



**INTERNATIONAL AMERICAN SCHOOL OF CANCUN, A.C.
PARENT / STUDENT HANDBOOK Grades 7-12
2019-2020**

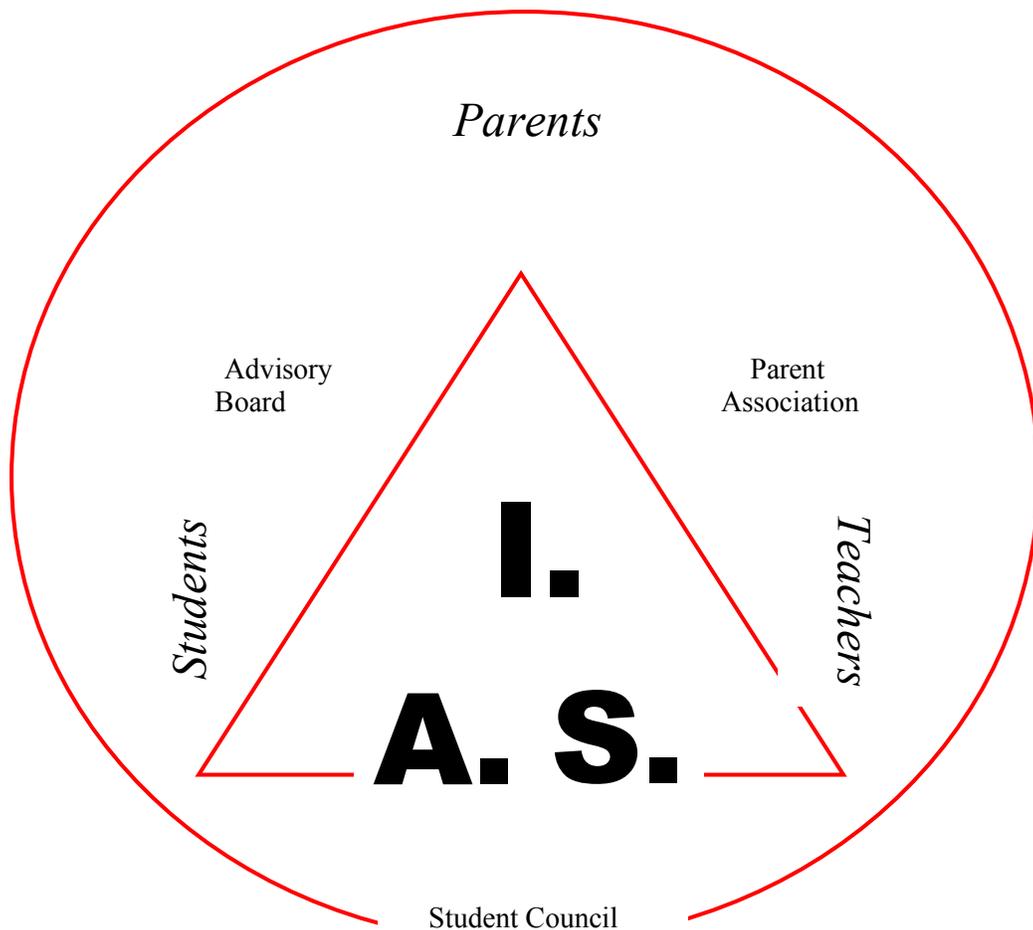


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ADMINISTRATION

Directors: Ms. Nancy Perkins, Ms. Andrea Terry
Principal: Ms. Nancy Perkins
Vice Principal: Ms. Carmen Campa
Psychologist: Ms. Gaby Gálvez
Curriculum Coordinator: Ms. Karla Gallegos

The School

The International American School of Cancun is a private, non-sectarian, coeducational institution offering a bilingual education for preschool – grade 12 students. Founded in 1990, the school is dedicated to an American style education, high academic standards, and the caring environment a small school can offer. The International American School of Cancun admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Accreditation

"ACCREDITATION IS AN INDICATION OF STRIVING FOR EXCELLENCE. IT IS AN INDICATION OF QUALITY THAT IS RECOGNIZED WORLDWIDE." The International American School of Cancun is accredited by the SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (AdvancED/SACS) and the Southern Association of Independent Schools (SAIS) in the United States. In Mexico, the junior high is accredited by the SECRETARY OF EDUCATION IN QUINTANA ROO (SEQ) and the high school program is validated by the NATIONAL UNIVERSITY (UNAM) and the SECRETARY OF EDUCATION (SEP). Accreditation is a process of helping institutions improve through a systematic program of evaluation and the application of educational standards or criteria. Accreditation means not only that standards are met, but also that the school community is committed to improving the quality of its program.

Regional accreditation is comprehensive and covers the total school, not just certain programs. The school must undertake comprehensive self-studies involving teachers, administrators, students, and members of governing bodies. Then there are evaluations by visiting committees of peers, professional educators who give an objective and candid reaction to the self-studies and make recommendations based on their assessment of the institution. The school responds to the recommendations, sets priorities, and designs short-term and long-range plans for improvement.

Accreditation is not a permanent status. Continuing membership in SACS, SAIS, and SEQ depends on meeting standards for accreditation and continuing improvements demonstrated through a regular cycle of annual reports, interim reviews, and periodic reevaluations with a self-study and visiting committee.

Unique Dual Academic Program

The majority of our students are enrolled in a dual program, receiving both U.S. and Mexican diplomas. Thus the majority of our students speak both English and Spanish.

MISSION STATEMENT

The International American School of Cancun offers a program of academic excellence, recognized for its bilingual and multicultural program. Distinguished by a strong sense of community, IAS promotes an environment of meaningful, values-based learning experiences. Students acquire the leadership abilities and necessary skills to create a positive impact on the world around them.

OUR VISION is to develop bilingual, bicultural citizens who are well-rounded, lifelong learners.

BELIEFS

1. Each student is a valued individual with unique intellectual, physical, social and emotional needs.
2. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
3. Education is a cooperative process to be shared by students, staff and community. The educational programs should recognize the role of the school, working with home and community, in the moral, physical, emotional and aesthetic development of students.
4. An ambience of respect and appreciation for all cultures should be evident in all aspects of the curriculum and learning environment.
5. The school should meet the standards and characteristics expected by SACS and the Mexican educational authorities, offering a curriculum that prepares students to be successful in the best U.S., Mexican, and international universities.
6. The program should prepare students to integrate successfully and constructively as productive, conscientious citizens in a rapidly changing world.
7. The school should maintain an educational environment that is stimulating and challenging and encourages interaction and response by the student both on individual and group levels.
8. Opportunities for learning and growth should be provided outside the classroom.
9. On-going staff development is a vehicle for professional growth and improvements in teacher effectiveness.
10. The school should maintain an optimal student/teacher ratio.
11. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

SUCCESS IN SCHOOL

The International American School of Cancun is dedicated to each individual student's fullest growth and academic success. Our small classes and high standards, as well as individualized attention, provide an excellent education that insures a solid foundation for future endeavors.

Students that are successful at the school display the following traits:

1. Attend school regularly and have very few absences.
2. Study during weekday evenings on a self-set schedule.
3. Ask questions in class and make appointments with teachers when help is needed.
4. Complete homework assignments when due and study for exams and quizzes.
5. Use school facilities to their fullest advantage (library and computer lab, etc.).
6. Participate in extra activity programs such as drama, chorus, or sports.
7. Take home communication from the school and return any required documents, signed by parents.
8. Invite and involve parents and family members in school events.
9. Show respect for fellow students and teachers at all times.
10. Understand and follow the guidelines and rules set by the school



Students will be successful at the International American School if they sincerely work to the best of their ability in a spirit of enthusiasm and display a willingness to work seriously at their studies.



GRADUATION REQUIREMENTS

Successful completion of a year-long course earns one unit of credit. A semester-long course earns one-half unit of credit. All units must be earned between grades nine and twelve. Units required for graduation are as follows: Dual U.S./ Mexican program, 28-30 units, U.S. program 23-26 units. Students who do not speak Spanish will attend the regular Spanish classes, and they are expected to do as much of the work as they can. Their grades will not affect their grade point average (GPA) unless they want to receive credit and the UNAM certificate. Most classes meet five times per week for forty-five minutes per period. The school day consists of eight class periods and two recesses. Any exceptions to the requirements must be approved by the high school principal, based on teacher recommendations.

