week, each 40 minutes long. During the week there are 40 class periods, each lasting 40 minutes. Teachers have one grade in the morning and then switch grades at recess or after lunch.

Secondary teachers

Secondary teachers teach between 26-30 classes each week, each 40 minutes long. There are a total of 45 periods in the secondary schedule, so teachers spend all other periods preparing for classes.

Teaching Assistants

Teaching assistants work all day from 7:30-2:15 or 2:30 without any prep breaks. They do have a 40 min lunch period each day. They are also responsible to help with after-school help sessions, twice per week.

Reforzamiento

All teachers are required to give weekly after-school or lunchtime help sessions to their students who need extra assistance (reforzamienot/re-inforcement). Kindergarten and elementary teachers have two 1-hour sessions per week on Tuesday and Wednesday, from 2:30-3:30. Kindergarten and elementary teachers must coordinate their Reforzamiento schedules with their Spanish counterparts. Secondary teachers will have 1-hour session after school session and one lunch time session per week. Secondary teachers must coordinate their Reforzamiento schedules with the other English secondary teachers. Regardless of whether any students attend, teachers must stay in the assigned room, for the entire time. This ensures that any students that arrive late can not

have the excuse that the teacher was not available. The teacher should use this time to prepare for classes, mark student work, etc.

Gate Duty

All elementary and secondary teachers take turns at the school gate in the morning and elementary teachers have after-school gate duty as well. There is a roster and all teachers must complete this duty, approximately 3-5 times per year. For the morning, all assigned teachers must be there from 7:00am-7:30am and in the afternoon, elementary teachers must be there from 2:15pm-2:45pm.

School-Related Meetings

- Kinder Meetings – every other week
- Escuela Meetings – every other Thursday
- Colegio Meetings – 1st Monday of every month
- English Meetings – every other Monday

For level specific information, see the Appendix.

PLANNING

Weekly Plans

All teachers must submit detailed daily plans all year to be reviewed by the English Program Coordinator. They must be typed and submitted before Saturday at 7pm for the following week. They are submitted electronically through DropBox. These plans must include objectives, which are broken down into Biblical, Literacy and Content objectives. The objectives and the activities planned must correspond. At the beginning of the year, teachers will be given a short training on exactly what is necessary in weekly plans. Teachers should also refer to the Weekly Plans from the previous year for assistance.

Parcial (Quarter Plans)

Our school year is broken up into 4 parciais (quarters), each made up of approximately 8-10 teaching weeks and 1 exam week. For each parcial, teachers must submit detailed outlines of what they will cover each week. Parcial Plans will be based upon the Parcial Plans provided by the previous teacher (found on DropBox), but will need to be revised/updated. These plans are submitted the week before the parcial begins (the end of Exam Week) for revision and then approval by the English Program Coordinator. These plans must include objectives, which are broken down into Biblical, Literacy and Content objectives. The objectives and the activities planned must correspond. There are parical plans for each subject in each grade. At the beginning of the year, teachers will be given a short training on exactly what is necessary in Parcial plans.

Government Plans

All secondary teachers are also required to write parcial plans for the government. These follow a specific format that you will be provided with, and must be also submitted the week before a new parcial begins.

Year Plans

Year Plans will be completed for each class and will be based upon the Year Plans provided by the previous teacher (found on DropBox), but will need to be revised/updated.

Government Workbook/daily lesson plan book

Elementary teachers must sign the daily workbook that is found in the elementary school office. Secondary teachers must also sign the daily lesson book that is found in the staff room. These are a requirement from the Honduran government. More information will be given about this when you arrive.

Curriculum Binders

For all grades there is a curriculum binder that contains the curriculum, worksheets and information needed to teach that grades. Teachers are required to use the binders to plan for classes and also required to keep the binders up to date with all materials used during the class. There is a copy for the teacher, as well as a copy of the binder that stays in the library. Both need to be identical at the end of the year.

Curriculum Development

As the Honduran government does not have a standardized curriculum for classes taught in English, our school is in the middle of developing a comprehensive English program. As this is a continual work in progress, all English teachers are part of this project throughout the school year and will participate in focused development during the last 3 weeks of the English Teachers' Contract (after classes finish). Since the English curriculum is still under development, these 3 weeks are essential as we work together to reflect on and refine the objectives of the program. All incoming teachers benefit from the completion of these projects in past years, and all future teachers benefit from the work you will complete. In the weeks leading up to this project, the English Program Coordinator will provide details on the project, as well as a checklist of tasks that need to be completed. This project will be in addition to other end-of-year responsibilities such as exams, final marks, cleaning out classrooms, inventories, etc.

MISC. SCHOOL INFORMATION

Staff Prayer

Every Monday morning the school staff gathers for at time of prayer at 7:00am in the library. This is not mandatory, but all teachers are encouraged to attend and commit the week to God together.

SCHOOL POLICIES

DISCIPLINE

Please refer to the CEE Discipline Policy for questions regarding detentions and suspensions, especially how they effect students marks. This document can be found in the Appendix.

Consequences

The CEE Discipline Policy for the various levels outlines a number of appropriate consequences, including a section on "Options for Applying Discipline". Here are some appropriate consequences to use when applying discipline in your classroom:

1. Pick up garbage around the school
2. Action Plan/Reflection Sheet
3. 5 min of recess

4. 10 min of lunch
5. 10 min after classes
6. Arrange and clean books in the library or classroom
7. Write an essay or paragraph on an assigned topic
8. Suspend from playing football (or other game) for one day or recess
9. Look for verses related to the issue and write them out one time.
10. Translate a paragraph
11. Separate student from the group during class time
12. Remove from class

There are also certain consequences to avoid when applying discipline in your classroom for both cultural and pedagogical reasons. Please avoid the following consequences: students writing lines (ie. the same sentence 50 times), writing words out of a dictionary, cleaning bathrooms, floors, etc. (if they have intentionally made a mess, it is fine to have them clean up their mess), and any type of physical punishment. Make sure to follow the CEE Discipline Plan when applying these consequences, and wherever possible, do not discipline the entire class for the actions of one or two students. Please see the English Program Coordinator for clarification regarding any discipline issues.

Incentives

Student incentives are also a very important part of a teacher's discipline plan. Incentives can be given on an individual, small-group and whole-group basis. Here are some suggestions for incentives that may be used in the classroom, depending on the age of the students:

- bring games to school
- Student of the Week – reward them in Civic Hour
- Student of the Month
- Teacher's Helper
- stickers, cards, candies, bookmarks, pencils, etc.
- positive words from the teacher
- special snack with teacher in the caseta
- take class "mascot"/stuff animal home
- note/call to the parents
- publish students' work
- special days – pool day, colour day
- watch a movie
- 5 min extra for recess
- extra time in computer lab, library, etc.

Detentions

When a student gets a detention, a detention form must be filled out and turned into the Area Director. The form, must be signed by the student and the teacher and explain the reason for the detention. The student will serve their detention for 20 minutes during lunch, (usually the following day) with the Area Director.

The teacher should also notify the English Program Coordinator by entering the detention information on the Detention Tracking Sheet, found on DropBox.

