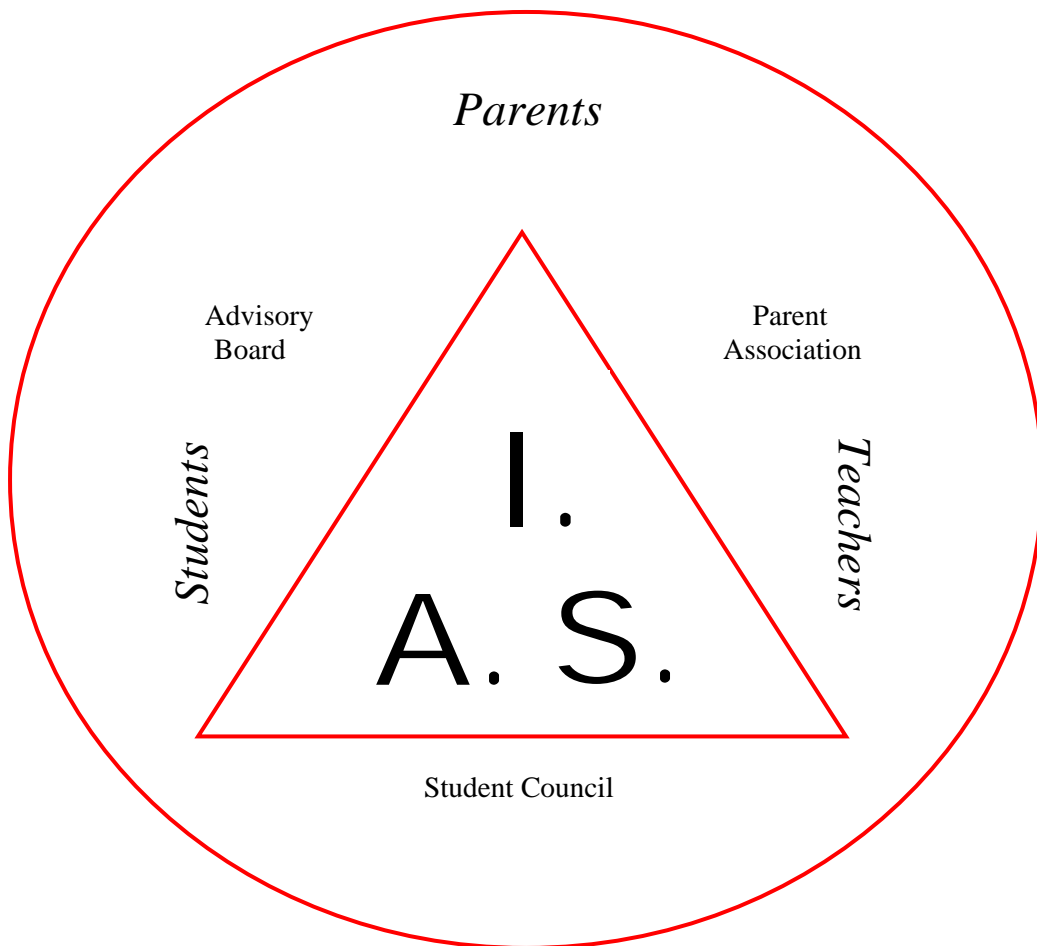




**INTERNATIONAL AMERICAN SCHOOL OF CANCUN, A.C.  
PARENT / STUDENT HANDBOOK  
2011-2012**



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PMB 8-197

Laredo, Texas 78045-9452

### **ADMINISTRATION**

Directors: Ms. Nancy Marroquín, Ms. Andrea Terry

Principal: Ms. Nancy Marroquín

Assistant Principal: Mr. Todd Laughlin

Psychologist: Ms. Gaby Gálvez

### **The School**

The International American School of Cancun is a private, non-sectarian, coeducational institution offering a bilingual education for students in secondary school. Founded in 1998, the school is dedicated to an American style education, high academic standards, and the caring environment a small school can offer.