MINIMUM GRADUATION REQUIREMENTS

U.S. PROGRAM

4 English
4 Social Studies
4 Science
4 Mathematics
4 Spanish
1 Computer Science or French
½ Physical Education
1-3 Electives

DUAL PROGRAM

4 English
4 U.S. Social Studies
4 Science
4 ½ Mathematics
4 Spanish
1 Computer Science or French
½ Physical Education
1-3 Electives
4 Social Studies (Spanish)

DAILY SCHEDULE

Arrival 7:07

Dismissal 2:40

Homeroom	7:10-7:15
Period 1	7:18-8:03
Period 2	8:07-8:52
Recess/Period 3	8:52-10:03
Recess Gr 7-9	8:52-9:14
Recess Gr 10-12	9:41-10:03
Period 4	10:07-10:52
Period 5	10:56-11:41
Activities/Lunch	11:41-12:13
Period 6	12:17-1:02
Period 7	1:06-1:51
Period 8	1:55- 2:40

JUNIOR HIGH
SEQ and SACS Programs 2019-2020

<u>SEVENTH GRADE</u>	<u>EIGHTH GRADE</u>	<u>NINTH GRADE</u>
<i>Spanish</i> English Science 7 <i>History of Mexico</i> <i>Mathematics</i> Mathematics World Geography Fine Arts <i>Civics</i> <i>Physical Education</i> <i>Orientation/Intervention</i>	<i>Spanish</i> English Science: Introduction to Physics <i>Physics</i> <i>Mathematics</i> Algebra I World History <i>Civics</i> Fine Arts <i>Physical Education</i> <i>Orientation/Intervention</i>	<i>Spanish</i> English Science: Introduction to Chemistry <i>Mexican History</i> <i>Mathematicas</i> Integrated Mathematics United States History <i>Civics</i> Elective Intro to French <i>Physical Education</i> <i>Orientation</i>

HIGH SCHOOL
UNAM / SACS 2019-2020

<u>TENTH GRADE</u>	<u>ELEVENTH GRADE</u>	<u>TWELFTH GRADE</u>
<i>Spanish Language Arts</i> <i>Geography of Mexico</i> English 10 World History Biology Algebra II Electives Model UN Computer Skills or French II <i>Orientation</i>	<i>AP Spanish Literature</i> <i>History of Mexico</i> English 11 U.S. History Chemistry Precalculus Electives Computer Skills or French III <i>Orientation</i>	<i>Etymology/ Writing and Research</i> <i>Mexican Law</i> English 12 or AP English Literature US Civics (Government and Economics) Physics or Ecology Advanced Math or Statistics Electives Computer Skills or French IV <i>Orientation</i>

Special Spanish

Students who do not speak Spanish attend SSL (Spanish as a Second Language) during the regular Spanish class. Students may be in the SSL class for two years, and during this time they should also have tutoring in the afternoon. They attend the other Spanish classes and are expected to do as much of the work as they can. Their grades do not affect their grade point average (GPA) unless they are enrolled in the Mexican program.

Model United Nations

Model UN is a seminar class during which students study the history and functions of the United Nations. Most students then participate in a conference that takes place in another state or country.

Other Observations

- In 12th grade, students are assigned to math classes according to their math skills or to classes taken in previous years.
- During their senior year, students can choose between physics and ecology.
- Students in grades 9-12 choose electives each semester. In the past these electives have included drawing, painting, woodworking, sports, golf, music, Intro to Japanese, and cooking.
- Orientation is a class in which students explore their personalities, career options, test-taking skills, etc.



COMMUNITY SERVICE REQUIREMENT

As stated in The International American School of Cancun student handbook, students from grades 7 to 12 must complete a minimum of 20 hours per year of community service activities as part of the requirements to complete and received their high school Diploma. The purpose of community service is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.

Community service activities are part of the school's program. IAS carries out several activities during the school year, along with the activities organized by nonprofit organizations and foundations.

Procedures for Students

Students may complete their community service hours at any time during the school year. They may also complete any number of activities, as long as those activities result in the completion of a minimum of 20 hours per year of community service.

Before starting any community activity, at the beginning of the school year students are given a list of nonprofit organization and foundations to make sure they have something to get started. They can also contact other organizations, participate in IAS activities, or create their own activity.

For each activity, the student must present a Green slip (format given by IAS) or a letter signed and stamped by the person or organization in charge of the activity. The form or letter must have the student's name, amount of hours, activity performed, date and the activity responsible.

Students are also responsible for completing their community service hours to the best of their ability, in a manner that demonstrates a positive work ethic and respect for others.

Behavior guidelines:

- Punctuality
- Appropriate dress and grooming
- Use of good manners and vocabulary
- A willingness to listen to instructions and obey them
- The ability to follow through on commitments

Ineligible Activities: The school has developed a list of activities that may not be chosen as community service activities. An activity is ineligible if it

- is a requirement of a class or course in which the student is enrolled
- takes place during school hours
- involves helping teachers grade exams or papers
- is an activity with financial benefits
- is a religious activity
- is part of a political campaign
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities

Eligible Activities: The school has developed a list of guidelines to follow, describing activities that can be approved as community service:

- An IAS event formally announced through the office asking students to help
- An event or activity designed to be of benefit to the community
- An event or activity to support a not-for-profit agency, institution or foundation
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance
- Participation in an event or activity that supports ethical work of a global nature
- Participation in an event or activity that promotes positive environmental awareness
- Participation in an event or activity that contributes to the health and well-being of any ethical group that conforms to the community standards of morality and conduct, including school-based activities

- Participation in an event or activity affiliated with a club, arts or cultural association that seeks to make a positive and ethical contribution in the community

Note: High school students who have not completed their community service hours are not eligible to exempt exams.

List of Community Organizations:

Name of Organization	Description	Contact Information
Red Cross		
Fundación Ciudad de la Alegría, AC	AIDS patients, elderly, underprivileged children	www.ciudadalegria.org
CRIT/Teleton	Special needs children	SMZ 296, M5, LT-05, Blv Colosio, Col Alfredo Bonfil Carr Cancún-Aeropuerto Tel 193-3093
Rescate Malix	Dog rescue	www.rescatemalix.org
Eco-Cultural Fair		Indra Rojo www.lovecancun.org
Huellas de pan	Provides food for those in need	251-4849, 2754505 Nextel, 044-9981570820 Calle 16 Manzana 104 Lote 8 región 96,
Junto a ti	Street dogs are rescued and trained to work with special needs children	voluntariosperrosespeciales@hotmail.com cel 998-865-4551
Tierra de animales	Dog rescue/shelter	www.tierradeanimales.org
ADPA	Dog rescue/shelter	http://alberguerosalinda.org/ 271-6362 Rosalinda Figueroa
Dirección de Ecología	City programs for recycling, crab rescue, etc.	https://www.facebook.com/pages/Ecologia-Cancun/120720414739449
Fundacion Olympus Tours	Various charity programs	http://fundacionolympus-tours.org/la-fundacion Tel.52(998) 881 90 30 ext 2049 .
Fundacion Oasis	Various charity programs	http://www.fundacionoasis.com/beneficiarios.html Blvd. Kukulcan km 6.5 Zona Hotelera • Tels (998) 848 99 99 Ext. 242, Fax 848 99 88 • fundacion@sercc.com.mx

GRADING AND GRANTING CREDIT

The grading system of the International American School of Cancun is designed to reinforce the skills necessary to develop a strong, organized, and conscientious student, prepared for the university system and future work opportunities.

I. Quarter Grading Procedure

The school year consists of 5 grading periods of approximately 8 weeks each for 9th – 12th grades. There are 3 grading periods for 7th and 8th.

The following percentages may be used to determine each quarter’s grade but the actual percentages vary from teacher to teacher:

10% homework	25% weekly quizzes and class participation	20% semester exam
35% unit exams and project grades	10% organization of notebook and classwork	

II. Semester Grading and Transcript Procedures

Grades are reported to parents through online report cards. Semester grades are registered on the permanent transcript.

A copy of a student's report card and/or transcript may be requested by the student's parent or guardian. This should be requested one week before the document is needed.

High school students who meet these requirements may exempt the second semester exam for a year-long course: average of 9.2, not more than 15 absences, completed 20 hours of community service, and teacher approval.

III. Homework Policy

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

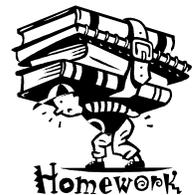
The actual time required to complete assignments will vary with each student's study habits, academic skills, and classes. There is more homework in the AP and honors classes. Homework assignments are given in class and can also be found on Algebraix and teachers' websites. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are also encouraged to pursue non-assigned, independent, leisure reading.

Late Work

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive partial or no credit. Students who miss homework because of an excused absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent to make up their work, except for in the case of days missed due to family trips (less time will be given). It's the students' responsibility pick up their pink slip (indicating an excused absence) before 8:00 am on the day they return and to get work missed due to illness or absence. Students may also consult Google Classroom to get more information about assignments.

