

Una Excelente Educación Bilingüe

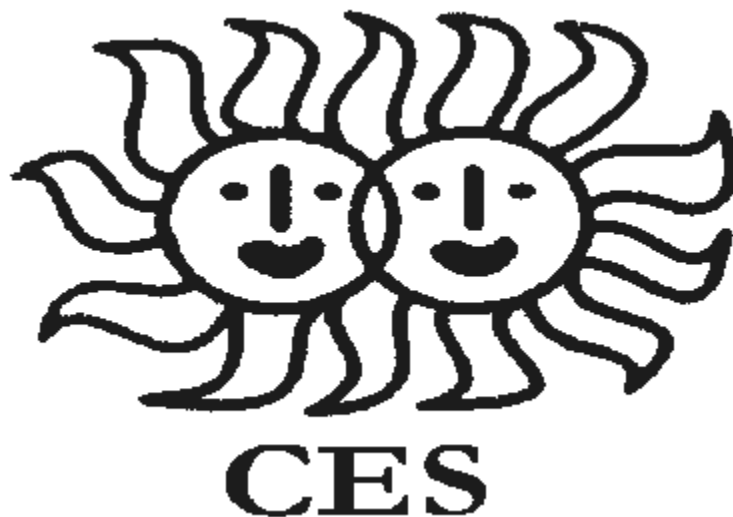
COMUNIDAD EDUCATIVA DEL SOL, S.C.
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**PARENT AND STUDENT
HANDBOOK**

2009 - 2010

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THE SCHOOL

The Comunidad Educativa del Sol, S.C. school is an independent, non-denominational and coeducational civil company which offers bilingual and bicultural education to preschool and primary-level students. It was formed in 1990 for the purpose of preparing your children in a holistic academic system during the most important stage of their training, with the aim of providing them with the necessary tools to become successful and productive youngsters who are well aware of the changing world in which they live

OUR MISSION STATEMENT

It is our mission to develop those capacities, abilities and attitudes in our students which favor their integration into society, as well as to provide them with sufficient tools to be effective in a multicultural environment. We provide a system which is favorable to learning through our **BILINGUAL PROGRAM**, and we are fully aware that it is of utmost importance that the learning experience be an agreeable, creative and enriching one for the student.

OUR PHILOSOPHY

- Each student has an individual value of his or her own, as well as unique intellectual, physical, social and emotional needs.
- Each student learns differently, which is why an ample spectrum of learning perspectives must be offered to support the individual's education.
- Education is a shared process which must involve the students, the school staff and the community.
- For the academic programs and learning processes, an environment which respects and values all cultures is a prerequisite.
- The school must maintain an educational environment which stimulates and motivates the student, in addition to leading him or her to interaction and response both on an individual and on a group level.
- The continuous training of the academic staff is vitally important.
- If we wish for our students to become motivated to learn, to have high self-esteem and self-direction, it must be our objective to be permanently improving.

WELCOME MESSAGE OF THE 2009– 2010 SCHOOL YEAR

The school personnel of Comunidad Educativa del Sol cordially welcomes you to the 2009 – 2010 school year. Building upon our accomplishments and success from previous years, our expectations and goals are even higher this school year.

To that end we have established important procedures which will insure that your children receive their education in a safe and orderly environment. Please read this manual thoroughly so that you know and understand the school's expectations.

SCHOOL TIMETABLE

	KINDERGARDEN	PRIMARY
School starts at	08:15 a.m.	07:10 a.m.
School finishes at	01:15 p.m.	01:30 p.m.
Exclusively for students enrolled In extracurricular activities, School finishes at	02:30 p.m.	02:30 p.m.

At the end of the school day, students will be handed over to their parents or guardians. Should any change occur in terms of who will collect the child, the school administration must be notified of such modification IN WRITING with one day advance notice. We will not be able to make any changes or arrangements over the telephone.

- Punctuality is of utmost importance. **At the time indicated above, school doors will be closed and students will not be permitted to enter. Please be sure to arrive ten minutes earlier to avoid tardiness. Please take into account that traffic is more and more congested every day.**
- **Also, please be punctual when picking up your child at dismissal. Caring for your child after scheduled dismissal time causes great difficulty for school personnel.**

ARRIVAL AND DISMISSAL

Kinder Parents: The Kinder entrance is located on Avenida de los Colegios. This entrance is exclusively for the use of Kinder students. On rainy days, students may use de Primary entrance to avoid the flooded street on Avenida de los Colegios.