### **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 (SACS) 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 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 is an independent U.S. style secondary school, offering a program of academic excellence in a bilingual, multinational setting to qualified secondary students. We provide a caring and stimulating environment that fosters a lifelong enthusiasm for learning and prepares our students to become responsible citizens in a rapidly changing world.

**OUR VISION:** Through its bilingual, multicultural, dual-diploma program, IAS strives to develop 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.**



## 2011-2012 School Calendar



August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
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October 2011						
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				28	29	

November 2011						
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December 2011						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August**  
 22-26 School begins  
 31 Back To School Night-All Parents

**September**  
 1 Parent Meeting Grade 7 7:15 am  
 2 Lock-in (Grade 7)  
 2 Parent Meeting (Grs 8-9) 7:15 am  
 6 Honor Society Initiation Ceremony  
 8 Parent Meeting (Grs 10-12) 7:15am  
 9 Leadership Workshop(NHS, StCoun)  
 16- Mexican Independence Day ☺  
 21 Trip to Dzilibilchaltun (Grade 9)  
 26 Progress Reports  
 27 Parent/Teacher Speed Meetings  
 30 Teachers Meeting\*  
 School Photos\*\*

**October**  
 1 SAT Exam  
 3-7 SACS accreditation visit  
 7 Renaissance Fair  
 12 PSAT Exam (Grs 9-11)  
 21 UN Day – International Fair  
 22 ACT Exam  
 24 Report Cards  
 24-28 Red Ribbon Week  
 28 Teachers Meeting\*  
 \*\* PAA Exam (Grade12)  
 \*\* IAS/CES Halloween Kermesse

**November**  
 2 Day of the Dead ☺  
 5 SAT Exam  
 5-9 ASOMEX Golf/Tennis  
 18-19 CancunMUN  
 21 Progress Reports  
 22 Parent/Teacher Speed Meetings  
 24-25 Thanksgiving/Revolution Day ☺

**December**  
 3 SAT Exam  
 9 Holiday Posada IAS  
 10 ACT Exam  
 12 – 16 First Semester Evaluation Period  
 17 Winter Break Begins ☺

**January**  
 3 Classes Resume  
 6 Report Cards  
 20 IAS Idol  
 25-27 Model UN Puebla  
 27 Teachers Meeting\*  
 28 Sat Exam

**February**  
 3 Assembly for Red Hand Day  
 6 Constitution Day ☺  
 7 Progress Reports  
 10 Poetry Coffeehouse  
 11 ACT Exam  
 17 Trip to Actun Chen (Grade 8)  
 21 Science Fair  
 23-26 ASOMEX Futbol 7 Cancun  
 24 Teachers Meeting\*  
 28-2 March Madness

**March**  
 5 Report Cards  
 19 Benito Juarez Birthday☺  
 23 Trip to Rio Lagartos (Grade 10)  
 26 Progress Reports  
 27 Parent/Teacher Speed Meetings  
 28 Drama Fest  
 30 Teachers Meeting\*  
 Junior-Senior Trip\*\*  
 MUN International Trip\*\*

**April**  
 1-15 Spring Break  
 14 ACT Exam  
 19-22 ASOMEX Ecological Adv Gr 7-9  
 27 Teachers Meeting\*

**May**  
 30-1 Labor Day☺  
 5 Sat Exam  
 7 Report Cards  
 14-15 Teachers' Day☺  
 25 IAS Parents Day Program  
 25 Teachers Meeting\*  
 28 Progress Reports  
 29 Parent/Teacher Speed Meetings  
 \*\* AP Testing  
 \*\* Students' Day

**June**  
 2 SAT Exam  
 4-8 Semester Exams (Grade 12)  
 4-8 SEP Nat'l Evaluation Period (7-9)  
 8 Last Day of School (Grade 12)  
 School Dance  
 9 ACT Exam  
 11-15 Semester Exams (Grs 7-11)  
 12 Graduation Practice (Grade 12)  
 13 Awards Assembly  
 15 Last Day of School (Grades 7-11)  
 15 Graduation (Seniors)  
 18-29 Extra Exams/Community Service  
 9<sup>th</sup> Grade Graduation\*\*

