



Dedicated to Excellence in Education
Established 1995

Student Handbook
2018-19

SCHOOL CALENDAR : 2018-2019

AUGUST

Teachers Return – Monday, August 13th
Orientation Day – Friday, August 24th
Term One Begins - Monday August 27th

SEPTEMBER

St. George's Caye Day – Monday, September 10th (UNIFORM PARADE REQUIRED)
Independence Day – Friday, September 21st

OCTOBER

Review Week – Monday October 1st - Friday October 5th
Exam Week – Monday October 8th-Thursdays October 11th
Pan American Day – Friday, October 12th
Term 2 Begins - Monday, October 15th
Report Card – Wednesday, October 24th
Halloween Party - Friday, October 26th

NOVEMBER

Garifuna Day – Monday, November 19th
Review Week - Monday November 26th - Friday November 30th

DECEMBER

Exam Week – Monday December 3rd - Friday December 7th
Report Card – Wednesday, December 12th
Christmas Pageant – Wednesday, December 12th (noon dismissal)
STUDENTS REQUIRED AT TIA 6:00pm IN UNIFORM WITH WHITE POLOS

JANUARY - 2019

Term Three Begins - Monday, January 7th

FEBRUARY

Valentine's Day - Thursday - February 14th
Long Tropical Weekend – Monday, February 18th

MARCH

Review Week - Monday March 4th - Friday March 18th
Heroes and Benefactors Day – March 9th (holiday date TBD)
Exam Week - Monday March 11th - Friday March 15th
Term 4 begins - Monday - March 18th
Report Cards - Wednesday - March 20th

APRIL

Easter Break Begins - Friday April 12th (noon dismissal)
Return from Easter Break - Tuesday April 23rd

MAY

Labor Day - Wednesday May 1st (holiday date TBD)
Review Week - Monday May 13th - Friday May 17th
Exam Week - Monday May 20th - Thursday May 23rd
Sovereign's Day - Friday May 24th
Graduation - Friday May 31st

Standard 3 students must prepare to sit BIAT in the first week of June each year. Please make travel plans accordingly.

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THE FACULTY

The low student-faculty ratio at The Island Academy ensures that students will have an opportunity to interact with all of the teachers. Teachers were selected to be a part of the faculty at this school because of their enthusiasm, concern, inspiration, fairness and leadership ability. In addition to instruction in the classroom, they will be role models offering help and guidance along the way.

Our faculty members are a vital part of our school as well as the community. Interaction with them will be an invaluable tool in learning the importance of being fully involved in the school and community.

Teaching staff who are not involved in the daily physical education program are available on an appointment basis from 3:00 until 4:00 p.m. daily to meet with students and their parents.

STUDENT INFORMATION

Questions about The Island Academy should be directed to the office.

Absence/Medical Information
Application/Registration/Tuition Payments
Academic Inquiries
Admission Inquiries
Education Testing
Financial Aid/Scholarships
Lost And Found

To contact The Island Academy

Lady Dixie Bowen or Ms. Wilema Gonzalez

Phone (011) 501-226-3642

Email islandacad@gmail.com

P.O. Box 137, Coconut Drive, San Pedro Town
Ambergris Caye, Belize

- No party invitations to be distributed on campus
- No pets on campus (including dogs)
- Failure to do homework automatic
- Disrespect to teachers/administrators
- Abusive behavior/harassment/bullying
- Use or possession of weapons, cigarettes, alcohol
- controlled substances
- Second offense of above
- Serious violence, abuse or malicious behavior
- Cell Phone use
- Possession of an iPod/iPad, electronic games or electronic readers
- Theft

HONOR CODE

Lying, cheating, stealing or plagiarism of any kind, or suspicion of such, will result in an automatic detention, suspension or an expulsion. It is at the individual teacher's discretion whether or not to give a warning.

White Flags are certain areas that no student may enter without a teacher being present and permission having been gained in the presence of a teacher from the person whose property it is.

Violation of a "White Flag" is an automatic detention.