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process



ALL WRITTEN WORK SHOULD BE WELL-ORGANIZED, NEAT, AND USE GOOD ANDWRITING. ANY WORK THAT DOES NOT MEET THESE REQUIREMENTS MAY RESULT IN A LOWER GRADE FOR THE STUDENT OR IN REPETITION OF THE ASSIGNMENT.

IV. Consequences for Academic Dishonesty: Plagiarism, Cheating and Copying

The International American School of Cancun takes academic honesty very seriously. We want to ensure that all of our students understand the importance of being honest in regard to academics and their lives in general.

1. First Offence- a zero for the project/assignment/test and the parents will receive an email from the VP.
2. Second Offence – a zero for the project/assignment/test, an in-school suspension, and parents will meet with the VP.
4. Third Offense - a zero for the project/assignment/test, an in-school suspension, and the parents will meet with the principal.

V. Failure of Classes

A student failing a class will be asked to take and pass a final exam, demonstrating mastery of the subject matter. He/She may be asked to take the course again, either during the regular school year or through a correspondence course or summer school program. These options must be approved by the administration. There are additional fees for these programs and the extra exams. Students failing three or more subjects will not be allowed to register the following year. Students failing 5 or more subjects will not be given the opportunity to take "exams for

credit” and will need to repeat the school year in another school. Students may not take more than three extraordinary exams in one exam period.

VI. Tutoring

A list of tutors will be available in early September for those students who need extra academic help. Parents contact teachers directly and make arrangements as to where, when, and cost. Tutoring may take place in the library from 2:40 – 3:30 pm daily.

VII. Summer School Credits/Independent Study

A student who desires to earn credit through a correspondence course or any other independent study arrangement must have prior approval by the principal. This work must be done through an accredited online school such as Texas Tech University, University of Nebraska, or www.k12.com.

VIII. Advanced Placement (AP) Classes

An *AP class* is a course designed to prepare students to take the College Board-sponsored Advanced Placement (AP) exam. These national curricula are developed by high school and college teachers under the auspices of the College Board. Most universities award college credit based on AP exam scores. Secondary schools and colleges cooperate in this program to give students the opportunity to show mastery in college-level courses by taking the AP exam in May of each school year. IAS offers AP courses in Spanish literature (11th grade) and English literature (12th). Students may also take online AP classes with approval from the office. Students enrolling in an AP class must take the exam in May in order for the AP designation to be placed on the transcript and to receive the additional 1.06% added to the average.

What are the advantages in taking an AP course?

- Better preparation for college: It has been shown that students master in depth content at the college level more easily after completing AP courses in high school.
- Students who take AP exams may receive college credit while still in high school, saving time and money
- The AP exams are given every year in May. Scores are reported to the colleges designated by the student and range from 1 (no recommendation) to 5 (extremely qualified). Each college determines the scores to be accepted for credit, but most consider a score of at least 3. Colleges may award three - six hours of credit per test. Students should contact individual colleges to find out about their policy.
- The student’s transcript will show that he/she took an AP course. This is helpful with the admissions process, especially in selective colleges – colleges that admit one-third or fewer of its applicants.
- An additional 1.06% is added to the grade; this only applies to students who have at least a 7.2 and who take the AP exam in May.

When deciding which students will be enrolled in an AP class, the following is taken into consideration:

- Student interest and desire
- 8.5 or higher in their previous regular classes in the subject area (grades 9-11)
- Scores on standardized testing – MAP, PSAT
- Teacher recommendations

ATTENDANCE AND TARDIES

Attendance Requirements and Absences

Students are expected to attend school regularly. Students are limited to ten days of absence per semester - excused or unexcused. Any absence after ten days is unexcused. Students missing more than twenty days per year are subject to the following consequences:

- They must demonstrate mastery of the subject passing all semester exams.
- They may be denied the privilege of attending school events if those trips involve missing classes.
- They may be denied the right to register the following school year.
- After 15 absences, they lose their right to exempt exams even if they meet the 9.2 grade requirement.

Special consideration will be made by the administration for illness or family emergency. Parents should call the office to advise when students are absent. **Parents must call or send a note to explain the absence on the**

morning of the day the student returns to school. Unexcused absences will affect grades, as students will not be given the opportunity to make up work or exams. Students will have the same number of days they are absent to make up work. The following absences are excused:

- illness (The school reserves the right to request a medical report.)
- participation in an extracurricular activity such as sports, drama, dance, etc. These absences are excused when the appropriate written notice is given.
- family emergency (serious illness or death of immediate family member – notification in the office)
- passport or visa appointments (not drivers' licenses, taking parents to airport, etc.)

Athletes who complete at state/regional/national level may be given additional excused absences. This also depends on their academic performance. These events must be sponsored by the Mexican Sports Federation.

Picking up a pink slip in the office (indicating an excused absence) is the student's responsibility. Pink slips must be presented to teachers the same day that the student returns to class, not one or two days later. An unexcused absence also results in the loss of dress down privileges for that week.

If a student knows that he/she will be absent, the office must be notified at least one week in advance, and all work must be completed. If the absence occurs over an exam period and no advance notice has been given, the student will not be able to make up the exam and will receive a zero. **It is the student's responsibility to make up work when absent (homework, classwork, tests, etc.). This is to be done outside of the normal class time.** Makeup tests may be given during lunch or after school but NOT during class time. If tests are given during lunch, students should be reminded that they will not be allowed more time. Students may consult teacher webpages or Algebraix to help them with makeup work They will also be assigned a login number for access to Engrade, an online gradebook that gives them access to their grades. If a student needs to make up an exam, this will be done during lunch or after school, not during class time.

A PINK SLIP GIVES THE STUDENT THE RIGHT TO MAKE UP WORK ACCORDING TO THE ABOVE INDICATIONS. IT DOES NOT EXCUSE THE STUDENT FROM DOING THE WORK.

Tardiness: Late to School

School starts at exactly 7:07 each morning. A warning bell is rung at 7:07. Students must be in their seats and ready for homeroom at the sound of the 7:10 bell. Students who arrive after the second bell (7:10) lose their dress down privilege for the week. **Students who arrive after 7:18 will not be admitted.** In the case of an unavoidable lateness (medical or mechanical problem), parents should call the office or come in. There may be other consequences for students who have a habit of arriving late.

Tardiness: Individual Classes

Students who arrive after a class has already begun will lose their dress down privileges for the week. Students who are late to a class three times may also be assigned a detention.

ANY TARDY WILL RESULT IN LOSS OF DRESS DOWN PRIVILEGES FOR THE WEEK THAT THE TARDY OCCURRED.

OFFICE POLICY

Hours and Payment: The office is open from 7:00 a.m. to 2:45 p.m. Parents requesting appointments with teachers need to do so through the receptionist.

Monday–Friday, Business Office and Cashier: 7:00–9:00 am, 1:00–2:30 pm, cashier@ciac.edu.mx Tel. 882-2269 Ext. 6

Monday – Friday, Upper School Reception: 7:00 – 2:40 pm. highschool@ciac.edu.mx Tel. 882-2269 Ext. 5

Tuition Payment Policy

1. Cash payments cannot be made at IAS
2. The discount for early payment is given on payments made before the 10th of each month. If the 10th falls on a weekend, the payment should be made the day before.
3. The regular tuition fee starts on the 11th of each month.
4. Students with a scholarship or discount must pay tuition from 1st to 10th of the month; otherwise there will be a surcharge of 10%.
5. A discount of \$150 pesos is applied to the early payment fee as long as tuition is paid by the 10th. After the 10th, there is no discount. This discount does not apply to students with scholarships.
6. In accordance with the SEP-PROFECO agreement (March 10, 1992) an outstanding balance of three or more tuition payments releases the school from any responsibility and the student's documents will be forwarded to SEQ
7. Any student who owes tuition will not be allowed to go on school trips.
8. Official receipts can be downloaded via Algebraix in the financial statement section. Any change in the receipt must be requested during the current month; no receipt can be expedited after the closure of the month.