**July**  
 5-6 Report cards

February 2012						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29		

March 2012						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2012						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2012						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\* 11:35 Dismissal      \*\* Dates to be confirmed      ☺ No School



## 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 Second Language / Spanish  
1 Computer Science  
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  
½ Physical Education  
1-3 Electives  
4 Social Studies (Spanish)

## DAILY SCHEDULE

### Arrival 7:15

### Dismissal 2:30

Homeroom	7:13-7:18
Period 1	7:21-8:06
Period 2	8:09-8:54
Period 3	8:57-9:42
Recess	9:42-10:00
Period 4	10:03-10:48
Period 5	10:51-11:36
Lunch	11:36-12:07
Period 6	12:10-12:55
Period 7	12:58-1:43
Period 8	1:46 – 2:31

**JUNIOR HIGH**  
**SEQ and SACS Programs 2011-2012**

<u>SEVENTH GRADE</u>	<u>EIGHTH GRADE</u>	<u>NINTH GRADE</u>
<i>Spanish</i> English Science 7 <i>History of Quintana Roo</i> <i>Mathematics</i> Mathematics World Geography <i>Geography of Mexico</i> Fine Arts <i>Computer Skills</i> <i>Physical Education</i> <i>Orientation</i>	<i>Spanish</i> English Science: Introduction to Physics <i>Physics</i> <i>Mathematics</i> Pre-Algebra or Algebra I World History <i>Civics</i> Fine Arts <i>Computer Skills</i> <i>Physical Education</i> <i>Orientation</i>	<i>Spanish</i> English Science: Introduction to Chemistry <i>Mexican History</i> <i>Mathematics</i> Algebra I or Geometry United States History <i>Civics</i> Elective Intro to French <i>Physical Education</i> <i>Orientation</i>

**HIGH SCHOOL**  
**UNAM / SACS 2011-2012**

<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 or Geometry Electives Model UN Computer Skills or French II <i>Orientation</i>	<i>Spanish Literature</i> <i>History of Mexico</i> English 11 U.S. History Chemistry Geometry or Precalulus Electives Speech Computer Skills or French <i>Orientation</i>	<i>Etymology/ Creative Writing</i> <i>Mexican Law</i> English 12 US Government Physics or Ecology Applied Math    Advanced Math    Calculus Electives Economics Computer Skills or French II <i>Orientation</i>

**Special Spanish**

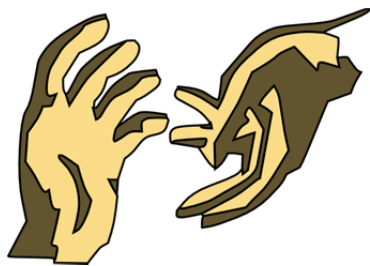
Students who do not speak Spanish attend SSL (Spanish as a Second Language) during the regular Spanish class. Students may be in the SSL class for two years, and during this time they should also have tutoring in the afternoon. They attend the other Spanish classes and are expected to do as much of the 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**

- a) After seventh grade, students are assigned to math classes according to their math skills or to classes taken in previous years.
- b) During their senior year, students can choose between physics and ecology, French and computer skills.
- c) Students in grades 9-12 choose electives each semester. In the past these electives have included drawing, painting, woodworking, chess, computer drawing, drama, chorus, and SAT prep.
- d) Orientation is a class in which students explore their personalities, career options, test-taking skills, etc.



## □ COMMUNITY SERVICE REQUIREMENT

The International American School supports the belief that students will benefit from the opportunity to make meaningful connections and enrich the lives of others by performing service to the community without receiving any external reward or financial benefit. The community service requirement is intended to assist students in becoming educated citizens within a safe and successful community. This requirement involves students working on a voluntary basis in

non-profit agencies, the public sector, or educational institutions. Prior approval from the class advisor or an administrator is required on any community service project selected outside of the aforementioned categories.

