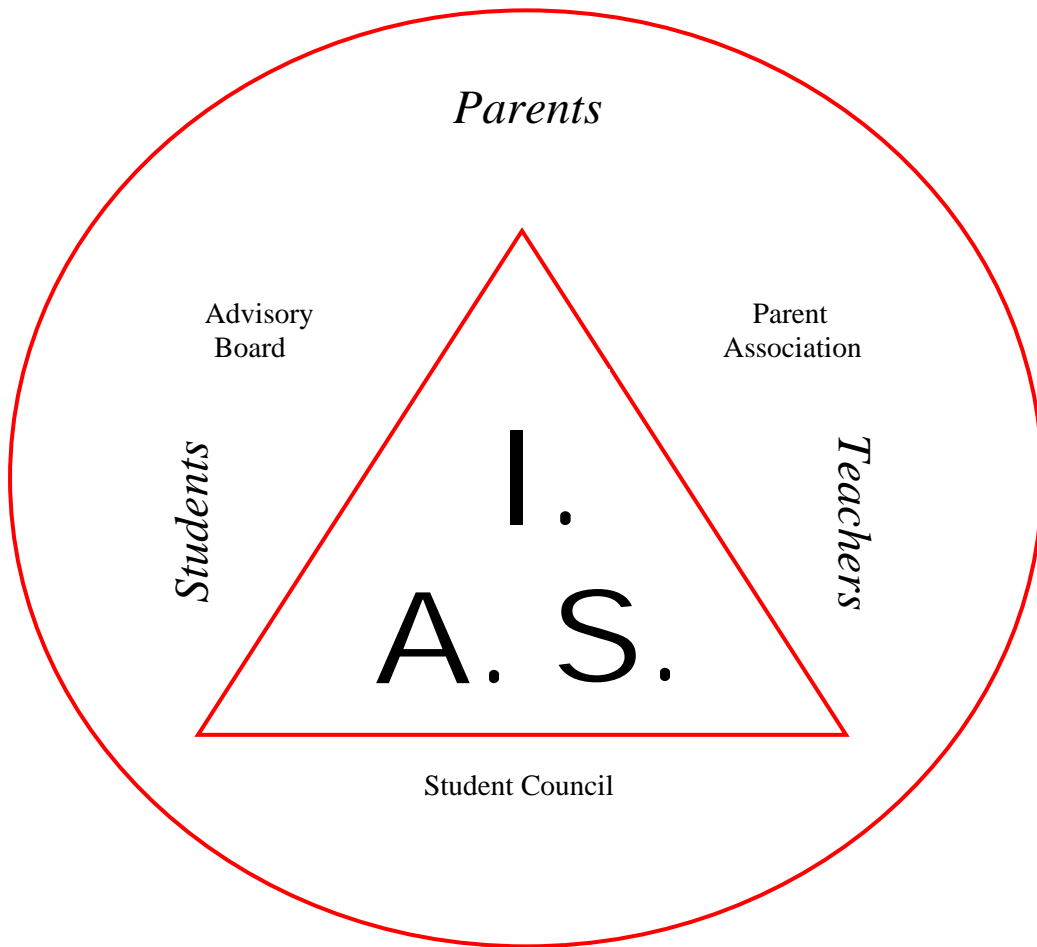




**INTERNATIONAL AMERICAN SCHOOL OF CANCUN, A.C.
PARENT / STUDENT HANDBOOK
2008-2009**



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International American School of Cancun, A.C.
Calle de Acceso Mz 17 Lote 36 SM 309 Rancho Sinai
Cancun, Quintana Roo 77560

Phone: 882-2269; 882-2273

Cellular: (044-998)845-2622 / 845-3042

E-mail: inquiries@iasces.com

www.iasces.com

U.S. Mailing Address: 5810 Santa Maria Ave No. 205

PMB 8-197

Laredo, Texas 78045-9452

ADMINISTRATION

Principal Ms. Nancy Marroquín

Assistant Principal Mr. James Conklin

SEyC/UNAM Coordinator Ms. Andrea Terry

Technical Director Ms. Maria del Pilar Cardeña Martinez

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.

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.
4. Make appointments with teachers when help is needed.
5. Complete homework assignments when due and study for exams and quizzes.
6. Use school facilities to their fullest advantage (library and computer lab, etc.).
7. Participate in extra activity programs such as drama, chorus, or sports.
8. Take home communication from the school and return any required documents, signed by parents.
9. Invite and involve parents and family members in school events.
10. Show respect for fellow students and teachers at all times.
11. 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.