Cell Phones

The school has a no cell phone policy that strictly prohibits students having/using cell phones while on school property, including after school. If a teacher finds a student using or possessing a cell phone, immediately take it away. If the student refuses, send them directly to the director. If they must be sent to the director during class time, they lose any participation marks for that class.

Teachers are prohibited from using cell phones, to either make or receive calls or texts during working hours. The only time cell phones should be used is during personal break time (recreo, lunch, and after school). Ideally, students shouldn't see English teachers using cell phones.

Student Laptops

Students are only permitted to use personal laptops during class presentations. Even during recreo (recess) and lunch, students should not have their laptops unless approved by the director. When not using the laptop, it should be in the director's office.

Staff Room & Staff Bathrooms

Students are rarely allowed in the staff room and are not allowed to use the staff bathrooms. If they are in the staff room, they must have permission from a teacher.

PRINTING

There is a printer in the library that is for teacher use by hooking your laptop up to it. Please only print school-related items. Each teacher has a limit of 35 for printed pages each week. This will be tracked using the Printing Tracking paper.

PHOTOCOPYING

See the photocopying rules in the Appendix, as the number of photocopies depends on level and type of class. Photocopying is tracked by the teacher, using the Photocopy Tracking Sheet, then given to the English Program Coordinator at the end of each Parcial.

REQUESTING SUPPLIES

To request reasonable office supplies, such as whiteboard markers, construction paper, markers, tape, or related school supplies, teachers need to fill out a requisition slip at least 1 day in advance to the school secretary. If your materials are difficult to find in Siguatepeque (laminating paper, specific office supplies, etc.), you must submit at least a week in advance.

If you need white board markers, permanent markers, white board erasers, pens, corrector/white out, or masking tape, you will need to present the remains of it or show that it doesn't work anymore.

The school has a very limited budget regarding supplies, and the school only provides teachers with the basic school supplies. Teachers are encouraged to bring their own supplies for their classes, and many teachers have gathered donations before they come for this purpose.

The complete information about requesting supplies is in the Appendix.

LIBRARY

All teachers are encouraged to bring their students to the library regularly. K-Gr. 6 classes should bring their students at least 1 time per week to sign-out and return books, read silently, listen to a Teacher Read-Aloud, etc. Gr. 7-11 teachers should bring their students regularly and encourage students to sign-out and return books on their own time.

In order to bring their class to the library, teachers must sign-up on the Library Visit Schedule clearly posted in the library. Teachers should indicate the time they will be in the library, as well as the class they will be bringing.

- The teacher must accompany their students during the specific classes they have at the library, regarding use of library and development of information abilities. Teachers are responsible for the behaviour of the students during library time, not the librarian.
- Teachers must ask for librarian's permission should they wish to work with groups in or send students to the library.
- Teachers must be aware of the rules of library usage that apply to the students.
- Teachers are requested to assist in helping the librarian get outstanding books returned.
- Teachers may sign-up to use the data projector in the library, but they must bring their own laptop to hook up to it.

Late Fees

For each day a book is late/overdue it is 1 lempira. Students are required to pay their late fees before they will be able to write their exams. Students should present a library solvencia if they have had a late fee to show they have paid their late fees.

Library Bulletin Board

There is a large bulletin board located in the library to display student work and ideas. At the beginning of the year, teachers will receive a schedule with when their class needs to decorate and display work on the library bulletin board. When their designated time is up, they teacher/class needs to remove the decorations. Some decoration, such as letters and borders are available for use from the English Program Coordinator.

Library Couches/Carpets

The couches in the library are for reading use only. They should not be moved for any reason. Please take special note of this, especially when your class is using the projector. Students should either sit at the table and chairs provided or move these to the back of the projector area to sit on the floor.

In the children's section of the library there are carpets to make the area more inviting. Any student/teacher using this area needs to remove their shoes before walking on the carpets. Students can put their shoes on the provided shoe rack.

COMMUNICATION

English Department

The majority of the communication within the English team will be done through email. All teachers will be assigned a work email address when they arrive at school. All teachers are required to check their email every day to ensure they are up-to-date on all important information.

English Teacher Bulletin

A weekly Teacher Bulletin will be sent to all English teachers by the English Program Coordinator on Friday (or as soon as possible if information is still pending for the bulletin). All teachers are expected to have read it by Monday morning before arriving to school at 7:25.

English Teacher Folders

All English teachers will have a folder located in the English Program Coordinator's office in order to pass on any important paper information. Teacher must check their folders each week to ensure they are up to date on important information. The English Program Coordinator also has a folder in the same place, where teachers can pass on any information. The English Program Coordinator will check the folder regularly.

Communication with the Spanish Department

English teachers who do not know Spanish can ask the English Program Coordinator for translation assistance, though many of the Spanish teachers understand English. Each Area Director, as well as some other Spanish staff, have email addresses. There is a list of school emails in the Appendix.

As happens in many working environments, and more so in a bilingual and bicultural one, often there is a lack of communication where not all information is passed on to all parties involved. Generally, this is not an intentional decision to not pass on information, but simply it "falls through the cracks". This is a continual issue to be addressed, but please remember as a missionary teacher to be flexible and gracious in all situations. As well, you can help with ensuring excellent communication by asking for clarification if you are unsure, passing on information where appropriate to others if they are not yet aware, reading all emails promptly, being an active participant in any staff meetings, etc. Everyone has a role to play in encouraging better communication!

Parent-Teacher

Parents and students can communicate through their work email address or through messages on Engrade (marking/grading online program used by the school). Teachers are expected to reply to any emails from parents or students within 2 working days. If translation assistance is needed, you can ask the English Program Coordinator.

Letters to parents

Any letters to parents written by the teacher must first be approved by the English Program Coordinator, then the Area Director, at least 48 hours before the teacher needs it printed. Teachers should put the translated letter on DropBox to be checked over.

Writing Dates

Honduras writes dates in the following format: dd/mm/yy

CIVIC HOUR

Every Monday at 7:30, each of the 3 levels have Civic Hour, which is a short assembly (10-20 min) in which the students and teachers gather to sing the Honduran national anthem, pray and have a short devotional, based on our chosen value for that week. All teachers are expected to participate in their specific level Civic Hour each week.

DEVOTIONAL

All elementary and secondary students participate in a weekly devotional, either with their classmates or in small groups. Some teachers will either participate by leading or co-leading a small group and/or devotionals. Other times, there are all elementary or all secondary devotionals, where teachers will be asked to help, including leading worship, giving a short message and doing a drama.

ACTIVITIES

School Related Activities

Many times throughout the year, the school likes to recognize and celebrate teachers and staff at birthdays or other special occasion. All staff are expected to participate and also help pay for the lunch/cake/special occasion. Usually, you won't know more than a day in advance, but the cost is between 25 and 100 lempiras.

School-Related Field Trips

Throughout the year, classes take field trips and overnight camps. Kindergarten and lower elementary usually take a day trip to either San Pedro Sula or Tegucigalpa. Mid- elementary and secondary usually take an over night a 2-3 day trip to a farther city in Honduras

With all the field trips, teachers are required to pay for at least half the cost of the trip. In the past, this has been between 200-1700 lempiras. Many times you will not know too far in advance how much the trip costs and if teachers are required to attend.