### General Guidelines:

- 1) All work is to be done on a voluntary, non-profit basis for non-profit organizations. (For example, volunteering at a veterinarian's office will not count for community service.)
- 2) All community service work will be completed outside of school hours (except for work in the library – maximum of 10 hours)
- 3) Volunteer work cannot be done for a family member, relative, or friends.
- 4) Work must be recorded, signed by the student's immediate supervisor, and given to the office. This may be in the form of a letter or on a standard form available in the office.
- 5) It is recommended that each student's service project be approved in the office prior to beginning any service to insure that the student's hours will be accepted. This is especially important in the case of peer tutoring.
- 6) Approved Community Service completed during weekends or vacation time will not exceed more than 8 hours a day.
- 7) Hours earned for after school or weekend training or planning sessions may count towards community service when the training results in actual volunteer service towards the community.
- 8) All students (Grades 7-12) should complete a minimum of 20 hours per year or satisfactorily participate in a project assigned to their class.
- 9) Community service credit will not be granted for teaching about an organization or its beliefs, philosophy or mission. For example, community service credit will be granted for volunteer work performed at a church providing childcare, directing recreational activities, helping to feed or clothe those in need, and providing other community services, but credit will not be granted for teaching about religious beliefs or for organizing or participating in religious ceremonies.
- 10) High school students who have not completed their community service hours are not eligible to exempt second semester exams.

### List of Community Organizations:

Name of Organization	Description	Contact Information
Red Cross		
Give a Toy Get a Smile	Toys for underprivileged children	<a href="http://www.giveatoygetasmile.org/">http://www.giveatoygetasmile.org/</a>
Fundación Ciudad de la Alegría, AC	Aids patients, elderly, underprivileged children	<a href="http://www.ciudadalegria.org">www.ciudadalegria.org</a>
CRIT/Teleton	handicapped children	SMZ 296, M5, LT-05, Blv Colosio, Col Alfredo Bonfil Carr Cancún-Aeropuerto C.P. 77560
Rescate Malix	Dog rescue	<a href="http://www.rescatemalix.org">www.rescatemalix.org</a>
"Sonia's School"	Tutoring underprivileged children in Bonfil	Sonia Cejas Martinez, Calle Ignacio Allende, Lote e Mz 6 between Luis D. Colosio and Emiliano Zapata St
Estoy cambiando México y necesito tu Ayuda	establishing libraries in Cancun	880-5510 cel. 9981-597213
Casa Hogar Esperanza	Orphanage in Bonfil	998-159-8590
Eco-Cultural Fair		
Huellas de pan	Dedicated to providing food for those in need	251-4849, 2754505 Nextel, 044-9981570820 Calle 16 Manzana 104 Lote 8 región 96,

## 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 consists of 5 grading periods of approximately 8 weeks each. The following percentages may be used to determine each quarter's grade but the actual percentages vary from teacher to teacher.

25% homework	25% weekly quizzes and class participation
25% organization of notebook and classwork	25% unit exams and project grades

### II. Semester Grading and Transcript Procedures

Grades are reported to parents through report cards and progress reports. Progress reports indicate to parents how their son/daughter is doing. The report cards are an average of the progress report grades and the month between progress reports and the report cards. These are the official grades. 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.

Grading Periods	Turn in Progress	Progress Reports	Turn in Final Grades	Report Cards
1   Aug 22 – Oct 14	Monday, Sept 19	Monday, Sept 26	Monday, Oct 17	Monday, Oct 24
2   Oct 17 – Dec 16	Monday, Nov 14	Monday, Nov 21	Friday, Dec 16	Friday, Jan 6
3   Jan 3 – Feb 24	Monday, Jan 30	Tuesday, Feb 7	Monday, Feb 27	Monday, March 5
4   Feb 27 – Apr 27	Tuesday, Mar 20	Monday, Mar 26	Monday, May 2	Monday, May 7
5   April 30 – June 15	Monday, May 21	Monday, May 28	Monday, June 18	Monday, July 2

1<sup>st</sup> Semester Evaluation Period: December 12-16

2<sup>nd</sup> Semester Exams: June 4-8 / 11-15

High school students who meet these requirements may exempt the second semester exam for a year-long course: average of 9.0, not more than 20 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. 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.