Primary Parents: The Primary entrance is located at the entrance of the International American School. To ensure the flow of traffic during dismissal, we ask that you put a sign on the windshield with the names of students that you are picking up; these names will be announced by the teacher on guard duty. If you must enter the school, **we ask that you park your car in the parking lot and do not block traffic in the circular route.** It is important to respect other drivers and not to disrupt the fluidity of the traffic.

In order to avoid accidents, drivers must pay serious attention to the circulation of students during arrival and dismissal.

Students should be dropped off and picked up by their parents. If there is a change in the person picking up your child, please notify the school in writing one day prior to the change. We can not make arrangements by telephone; changes must be made in writing.

STUDENT UNIFORMS

Students are compelled to use the complete school uniform Monday through Thursday (Red shorts or skirt and white polo short with school logotype, white socks above the shoe, wedge heels and high heels ARE NOT ALLOWED and COMPLETELY BLACK school-type shoes). Such uniforms must always be in GOOD CONDITION AND CLEAN, since they represent the image of our institutional school and extracurricular events. During Physical Education lessons, students will wear the corresponding uniform (grey short and t-shirt with school logotype, white socks and white tennis shoes). The uniforms are sold exclusively at school.

Every Friday, student may wear an outfit of their choice that shows good taste and is presentable. The school does not permit students to wear beach clothes, halter tops or blouses that show the midsection, or flip-flops; students are not permitted to color their hair and boys may not wear earrings to school. **The school reserves the right to send home any student who does not meet the required dress code, Monday-Thursday, as well as the criteria for dress on Fridays.**

Our hair is the frame of our face and image. Students should come to school with his/her hair well cut and well brushed.

TOYS AND ELECTRONIC GAMES

Students are not allowed to bring any type of toys or electronic games, such as Game boy, PSP, laptops (except in educational cases authorized by a teacher), Discman, MP3, iPod, etc. The school does not accept any responsibility if these items are stolen, damaged or lost. The use of cellular telephones is permitted only at dismissal and is the responsibility of the student. All toys and games brought to school will be turned into the Director.

LUNCH

Everyday, students should bring a nutritious lunch and large water bottle of thermos, marked with the student's name and grade. For health and hygiene reasons it is important that each student bring their own thermos. Please do not send glass containers to school. If you wish, you may pre-pay and order lunch from the IAS (high school) cafeteria.

It is not school responsibility to ask for the lunch for the students at the cafeteria or take the students to buy their lunch.

PSYCHOLOGICAL SUPPORT

The psychologist, **Pamela Mendivil Sánchez**, is available to meet student needs. The school may contact you when we feel psychological intervention is needed. You may make an appointment with her by calling the Director's office.

CLASSES

Within normally scheduled school hours, our students participate in the following courses, which are part of our curriculum:

- **Physical education** Kinder I to 6th Grade (once a week)
- **Computers** Kinder I to 6th Grade (once a week)
- **Music** Kinder I to 3rd Grade (once a week)
- **Elective (cooking, ping pong, yoga, music)** 5th and 6th Grade will take each of these activities between

EXTRACURRICULAR ACTIVITIES AND WORKSHOPS

During the last week of August, we will send information regarding the extracurricular activities offered by the school for Kinder and Primary students, which will begin on 31 Aug 2009. These activities are scheduled after dismissal from 1:30 - 2:30, and will cost \$3000 pesos per year for a class that meets twice a week and \$6000 pesos per year for two classes that meet four times per week.

We do not offer extracurricular activities on Fridays. **If students are to remain in the school after 1:40 pm, the school requires that these students enroll in an extracurricular activity or workshop.** We offer a workshop where students may do their homework or read. The cost will be a \$25 per day. (There is a special agreement for IAS brothers and sisters)

During the school year, we offer various workshops for parents. We will send information about these workshops in the monthly newsletter found in your child's Homework Agenda.

PARENT APPOINTMENTS

In our school, we are committed to the development of each child according to their individual, personality needs and learning styles. It is imperative to maintain open communication between parents and the school.

In September we will organize the "Open House" (only parents), in order to meet your children's teachers and inform you of our curriculum. It is also an opportunity to share with other child's parents.

During this school year, there will be 2 general meeting with parents in order to share ideas and strategies.