PAYMENT METHODS	MORE INFORMATION
CREDIT OR DEBIT CARD VISA O MASTER CARD 2% fee	Payment at IAS with the cashier. Automatic charge: A letter must be signed authorizing the school to automatically charge your card monthly.
AMERICAN EXPRESS 2.16% fee	Payment with TDC or TDD does not require a number generated by Algebraix.
DEPOSIT CASH OR CHECK	CHECK payable to International American School of Cancún, A.C. To be deposited at HSBC - must have the number generated by Algebraix. (RAP 170 agreement)
“Pago de servicio” HSBC: International American School of Cancún, A.C.	Select from the menu “pagar mis servicios” and choose 170. (You must have (que deberás dar de alta previamente). It is necessary to write the reference number given by Algebraix (20 digits) where indicated in the “concepto o motivo de pago” each time a payment is made.
ELECTRONIC TRANSFER: (from banks other than HSBC) International American School of Cancún, A.C.	HSBC Bank CLABE 021180550300001705 It is necessary to write the reference number given by Algebraix (20 digits) where indicated in the “concepto o motivo de pago” each time a payment is made. Monday – Friday, 7:00 am – 5:00 pm.
ATM Deposit In these HSBC ATMs: -Suc. Cancun: Av Tulum #186 – Col. Centro -Suc. Plaza Bonita: Av. Xel Ha Mz 28 -Suc. Canaco: Av Lopez Portillo #60 -suc. Plaza arte: Plaza Arte #45	It is necessary to write the reference number given by Algebraix (20 digits) where indicated in the “concepto o motivo de pago” each time a payment is made. -Convenio: RAP 0170 (RAP 170 agreement) Monday – Friday, 8:00 am – 9:00 om
Observations:	
<ul style="list-style-type: none"> • The transactions and deposits should be made according to the aforementioned schedule, except for bank holidays. • If the fee deadline falls on a weekend, transactions and deposits should be made on Friday. • The reference number (20 digits) given by Algebraix needs to be noted correctly Algebraix in the area marked “concepto de pago” o “motivo de pago”. • Do not add anything (name, sign, number, etc) to the Algebraix reference number • Keep your deposit slip! 	

Student Files

It is very important for students' files to be complete. All documents should be given to the office upon registration or by September 10th of the corresponding academic year. All academic documents of students who studied outside Mexico need to have an apostille, an official translation, and revalidation from the SEP. The school is not responsible for registering students in the SEP if documents are not received within the established time. Students with incomplete files will not receive their official certificates when they leave the school. Revalidating grades of students who studied outside Mexico is the responsibility of the parents. Questions about this procedure should be directed to the office.

Registration requirements for students wishing to continue at the school:

- good behavior
- tuition payments up to date
- maximum of two extraordinary exams
- less than twenty absences
- registration fee (If a registration deposit is not made, the student's place will not be reserved.)



Cafeteria/Food

Students may buy food during their recess periods, as well as before and after school. Students are not permitted to eat in the classrooms, laboratories, or auditorium. Water is permitted in the classrooms but should be kept in plastic bottles or thermoses.

SCHOOL PSYCHOLOGIST

There are many problems that are faced by students in their academic career. Due to problems such as lack of motivation to study, emotional disturbances, etc. students are likely not to give their best. If a parent sees that his son or daughter is having difficulty, the parent may want to talk to the school psychologist. The psychologist consults with students, parents, teachers, and community personnel to assist in meeting the needs of students. An appointment can be made through the office.



THE LIBRARY



The library is open from 7:00 a.m. to 3:30 p.m. Students may check out a maximum of three books at one time, for a period of one week. Books may be renewed for up to three weeks if needed. Students will be held responsible for lost or mistreated books; they will be notified of the replacement cost. If books are not returned on time, a fine of one peso per day will be charged.

There are computers available for student use, and these are only to be used for research or homework use, not to check email correspondence or to play games. Students may not use their laptops to play computer-related games, watch movies, or listen to music in the library. Students who misuse library materials or display poor behavior will not be permitted to use the library.

The library recognizes that some materials are controversial and that any given item may offend some patrons. Parents requesting that an item be withdrawn from the collection may complete a "Request for Reconsideration of Materials" form, which can be found online at <http://iascancunlibrary.weebly.com/services.html>. Once the form has been fully completed and returned to the Library Director, the inquiry will be placed on the agenda of the next regular meeting of the Board of Trustees and the Advisory Board. Their decision will be final.

STUDENT AND PARENT ACTIVITIES

Taking part in athletics, student organizations, and the arts both as a participant and spectator, is an important part of a student's total educational experience. Such participation is a privilege that carries responsibility to the student, school, parents, and the community.

The National Honor Society and the IAS Student Council are two important student organizations, and students who belong to these organizations are expected to meet specific academic and behavior requirements. If a student belongs to one of these groups and is unable to meet the requirements, he/she will be asked to leave the group.

National Honor Society

- good behavior record from previous school year
- good attendance record
- accumulative grade point average of 9.1 (as established by the Faculty Council)
- selection to the group by the Faculty Council
- completion of application form and essay
- personal service project
- participation in the group service project



It is a privilege to be selected for and participate in the National Honor Society. It is only the best students who are asked to be part of this organization. Therefore, it is essential that NHS students maintain high levels of academic performance, leadership, and participation in NHS activities, as well as maintaining a positive attitude in all school activities. If students do not maintain high levels of performance they will be warned, and then asked to leave the NHS. Once the student has left NHS, there will be no possibility to rejoin this organization. If a student is dismissed from National Junior Honor Society, the member can be reconsidered for NHS in tenth grade.

Dismissal Procedures

1. Verbal Warning: Students will be verbally warned that their academic performance, attitude, leadership, or participation in NHS activities are not meeting the standards required to stay in this organization.
2. Written Warning: Students will be given a written warning stating the ways in which they are not meeting NHS expectations and standards. With the written warning, students will be placed on probation.
3. Dismissal: If the warned students do not improve their performance within the given amount of time, they will be dismissed from NHS.
4. Appeals: Students dismissed from NHS can appeal the decision to the NHS Faculty Board and the Principal within two weeks of dismissal.

Student Council

- good behavior record from previous school year
- grade point average of 7.5 (8.0 for officers)
- election by classmates

Model UN Simulations

Model UN strives to advance the understanding of international affairs by following the procedures of the United Nations and other international organizations, such as NATO and the EU. Each year, students attend Model UN Conferences, which are comprised of committees with an agenda, where students represent countries and simulate the proceedings of their committee. Students who attend conferences are expected to conduct library research on assigned nation and specific topics, complete all written work required as part of the preparation for the conference, and follow rules of dress and conduct while attending the conference. Students participating in conferences outside Cancun must attend CancunMUN for the present school year and have a minimum grade average of 8.0 as well as an excellent conduct record.

The major conferences in which IAS participates are the following:

- CancunMUN (November) - All 10th grade students must participate as part of their Model UN class.
- PASMUN/GUAMUN–Colegio Americano de Puebla or Guadalajara (January)

- International Conference (time and place vary each year) - Students who want to participate in this conference must have participated in the most recent Cancun conference.

Parent Association

The role of the Parent Association is to support the school through the organization of events and activities at different times of the year. Representatives and officers are elected at the Parent / Teacher Meeting held in September. Some important events organized by the Parents Association are the Halloween Party in October and the Posada in December.

Non Violence Pact (Pacto de No Violencia – PNV)

The PNV is a national and local project that seeks to create healthy and safe environments for our teenagers, and tries to decrease the conflicts and dangerous situations that youth live in today. Through the council of PNV Cancún, a plan is given to IAS and the other schools. Each school adjusts the plan according to its needs.

ASOMEX

The International American School of Cancún is a member of the American Schools of Mexico (ASOMEX). The purpose of this organization is to share ideas, programs, and experiences of its member schools. Throughout the year students are offered opportunities to travel and participate in athletic tournaments, workshops, and arts and music festivals at other American schools in Mexico. These include the following:

- Sports Competitions (soccer, volleyball, tennis, golf, etc.)
- Model UN Simulations
- Workshops for teachers and students

SPORTS

Participation in sports is an integral part of student life. The objective of the sports program is to facilitate the participation of students in activities outside the classroom, allowing them to develop cooperation skills, sportsmanship, and physical and mental skills.

Sports Activities at IAS: Soccer Basketball Volleyball Field Hockey



DISCIPLINE WHAT CAN YOU DO?

Always remember and follow the 5 C's to excellence:

**CARE
COURTESY
COOPERATION
COMMON SENSE
CONSIDERATION**

Students will be disciplined for any inappropriate behavior, including ...

- fighting or displaying behavior that endangers others
- theft or damaging any school property
- fireworks and related material for either use or possession (including lighters)
- smoking
- gambling in any form
- violation of attendance regulations
- willful disruption of school activities
- continuing defiance of authority
- cursing, gesturing at, or verbally abusing anybody for any reason including:

- | | | |
|--------------------------|-----------------------------------|------------------------|
| * race | * personal or physical attributes | * religion |
| * handicapping condition | * gender | * intellectual ability |
| * beliefs | * matters related to sexuality | * national origin |

- having beepers or similar portable communications devices
- being involved in willful acts that cause physical, financial, or other harm to school computers, software, or other technical equipment
- assault, which includes physical attacks, sexual attacks, beating, improper touching upon any person

DID YOU KNOW . . .