White Flag areas are:

- Faculty Desks
- The Office
- Any other student's desk
- Any other student's cubby hole
- Any other student's bag
- Any other student's bicycle
- Any other student's person

MISSION STATEMENT

The mission of The Island Academy is to provide a quality education in an atmosphere that encourages learning and awareness of the environment, together with participation in civic and community affairs, while nurturing and developing the character of our young.

3 THE STUDENT BODY

As the world continues to shrink and become a global society, all students must develop an appreciation of individual differences and gain a broad perspective on the world as a whole.

The student body at The Island Academy, as well as the faculty, includes people from all over the world. Special bonds form between people who learn, work and play together. It is through this bond that we will all discover that even with our differences we are all very much alike.

At The Island Academy, students are encouraged to contribute their own individual talents, strengths and perspectives to all of the student body and the faculty.

A ACADEMIC

The academic program at The Island Academy is designed to provide the student with courses that will optimize their potential and prepare them for the future.

To graduate from The Island Academy, students must successfully complete courses in Language Arts, Math, Science, Social Studies and Spanish. Enrichment courses consisting of Art and Physical Education will also be a part of the curriculum, to name a few.

Students will be provided with opportunities to participate in charitable programs with the community and the school. In conjunction with the local Catholic church, students will also be able to participate in Holy Communion and Confirmation.

D DISCIPLINE CODE 16

Faculty discretion may result in a detention, suspension or expulsion for any of the following:

- Chewing gum
- Minor class disruption
- Dress code violations, including after school and on golf carts
- Tattoos
- Piercing for boys
- ***Boys hair being below the eyebrows and/or touching the collar***
- No Mohawks, ponytails or shaved heads with designs. Hair should be school appropriate. Please call or email the office if there is any question whatsoever.
- One pair of earrings only - no dangling style for girls
- One ring, one watch and one bracelet are allowed
- No hair colour or extensions
- No nail polish
- Outerwear (Hoodies, Scarves, Jackets) not allowed as accessories
- Modeling *****
- Attending clubs after dinner hours or close proximity to clubs is prohibited
- Forgery
- Plagiarism
- Cheating
- Food violations
- Bicycle violations
- Bathroom and hallway violations
- Minor tardiness
- Failure to bring materials/books to class
- Entering a restricted area
- Field Trip misconduct
- Behavior unbecoming to an Island Academy student
- Physical violence
- Swearing/gestures
- Major classroom disruption
- Vandalism
- Safety violations

ACADEMIC CODE

Failure to do nightly homework will result in a communication form. Homework failed to be handed in the following morning will result in a **zero** mark.

COMMUNICATION FORMS

Communication forms will result in a weekly detention to be served on a Wednesday during PE (Standards 2-6). During detention a proper essay must be completed and turned in. The essay should reflect the reason for the communication form. If not done properly and neatly, a second detention will be served to complete the paper.

Detention for Beginners - Standard 1 will be served at the upcoming break or lunchtime. The student will be asked to sit out under the palapa or in a classroom following the infraction. Failure to do homework, behavioral issues on the playground and uniform infractions will be automatic detentions.

DISCIPLINE

SUSPENSIONS

An automatic suspension will be administered when the faculty deems it necessary.

A one day suspension will be served following the day of the infraction. Parents will be notified via email or phone.

Students must complete all work for the day of the suspension. A Zero for incomplete work will apply.

Should a conference be required, it will be scheduled accordingly.

DAILY LIFE

School begins at The Island Academy at 8:30 a.m. and ends at 3:00 p.m.. Students cannot arrive at school before 8:00 a.m. Faculty members are available to students each day before school from 8:00 to 8:20 a.m. to provide extra help or guidance.

Any student that is not in line by 8:25 must wait behind the cones at the green building. When all students are seated under the palapa the tardy students will be seated separately. *After a pattern of tardies your child will be sent home upon arrival at school. The parent must upon return go to the office with their child. A consequence will be determined at that time.*

Break is from 10:15 to 10:35 a.m. Students may bring a healthy drink or snack if desired. They must NOT share with other students. We ask that they bring what they will eat in one sitting and not a large bag of chips or cookies. We will announce "Bake Sale Days" to ensure your child has money to purchase a baked good or snack.

