



Dedicated to Excellence in Education
Established 1995

Student Handbook

2023-2024

SCHOOL CALENDAR: 2023-2024

AUGUST 2023

Teacher's Return - Wednesday, August 16th
Orientation - Friday, August 25th at 10:00am (attendance required)
Term 1 Begins - Monday, August 28th

SEPTEMBER 2023

St. George's Caye Day - Monday, September 11th
Independence Day - Thursday, September 21st

OCTOBER 2023

Indigenous People's Resistance Day - Monday, October 9th
Term 2 Begins - Monday, October 16th
Term 1 Report Cards Sent Out - Friday, October 20th
Halloween Party - Friday, October 27th

NOVEMBER 2023

Garifuna Settlement Day - Monday, November 20th
Semester 1 Review Week (Terms 1&2) - November 27th - December 1st

DECEMBER 2023

Semester 1 Exam Week (Terms 1&2) - December 4th - 8th, 2024
Christmas Pageant - Wednesday, December 13th (Noon Dismissal)
Students are required at TIA at 6:00 p.m. in uniform.
White polo shirt required for pageant.
Term 2 Report Cards Sent Out - Friday, December 15th

JANUARY 2024

Term 3 Begins - Wednesday, January 3rd
George Price Holiday - Monday, January 15th

FEBRUARY 2024

Valentine's Day Party - Wednesday, February 14th
Long Tropical Weekend - Monday, February 26th

MARCH 2024

Term 4 Begins - Monday, March 4th
Term 3 Report Cards Sent Out - Friday, March 8th
Heroes and Benefactors Day - Monday, March 11th
Spirit Week - Tuesday, March 12th - Friday, March 15th
Easter Break Begins - Friday, March 22nd (Noon Dismissal)

APRIL 2024

Classes Resume - Tuesday, April 2nd

MAY 2024

Labour Day - Wednesday, May 1st
Semester 2 Review Week (Terms 3&4) - May 13th - 17th
Semester 2 Exam Week (Terms 3&4) - May 20th - 24th
Teacher Work Day (No School for Students) - Monday, May 27th
Beach Day, Graduation Practice, Classrooms Clean Up - Tuesday, May 28th - Friday, May 31st
Graduation Day - Friday, May 31st at 10:00am
Term 4 Report Cards Sent Out - Friday, May 31st

MISSION STATEMENT

The mission of The Island Academy is to provide a quality of 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.

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 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.

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, Health, and Spanish. Enrichment courses consisting of Art and Physical Education will also be a part of the curriculum.

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.

DAILY LIFE

School begins at The Island Academy at 8:25 a.m. and ends at 3:00 p.m.. **Students cannot enter school campus before 8:00 a.m.**

Any student that is not in line by 8:25 must wait under the small palapa by the gate. A teacher will call the students to line up.

Break is from 10:15 to 10:35 a.m. Beginners - Standard 1 students may bring a healthy snack, if desired. They cannot 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. No juice or other drinks will be allowed at snack time, only water.

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 for purchase from our vendor, Mr. Lelo, on a daily basis. Monday, Tuesday, Thursday, and Friday the cost is \$7.00. Formal lunch on Wednesday is \$9.00. Payment for lunches may be made to the vendor daily or in full at the beginning of each week. It is not required to purchase lunch from the school vendor. Students may bring a cold lunch from home that is packed in a lunch box. Lunch will not be heated up or refrigerated. **Lunch may not be delivered to students.** Students are able to bring a bottle of juice from home. On Wednesdays, we traditionally have "Formal Lunch". Students eat their meal with a knife, fork, and napkin. They are expected to sit at a table with a teacher and converse properly. Mr. Lelo serves a traditional Belizean meal (stew chicken with rice & beans). If lunch is brought from home, the parents must provide a lunch that is able to be cut with a fork and knife and must provide utensils and a napkin. **Call Mr. Lelo at 610-9120** for any questions regarding the lunch program.

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.

11:45 a.m. Lower Division
11:50 a.m. Middle Division
11:55 a.m. Upper Division

Beginners, Infant I, Infant II and Standard I will be dismissed at **3:00 p.m. daily**. Parents **MUST** pick up their children at this time.

Physical Education is scheduled Monday through Wednesday for Standard II through Standard VI. Students in Standard II through Standard VI are dismissed at **4:00 p.m. Monday-Wednesday and 3:00 p.m. Thursday & Friday**. There will be no P.E. classes on the first and last week of school.