HOMEWORK NOTEBOOKS AND NEWS

All Kinder and Primary students will receive school communications by e-mail and/or their Homework Notebook. Please check every day your mails and Homework notebook. It is mandatory to have an e-mail address so we can avoid paper use and save valuable time. The school will post school news on the whiteboards, outside near the Kinder and Primary entrance.

MONTHLY TEACHERS MEETING

Teachers will meet the last Friday of every month to work in advance and plan events. On this day, arrival time for students is normal and school finishes at 11:30 am. Please be punctual.

SUPPLIES AND BOOKS

The office will provide the list of supplies and books that correspond to your child's grade level. For the first day of class, these books should be covered and labeled with student name and grade. We also ask for your cooperation in periodically checking your child's pencil box to make sure the necessary supplies are available.

As of June 30 parents may deposit English anthology books with the office for re-sale. The school according to the books condition will decide the re-sale price.

THE LIBRARY

The library of Comunidad Educativa del Sol houses an extensive selection of children's literature, both in English and Spanish. Students are cordially invited to borrow books, and they should care for and return the books on time and in good condition to avoid monetary charges of damage or late fees.

We invite parents to volunteer in the library to read stories to students or participate in other activities.

DISCIPLINE

Within a school as well as in society, it is important to recognize our rights and responsibilities. Parents have an enormous task and responsibility to raise respectful children with good principles and aspirations. At the same time, the school reinforces what the children are learning at home. We must keep in mind that our children are a reflection of ourselves as parents, and that the best way to teach and cultivate discipline results from love, understanding, and above all, **our example**.

In some cases, it is necessary to address certain behavior that demonstrates a lack of respect for other students or authority in the school. In some cases a *Reflexion Time* of 15 minutes during lunch time will be used. This will give the student opportunity to work with the psychologist investigating the importance of values within the school and the consequences related to behavior.

Some examples of unacceptable behavior are: running or shouting in the classroom, demonstrating disrespectful behavior to peers or teachers, destroying school property of other students' property, using offensive language or hand gestures, showing physical aggression, or not completing class work. **After receiving 3 reports, the student will receive a suspension from school. Students with 3 or more suspensions will lose the right to attend CES the following school year.**

Any unacceptable behavior (even if it is not mentioned here) will be handled at the discretion of the school. The school reserves the right to suspend a student or rescind the enrollment/re-enrollment of any student if there exists any serious occurrence in which the student fails to comply with the norms and rules of the school.

IN CASE OF ILLNESS OR ACCIDENTS

The school can only treat minor accidents. If a student does not feel well, the school does not administer medication, therefore if the student is sick and taking medication, the student should not come to school. In the case of a serious accident or illness, the school will inform the parents immediately.

All students are insured by Seguros Banorte. This policy covers accidents which may happen on school grounds or enroute to or from school, as well as during school extra-curricular activities or events. Parents must pay for the initial cost of treatment and are later reimbursed \$400 pesos deductible. Parents should take their child to the hospital or family doctor. These hospitals are authorized by the insurance company: Hospital Americano, Total Assist, Amerimed. Upon receiving the hospital bills, the insuring agent analyzes the expenses and comes to an agreement directly with parents.

The insure does not cover illness, only covers accidents.

OFFICE PROCEDURES

The office hours are from 7:00 – 2:30. The use of the telephone is exclusively for the school and in cases of emergency. The office does not attend to personal calls for the

students, nor pass on personal messages. Please plan the day accordingly with your child before school starts.

TUTORIES

If a student wishes to take extra classes with a teacher, it is the parent's responsibility to come to agreement on times and prices with the teacher concerned.

PROCEDURES AND CONDITIONS FOR TUITION PAYMENTS

- The discount for early payment and for the 2nd and 3rd child will be in effect the first 5 days of each month.
- Tuition payments should be made during the first 10 days of each month. Payments made after the 11th of each month are subject to a 10% monthly surcharge.
- If for some reason parents are temporarily unable to meet monthly tuition payments, please advise the administration as soon as possible.
- Article 7 of the SEP/PROFECO agreement states that after non-payment of tuition for more than three months, the school is released from all obligations to continue providing educational services.

Thank you for reading this manual. If you have any question, please do not hesitate to contact us. Welcome to the new 2009-2010 school year! By joining together in a common cause, we will ensure a successful school year for your child.

THE DIRECTOR