After-School Activities

During the first half of the school year, most teachers will focus on their daily responsibilities and not coordinating additional after-school activities (except for regular reforziamento classes). Once teachers have adjusted to the workload, they may choose to arrange for after-school activities on a weekly, monthly or one-time basis. The following is a list of guidelines to follow for any after-school activities. Please see the English Program Coordinator with any questions or for further explanation.

1. Students are not allowed in school-provided housing. Teachers may use any of the school grounds and the comedor, as long as all materials are cleaned up after. Teachers should not use classrooms or the Teachers' Lounge, unless they have secured specific permission to do so.
2. For all after-school activities except those normally scheduled (ie. reforziamento), permission must be secured ahead of time from the English Program Coordinator, giving detailed information regarding the event (purpose, time, duration, etc.).
3. Parents of students involved in the activity must be notified in advance and arrangements made for the students' transportation home.
4. Activities will be limited to the hours between 2:30-5:00p.m.
5. Students are never to be left alone or unsupervised and cannot leave the school grounds.
6. If there are less than 6 students, you only need 1 adult supervisor. Any group of more than 6 students must be supervised by at least two adults.
7. Activities should not interfere with the teacher or students' regular responsibilities, such as teacher meetings, students attendance at reforziamento, etc.

STUDENT ADMISSIONS

Every summer, the school administers admissions tests to any new students wishing to enter the school from Gr. 1-11. Students must complete a math, Spanish and English test and they must receive a mark of 60% or above on each of the tests. Students who do not pass the test but receive a mark of 50% or above are sometimes accepted on conditional contracts, and their continued enrollment at the school depends on their grades throughout the first half of the school year.

COMPUTER LAB

Teachers may take their classes to the computer lab for internet research, word-processing, etc. To arrange a visit, teachers must speak to the Computer teacher in charge of the lab and arrange a suitable time.

The computer lab is also open for teachers and students to use for work purposes before and after school, as well as during lunch.

BELLS

Both elementary and secondary classes run on a bell system, so there are 2 different bells happening throughout the school day. See the level specific information for the elementary & secondary bell schedule.

STUDENT DRESS CODE

Students at Siguatepeque Bilingual Christian School wear the required school uniform, as do all Honduran children, whether in public or private schools. See the Appendix for specific information about all student uniforms.

STUDENT SOLVENCIAS

Before student's exams can be marked, they are required to present a solvencia (small pieces of paper) from the school to show they do not have any outstanding bills or money owed to the school for that time period. Students are allowed to write exams, but the teacher should not mark it until they have seen this piece of paper.

Students also receive a library solvencia if they owe money to the library. For more information about this solvencia, speak with the English Program Coordinator.

GENERAL STUDENT EVALUATION

ENGRADE

All marks are recorded through an online program located at www.engage.com All teachers are required to update their grades at least every 2 weeks, by the 1st and 15th of every month. Some teachers choose to update Engrade more frequently, but the minimum is every 2 weeks, by the 1st and 15th of the month. Parents and student have secure access to their marks through this website as well. There will be an Engrade training when you arrive at school.

For each parcial, all teachers must mark a minimum of 16 assignments/subject. This ensures that students are not unfairly penalized for missing one assignment, as well as ensuring their marks accurately reflect their work.

MARKING BREAKDOWN

The school year is split into 4 parciais (quarters). Students receive marks half-way through each parcial, as well as at the end of the parcial. In order to pass any subjects, students must receive a mark of 70% or above.

Please see the level-specific information for specific marking breakdowns for each class.

Late Policy

1. If handed in 1 day late, receive 50% of mark
2. Not accepted if handed in after 1 day
3. If student is absent on due date, can accept next day without penalty, if they have a valid excuse

NOTE: Can be adapted to class, but be consistent

Comment Bank

There is a bilingual comment bank available for all teachers to use for completing report cards throughout the year. Teachers should use the comment bank to help parents who do not speak English understand the development of their children.

SPANISH IN ENGLISH CLASSES - also see Level-Specific Information

Our school has a strictly enforced policy in regards to encouraging students to only speak English in the English classroom.

In secondary, students receive 10% for speaking English only. This is tracked using the “Spanish Tracking Sheet’ and students are given a mark each time they speak Spanish in English class. At the end of every week, teachers tally up the marks and give students an “English Only” mark in Engrade. Students are given 2 marks per class.

For example – The Gr. 7 Science teacher would have 4 classes each week with Gr. 7s. They would have a possible total of 8 marks (4 classes x 2 English marks) for the week. If a student spoke Spanish 3 times that week, they would be given a mark of 5/8 (8 English marks – speaking Spanish 3 times = 5/8).

In Gr. 5 and 6, the English program follows the same policy, except that students receive only 5% for speaking English only. Students are given 5 marks per class in the 1st parcial, 4 in the 2nd, 3 in the 3rd and 2 in the 4th.

MID PARCIAL MARKS

Mid Parcial marks are given half way through the Parcial as a progress report for parents and students. Teachers will need to prepare marks, comments and an evaluation on behavior to be given to the students. For more information see Level Specific information.

FINAL PROJECTS/EXAM REVIEWS/EXAMS

In each class, students either complete a final project or write an exam at the end of every parcial. Please follow the guidelines given in the Year and Parcial Plans regarding the final exam or final project, as well as the type of final project.

Exam reviews, exams and final projects must be submitted to the English Program Coordinator for approval before they are printed. They must be submitted electronically through DropBox, at least 48 hours before they need to be printed, in order to provide sufficient time to be checked over and revised.

Final Projects

In many classes, students will complete a final project to demonstrate and apply the skills and knowledge learned during the parcial. In most cases, the Year Plan outlines the type of Final Project to complete with the students and should be followed by the teacher. In many cases, final projects will be worked on throughout the parcial, so teachers must begin planning them very early. All Final Projects must have a clear student assessment sheet which must be approved by the English Program Coordinator at least 48 hours before they need to be printed, in order to provide sufficient time to be checked over and revised.

Exam Reviews

For every class with a final parcial exam, there must be an exam review paper that is sent home with the students. The exam review needs to go to students no later than Thursday of review week (the week before exams). Exams should reflect what is on the exam review that is given to the students during review week.

Exams

In elementary, exam schedules are created with your Spanish co-teachers. These are usually completed the week before review week or at the beginning of review week. The exam schedule should be handed to the students with enough time to study for each exam.

In secondary, the exam schedule is created by the secondary Spanish secretary. The teachers & students usually receive the exam schedule by Thursday of review week.

Once marked, teachers should hand back exams to their students so students can review them, but they should then collect the exams, so students do not pass them on to other students for future years.

RECUPERATIONS

The Honduran government mandates a policy of recuperaciones for students who have not received a passing grade. For our school, students must receive a 70% or above to pass.

For elementary classes, students are given a recuperacion if needed at the end of any Parcial and at the end of the year in June and in August (if student does not pass in June).

For Grades 7-10, students are given a recuperacion in June for any subject where they don't receive a 70% or above average of the final grade for the 4 parciales.

For Grade 11, students are given a recuperacion for any subject where they don't receive a 60% or above average of the final grade for the 4 parciais.