2008-2009 School Calendar



<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr><th colspan="7">August 2008</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr><th colspan="7">September 2008</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; 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* 11:35 Dismissal

** Dates to be confirmed

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

DUAL PROGRAM

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

DAILY SCHEDULE

Arrival 7:15	Dismissal 2:30
Homeroom	7:15 – 7:22
Period 1	7:25 – 8:10
Period 2	8:12 -- 8:57
Period 3	9:00 – 9:45
Recess	9:45 – 10:05
Period 4	10:07 – 10:52
Period 5	10:54 – 11:39
Lunch	11:39 – 12:10
Period 6	12:12 – 12:57
Period 7	12:59 -- 1:44
Period 8	1:46 – 2:30

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. A list of agencies and activities is available in the office.

General Guidelines:

- 1) All work is to be done on a voluntary, on-profit basis.
- 2) Voluntary work cannot be done for a family member.
- 3) Work must be recorded on the proper form and signed by the student's immediate supervisor.
- 4) All students (Grades 7-12) should complete a minimum of 20 hours per year or satisfactorily participate in the project assigned to their class.

JUNIOR HIGH
SEQ and SACS Programs 2008-2009

<u>SEVENTH GRADE</u>	<u>EIGHTH GRADE</u>	<u>NINTH GRADE</u>
<i>Spanish</i> English Science 7 <i>Adolescent Issues (Life Skills)</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>Mathematicas</i> Algebra I or Geometry United States History <i>Civics</i> Elective <i>Computer Skills</i> <i>Physical Education</i> <i>Orientation</i>

HIGH SCHOOL
UNAM / SACS 2008-2009

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

NOTES:

- a) Students who do not speak Spanish will attend the regular Spanish classes. 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 the UNAM certificate. During the week they may receive special help during some of their Spanish classes.
- b) 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.
- c) After seventh grade, students are assigned to math classes according to their math skills or to classes taken in previous years.
- d) During their senior year, students can choose between physics and ecology.
- e) Students choose electives each semester. In the past these electives have included drawing, painting, woodworking, chess, computer drawing, drama, chorus, and French.
- f) Orientation is a class in which students explore their personalities, career options, test-taking skills, etc.

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 4 quarters of approximately 9 weeks each. The following percentages may be used to determine each quarter's grade:

- 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

Semester grades are registered on the permanent transcript. Semester grades are determined by the following percentage system:

- 40% quarter grade
- 40% quarter grade
- 20% semester exam

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.

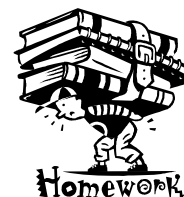
Grading Periods	Progress Reports	Report Cards
1 st Aug 18 – Oct 27	September 29	October 27
2 nd Oct 27 – Dec 19	November 24	January 9
3 rd Jan 7 – March 9	February 9	March 9
4 th March 19 – June 12	April 27	July 3

1st Semester Exams: December 15-19

2nd Semester Exams: June 1-5 / 8-12

High school students with a yearly average of 9.0 or above in any subject may exempt the second semester exam in that subject – with teacher approval.

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



IV. 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 who fail more than two courses are subject to a review by the administration, which can lead to failure of the corresponding school year. **Students failing three or more subjects will not be allowed to register the following year.**

V. 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. Students may earn a maximum of two credits in one summer school session.

ATTENDANCE

Attendance Requirements and Absences

Students are expected to attend school regularly. Students are limited to ten days of absence per semester (excused or unexcused). 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)

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.)

<http://www.schoolandteacher.com/Teacher-Search.aspx> (Write teacher's name and school.)

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

School starts at exactly 7:15 each morning. A five-minute warning bell is rung at 7:10. Students must be in their seats and ready for homeroom at the sound of the 7:15 bell. **Students who arrive after 7:25 will not be admitted.** In the case of an unavoidable lateness (medical or mechanical problem), parents should call the office or come in.

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. Personal telephone calls by students or parents is not permitted; in case of an emergency parents may leave a message with the secretary, who will then contact the student.

Tuition payments should be made between the 1st and 10th of each month. A charge of 10% begins on the 11th of each month for any payments that have not been made. Parents need to contact the secretary if there is a reason for a late payment. If this is not done and payment is not received, the student may be suspended. Lack of payment for three months will result in the student's being asked to leave the school.