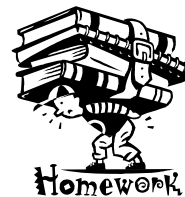
#### Late Work

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) and to get work missed due to illness or absence. Students may also consult teacher's webpages 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 AND WRITING. 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 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 Offense - a zero is assigned for the project/assignment/test, two detentions, letter home to parents
2. Second Offense - same consequences as above, plus an in-school suspension instead of the detentions. The student loses 10 percentage points on the overall grade in which the plagiarism, cheating or copying occurred
3. Third Offense - same consequences as the second offense and a one day suspension.
4. Fourth Offense - same consequences as the third offense, but the student will be suspended for three days.

### **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 2:31 – 3:30 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 or [www.k12.com](http://www.k12.com). Students may earn a maximum of two credits in one summer school session.

## VIII. Honors and Advanced Placement (AP) Classes

*HONORS COURSES* are developed by teachers within the school to meet the needs of talented students. An Honors class parallels the curriculum offered in the corresponding regular class, but may cover additional topics or some topics in greater depth. This could be through extra projects or seminars supplementing a regular course.

### Honors English

Honors classes are significantly more difficult than college-prep classes. Honors students read more (often two books at a time), read more complex and longer literature, and write more essays and more complex essays.

Students who will succeed in Honors English are those who

- Love to read—and are interested in exploring serious literature;
- Love to write—and are willing to accept criticism in order to improve;
- Devote extensive time outside of class to homework and consultations with teachers;
- Desire excellence and crave intellectual discourse.

Students who elect to take Honors English need to be aware of the following policies:

- The summer reading assignment is mandatory. (This will be implemented in the summer of 2010)
- Class attendance and participation are vital to students' success; a student who misses more than seven class sessions will be advised to go back into regular English.
- All essays are essential; therefore late essays will not be accepted for full credit unless the teacher's prior permission is received. Unexcused late essays will receive reduced credit only but still must be done.
- Any instance of plagiarism will result in the student going back to regular English.
- Earning a grade below an 8.5 raises serious concerns about a student's commitment to honors. Any student who does not maintain at least an 8.5 will go back into the regular English program.

### Advanced Placement Classes (AP)

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 Spanish literature (11<sup>th</sup> grade) and AP Calculus (12<sup>th</sup>)

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.

### To enroll in an AP or Honors Class:

- Students may join the honors program at the beginning of any of their four years.
- To enroll in an honors or AP class, students should have earned an 8.5 or higher in their previous regular class in the subject area.
- Students enrolling in an AP class must take the exam in May in order for the AP designation to be placed on the transcript.

## 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. Four tardies to the same class in one bimester will count as an absence. Students missing more than twenty days per year are subject to the following consequences:

- They lose their right to exempt exams even if they meet the grade requirements.
- They must demonstrate mastery of the subject passing all semester exams.
- They may be denied the privilege of attending school events (field trips, etc.) if those trips involve missing classes.
- They may be denied the right to register the following school year.

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.** Students may consult teacher webpages to help them with makeup work: <http://www.iasces.com/staffhigh.asp> (Click on the teacher's name.) They will also be assigned a login number for access to Edmodo, an online gradebook that gives them access to their grades.

**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 7:13 each morning. A warning bell is rung at 7:10. Students must be in their seats and ready for homeroom at the sound of the 7:13 bell. Students who arrive after the second bell (7:13) lose their dress down privilege for the week. The second time a student is late in the same week, the student will be sent home. **Students who arrive after 7:21 will not be admitted.** In the case of an unavoidable lateness (medical or mechanical problem), parents should call the office or come in.

### Tardiness: Individual Classes

Students who arrive after a class has already begun will be sent to the office to register and get a red slip. Four individual class tardies in one bimester will be registered as one absence, which will count towards their unexcused absences and being allowed to exempt exams.