A schedule will be created for Reforzamiento week (after classes are out), where all students will receive 1 hour of review time/subject. All students must receive a list of any homework missed, as well as a review of all the material that will be covered in the recuperacion. There will also be a schedule created for Recuperacion week, as some students may be writing multiple recuperacions.

For more information about recuperations, see the level specific information.

IN THE CLASSROOM

CLASSROOMS

Elementary teachers receive their own classroom for teaching. In the morning they will teach 1 grade, then the students change classrooms so in the afternoon they teach another grade.

Secondary teachers move classrooms depending on the grade they are teaching.

Both elementary and secondary students have personal lockers where they can store books, notebooks or other items.

CLASSROOM LIBRARIES

All English classrooms have classroom libraries. In the K-Gr. 6 classrooms, these are leveled according to the A-Z Reading program and students are encouraged to read books at their individual reading level.

In the Gr. 7-11 classrooms, there is an assortment of books for students to read. The libraries also contain English-only and Spanish-English dictionaries, a thesaurus, Bible.

These books should not be taken home by students but are only to be used in the classroom. An inventory of all the materials in the Classroom Library will be done at the beginning of the year and again at the end of the year. While some books will be damaged by regular use, teachers are expected to keep track of the books in their libraries, teach their students how to treat the books with care, etc.

TEXTBOOKS

Each teacher receives textbooks for all his or her students and signs a receipt for these books. If students damage or lose the books, it is the responsibility of the teachers to report this to the English Program Coordinator and parents must pay for the damages or loss. If a teacher returns the books damaged, or loses them, he/or she will have to pay for these damages or loss.

For more information, see level specific information.

DESKS

Each student is assigned a desk at the beginning of the year. If students write on it, scratch it or damage it during the year, they will need to sand it during lunch/recess and repaint it. Students will bring in sandpaper and varnish to do this.

At the end of the year, all students sand any desks that are damaged. In secondary, they are also required to repaint the desk.

ENGLISH PROGRAM POLICIES

STUDENT PORTFOLIOS

Student work portfolios are kept for all of our students each year and are passed on to the following teacher. All teachers must add at least one piece of student work per parcial for every subject. Teachers also should update the Online Student Information file with any new information about students every parcial.

During the school year, elementary teachers keep their student work portfolios in their classroom and secondary portfolios are kept in the English Program Coordinator's office.

READING BUDDIES

Each elementary grade (Prepa and up) is matched up with a secondary grade for a time of reading. The purpose of this program is to assist the elementary students with their reading and to encourage leadership skills and confidence in our secondary students. At the beginning of each year, we will create a schedule for each grade for 1 period of reading/week. Teachers are encouraged to use this time for guided reading, oral activity, etc. Teachers can also plan a special project for the groups to work on together, such as writing a story, performing a play, etc.

This is also a fun time for the older buddy to plan a special activity for the younger students, such as a Christmas Party, Valentine's Day activity or end of the year celebration.

EVALUATIONS/OBSERVATIONS

The English Program Coordinator will conduct one official classroom observation for all teachers every parcial. Please do not get anxious or worried about your class observations as the purpose is for the EPC to offer support and suggestions. You will know in advance the time and date of the observation. After the observation, an individual meeting will be set up for discussion about the observation. This is also a good time to speak with the EPC about problem students, classroom related issues or anything else that is on your mind. Teachers will be expected to take into account and incorporate the suggestions provided. The English Program Coordinator will stop by or observe your classroom at other points during the parcial to check in on your and your students' progress.

At different points throughout the year, English teachers may also be observed by other members of the CEE community, including Board Members, directors, colleagues, etc. In most cases, the teacher will be informed beforehand, but this will not always be the case. In all situations, the purpose of the observation is for both parties to benefit from reflecting on good teaching practises and areas for improvement.

SICK DAYS/ABSENCES

All teachers will have a total of up to 8 days of leave/contract year. Days of leave will be only be given for justified reasons, such as teacher illness, to look after an ill family member (child or spouse), medical appointments that can not be made outside of school hours, etc. After 3 consecutive sick days, a teacher must provide a doctor's note explaining the reason for their absence. If a teacher uses all 8 days, no other days will be given outside of sick days accompanied by a doctor's note. All appointments, errands, etc. must be arranged to take place outside of school hours

If you are sick, you must inform the English Program Coordinator by phone prior to 7am on the day you are sick (not by text or email). You must provide lesson plans for any sick days. The following day, you must sign the "Libro de Permiso" book in the office of the CEE Administrator. All decisions regarding sick days are made at the discretion of the English Program Coordinator and the Administrative Committee. After returning from a sick day, teachers must sign the official sick leave book that is located in the Administration office.

You must inform the English Program Coordinator as soon as possible (at the latest by 7am) if you are ill and cannot teach classes for any given day. Notification must be by direct telephone, not through email or text. If you are sick and cannot teach, you must provide detailed substitute lesson plans for whoever is covering your class.

USING TECHNOLOGY

Cell phones

English teachers are prohibited from using cell phone during class time. This includes making or receiving call and text messages. The only time English teachers should use cells phones are during personal time which is recreo (recess) and lunch (if you are not on lunch duty). Ideally, students should never see an English teacher on their cell phone.

Laptops

Laptops should only be used during classes for student purposes. Teachers shouldn't be doing personal or school-related work on their laptop while they are in class with students. As a general guideline, please do not let students have access to your laptop, even for class work, as this can lead to problems if they accidentally access private information.

While the school does have wireless internet, it is not necessarily available in all classrooms at all times because of reliability issues. There is an Ethernet cord in the library which can be used to connect to the Internet, when wireless is not available.

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

CONTRACT RENEWAL

In February of each year, teachers will be asked to indicate whether they are interested in renewing their contract for another year. If a teacher is interested, the English Program Coordinator, in discussion with the Area Director, Administrative Committee and Board will decide

whether to offer a position for the next school year. If a position is offered, the returning teacher will have priority regarding teaching positions for the following year, housing arrangements, etc. in agreement with the English Program Coordinator.

If a teacher does not indicate their interest to return in February, but later expresses an interest, the English Program Coordinator, Area Director, Administrative Committee and Board will make a decision regarding offering a position. Any teachers that do not indicate their interest to return by the determined date in February, will not be given priority for teaching positions for the following year.

In special circumstances, an extension will be given regarding decisions for the following school year, at the discretion of the English Program Coordinator.

VISITORS

We encourage teachers to have family and friends visit, but this must be coordinated with the school and not interfere with your teaching responsibilities. If you want to travel with your visitors, this must be done during regular school holidays (Christmas, Easter, weekends, etc). There are also opportunities for visitors to volunteer at the school. Please talk to the English Program Coordinator before making any commitments to visitors.

TRACKING SHEETS/FORMS

The English Program uses various forms to keep track of important information throughout the school year. Some of these forms include: photocopying, printing, reforziamento attendance, etc. The punctual completion and submission of these forms is essential for the English program to run efficiently. All teachers can access these forms through DropBox, and many forms are also submitted through DropBox.