That students can be kept out of the International American School temporarily or permanently (suspended or expelled) due to behavior...

- while on school property
- while engaged in or attending a school activity
- while going to or returning home from school

Any behavior that would not be acceptable in a work place is not acceptable in school. The standard of conduct expected of parents at their jobs is the standard of conduct expected from students.

Students are subject to school discipline for off-campus behavior that may have a negative effect on students, such as threats of violence or physical harm, unlawful harassment, or any behavior that endangers property, health, or safety of others. This can include negative comments towards students on Facebook, Twitter, etc.

If a student is caught doing the following things, **he/she will be suspended**, and the principal will recommend **permanent expulsion**:

Attempting to distribute, sell, intend or attempt to sell, manufacture or give away any of the following:

- | | | | |
|----------------------------------|----------------------|-------------|--------------------------------|
| * alcoholic or nonalcoholic beer | * drug paraphernalia | * marijuana | * alcohol |
| * steroids | * any illegal drug | * inhalants | * cigarettes (including vapes) |

If a student is found to have any of the above in his/her possession, the student may be

- excluded from school for a minimum of 5 days suspension
- excluded for 30 days from all school activities (teams, clubs, etc.)
- required to participate in a follow-up activity with parents
- recommended for **permanent expulsion**.

Random drug testing is carried on periodically. If the test results are positive, the student will be placed in counseling and tested again at various times. If a second test is also positive, the student will be asked to leave the school. All test results are confidential.

Other violations that carry mandatory punishment involving automatic suspensions and/or recommendations for expulsions are as follows:

- Assault or threaten to assault a staff member
- Involvement in a mob assault (Any student who is part of a group of students that commits an assault will be held directly responsible for the assault.)
- Weapon possession (Weapons are any objects used with the intent of threatening or harming any individual.)

I. PUBLIC DISPLAY OF AFFECTION (PDA)

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. The following are guidelines for the PDA policy at The International American School of Cancun:

OK:

Hand holding
 Hugging - defined by brief embraces
 Arms around each other's shoulders or waists
 Kiss on the cheek

NOT OK:

Prolonged kissing
 Prolonged embraces
 Hands in inappropriate places such as below the waist or in each other's pockets
 Sitting on laps or lying on top of each other

**Consequences:**

First warning – verbal, which is to be documented.
 At the second warning, the teacher will follow school discipline policy/procedure for normal violation of school code.

“Dress-Down Friday”

Students who have completed all assigned work and have no discipline reports for the week will participate in Dress-Down Friday. In order to take advantage of this privilege, students

- have completed all assignments - homework and classwork
- have worn their complete uniform all week
- have no unexcused absences
- have not received any discipline or tardy reports

IAS Values Program

VALUE	DATES
Citizenship	August – September
Respect	October - November
Caring/Kindness	December - January
Responsibility	February - March
Trustworthiness	April - May
Fairness	June

SCHOOL RULES

1. **Come to school on time, arrive punctually at all classes.** Time is limited, and lessons are either held up or interrupted by late arrivals. Punctuality allows lessons to begin and proceed in an orderly fashion.
2. **Arrive at class fully prepared with all books, materials, notes and equipment and ready to start work immediately.** It is your responsibility to bring the items you need. Being prepared includes completing all homework or assignments, bringing your physical education equipment, and carrying a pen or pencil.
3. **Pay attention in class, carry out the work you are given, behave properly at all times, and do not disrupt the lesson.** Moving around the class or talking without your teacher's permission is very disruptive.
4. **Eat and drink only during recess or lunch breaks, never during assemblies, in classes, in corridors, or on stairs.** If food or drink is taken around the school, slips or spills can happen and injuries result. Keep all food and drink to the proper times and places.
5. **Always ensure that you keep to the dress code as outlined in the school handbook.**
6. **Walk in all corridors and stairs, do not push, keep to the right and go directly to class.** Running can cause accidents, so move around the school in a safe and orderly fashion.
7. **Confine yourself to the supervised areas in the library, foyer, snack bar, or locker area during recess or lunch breaks.** All classrooms and corridors, other than those named, are out of bounds to all students unless direct permission has been given by a member of the staff.

8. **Look after all property, whether it belongs to you, to other people, or to the school.** Carry your bag with you at all times to avoid possibility of theft. Remember that all equipment and materials are there for the use of everyone--so take care of them! Any item broken must be replaced.
9. **Respect your school and the surrounding environment by keeping it tidy and by placing all litter in the trash cans provided.** Remember that this is your school, so keep it clean and tidy both in and around the building. Make it a more pleasant place to be!
10. **Keep your locker clean and tidy. It is not to be painted, marked on, or damaged in any way.** It is to be locked, and an extra key will be kept in the office. If the lock has to be cut for any reason, you will need to replace it. Lockers are subject to inspection at any time.
11. **Show consideration and respect for all others in the school community and accept that everyone has the right to an education.** People will usually treat you well if you treat them well. Be reasonable with other students, and you will find that they will be reasonable with you.
12. **Never use foul or abusive language to other students, members of staff, or the general public, whether inside or outside of the building.** Shouting or cursing is unacceptable behavior in school and will not be tolerated.
13. **The use of computer speakers or other loud speakers to listen to music is prohibited.** You may listen to music using a personal Discman during recess or lunch in the downstairs area.
14. **Cell phones may be used before and after school only***
15. **Sunglasses and hats are not to be worn inside classrooms.**
16. **Internet use should be according to the school policy outlined in this handbook.** Sending personal emails and chatting are strictly prohibited and will result in punishment.
17. **Take your things out of your car before school and put them in your locker.** Going to your car or to the parking lot during school hours is not permitted.
18. **Teachers will allow students to use private laptop computers in their class for activities where it is appropriate and will outline specific guidelines for their classroom.** The school assumes no financial liability for the security of a private laptop or for damage caused by electrical shortages. The school does not provide electrical outlets or extension cords for recharging. The use of a personal computer in a classroom may not, in any way, disrupt the learning environment. Students may not use their laptops to play computer-related games, watch movies, or listen to music during classtime or in the library. Teachers have the final say on laptop use in their classrooms.
19. **Only students who are licensed drivers and in grades 10-12 may park cars in the parking lot.**

Cell Phone Policy: If a student has the phone out (even if it is not turned on), is found using a phone or if the phone rings at anytime during the day (7:08 am to 2:40 pm), the cell phone will be confiscated. Confiscated cell phones can be collected by the student on Fridays at 2:40 or by their parent/guardian from the main office after school, any other day before 3:00 pm. Cell phones confiscated on Fridays can be collected on Mondays at 2:40 or by their parent/guardian from the main office after school, any other day before 3:00 pm.

<u>Detention</u>	<u>INS (In School Suspension)</u> (1 day)	<u>OSS (Out of School Suspension)</u> (1-3 days)	<u>EXPULSION</u> Used in extreme cases
Detentions take place Mondays and Thursdays from 2:45- 3:40 pm. Students must bring schoolwork to do or a book to read. NO computer or music devices are permitted.	Examples: Major issues with defiance; property destruction, excessive teasing or bullying	Examples: Physical aggression, bullying, threats or intimidation, theft, inappropriate sexual behaviour/conduct, alcohol	Examples: Drugs (use/possession) weapons, arson, alcohol or other offence deemed serious
Disrespectful behavior, minor issues of defiance, lying, rudeness, Inappropriate language-profanity, eating in class, sleeping, not working, not bringing materials to class, disruptive behavior, working on other material, disruptive behavior during ceremonies or events and other minor offences.			

School discipline is the system of rules, consequences and behavioral strategies appropriate to the regulation of students and the maintenance of order at IAS. Its aim is to create a safe and conducive learning environment in the classroom. School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning.

DRESS CODE

I. School Uniform: The school uniform should be worn at all times. **Students who do not have on the correct uniform will not be admitted.** It can be bought at the central office and consists of the following:

- polo shirt with the school logo
- beige shorts or skirt with the school logo
- physical education t-shirt and shorts or pants (navy blue) for p.e. class and sports electives
Students need to have two shirts and change after class if they are very sweaty.
- tennis shoes (any color)
- On Tuesdays (first semester only) secretariat students may wear their CancunMUN t-shirts. This is to be worn with the school shorts, pants, or skirt.
- On Wednesday seniors wear their senior t-shirt with jeans.
- Thursday is IAS Spirit Day. Students may wear any of the following t-shirts on Thursdays: student council, honor society, sports team, Eagle house, DI, MUN (second semester), We Are IAS. These are to be worn with the school shorts, pants, or skirt.