Lunch is eaten on campus from 12:00 to 12:45 p.m. The school is not responsible for students' lunches. Hot lunches are available on a daily basis. Monday, Tuesday and Thursday the cost is \$6.00. Formal lunch on Wednesday is \$7.00 and \$5.00 for pizza on Fridays. Beverages are an additional \$1.00 each. It is not required to purchase lunch from the school vendors, but it is recommended that students participate in the lunch program. Payment for lunches may be made to the vendor daily or in full at the beginning of each week.

If a child is not purchasing lunch from school, parents should send a lunch from home to encourage proper nutrition. Each student must have his or her own snack and lunch organized by a parent or guardian.

Due to space constrictions under the palapa, parents are asked not to remain at lunch time. Lunches are NOT to be delivered to buildings. Please place lunch for your child under the palapa with his or her name on it. Beginners to Standard 1 lunches should be in place no later than 11:45.

On Wednesdays, we traditionally have "Formal Lunch". Students are provided with a meal, a knife, a fork, and a napkin. They are expected to sit at a table with a teacher and converse in a proper

manner.

Under no circumstances may a student bring their lunch in a Styrofoam container on any day of the week.

Students will be dismissed for lunch by class. For those parents delivering lunch, note the schedule in order to ensure your child's lunch is **ON TIME**.

11.50am	Beginners, Infants I and II
11.55am	Standard I, II and III
12.00pm	Standard IV, V and VI

Beginners, Infant I, Infant II and Standard I will be dismissed at 3:00 p.m. Parents **MUST** pick up their children at this time. There will be no supervised activities for these students after 3:00 p.m. Physical Education is scheduled Monday through Wednesday for Standard II through Standard VI.

In the event of a special occasion, illness or other related absence, parents must phone the school. Upon a student's return from an illness, the student **MUST** have a written excuse from parent or guardian.

A doctor's note must accompany a parent's note if the student has been absent for three days or more.

Any parent(s) traveling **MUST** notify the office of their travel dates, a contact number for the caregiver, and an email contact and/or phone number for themselves. If Internet service is not available please leave an emergency contact of a relative and the information for your doctor of choice with the student's teacher and the office.

If it is necessary to close school due to inclement weather, parents will be notified by email or via Reef Radio prior to 8:30 a.m. Otherwise, attendance is expected.

APPLICATION PROCESS

At The Island Academy, we welcome all inquiries regarding admissions and encourage students and families to visit the campus for an opportunity to see all that we offer. Although we gladly welcome prospective students and their families to visit the campus, unfortunately due to limited classroom size and full capacity, we are unable to facilitate children "sitting-in" on classes. They must be enrolled as a full-time student.

STUDENT CONDUCT

The Island Academy expects of each student honesty and respect for the rights and needs of others. The Student Code is the standard by which we all abide. A student code exists in order to clarify for students and parents the expectations of the school. Good manners, care of community property and acceptance of responsibility are all matters that indicate one's regard for others and in no way limit individuality.

The Student Code states the rules and regulations of the Academy. Misconduct with respect to these rules and regulations will be dealt with according to the offense and discipline will be as stated in the code.

COMMUNICATION FORMS

A communication form is our method of informing parents of various infractions during the school day. I.E. homework not completed, no PE shirt, disrespect to other students or teacher to name a few. The form must be signed by the parent the day of the form or a second form will be sent the following day. After communication forms suspension is possible.

STUDENT CODE

Students must show decorum whenever it is required. Bad language and rudeness will not be tolerated. All members of The Island Academy are expected to be positive and helpful members of both the school and the wider communities at all times whether in school or not. Failure to meet any of these standards will lead to discipline, suspension or possible expulsion.

The Island Academy bases its student code on faculty discretion. Students who do not abide by the standards of the school will receive discipline in the form of a detention that may result in detention, suspension or expulsion.

PREFECT DUTIES

Two prefects and one alternate from the senior class are on duty to assist in school duties. It is done on a rotation basis. Prefects are in charge of the following duties:

MORNING

Put up flags

Set up and break down assembly

LUNCH

Serve formal lunch

Sell drinks

AFTER SCHOOL

Lower flags and put back in boxes

If one of the two prefects are unable to attend school it is their responsibility to advise the alternate prefect that they must fill in.