END-OF-YEAR PROJECT

For the last 3 weeks of the English Teachers' Contract (after classes finish), all English teachers will participate in a curriculum development project. Since the English curriculum is still under development, these 3 weeks are essential as we work together to reflect on and refine the objectives of the program. All incoming teachers benefit from the completion of these projects in past years, and all future teachers benefit from the work you will complete. In the weeks leading up to this project, the English Program Coordinator will provide details on the project, as well as a checklist of tasks that need to be completed. This project will be in addition to other end-of-year responsibilities such as exams, final marks, cleaning out classrooms, inventories, etc.

BANKING/FINANCES

WHAT TO BRING

Please remember, you will receive your first cheque at the end of August, but it will only be for the period you have worked (August 11th-31st). 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. Be prepared for the chance that your ATM card

may not work and bring some USD cash and a major credit card (VISA is the most commonly used). 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-\$750). 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 Coordinator 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 \$305 USD (L5832) in the local currency. You will also receive the 4 flight reimbursements by cheque. You will have no trouble cashing these cheques at a bank in town with some form of ID (ie. Passport or driver's license). Most teachers do not open a local bank account as it is difficult without being a resident, but instead cash their cheque. Please remember, you will receive your first cheque at the end of August, but it will only be for the days you have actually worked in August (ie. Aug. 11-31) and not for the whole month.

In order to receive your cheque each month, you will need to get a "solvencia" which is a small piece of paper to be signed by both your Area Director and the English Program Coordinator. They will sign the solvencia to indicate you have completed all your responsibilities for that month. These responsibilities for the English Program are outlined in the Monthly Checklist (see Appendix), but are subject to change. If you have not completed your responsibilities, you will have to complete them before receiving your solvencia and your cheque. Cheques are available on the 25th or 26th of each month in the Accountant's office with the presentation of your solvencia.

June Cheque

If you are not returning the following school year, your June cheque will be based on the actual number of days worked during June. If you are returning the following school year, your June cheque will be for the full amount.

In order to receive your final June cheque, as well as your final flight reimbursement cheque, you must have completed all of your responsibilities. Teachers will receive a checklist about 1 month in advance with all the responsibilities that need to be completed before they can receive their cheques.

Returning Teachers

Returning teachers should check with the English Program Coordinator regarding differences in pay, and June and August cheques. Summer or vacation for returning teachers is about 6 weeks, from July to early August. All parts of orientation are mandatory for returning teachers.

FLIGHT REIMBURSEMENT

Teachers are given a total of \$800 for flight reimbursement, spread out in 4 equal payments of \$200 throughout the year. These funds are given through a cheque in Lempiras, which can be cashed in the same way as your monthly cheque. You will receive your cheques at the completion of each of the 4 parciais upon receiving your parcial solvencia. The parcial solvencia will be given by the English Program Coordinator when you have completed all responsibilities outlined on the Parcial Checklist (see Appendix), but are subject to change. Like the monthly solvencia, your parcial solvencia will not be issued until you have completed all responsibilities on the parcial checklist. The parciais finish approximately at the end of October, mid-January, mid-March, end of contract in late June. The dates/times listed above are approximate and are subject to change every year.

VISA ASSISTANCE

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). You will need to leave the country every 3-4 months to renew this Tourist Visa. When you re-enter Honduras, you will be given a stamp for 90 more days.

You will only receive 2 visa travel cheques per year – one in September/October and one before Easter. Teachers will need to leave the country during Christmas break as well, though teachers will not receive any funds to cover this expense.

The school will assist with **some** of the expenses for your visa trips, providing approximately \$120 USD/trip (paid by cheque in Lempiras). This will probably **NOT** be sufficient to cover the cost of the total trip. The trip will normally take place during one long weekend in the fall, at Christmas and Easter/Semana Santa. You must spend at least 2 nights outside of Honduras to renew your visa. The law has recently changed regarding which countries you may travel to receive a visa renewal. At this point, you may not travel to El Salvador and Nicaragua to renew your visa, but you may travel to Guatemala, Costa Rica and Belize, as well as other countries farther away. Teachers must remain flexible as the laws often change in Honduras. All travel plans for visa trips are the responsibility of individual teachers, though the English Program Coordinator can provide suggestions for bus routes, accommodations, etc.

LAM (CANADA) 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 the school. This support is in addition to the monthly amount you receive from the school, and is not required. It is intended for teachers who would like to have other funds for personal and school use, such as attending conferences, purchasing school supplies, paying off student debt, etc.

Option 1

One will be to become an official LAM Canada missionary, in which you must be Canadian. You are "paid" each month through LAM into a Canadian bank account, pay into Canadian Pension Plan, submit your taxes with LAM, etc. You raise support by having your donors give money to LAM, and then LAM would direct that money to you. They do take off an administrative fee of 13%, but they also issue tax receipts to your donors, give you your T4 for tax purposes, etc.

Option 2

The other option would be to not become a LAM missionary, but to raise support with LAM's "CEE International Teachers' Program". Option 2 is available for both Canadian and non-Canadian teachers. In this scenario, you would still have donors give to LAM (Canada or U.S.A. depending on the donor), and LAM would still issue tax receipts, but you wouldn't be "paid" monthly by LAM. Instead, LAM would transfer any funds at set intervals throughout the year (maybe 2-3x per year) to CEE, and then CEE would give you the funds. LAM still charges the 13% administrative fee, and then you would also lose some through the transfer of funds. In this case, you don't work for LAM, they're not involved in your taxes at all, but it is just a transfer of raised support for living costs here. The English Program Coordinator will present the CEE/LAM approved budget if you decide on this option.

If you would like to pursue either of the options, please speak with the English Program Coordinator.

HEALTHCARE

Since you will be in a foreign country and an unusual culture, 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 leaves in 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.

Avoid sunburn! Bring at least a #15 sunscreen and a hat. Remember that Siguatepeque is at a higher elevation and much closer to the equator. Your skin will burn quickly. Severe sunburn can incapacitate you for days. As much as possible, avoid direct exposure between 11 am and 3 pm, use plenty of sunblock, wear a cap or hat, and don't stay in the sun for long periods.

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 Evangelica. 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

For Canadian Citizens

TIC Travel Insurance Coordinators
#1200 - 438 University Ave.
Toronto, ON M5G 2K8
Canada
Telephone 416-340-1980

For U.S. Citizens

International Medical Group, Inc.
2960 N. Meridian St.
Indianapolis, IN 46208
USA
Telephone: 317-655-4500 or 800-628-

Toll-free 1-800-670-4426
 Fax 416-340-2707
<http://www.travelinsurance.ca/>

4664
 Fax: 317-655-4505
www.imglobal.com

Travel Assist Network
 1001 South Capital of Texas HWY
 Austin, TX 78746
 Tel: 512-330-0306
 Fax: 512-330-0197
www.TravelAssistNetwork.com

For Ontario residents, you will want to consider extending your OHIP coverage while on contract here and avoid the three month wait when you return to Canada. For continuous OHIP 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 for personal reasons or the school can provide a letter if you want to apply for an OHIP extension for working outside of the country. Upon returning to Ontario, you must reapply to continue your benefits. Residents of other Canadian provinces or countries will want to check into the specific details for their area. Depending on your age, you may still be eligible under your parents' health care plan, so be sure to check into that possibility as well.