It is very important for students' files to be complete. All documents should be given to the office upon registration. Students with incomplete files will not receive their official certificates when they leave the school.

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.)

It is the responsibility of parents to ensure that all documents are complete. Parents of students who have studied outside Mexico should contact the office if they have questions regarding revalidation or equivalency requirements.

Cafeteria/Food

The cafeteria offers nutritious food and snacks at a reasonable price. Students may buy food during their recess periods, as well as before and after school. Students are not permitted to eat in the classrooms. Water is permitted in the classrooms but should be kept in plastic containers.

Copies and Printing

Students are not permitted to print work in the office or in the computer lab.

SCHOOL PSYCHOLOGIST

If a parent sees that his son or daughter is having difficulty, whether academically, socially, or behavior problems, the parent may want to talk to the school psychologist. 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 as to the replacement cost. 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
- accumulative grade point average of 8.9 (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.

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

- CancunMUN (November) All 10th grade students must participate as part of their Model UN class.
- IMMUNS (February) American School of Monterrey.
- 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.

Students participating in conferences outside Cancun must have a minimum grade average of 8.0 as well as an excellent conduct record.

ASOMEX

The International American School of Cancún is the newest member of the American Schools of Mexico (ASOMEX). The purpose of this organization is to share ideas, programs, and experiences of its 19 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 have the opportunity to participate in soccer, basketball, volleyball, jazz, rowing, and field and track. There is a minimal charge to cover coaching and other costs.



Parents 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 following:

- October: Halloween Party – CES / IAS
- March: Family Day – CES / IAS

**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. If you and your parent do not participate, the suspension will be unexcused, and you will receive a failing grade for each class that quarter.
- * 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.)

The Demerit System

The International American School of Cancun (IAS) uses a demerit system as the basis for its disciplinary action and policy. It is impossible to list or categorize all types of disciplinary violations, thus the administration reserves the right of disciplinary assignments as the case so determines. Rules and regulations apply in school, on school property, and at any and all school sponsored activities.

Throughout the demerit point system, each student will be referred to Administration in an attempt to find the cause of his/her behavior and hopefully to eradicate it so that he/she may benefit from the wide range of educational experiences and course offerings. Our teachers and administrators are available to provide professional guidance and to offer assistance and understanding when necessary.

ASSIGNMENT OF DEMERIT POINTS: **STUDENT CONDUCT DEMERIT SYSTEM**

One demerit is equal to one teacher discipline referral.

Multiple demerits may be given for special offences such as

1. Fighting
2. Disrespecting fellow students or teachers
3. Unacceptable behavior at school functions.

Cumulative Demerit Consequences:

At 10 demerits –detention and a letter is mailed to the parents

At 15 demerits – one-day in-school suspension, letter mailed to parents, referral to guidance counselor, parents conference either in school or via phone

At 25 demerits –detention and a letter is mailed to parents

At 30 demerits – one day out-of-school suspension, letter mailed to parents, referral to guidance counselor, parent conference (parent call for an appointment)

At 40 demerits - letter is mailed to parents, this is a serious number of demerits and parents must become very involved in correcting inappropriate behavior

At 45 demerits - two day out-of-school suspension, letter to parents, pre-expulsion hearing conducted by the Director.

At 50 demerits - possible three day out-of-school suspension and recommendation to the Director for immediate expulsion or alternate education plan

Minor discipline problems are handled within the school and may result in detentions during lunch or after school. Parents will be notified in advance of after school detentions. Any student who is suspended the week before a school activity is scheduled outside the school campus may not be allowed to participate in that activity. **Three one-day suspensions may result in the student being placed on probation, and the student may be asked to leave the school.**

Missed Detentions or Suspensions

1. Each missed detention = an extra detention is assigned.
2. More than three detentions= in-school suspension
3. Any missed in-school-detention will be referred to the administration and a disciplinary hearing will follow.

ZERO TOLERANCE

IAS has "zero tolerance" of violent, disruptive or inappropriate behavior by its students. A student who fails to comply with the established school rules or with any reasonable request made by the school personnel on school property and/or at school-related events is subject to approved student disciplinary action.