Students who are not in proper uniform will receive a detention and must change to the proper uniform. Any student having two uniform or Dress Down offenses will not have Friday Dress-Down for the remainder of the semester. Students who do not have dress down on Friday and don't wear their uniforms will receive a detention as well as being asked to change. Students who have physical education should wear the proper uniform all day. Students who are loaned uniforms will still receive a detention. Students must wear the official school uniform (shorts or skirt, polo shirt) on all field trips.

II. Dress-Down Friday: Those students who have completed all assignments and who have no discipline reports or unexcused absences for the week will have Dress-Down Friday. Bermuda shorts and skirts are permitted, but they cannot be shorter than five inches above the knee. No low hip-hanging, baggy pants with low crotch are allowed. Transparent and/or stretch, form-fitting materials, spaghetti straps, clothing with holes, rips, and unfinished hems are not allowed. Clothing with offensive language and revealing clothing, including mid-drifts, are not permitted. The decision of the administration is the final word on the "appropriateness" of any clothing. Students who violate this policy not be allowed in class and will lose their Dress Down privileges for the semester.

III. Grooming: Boys may not wear earrings or nose-rings. Haircuts must be moderate, not extend past the collar and be pulled back from the face. Beards and mustaches, if worn, must be trimmed and neat. Girls should not wear excessive make-up, and hairstyles must be moderate and of natural colors. Visible tattoos are not permitted; girls may wear small nose piercings – studs only

IV. Allowances: Only on days that have been officially designated as theme days, blue jean days, or special field trip days, can there be any variances in the dress code. Permission for any variances will be announced before the special activity. Unless otherwise indicated, students must wear their complete uniforms when going on a field trip or if they are representing the school. Infractions of this rule may result in a student being denied permission to participate in an activity.

THE BOTTOM LINE: All dress code rules must be adhered to daily on campus. All dress code rules apply off-campus during school hours unless otherwise advised.

INTERNET ACCEPTABLE USE POLICY

The International American School of Cancun offers Internet service with the expressed purpose of supplementing a student's educational experience at IAS.

General Internet Policy:

Access to the Internet will enable students to explore thousands of libraries, databases, and other knowledge repositories linked together through the network called the Internet. Students may use the Internet to participate in distance learning activities, to seek answers from experts, or to find information related to learning assignments given in classes. Our computer specialists and classroom teachers will assist a student to develop skills and etiquette necessary to discriminate among information sources, identify appropriate information for their assignment, and to evaluate the truthfulness of information found on the Internet.

Making Internet access available to a student carries with it a potential for encountering information not appropriate for students. It is not easy to control web site content ahead of going to a web site. Creating a "safe Internet environment" for a student is an important goal for our school, but cannot be perfectly achieved without assistance from all participating parties – **student**, **parent**, and **school**. Each **student** must be aware this school **does not** give "unlimited access" privilege to the student. Instead, the student only receives authorization to visit web sites related to educational assignments given to the student. **Parents** must assist the school with this task by insisting their son or daughter be a "responsible" Internet user, encouraging him/her to visit only proper web sites. Internet activities at home should be monitored. The **school** will bear the responsibility of "attempting" to limit access to non-educational web sites.

Student Privilege to Use the Internet:

Using the Internet at IAS is a privilege and not a right for each student. It is entirely possible for a student to receive an education without access to the Internet. Therefore, each student must be aware there is a consequence for inappropriate use of the Internet that will result in immediate loss of privilege to use the Internet by the student. Depending upon the nature of the infraction, the length of time the student is kept off the school's Internet service will be determined on a case-by-case basis. In addition, if the circumstances surrounding the infraction warrant, other disciplinary measures may be necessary.

Unacceptable Student Use of the Internet:

IAS staff and administrators hope that each student will always make good decisions about appropriate use of the Internet accessed only through our school computer network. It is important to mention that any other means of connecting to the Internet and accessing any information provided by third party companies and/or devices will be considered a clear breach in school policy and protocol. This includes but is not limited to using GSM mobile cards and/or adapters on your personal computers, and accessing the Internet through your cell phone or communications device's provider (Telcel, Movistar, Nextel, Iusacel, etc). We know that when a student is using a computer often there is a feeling of being "distant" from authority. This feeling incorrectly cloaks the user into a feeling of "not being seen". The feeling is an illusion. Each computer has several unique identification numbers used when communicating with other computers. All IAS computers have logging software that feeds data about the user to a permanent record. Information about web sites visited, time of day, software use, etc. are recorded and archived from each computer.

The school will willingly cooperate with local, state, or federal agencies accountable for policing Internet use. All school Internet abuse incidents will be investigated as completely as possible. In cases where state or federal law is broken by student use of the Internet, evidence residing on school computers and routing devices will be available to law enforcement officials to use for prosecution of those responsible for the act.

This list represents major issues related to unacceptable Internet use. It is impossible to cite all possible unacceptable uses of the Internet. Thus, the student is aware that he or she may be cited for "other" unacceptable uses not specifically listed here. Our advice to students is to error on the side of caution when in doubt about a particular use of the Internet being acceptable or unacceptable. When a student is in doubt about a particular use of the Internet, he or she is encouraged to speak with a staff member to receive clarification on the issue.

Possible situations that students should avoid include:

1. Posting personal information about yourself or another person including such items as residential address, telephone number, or certain school information
2. Entering into or initiating an Internet chat session using Instant Messenger, Yahoo Messenger, IRC, etc. unless monitored by a staff member and as a part of a classroom assignment or project
3. Downloading or sending files over the Internet unless this activity is under the supervision of a staff member and for a class assignment or project
4. Downloading, selling, or distributing copyright material
5. Viewing web sites on the Internet not directly related to a classroom assignment. The exception occurs when a staff member gives a student permission to view web sites not directly related to a classroom assignment as an enrichment activity for that class.
6. Using inappropriate language while using our school network of computers to transmit a message of any kind or material posted to a web site
7. Sending or receiving/replying text messages while in any class regardless to or whom it's from.
8. Using camera enabled devices to record videos or take pictures of school materials, faculty or students without their express consent.
9. Uploading **any** unauthorized information onto websites (such as YouTube, Facebook, My Space, etc).
10. Any additional activity not specifically listed that uses the school's computer network to violate any conduct code specified in the IAS Student Handbook
11. Vandalizing school computer hardware or software. This would include stealing computer hardware components, tampering with a computer or software, or pirating software residing on school computers.
12. Attempting to gain unauthorized access to any computer that is a part of the Internet including file and web servers. In addition, the act of simply probing another computer to find computer security weaknesses is considered an illegal activity.
13. Attempting to disrupt normal computer operation or network operation in any fashion so that users are limited or stopped from accessing other computers on the network (including the Internet). Activity such as downloading a virus onto a computer or spreading a virus over a network constitutes an illegal action.
14. Engaging in any other illegal activity not specifically listed above using the school computer network and/or computers will be pursued to the full extent of the law.



Student Accident or Illness

There is a doctor on campus from 7:00 – 3:00. However, the school is equipped to deal with only minor accidents and illnesses. If a student is not feeling well, such as complaining of a headache, sore throat, or stomachache, over-the-counter remedies can be given, unless the parent has indicated otherwise on the application form. These remedies only include aspirin, throat lozenges, and a stomach soother such as Pepto Bismol. Any other medication will be given under a doctor's supervision or with parental consent. If a student continues to feel sick after being given the above, the parents will be contacted. Parents will be contacted immediately if a student suffers any accident other than minor cuts and bruises.

All students are insured by Axa Seguros. This includes while they are on school grounds, as well as any place they are involved in a school-sponsored activity. This insurance company uses Galenia and Amerimed in Cancun.

PROCEDURES IN CASE OF AN EMERGENCY:

- 1) Parents pick up the proper forms in the office or with the sports coach.
- 2) Parents and student go to the hospital, where the attending physician completes the form. If there is more than one doctor, each doctor needs to complete a form.
- 3) All bills for medical expenses (consultations, prescriptions, etc.) need to be in the student's name.

IN ORDER TO ENSURE THAT OUR STUDENTS WILL BE COVERED IN ALL EMERGENCIES, IT IS VERY IMPORTANT THAT ALL STUDENT FILES ARE COMPLETE.

Hurricanes or Tropical Storms

The following emergency plan will take effect if the weather in Cancun approaches hurricane or tropical storm conditions:

- 1) If a decision is made to cancel school the night before or early in the morning, the office will begin contacting parents and staff. Parents should also listen to local television and radio broadcasts. If you have not been contacted and are concerned, please feel free to call one of these numbers:
Nancy Perkins 998 845-2622 (cel.)
- 2) If school is already in session, but we feel that conditions are rapidly deteriorating, you will be contacted by the office so that you can pick up your son or daughter.
- 3) If classes are cancelled, students will be given extra homework so that they can continue with their studies. All students will be made aware of this policy and will be held responsible for completing this work.