IMMUNIZATIONS

Schedule an appointment with your regular doctor or medical travel clinic to receive up-to-date 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 and Hepatitis A and B. If you've had these shots in the past, check to see whether or not any of them need to be repeated.

Siguatopeque 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. Make sure to bring a copy of your Vaccination Record as well.

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
<u>Routine</u>	Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, poliovirus vaccine, etc.
<u>Hepatitis A</u> or immune globulin (IG)	Recommended for all unvaccinated people traveling to or working in countries with an intermediate or high level of hepatitis A virus infection where exposure might occur through food or water. Cases of travel-related hepatitis A can also occur in travelers to developing countries with "standard" tourist itineraries, accommodations, and food consumption behaviors.

<u>Hepatitis B</u>	Recommended for all unvaccinated persons traveling to or working in countries with intermediate to high levels of endemic HBV transmission, especially those who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment (e.g., for an accident).
<u>Typhoid</u>	Recommended for all unvaccinated people traveling to or working in Mexico and Central America, especially if staying with friends or relatives or visiting smaller cities, villages, or rural areas where exposure might occur through food or water.
<u>Rabies</u>	Recommended for travelers spending a lot of time outdoors, especially in rural areas, involved in activities such as bicycling, camping, or hiking. Also recommended for travelers with significant occupational risks (such as veterinarians), for long-term travelers and expatriates living in areas with a significant risk of exposure, and for travelers involved in any activities that might bring them into direct contact with bats, carnivores, and other mammals. Children are considered at higher risk because they tend to play with animals, may receive more severe bites, or may not report bites.

WATER

There is no potable water from municipal systems in the entire country. No one drinks 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 22 lempiras or about \$1.50. Bring a water bottle with you that can be filled regularly and carried with you to avoid dehydration.

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, and often in the classroom it works to your advantage to not understand Spanish, as students are forced to speak only in English. Outside of the classroom though, it can be daunting to not speak any of the local language. Rest assured – you will learn, and there are lots of people around to help you along the way!

If possible, try to learn some Spanish before arriving in Honduras. Even a few basic phrases, like “How are you?” and “My name is ...” will make you feel more comfortable upon arrival. Please see the “Common Spanish Phrases” document in the Appendix for a helpful place to start. Check out your local bookstore for helpful CDs, books, dictionaries, etc. or a local community centre or college to enroll in a basic Spanish class.

Once you arrive in Honduras, there are a number of different options for taking Spanish classes, if you are interested. We recommend you wait at least 1 month to give yourself time to adjust to teaching and to figure out when is the best time to fit classes into your schedule.

ACCOMODATION

TEACHER’S HOUSE

Normally, a room is provided free of charge for all teachers in a house that is on the school campus or in an apartment or house located close to the school. The on-campus house is a 5 bedroom

house, split into 2 apartments. Each apartment has 2-3 bedrooms, 1 bathroom and 1 kitchen/living area. The house can also be split into a 1-2 bedroom, 1 bathroom, 1 kitchen on one side and 3-4 bedrooms, 1 bathroom, 1 kitchen on the other side. (This will make more sense once you have arrived and see how the house is set-up.)

Teachers are divided amongst the housing based on sex. For example, 3 girls may live in one apartment, and 2 guys in the other. If there are more than 5 teachers hired, or if there is a mix of male, female and couples hired, the school will rent other accommodations close to the school (ie. shared apartment, boarding with a family, etc.) The school provides all of the required furniture (bed, mattress, shelf, desk & dresser) and appliances (microwave, stove, refrigerator), as well as some kitchen items (ie. pots, plates, utensils, etc.) You should bring your own set of sheets, towels and a pillow.

The school pays for electricity and water at the on and off-campus housing, but residents are asked to be conscious of usage as electricity and water can be expensive.

Teachers are expected to pay for any regular costs associated with living at the house, such as gas for the stove, cleaning products, house cleaning, landline use, and drinking water.

SEPARATE LIVING

If there is a room available at the Teacher's House and you choose to live elsewhere, you will be responsible for all associated costs. A small apartment usually costs between \$150-\$250 per month, depending on size and location of apartment.

LAUNDRY

There is a washing machine and dryer at the school to be used by residents. Teachers living at other houses, not on the school property, are welcome to use these machines, but they should arrange a schedule with the house residents. Teachers are encouraged to hang dry clothing whenever possible, to save on electricity costs – and to take advantage of the beautiful Honduran sun!

For more information about accommodation, there is an example of the CEE Houses Contract that will be in an appendix and you will be given an updated copy to sign when you arrive.

COMMUNICATION

Internet

Free Wireless Internet access is available at the school so teachers can access the Internet through their own laptops after school hours. Depending on the individual laptop, some teachers have been able to receive a signal in the house and in their rooms, while other teachers have only been able to receive a signal on the porch of the house.

If they would prefer, teachers can also pay to have Internet connected directly to the Teachers' House. This costs about \$30-60/month (depending on speed/package) and should be agreed upon by all teachers living in the house so the cost can be evenly divided. Cable Color is the only monthly cable/internet option in Siguatepeque. To start or stop cable/internet you need a copy of your passport (they will keep the copy), address of house and phone number. To terminate or put the internet/cable on hold, you need to return everything. This includes: modem, Ethernet cord,

plug-in cord, USB cord, and copy of passport (person's whose name it is under). If you don't have all these things there are additional fees. Also, please keep in mind the person whose name is on the account **MUST** be present for starting or terminating the cable/internet. The cable/internet is paid for by the 15th of each month. If it is late, there are additional fees.

Phone

Cell/Mobile Phones

Cell phones are very popular and affordable in Honduras. It usually will cost about \$20 for a basic phone. Then, you can purchase recharge cards for different amounts, depending on how much you use your phone. There are many internet cafes in Siguatepeque as well, where you can also arrange to make cheap international phone calls.

Landlines

A phone is provided in the teacher's house for use by the residents; the school pays the monthly service charge and for any local calls. Teachers must keep track of and pay for any international calls or calls made to cellular phones on this telephone line. Teachers should minimize calls from the house phone to cell phones, as this is very expensive, and should use the phone for calling other landlines within Honduras.

Cable

Like High-Speed Internet, teachers can pay to have Cable TV connected to the Teachers' House. There is a TV in one of the apartments in the house. The cost for cable is about \$15 per month and should be agreed upon by all teachers in the house, so the cost could be split.

WHAT TO BRING

SCHOOL DRESS CODE

Students at the Siguatepeque Bilingual Christian School wear the required school uniform, as do all Honduran children, whether in public or private schools. Teachers, therefore, are also expected to dress appropriately – professionally, tastefully and conservatively. Please remember that since the students are wearing uniforms and are required to maintain a dress code, staff should do the same and come to work attired for work in a place of business. In general, teachers should avoid wearing jeans in the classroom. Please avoid T-shirts, spaghetti tank tops, halter tops, clothing with ads or slogans, etc. Sneakers, sweats and baseball caps are only acceptable to be worn during Phys Ed classes.