All prefects must stand ready for any additional duties required.

WEAPONS, ALCOHOL, SMOKING & OTHER DRUGS

Use, possession or sale of, (actual or suspected) weapons, alcohol, cigarettes or controlled substances will result in expulsion. Any prescription medications must be declared to the office upon arrival to school and must only be consumed by the student for whom the prescription is made out.

ELECTRONICS

Cell phones must be turned off while on campus. In case of an emergency or if in need of transportation the student will be allowed to access his or her phone. Confiscation and a \$25 fine will be enforced if a student is found using a cell phone. All other electronic devices or readers are also forbidden on campus. The Island Academy takes no responsibility for loss, damage or theft of any electronic device.

Students interested in attending The Island Academy must first complete and submit the Application for Admission form available from the office. A non-refundable \$800 BZ registration fee and transcripts are required at the time of application.

At the Beginner's level & new students, an evaluation of the child and a questionnaire by the parent will be used in a comprehensive assessment process by the school's Admissions Committee to determine the child's readiness for entrance into school. We have found this necessary at the Beginner's level to ensure that the child has the social and motor skills necessary to enable them to fully participate, contribute and interact with other students at the same grade level. To enroll in the Beginner's level the student must be five years old by December 31st of that school year. No exceptions will be made.

For all other grade levels, a personal interview and assessment is required. One or both parents or guardian should be present at the interview following the testing. The personal interview will allow a better understanding of our school and will enable you to see how your child will fit in at The Island Academy.

TUITION FEES

We understand that a quality education at an independent academy is a major family investment. To keep tuition affordable at The Island Academy, we offer tuition payment options. Please note that all costs are in Belize dollars. The breakdown of tuition and fees as well as the payment schedule for the academic year is as follows.

Beginners - Standard VI: \$8,275/yr

A non-refundable Registration Fee is due at the time of enrollment or no later than June 5th of each year. Enrollment for the following year occurs at the end of each academic year. This \$800 BZ payment will secure a student's place and allow the school to purchase books and supplies for the upcoming year.

TUITION PAYMENTS

June 1-5	Registration Fee NON - REFUNDABLE	\$800.00
August	Orientation Day	\$275.00
September-May, due prior to 5th of each month		\$800.00

TUITION TOTAL \$8,275.00

Annual or bi-annual tuition payments are welcome and accepted in Belize or US dollars.

PLAYGROUND RULES

The playground rules have been designed to help keep the playground safe and enjoyable for everyone at The Island Academy.

1. The playground may be used between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.
2. The playground is off limits on weekends and during non-school hours.
3. SAFETY comes first! No pushing, pulling, shoving, or harming others in any way.
4. SHARE! Take turns so that all may enjoy the equipment.
5. Only ONE student is allowed on a swing at a time.
6. No bottles or food are allowed on the playground at any time.
7. Promptly report any accidents to a teacher or nearby adult.
8. No foul language or unsportsman-like behavior.
9. Breaking any playground rules will result in disciplinary action and a loss of one's playground privileges.
10. Bicycles should be walked in and out of the school grounds. Students arriving from the north should use the north gates to enter. Students coming from the south should use the gate marked entrance.

Drop off & Pick up Rules

1. Each golf cart should move forward at all times even if your child is in the green or yellow building.
2. Children should not be swinging on carts or running in driveway.
3. If you have a meeting with a teacher or want to visit with friends please find a proper parking space. Do not block movement of traffic in drive way.

11 PROCEDURE FOR ABSENCE

If a student is to be absent from school, a parent or guardian must notify the school of the absence. The student MUST, upon return to school, bring a note which has been signed by a parent or guardian, stating the reason for the absence. In the event of an absence of more than a day, the parent or guardian should arrange to come to school to pick up assignments for the student to complete at home.

We encourage parents to consider the valuable interactions that students experience daily in their classrooms. Due to its importance, we ask that you refrain from traveling during scheduled class days. This is becoming an ever increasing problem and a strain on both students and teachers. It is your responsibility to consider your child's needs when arranging travel plans but where unavoidable, 1 week's advance notice to travel must be given to the office.