**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 2:30 p.m. Parents requesting appointments with teachers need to do so through the secretary.

PAYMENT TYPE	MORE INFORMATION
CHECK payable to International American School of Cancún, A.C.	The check can be brought to the office or deposited at the bank - Please bring deposit slip to the office.
CREDIT OR DEBIT CARD (VISA O MASTER CARD)	Pay in the office.
	Automatic charge: A letter must be signed authorizing the school to automatically charge your card monthly
CREDIT CARD ONLY (VISA O MASTER CARD)	Call 01.800.088.76.52 - Give the card number and student's last name and grade as a reference. For example: Sánchez7y9).
	Internet - use the link: <a href="https://www.pagalaescuela.santander.com.mx/">https://www.pagalaescuela.santander.com.mx/</a> At this website you will be able to make the payments without having to come directly to the school. The student's last name and grade must be given as reference.
ELECTRONIC TRANSFER: International American School of Cancún, A.C.	HSBC Bank account 4022140248 and CLABE 021691040221402482
	SANTANDER Bank account 92000991184 and CLABE 014691920009911840
<b>IMPORTANT:</b> * Credit or debit card payments will be charged a commission plus IVA: credit card - 1.95%, debit cards - 1.45% Payment information needs to be send by email: <a href="mailto:floravila@iasces.com">floravila@iasces.com</a> or fax: 882-2269. Please make sure to pick up your receipt at the office.	

### Tuition Payment Policy

1. Early payment discount will only applies from 1st to 5th of each month.
2. The discount for early payment does not apply to scholarships or other discounts.
3. Regular payments are from 1st to 10th of each month, including students with scholarships or discounts.
4. Late payments will incur a surcharge of 10% - starting with the 11<sup>th</sup> day of the month.
5. Students with a scholarship or discount must pay tuition from 1st to 10<sup>th</sup> of the month; otherwise there will be a surcharge of 10%.
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.

### 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 10<sup>th</sup> 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 other school and community personnel to assist in meeting the needs of students. An appointment can be made through the secretary.



## 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.

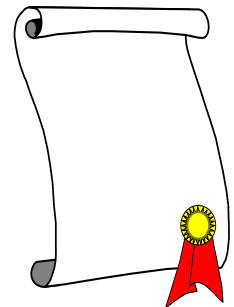
## STUDENT AND PARENT ACTIVITIES

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 9.0 (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



### Student Council

- good behavior record from previous school year
- grade point average of 8.0
- 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 have a minimum grade average of 8.0 as well as an excellent conduct record.

The three major conferences in which IAS participates are the following:

- CancunMUN (November) - All 10<sup>th</sup> grade students must participate as part of their Model UN class.
- PAMUN–Colegio Americano de Puebla (January) or IMMUNS-American School of Monterrey (February).
- International Conference (time and place vary each year) - Students who want to participate in this conference must have participated in the Cancun or Monterrey conference.

### **Parent Association**

The role of the Parents 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. This year the IAS Athletic Boosters has been formed for parents interested in promoting sports. Parents interested in working with this group should contact the office for more information.

### **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.

Objectives:

- Promote universal values
- Unify criteria among parents regarding liberties given to teenagers
- Create a culture of peace in all social environments

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. There are biweekly meetings in order to give continuity to the proposals.

### **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:

- Creative Writing (junior and senior high levels) in English and Spanish
- Sports Competitions (soccer, volleyball, tennis, golf, etc.)
- Model UN Simulations

## **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. Students are required to complete 30 athletic credits each grading period.



### **Regulation for Athletic Credits:**

- Students receive 30 credits for participating in a sports activity twice a week.
- Students receive 40 credits for participating twice a week and playing on the team.
- Students are to wear the team t-shirt during practices.
- Students may receive athletic credit by participating in a physical activity not offered at IAS (ballet, golf, tennis). It is necessary for the student to present a letter signed by the coach/instructor, containing information such as the name of the organization, hours practiced per week, etc.