Other Emergencies

If parents need to contact students for any reason, they should call the office and leave a message with the secretary.

Pandemic Influenza Plan

No one knows when or how severe a pandemic outbreak might be. In this way, planning for a pandemic is like planning for an earthquake or a tornado. The important thing is that steps be taken to protect staff and students from a possible influenza outbreak of any kind. This action plan has been developed to prevent and prepare for a health-related emergency.

Local Officials To Be Consulted: SEyC officials and Health Department

- 1) Classroom Preparation: Kleenex & hand gel will be available in classrooms, and students will also be encouraged to bring their own. Special cleaning attention will be given to desks and doorknobs, handrails wiped every day with Clorox.
- 2) Students' Health will be monitored.
 - a. Students' health will be checked by a health brigade early in the morning (6:45 – 7:10 am). Teachers, administrators, and parents will participate according to a prearranged schedule. The health brigade will screen students by asking a series of health-related questions and observing students. Those who seem ill will be sent to the office to have their temperature taken and if necessary, parents will be advised.
 - b. Teachers will keep an eye on students and immediately send students who seem ill to the office.
 - c. Students who have been absent due to illness will be accepted back in school only with a doctor's authorization
 - d. Students and staff with flu-like symptoms will be advised to stay at home and limit close contact with others and to seek medical advice, where necessary.
- 3) Prevention posters (hand washing and awareness of influenza screening) will be placed around school.
- 4) Suspension of non-academic activities (according to guidelines given by local authorities) - No afterschool activities and no large group activities except graduation
- 5) Close communication with parents via email, Facebook, Twitter, and a special link on the website.
- 6) Classes may be cancelled in accordance with instructions by local authorities. Teachers and students will use webpages and email communication to continue the academic program.



Appendix 1: Writing Guide

The following document is a summary of the basics that should be included in every essay or project written at IAS. Items such as MLA formatting will be studied in the in English classes. Assignments will not be accepted if these guidelines are not followed.

General Guidelines:

12 pt Times New Roman

1 inch margins (All sides)

Double-spaced, black ink

One space after periods and other punctuation

Tab (5 spaces) to begin each new paragraph

Header: Upper right page and last name number (1/2 inch from top)

First page

Heading (aligned left)

Title (Centered) – not underlined/italicized, etc.

- Student name
- Teacher name
- Class and grade
- Assignment
- Date due

Title page not necessary unless asked for

Citation

MLA in text citation (direct quote versus paraphrase)

- <http://www.mla.org/>
- <http://owl.english.purdue.edu/owl/resource/747/01/>
- www.noodletools.com

Works cited (MLA format)

Content

Paragraph structure - includes 4-6 structured sentences

Thesis as last sentence of first paragraph

Each paragraph uses a clear topic sentence

Conclusion statements (answering “so what”) prove your point

Follow teacher’s specific writing rubric

SAT writing rubric:

http://www.collegeboard.com/student/testing/psat/psatextra/scoring_guide_popup.html

Appendix 2 AdvancED Standards for Quality Schools

Standard 1: Purpose and Direction

The school maintains and communicates a purpose and direction that commit to high expectations for learning as well as shared values and beliefs about teaching and learning.

Standard 2: Governance and Leadership

The school operates under governance and leadership that promote and support student performance and school effectiveness.

Standard 3: Teaching and Assessing for Learning

The school's curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning.

Standard 4: Resources and Support Systems

The school has resources and provides services that support its purpose and direction to ensure success for all students.

Standard 5: Using Results for Continuous Improvement

The school implements a comprehensive assessment system that generates a range of data about student learning and school effectiveness and uses the results to guide continuous improvement.

SAIS Standards

STANDARD 1: Mission The school commits to a mission that leads to continuous improvement for teaching and learning.

STANDARD 2: Governance and Leadership The school provides a governance, leadership, and organizational structure that promotes its mission.

STANDARD 3: Teaching and Learning The school provides a curriculum and instructional methods that facilitate achievement of all students in support of its mission.

STANDARD 4: Stakeholder Communication and Relationships The school develops and maintains effective communication and relationships to further its mission.

STANDARD 5: Resources and Support Systems The school has the resources, services, and policies necessary to support its mission.

Appendix 3 IAS Internet Protocol For Students

I	Identify the author or organization that wrote the site. Is the author or organization an expert on the subject? Are the author's or organization's credentials found on the site?
N	No use of Wikipedia, or other untrustworthy websites. These sites tend to be updated by individuals/groups without the necessary credentials for the subject.
T	Trust .edu, .org, and .gov! These sites reflect organizations that are authorities on the subjects being researched.
E	Evaluate the purpose of the website! Use of banner advertising, pop up windows, reading level, and the use of animation may be an indicator. Is the information presented in a balanced manner or does it favor one side or opinion?
R	Remember the dates! Check the date of copyright or update found on the website. Information found on the website might be out of date. Information on the sciences, technology, or business may become quickly outdated, whereas information on subjects such as English or history may be valid for a longer time.
N	No use of websites that use the tilde (~). This symbol usually indicates that the website is individual and not representing an authoritative source or organization.
E	Ensure that the website has a bibliography! Check the sources on the website. Does the site use books, encyclopedias, magazines or strictly other websites? Are they well-known? If it doesn't have a bibliography, then it is not trustworthy.
T	Trust your Instincts! If you suspect a Web page may not be legitimate, then it probably isn't.

Appendix 4: IAS Code of Ethics and Honor Code

IAS Code of Ethics
Follow the right path to
LIFELONG LEARNING AND GLOBAL CITIZENSHIP

Responsibility

Take responsibility for yourself and for the welfare of the school community.
Express yourself in a responsible and thoughtful way.

The following could be considered a violation of the responsibility clause of the IAS Code of Ethics: blaming others, not being accountable for your actions, and not accepting consequences.

Respect

Respect others and expect them to respect you.

The following could be considered a violation of the respect clause of the IAS Code of Ethics: insubordination, being disruptive and/or disorderly, using foul language, gossip-rumors, discriminating, using racial slurs, bullying (in or outside the school), fighting.

Honesty

Be honest with yourself and others.

The following could be considered a violation of the honesty clause of the IAS Code of Ethics: cheating, plagiarizing, stealing, and not telling the truth.

IAS Honor Code Contract School Year 2019-2020

My main responsibility is to learn following the IAS handbook. I have read the rules, and I commit to follow them. My actions are based on IAS values: citizenship, respect, caring, responsibility, fairness, trustworthiness. I am responsible for my own learning and actions. I will respect other cultures and different ways of thinking. I will respect my community and its members. I will strive to have a positive attitude.

Honesty

Be honest with yourself and others.

The following could be considered a violation of the honesty clause of the IAS Code of Ethics: cheating, plagiarizing, stealing, and not telling the truth.

CHEATING:

Students are expected to demonstrate HONESTY and integrity and submit assessments that are reflective of their own work. Cheating is defined as completing an assessment in a dishonest way through improper access to the answers. Examples include, but are not limited to the following: using another student's work as your own, using an unauthorized reference sheet during an assessment or test, receiving/sending an electronic message to another student with test questions/answers, etc.

PLAGIARISM:

Students are expected to demonstrate HONESTY and use proper citations and referencing when completing assessments. Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Examples include but are not limited to the following: copying another's project (portions or whole) and paraphrasing parts of a book or article without reference or citation.

CONSEQUENCES:

1. First Offense- a zero for the project/assignment/test and the parents will receive an email from the VP about the incident
2. Second Offense - 'In School Suspension' and a zero for the project/assignment/test and the parents will meet with the VP about the incident.
3. Third Offense - "In School Suspension" and a zero for the project/assignment/test and the parents will meet with the principal.
have read, understand, and will abide by the IAS Code of Ethics.

Student

Name: _____ Grade: _____ Date: _____

Student signature: _____ Parent
signature: _____

Appendix 5: Bullying Prevention Policy

BULLYING PREVENTION POLICY

IAS is committed to providing a supportive, caring, and safe environment where all members can work and learn in order to fulfill the mission and learning goals of the school. Parents, teachers, students, and the rest of the school community have a responsibility to contribute to the protection and maintenance of this environment. This bullying prevention policy is intended to establish and communicate the philosophy, expectations, and practices of the school and its community members to prevent and address bullying.

Definition of Bullying

Bullying is any type of **verbal, social, cyber, or physical aggression against a person, which is repeated and intended to harm**. The underlying purpose of bullying is to humiliate or hurt another person. A bullied person is one who repeatedly is exposed to the negative actions of one or more persons. One of the key elements that define a bullying situation is **the imbalance of power between the involved parties**, such as an older student harassing a younger student.