Students missing lengthy amounts of time will be asked to do what may be necessary, including hiring a tutor at your expense, to make up work both after school and at home. Belize law states that it is mandatory to repeat a grade if a student is absent over 15 days.

FOOD AND LITTER

At no time, either on school grounds or during any activity supervised by, or under the guises of The Island Academy, may any student chew gum. Unless a student is given direct permission by a faculty member, all students may only eat during morning and lunch break. Students may only eat under the palapa. **No food or drinks, other than water, may be consumed in the school building unless a faculty member gives direct permission.**

Each student must have a labeled water bottle with a top. It cannot be a recycled soft drink bottle. All Tupperware for lunches and dishes brought to holiday events should be labeled. Each student is responsible for cleaning up after they have eaten and will be held accountable. All litter should be placed in the appropriate receptacles.

Any litter, i.e. a piece of paper, a straw, a bottle cap, etc., not picked up by a student will be an automatic 1 minute off of recess for every piece of litter a teacher or administrator finds.

8 GRADING SYSTEM

The grading system used to report progress for students in Infant II through Standard VI is on a scale of 60-100 with a 10 point spread between letter grades A-D. An effort rating will accompany letter grades and comments about the student's progress will be reported twice a year, at the end of each semester. Beginners and Infant I report cards will largely have comments about their academic progress accompanied by an effort mark.

Report cards are issued four times throughout the year, quarterly and at the end of each semester. There are two semesters throughout the year, from the start of school to Christmas holidays and from the start of the New Year until the last day of classes.

To move on to the next grade all students must finish with a GPA (Grade Point Average) of C- or better on their final report card of the year. A C- is the lowest passing grade at The Island Academy. Students earning an average below C- will receive academic warning.

Grading Scale:

98-100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-

69 or below is a failing grade. All core subjects, Language Arts and Math must be above 69% and/or an overall GPA of 70% is required to be promoted to the next grade level.

HOMEWORK

BEGINNERS and INFANT 1: Daily homework except Fridays and holidays.

INFANT II to Standard II: Between 30 to 45 minutes each evening except Fridays and holidays

STANDARD III and IV: 1 hour each evening except Fridays and holidays.

STANDARDS V and VI: Between 1 and 1½ hours each evening, including weekends if necessary.

ALL GRADE LEVELS: Nightly and weekend reading encouraged very strongly.

Students and parents should be aware more time may be required when projects are underway or at certain times in the academic year. The self-discipline and maturity to complete their studies is a part of this growth required at home.

TUTORING

The parents of students who are having academic difficulties will be contacted and tutoring should be arranged. A tutor is to assist in homework not compete it for student.

EXAMS

There will be four exam sessions or assessments school-wide during the academic year. Each session will take place after a review week. No PE during exam weeks.

APPEARANCE & DRESS CODE

Students must remain in full school uniform at all times during the school day, except when it is appropriate to do otherwise. Permission from a faculty member is required to change out of uniform. Students should be neat and tidy at all times. It is a reflection of The Island Academy when students are in uniform, therefore, they must conduct themselves accordingly at all times, on campus or not. All students at The Island Academy are expected to adhere to the uniform dress code as listed below:

Boys: Polo shirts (*solid colors only*)

Khaki shorts or pants (**shorts mid-knee will be enforced*)

Pants must be belted if they have belt loops

White socks and tennis shoes

Girls: Polo shirts (*solid colors only*)

Plaid skirts (*knee length*)

White socks and tennis shoes

Socks and tennis shoes are a required part of the uniform. There will be no platform shoes, sandals or slides of any type allowed with the regular uniform. Special dress days will be announced.

Phys. Ed.: White t-shirt - plain

Proper P.E. Shorts for girls (*not short shorts*)

Proper P.E. Shorts for boys (*not below knee*)

Socks and tennis shoes

Christmas Pageant: White polo shirt

No layering / No P.E. Shirt under polos.

Uniforms must be purchased by the parents.

Girl's skirts may be purchased from

French Toast - color green plaid

Land's End - color hunter green/classic navy

Tennis shoes must have laces or velcro - and no black rubber soles. No high tops or slides.