For women, skirts, shirts (sleeveless are O.K. if modest and not spaghetti-strap), sweaters, dresses, dress pants, capris, nice khakis, or professional long shorts (dressy, not khaki shorts), etc. are proper attire; either shoes or dressy sandals may be worn. Please avoid anything tight or low-cut.

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

Friday is “Casual Day” for all staff, so teachers are welcome to wear nice jeans on Friday. Many teachers decide to purchase a school polo shirt and wear with their jeans on Fridays. Other more casual clothes is acceptable to wear on Fridays, but it should still be professional and neat.

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.

HONDURAN DRESS

Bring along jeans for out-of-class situations, but not dirty, torn, worn-out, baggy or cutoffs. Long shorts are appropriate for guys and girls, though they should be close to knee-length. “*Evangélicos*,” as Christians are referred to here, tend to dress on the conservative side. Foreign teachers need to be sensitive to these cultural differences and avoid offending the people they have come to serve.

Some items are difficult to find in Siguatepeque or not available at all; in addition, they tend to be more expensive than in your home country and often are poorer quality. Also, during your first two weeks here, between meetings at school and planning for your classes, there will be little time to run around buying things; shopping here is time consuming because most stores do not stock a good variety of supplies and it’s often necessary to search out several locations before finding what you need. The more you can bring with you, the easier your transition to life in Honduras will be. You will have plenty of time later on to shop the Honduran way!

It is important to pack for the time of year and location. Seasons and topography make a huge difference in a relatively small country. There will be times of the year when it will be extremely hot and times of the year it will be cold, so pack accordingly. If you happen to forget some essential items, most things are available in Tegucigalpa or San Pedro Sula, but costs will be much higher here for the equivalent item outside of the country.

The following is a list of the things you should bring with you.

PAPERWORK

ALL teachers should bring the following documents with them to Honduras:

- 1) Passport & 2-3 copies (must be valid for the entire time of your contract)
- 2) Copy of Birth Certificate
- 3) Original Police Record (issued within the past 6 months)
- 4) Copy of your University Degree/Diploma and Transcript
- 5) 2 Pictures (passport size)
- 6) Copy of immunization record
- 7) Access to copy of current resume/CV

CLOTHING

- **School clothes** are outlined above. This is what you will need the most of, since you will be

teaching Monday-Friday. See detailed information above.

- **Casual clothes** for town, travel and church. Skirts, slacks, jeans, shirts/blouses with sleeves. Long shorts are fine for both men and women for around town, but not for school. Include different clothing and shoes for sporting activities/workout clothes – soccer, basketball, volleyball, swimming, etc.
- **Warm clothing** for cool nights, i.e. light sweater, jeans, jacket or fleece and warm socks. It's best to layer your clothing, as temperatures can change quickly during the day. 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 your tolerance for cold.
- **Beach clothing** for holiday trips. It will be hot during the day, so be prepared. Bathing suit, shorts and sandals are ideal. Evenings can cool off depending on the time of year. A light long-sleeved shirt is advisable. Most teachers bring a one-piece or modest tankini for swimming at the local pool in Siguatepeque or for use on school trips/activities, but may choose to wear a different bathing suit on holidays, beach trips, etc.
- **Formal clothes for graduation**-at the end of the year all teachers will attend at least one graduation. Formal clothes, such as nice dresses for women and slacks, button-down shirt and tie for men will be worn. There are photos on the school website from past graduations to get an idea of what should be worn.
- **Shoes** for different activities. Bring running shoes, dress shoes for school and church, and sandals for casual wear. Dress sandals can also be worn for school. Also bring shoes/boots that can be worn during rainy season.
- **Pyjamas**
- **Underwear**
- **Socks, Nylons/Tights/Leotards**
- **Rain Jacket, Rain Boots (or other shoes you can wear during rainy season)**

OTHER THINGS TO BRING

- **Bible** (bilingual if possible), **journal, stationary, pens**
- **Inexpensive watch with second hand or sports watch with timer**
- **Toiletries** - deodorant, soap, cosmetics, small mirror, Kleenex, toothpaste, toothbrush, make up, shaving items, hair items (shampoo, brush, comb), nail file and clippers. Most of these things are available in Honduras, but you may not be able to find a specific brand or type.
- **Medications** you are currently taking with your prescription. Please know the generic names. Most medicines you will be able to find in one of the large cities, but probably not under the same name.
- **Basic health supplies** - Imodium, aspirin (or equivalent), Pepto Bismol tablets, multivitamin, Polysporin cream, benadryl
- **Feminine products** – if you use tampons, bring a year's supply. It is possible to buy sanitary pads, but a specific brand or type may not be available.
- If you wear **contacts**, bring along a pair of **prescription glasses** in case you lose a lens. Also bring an extra bottle of **contact solution**, as it is expensive to buy locally.
- **Water bottle**
- **Sports equipment** – bike helmet, swimming goggles, tennis racket, etc.
- **Flashlight and batteries**
- **Camera, MP3 Player (optional)**
- **Sunscreen** - at least #15, but 30 is recommended. It is very expensive to buy locally.
- **Chapstick**
- **Sunglasses and hat** for sun protection
- **Insect repellent with DEET**

- **Small day pack/Laptop Case/Backpack-** for bringing back and forth from school to your house, day trips. Your carry-on piece will probably serve this purpose.
- **Money belt or bra pouch** for greater security when traveling
- **Spanish/English dictionary** and/or Latin America phrase book for travelers (pocket size)
- **Guidebook** for Honduras or Central America
- **Money** - U.S. cash only, ATM card, credit card – see Banking/finances section
- **Passport and copy of Passport** – by law, all foreigners are required to carry around their passport as identification. Bring a good copy.
- **Driver's License** – if you have one.
- **Music and/or instruments for worship**
- **Towels, washcloth, sheets, pillow, pillowcase, sleeping bag/blanket** – check with school first for availability, size of beds, etc.
- **Alarm clock with battery backup** as the electricity goes out periodically
- **Surge-protected powerbar** -Generally, try to use a surge-protected powerbar when plugging in any expensive electronics (ie. laptop) as 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.
- **Laptop** – All teachers MUST bring one with them for preparing lessons, assignments, keeping in touch with family and friends, etc. You will need to bring your laptop to school almost every day
- **Basic teaching supplies/desk supplies** for personal use and to help you get started; grade book and lesson plan book (if you have a favorite version), markers, crayons, pens/pencils, stickers, coloured pencils, scissors
- **Classroom decorations** – calendars, informational posters, alphabet walls, etc.
- **Strong tape or sticky tack** – regular tape does not stick to the walls
- **English books and movies** – both for personal use and any you would like to use in your classroom. There are lots of books available in the CEE library as well, and some movies.
- **Calendar**, day planner
- **Cookbook** and/or recipes, but there are a few located in the on-campus teacher house
- **Specific foods** that you can't buy or are very expensive in Honduras (health foods, curry paste, Swiss Chalet sauce, maple syrup, chocolate chips, etc.)
- **Photos** – bring a small photo album of pictures of family and friends
- **Cell phone** – some cell phones will work from other countries, if they have a SIM card that you can take out and replace with a card here. Otherwise, you can purchase a cell phone for very cheap here and pay-as-you-go (\$15-20 to purchase a basic phone).