**Sports Activities at IAS:** Soccer      Basketball      Volleyball      Ping pong      Pilate

## **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 you can be kept out of the International American School temporarily or permanently (suspended or expelled) due to your 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 you expect your parents to follow at their jobs is the standard of conduct we expect from you.

If you are caught doing the following things, **you will be suspended**, and the principal will recommend that you be **expelled permanently** from the school.

If you 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 |

If you use or possess any of the above, you will 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 with your parent in a follow-up activity.
- recommended for **permanent expulsion**.

**Random drug testing** is carried on periodically, and there is an extra charge for students who are tested. 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:

- assaulting or threatening 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.)
- possessing a weapon (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

## SCHOOL RULES

1. **Come to school on time, arrive punctually at all classes, and line up outside the door until your teacher tells you to enter.** The time available 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 and Ipods may be used before and after school and during the two recess periods. They should be turned off at all other times.** If they are used during class, they will be taken away and returned at the end of the day. If these privileges are abused, they will be revoked.
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 computer 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.

## 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 primary school 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
- tennis shoes (any color)



No. of Uniform Offenses	Consequence
1-5	One detention per violation
6	In-school suspension (call home)
7	Out of school suspension Parent/Administration meeting

Students must wear the official school uniform (shorts or skirt, polo shirt) on all field trips. Any student having two uniform or Dress Down offenses will not have Friday Dress-Down for the remainder of the semester. Students who are loaned uniforms will still receive a detention.

**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. Skirts and shorts can be no 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 will lose their Dress Down privileges for the semester.

**III. Grooming:** Boys may not wear earrings or nose-rings. Teachers will collect these and give them to the office, where they will be returned to students at the end of the day. Haircuts must be moderate and one inch above the collar and not in ponytail style. Boys must be clean-shaven. Girls should not wear excessive make-up or nose rings, and hairstyles must be moderate and of natural colors.

**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

### Mission Statement:

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 of computers 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.



## **EMERGENCY PROCEDURES**

### **Student Accident or Illness**

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 any private hospital 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 parent's name, with the student's name indicated on the forms.
- 4) All documents, including a letter from the school describing the accident, need to be taken to the insurance office, located on Bonampak Ave. N° 45 at the corner of Naranja, SM 2-A. (attention Margarita Caamal/ Ana María Navarro). Tel. 884-0018 or 892-7014.

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:  
Andrea Terry 884-3064; 998 845-3042 (cel.) Nancy Marroquin 880-7472; 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 participated 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](http://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](http://www.collegeboard.com/student/testing/psat/psatextra/scoring_guide_popup.html)

## **Appendix 2**

### **SACS Standards**

**Standard 1: Vision and Purpose** - The school establishes and communicates a shared purpose and direction for improving the performance of students and the effectiveness of the school.

**Standard 2: Governance and Leadership** – The school provides governance and leadership that promote student performance and school effectiveness.

**Standard 3: Teaching and Learning** – The school provides research-based curriculum and instructional methods that facilitate achievement for all students.

**Standard 4: Documenting and Using Results** – The school enacts a comprehensive assessment system that monitors and documents performance and uses these results to improve student performance and school effectiveness.

**Standard 5: Resources and Support Systems** - The school has the resources and services necessary to support its vision and purpose and to ensure achievement for all students.

**Standard 6: Stakeholder Communication and Relationships** – The school fosters effective communications and relationships with and among its stakeholders.

**Standard 7: Commitment to Continuous Improvement** - The system establishes, implements, and monitors a continuous process of improvement that focuses on student performance.

## Appendix 3

### IAS Internet Protocol For Students

I	<b>I</b> dentify 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	<b>N</b> o use of Wikipedia, or other untrustworthy websites. These sites tend to be updated by individuals/groups without the necessary credentials for the subject.
T	<b>T</b> rust .edu, .org, and .gov! These sites reflect organizations that are authorities on the subjects being researched.
E	<b>E</b> valuate 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	<b>R</b> emember 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	<b>N</b> o 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	<b>E</b> nsure 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	<b>T</b> rust your Instincts! If you suspect a Web page may not be legitimate, then it probably isn't.