Bullying may include, but it is not limited to the following:

Verbal Bullying

- name calling, teasing
- making fun of or being disrespectful of another person's physical characteristics, nationality, creed or beliefs, color, size, physical challenge or disability, family, problems, sexual orientation, ability to learn, or athletic ability
- using inappropriate language (i.e., swearing)
- spreading lies or rumors about a person
- laughing at another's misfortune
- inciting others to fight or bully someone in any way
- putting someone down

Threatening

- threatening to physically hurt a person if he/she does not comply with certain requests
- using antagonistic language toward someone

Social Exclusion

- not allowing a person to play with or to participate in group activities
- forming a circle of friends or group on the playground or in the hallways so that another person cannot join
- speaking with a group so that one person is excluded either because of language or slang used only by the group
- refusing to be someone's friend or participating in a group's efforts to isolate or exclude someone
- refusing to allow someone his or her place in a line

Cyber Bullying

- negatively targeting a person using any type of technological device and/or network
- posting/sending comments, photographs, videos and/or icons that threaten, embarrass, put down, intimidate, exclude, insult, or hurt another person
- forcing somebody else to make aggressive posts/messages
- creating and/or participating in any site or social network that is harmful to others
- excluding somebody from a cyber group with the intention of hurting them
- creating false accounts in someone else's name that is used to hurt another individual(s)
- spreading rumors in any way with the use of technology (using names or anonymously)
- gaining unauthorized access to anyone's accounts with the intention to harm

Physical Bullying

- pushing, shoving, hitting or poking
- pulling someone's clothes
- fighting

Vandalism, Extortion/Theft

- damaging someone's property or locker
- breaking someone's school utensils
- writing on someone's notebook or binder without their consent or permission
- taking someone's lunch money or lunch
- taking/hiding someone else's property

While IAS intervenes in all situations that involve our students' wellbeing, it is important to understand **that not all situations faced are bullying situations**. Conflict exists in all human interactions and can lead to learning opportunities. Therefore, it is very important to identify what type of situation is at hand in order to be able to respond adequately.

Conflict is part of everyday life. Conflict might happen because needs are not met or because individuals have different ways of seeing or doing things. Conflicts can have positive or negative results, depending on how we choose to solve them. In a conflict situation, the two parties involved have equal power and therefore can negotiate a solution. On the other hand, one of the key elements that define a bullying situation is the imbalance of power.

Community Roles

The IAS community has an important role to play in bullying prevention and intervention. All IAS members or visitors need to be aware of students' interactions and be prepared to report bullying incidents. IAS staff members are trained to intervene appropriately in situations they observe. Students are trained to intervene and stand up to bullying situations they witness. Reporting is most effective when it includes details and is done in person with a school administrator or counselor. Confidentiality is maintained by school administrators and counselors in order to protect all parties involved. Confidentiality ensures that parties are not labeled and it encourages other students and community members to come forward to describe bullying incidents.

Parents, students, and the school have various roles in prevention, intervention, and reporting.

The Role of Parents

If parents suspect their child is a victim, witness, or a participant in bullying situations, they must take immediate action to involve the school. The intervention of an adult is usually the only way to break the cycle of harassment. IAS recommends that parents:

- Take an active role in meetings and briefings on school bullying prevention to clearly identify and differentiate it from common social conflicts.
- Encourage your child to spend time with friends; children with a supportive group of friends are less likely to become victims of bullying.
- Inform the school (teacher, counselor or administrator) of any concerns about bullying. Do not seek justice on your child's behalf. Encourage your child to seek help from a school authority.
- Communicate and empathize with your child so that he/she does not feel embarrassed to discuss their problems. Keep the conversation focused on what his/her actions were and what he/she could have done differently.
- Model respectful relationships with appropriate boundaries.
- Encourage your child to be kind and empathetic towards others.
- Teach your child to set limits and deal with problems with assertiveness rather than aggression.
- Do not justify your child's behavior. Even though a person may be angry, hurt, or alone, this does not give them the right to hurt others.
- Encourage your son/daughter to speak up when they witness a bullying situation.

The Role of Students

Students must take an active role to reduce bullying incidents. Most students are neither bullies nor victims, but they are often witnesses of bullying situations. Students who witness an incident of harassment play a key role in perpetuating or stopping the situation. The following are some strategies that students can use:

- Report the situation to a teacher, counselor or administrator regardless of whether you are a victim or a witness of a bullying situation. Reports will remain confidential.
- Be assertive and tell the other student(s) to stop.
- Stay safe by building friendships with other classmates, staying away from aggressors, avoiding less supervised areas, etc.
- Avoid reacting angrily or violently to the harassment situation.
- Support classmates by openly rejecting bullying and harassment behaviors.

The Role of IAS

The school's role is to prevent bullying situations through education and intervention. Each section accomplishes this in an age-appropriate manner and attuned to the needs of their students and teachers.

Training & Preventative Education

Our main goal is to educate the school community about bullying and how to address it. It is intended to reduce the number of students who are involved in bullying situations and to provide the community with tools to recognize and report bullying behavior.

Our program seeks to transform, through a continuous process of dialog and reflection, the community's social norms and reinforce the school's identity as that of a caring community. Ultimately, the program's purpose is to transmit the enormous power and responsibility that each member of the school has when witnessing behaviors that do not reflect the school's values.

Values program based on the Six Pillars of Character: Through this program, students learn and practice skills that allow them to continue developing and nurturing healthy relationships. Each of the six character traits (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship) are used to help instill a positive learning environment for students and a "culture of kindness" making schools a safe environment for students to learn.

Eagle Houses: The middle/upper school is divided into four units called 'houses' and each student is allocated to one house in the moment of the enrollment. The four houses are named after different kinds of eagles, the school mascot. Various activities are held throughout the year, with students developing feelings of loyalty, responsibility and leadership. They will work to earn points for their house by positively contributing to the success of all students at school. These houses are a vehicle for emotional and social support that acts as a learning community for its students. The members of each house support and encourage their fellow house members. The structure allows for healthy competition, camaraderie, and the excitement where students have others supporting them and working towards a common goal. The houses help to support our core values and serve as a powerful way to build a community of respect.

PAS Club: (Peace At School) This group of students is interested in promoting the values of the school. Working under the supervision of the school psychologist, they work in teams to promote the six core values and organize activities for the Eagle Houses. In addition, they are in charge of the "Big Brother/Big Sister Program, which is designed to help integrate the seventh grade students to the school.

School and section events that focus on a caring community: Every year, time is designated to reinforce and celebrate our values as a caring community. Through a collaborative effort, teachers and students of all sections participate in different activities that promote a caring school climate.

School Climate Survey: Students participate in a bullying survey and parents complete a school climate survey on a regular basis. These surveys provide the school with valuable information about students' and parents' perceptions. The data is utilized to evaluate the effectiveness of the program and establish new goals. Students and teachers also reflect on these survey results, using critical thinking and extrapolating from the data to their own experience.

Orientation Classes: During these classes, students are able to focus on their personal and social development and identify indicators of unhealthy relationships, bullying situations and conflicts. The classes also provide opportunities for students to be heard in a safe environment and enhance communication among peers.

Intervention

There are various ways in which we learn of a possible need for intervention:

- observations
- weblink
- suggestion box outside the psychologist's office
- comments from teachers, parents, or students

Disciplinary decisions made by teachers and administrators are determined after a due and fair process taking into consideration the developmental stage, history, needs of the student, the seriousness of the infraction, and school safety.

The school may choose to use any of the following measures when it has been determined that there has been bullying or **retaliation***:

- meetings
- reflections
- counseling
- action and or restitution plans
- detention
- suspension, the temporary suspension of rights, or expulsion

* **Retaliation** is any form of intimidation, reprisal or harassment directed against a person who reports a bullying incident, provides information during an investigation of bullying, or witnesses or has reliable information about retaliation. Retaliation is prohibited.

Parents will be informed of all serious issues concerning their son/daughter and the process used for establishing appropriate consequences; they will be expected to support the school's decision with respect to those consequences. Guidance from the counselors, a psychologist, or an external professional may be recommended. Confidentiality of these decisions is a critical component of the process so that students are not labeled and can learn from the experience.

Appendix 6: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect them from injury or theft.

Responsibility for reading and the use of the library by children rests with their parents or legal guardians.

Patrons requesting that an item be withdrawn from the collection may complete a "Request for Reconsideration of Materials" form (which can be found on the library website). Once the form has been fully completed and returned to the Library Director, the inquiry will be placed on the agenda of the next regular meeting of the Board of Trustees and the Advisory Board. Their decision will be final.