WHAT NOT TO BRING

- **Expensive jewellery** (rings, watches, earrings, long chains, etc.)
- **An overabundance of items.**

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.

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. Your comments, actions and attitudes, both within and outside the school can create a climate of unity or disunity, so please be very aware of your role as a missionary teacher.

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 as you would be at your employer’s or teacher’s home for dinner. If nationals are offended by bare arms, shirtless backs or exposed legs, cover them. Try whatever food you are offered.

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. Save your observations for devotional time when the entire group can explore the causes and effects of the community’s idiosyncrasies.

You must respect the Honduran view of Christianity.

You may come from a Christian background that emphasizes obedience to Christ and adheres to a strong set of guidelines to define one’s faith. You may belong to a church that stresses freedom in Christ and is rather lax in its attitude towards behaviour. Whichever is the case, you will likely be confronted by a Christian community that has strong feelings one way or the other. 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 perhaps 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

The People

People usually realize that there are some very basic differences between Latin Americans and North Americans. Obviously, the fact that Latinos speak Spanish and North Americans speak English is one contrast. However, there is another area that is many times more important than this difference. It’s called culture, and your ability to adapt yourself to culture has a great effect on your attitude and your ministry. Your ability to perceive and respond differently to these cultural signals will mean the difference between a good experience and a bad one, between a good witness for

Jesus and a bad one, between the Latinos accepting or rejecting you and perhaps the Gospel you bring.

Friendship

Latinos are very friendly people and easy to approach, although there are some differences in the way which they handle conflict in their relationships when they arise. A prime example is seen in how the two cultures view “truth”. Latin’s tend to view truth as very relative; whereas, for the North American, “truth” is very foundational, especially for a good friendship. When a conflict arises between a North American and a Latin, the Latin will say anything he thinks that the other wants to hear in order to save the friendship. The North American, on the other hand, expects that the Latin will tell him the truth because it expresses the fidelity of the relationship.

Hence, when the North American finds out that he was not told the truth, he is offended. He will then typically go to the Latin to confront him. If you want to preserve a relationship with a Latin, the one thing that is never done is to confront him bluntly and embarrass him. He must always be “confronted” through a third party, be it a mutual friend or an authority figure. Only in the most serious of situations should a direct confrontation occur.

If a confrontation occurs and the Latin is the offended party, the relationship will usually end, leaving little hope of reconciliation. Among the upper classes, which tend to hold cultural values similar to North Americans, an honest confrontation is more likely to happen, and the air may be cleared somewhat. However, the relationship will then be a cordial one until there can be a long period of healing.

How do Latinos Perceive North Americans?

Eugene Nida, a noted Christian anthropologist, in his book Understanding Latin Americans, notes that the following things characterize a Latin’s view of North Americans:

- They are predictably materialistic, self-centred, bland, flat, calculating. The idea that “time is money” is too prevalent. People are eternal, money is not.
- North Americans have less capacity to enjoy beauty and are less concerned for the spiritual dimension of life.
- They are impatient and they fail to relax.
- They are program-oriented instead of people-oriented.
- They are constantly striving for “success” regardless of the consequences to health, family and associates.

What do Latinos value most?

In rank of descending order, Latinos value the following:

- Personal dignity
- Kinship ties
- Social position
- Materialism
- Spiritual values
- Freedom to express their emotions
- Fatalism/preoccupation with death
- To have a decent life
- Opposition to manual labour

Latinos, according to Maria Bermudez (Mexican psychiatrist), have certain personality traits in general: inferiority complex, resentment, irresponsibility, contradictory tendencies (i.e. materialism vs. spiritual values, spirituality vs. fatalism, a decent way of life vs. opposition to manual labour, authority vs. individualism).

Greeting Customs

One of the first ways many people see the differences between cultures is the way in which the people greet one another. Some of the most obvious expressions of the cultural differences between Latin and North Americans will be:

- Females greet one another with a kiss on the cheek.
- Patting on the arm as a sign of greeting between men and women.
- Being physically closer during a conversation or when sitting in a meeting or on public transportation (the average distance between two North Americans is about 3 feet - for Latinos it is half of that.)

Latinos tend to view North Americans as being indifferent and cold toward Latinos. Thus, we should try to overcome this barrier. One good way to do this is to remember that Latinos are more people-oriented and pamper their children. So, when you go into a home situation or where there are children or the elderly, be sure to give them lots of attention.

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 piercing for men) are prohibited by the school.** For questions about this, speak with the English Program Coordinator.

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. For this reason, please avoid bringing expensive jewelry and electronics. You'll be amazed with what you can live without when you give it a try.

The following information 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, crime becomes a problem. Theft from cars and homes is a concern, as is crime, but if you are aware of certain situations the likelihood of a problem is reduced.

There are a few things to keep in mind regarding your safety here in Honduras. As you look around, you will see most of the homes have burglar bars to protect the doors and windows. If you lock all windows and doors when leaving or retiring for the night and are aware of what is happening around you at all times, there will be few problems.

It is not advisable to walk after dark by yourself. There are times of course when you cannot avoid it, just become aware of your surroundings. There is no problem walking around downtown during daylight hours provided usual precautions are taken. Know in advance where you are going, have a course mapped out in your mind, and leave expensive jewelry at home.

PERSONAL SECURITY TIPS

- Do not carry large amounts of cash while shopping if it can be avoided.
- Do not overdress, and avoid wearing flashy jewelry.
- Shop with a friend whenever possible.
- Be wary of “bargains” offered by persons on the street.
- Avoid using ATM machines at night.

TIPS FOR THE BEACH AND WATERFALLS

- Leave valuable possessions at home.
- Don't leave belongings unattended.
- Don't wander alone.
- Stay in groups or crowds

MISC. IMPORTANT INFORMATION

HELPFUL RESOURCES

Books

- The Expert Expatriate: Your Guide to Successful Relocation Abroad ~ Melissa Brayer Hess and Patricia Linderman
- Understanding Intercultural Communication ~ Stella Ting-Tooney and Leeva C. Chung
- Cross-Cultural Servanthood – Duane Elmer
- The First Days of School – Harry Wong

Websites

- www.hondurasweekly.com – national English online newspaper
- <https://www.cia.gov/library/publications/the-world-factbook/geos/ho.html> - CIA World Factbook
- <http://www.lonelyplanet.com/honduras> - Lonely Planet Online
- <http://www.letsghonduras.com/> - Let's Go Honduras Online
- <http://hondurasculturepolitics.blogspot.com/>

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 Coordinator.

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

PERSONAL PREPARATION

Things to consider as you prepare to leave:

- Register with your country's embassy
- Renew your driver's license (you can use this to cash cheques at the bank if you don't want to use your passport)
- Set up internet banking

- Make sure your bank cards will work over seas 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.)
- Medical and dental checkups
- Bring a copy of all materials listed in “What to bring” section of this Handbook. Also bring a copy of your prescriptions or medical related information)
- Send out change of address forms
- Decide what you are going to take and what you are going to store and make a list of each
- Give yourself time to say goodbye

SPIRITUAL PREPARATION

- Pray 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 prepare to be a servant and to be ministered to

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.