“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

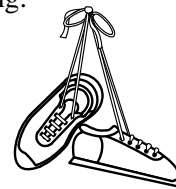
SCHOOL RULES

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 may be used before and after school and during the two recess periods. Phones should be turned off at all other times.** If calls are received or made during any other time, the phone will be taken away and returned at the end of the day. If cell phone and Discman 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
- shorts or skirts with the school logo
- beige or tan pants if the student prefers to wear long pants
- physical education shorts and t-shirt for p.e. class and sports elective
- long gray sports pants may be worn for p.e. class from November through February
- tennis shoes or street shoes – no sandals. Platforms and shoes higher than 2 inches are not permitted.
- practice t-shirt for after-school sports



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. 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.

III. Sweaters, Jackets, Sweatshirts, etc: During colder weather students may wear sweaters or jackets in solid colors but not in denim material. No jackets or coats with pictures, words or emblems are allowed. Long pants should be beige or tan.

IV. 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.

V. 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 through our school computer network. 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. 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.
5. Using inappropriate language while using our school network of computers to transmit a message of any kind or material posted to a web site
6. Any additional activity not specifically listed that uses the school's computer network to violate any conduct code specified in the IAS Student Handbook
7. 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.
8. 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.
9. 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.
10. 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 Seguros Banorte-Generali. 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 the Hospital Galeria.

PROCEDURES IN CASE OF AN EMERGENCY:

Direct Payment

- 1) Parents pick up the medical report form, which is completed by the attending physician. This form will be available in the office or with the sports coach, if the accident occurs during a sports activity.
- 2) The medical insurance coordinator is contacted: Dr. Omar Fuentes (1853585 Nextel)
- 3) Parents and student go to the hospital.
- 4) Parents pay the deductible of \$600 (pesos)

Reimbursement (if parents decide to use another doctor or medical facility)

- 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 Av. Uxmal No. 15, Local 3, Plaza las Flores, SM23. Tel. 884-0018 or 892-7014.
- 5) The insurance company will then decide if and how much the parents will be reimbursed.

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 a parent needs to contact students for any reason, they should call the office and leave a message with the secretary.

ADMISSIONS PROCEDURES

Parents who would like their child or children to be considered for admission to the International American School of Cancun should first ask for an appointment to receive information about the school. At this time, the parent will be given a date for an entrance exam and pay the required fee, which is non-refundable. Students should report for their entrance exam with the following:

- * receipt for payment of exam
- * pencil and eraser
- * copy of the last report card

The entrance exam consists of vocabulary, reading and writing skills in English, Spanish reading comprehension and writing skills. The school generally honors the grade placement recommended by the previous school. However, final placement is made on the basis of academic records and admission testing. Upon completion of the exam, the school will make a recommendation regarding the student's admission.

The International American School of Cancun reserves the right to admit or refuse any student. Some of the reasons to refuse the admission of a student are as follows:

- * it is determined that the student would not benefit educationally from attending the school;
- * the student has a poor scholastic or behavioral record and as such is deemed unsuitable for the school community;
- * the student does not reside with a parent or recognized adult guardian;
- * the special educational needs required by the student cannot be met by the school.

Parents will be notified whether their child has been accepted or denied admission to the school. New students who have a low entrance score in an academic subject or a poor discipline record will be admitted on a conditional basis.

Within two weeks of the notification of their child's admission into the school, parents are expected to make an initial payment of \$2000 (pesos). This initial payment is nonrefundable and will reserve a student's place in school.

The following documents are required before the admissions procedure is complete:

1. Signed student application
2. Previous report card (Students coming from outside Mexico need to have an apostille.)
3. Primary certificate for Mexican students entering middle school (grades 7-9)
4. Secondary grade certificate for Mexican students entering high school (grades 10-12)
5. A letter of recommendation from the previous school (indicating good conduct)
6. Two credential-sized photos of student
7. Original birth certificate (Students who were not born in Mexico need to have an apostille.)
8. Copy of CURP (Mexican students)
9. Recent medical report, showing that the student is in good health
10. Migratory form (foreign students)
11. Students who studied outside Mexico need to have an interview with the school registrar.
Certification of any studies completed outside Mexico is the responsibility of the parents.

SCHOLARSHIP/FINANCIAL AID

The International American School of Cancun, in coordination with the Mexican educational system, recognizes students who have excellent academic performance by awarding academic scholarships. Parents of those students who have successfully completed entrance requirements, yet are unable to meet the financial requirements, may request financial aid based on the following requirements:

- a student must prove an average of 9.0 or above from previous year
- a student must have a letter from his/her previous school demonstrating citizenship and good behavior
- parents must demonstrate financial need
- complete any documents required by SEyC and UNAM