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" or observing classes. Students interested in attending The Island Academy must first complete and submit the Application for Admission form available from the office. A non-refundable registration fee of **\$800BZD** and transcripts from prior schools are required at the time of application. At the Beginner's level and for all 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. The assessment fee is **\$50BZD**. One or both parents 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:

TUITION PAYMENTS

June 1-5	Registration Fee (Non-refundable)	\$800.00 BZD
August	Orientation Day & August	\$400. 00 BZD
September-May	(due prior to 5th of each month)	\$800.00 BZD

TUITION TOTAL \$8,400.00 BZD

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. A late fee of \$25BZD will be added on if payment is not received by the date provided.

Annual or bi-annual tuition payments are welcome and accepted in

Belize or US dollars. **Tuition is subject to change.**

G 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 at the end of each term. The report cards will be sent electronically to parents/guardians. **The parents/guardians will have a two week period to review and electronically consent to the report card. After this time, the report card is finalized and no changes will be made.** Infant II - Standard 6 students and parents will have access to an online gradebook. It is the responsibility of the parents to frequently check their child's grades. If there is an issue with a grade, contact the teacher immediately to discuss the matter.

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 an 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 at least 70% and/or an overall GPA of 70% is required to be promoted to the next grade level. **Spanish will be factored into the final average every term.**

H HOMEWORK

BEGINNERS: Weekly homework packets that are given at the beginning of the week and collected at the end.

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

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

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

ALL GRADE LEVELS: Daily and weekend reading is strongly encouraged.

Students and parents should be aware that more time may be required when projects are underway or at certain times in the academic year.

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 complete it for the student. Many teachers offer additional tutoring for the standard rate of \$35BZD per hour for a small group (2-4 students) and \$40BZD for individual sessions. Please reach out to your child's teacher to inquire about tutoring.

EXAMS

There will be two exam sessions or assessments for Infant II - Standard 6 students during the academic year. Semester 1 Exams are held before the Christmas holidays and Semester 2 Exams are held before the summer break. Each session will take place after a "review week". Review Week is a time for students to study and practice for their exams. Beginners and Infant 1 will have four exam sessions, one after each term. There is no PE during Exam Week, unless otherwise noted.

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 (*knee length*) or pants
- Belt (*if pants have belt loops*)
- White ankle-socks and tennis shoes (no high socks)

Girls:

- Polo shirts (*solid colors only*)
- Green plaid Skirt (*knee length*)
 - Land's End
 - French Toast
- White ankle-socks and tennis shoes (no high socks)

Socks and tennis shoes are a required part of the uniform. There will be no platform shoes, boots, sandals, or high tops of any type allowed with the regular uniform. Tennis shoes must have laces or velcro. **No black rubber soles on tennis shoes.**

Physical Education Uniform (*Standard II-IV only*):

- Plain, white t-shirt
- 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 and uniform bottoms. Boys will need long Khaki pants.

No layering / No P.E. shirt under polos

Special dress days will be announced throughout the year.

PROCEDURE FOR ABSENCE

In the event of a special occasion, illness or other related absence, parents must email the school and the student's teachers stating the reason for the absence. Any parent(s) traveling and leaving their child with a different guardian, **MUST** notify the office and teacher of their travel dates, a contact number for the caregiver, and an email contact and/or phone number for themselves.

In the event of an excused absence of more than a day, the parent or guardian should arrange, with the teacher, to come to school and pick up assignments for the student to complete at home. If the student is absent or leaves school early due to a doctor's appointment, a doctor's note must be provided. **A doctor's note must accompany an email to the office and teacher if the student has been absent for three days or more or it will result in an unexcused absence.**

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 teachers and students. It is your responsibility to consider your child's needs when arranging travel plans, but when unavoidable, 2 weeks advance notice to travel must be given to the office and teachers.

Students missing lengthy amounts of time will be asked to do what is 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 reusable water bottle with a top. It cannot be a recycled plastic water bottle, such as a soda 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. See section titled *Daily Life* for more information regarding break and lunch.

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 by students of The Island Academy only.
2. The playground, like the entire school campus, is closed/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 unsportman-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.

**Staff are subject to change or add additional rules for the safety of the students.*

DROPOFF & PICK UP RULES

1. Students must be picked up on time.
2. Drivers are prohibited from being on cell phones, socializing, or participating in any distracting activities that could jeopardize the safety of students during dismissal.
3. Each golf cart should move forward in line when needed.
4. Children should be sitting and facing forward on vehicles properly, not be swinging on carts or running in the driveway, for example.
5. If you have a scheduled meeting with a staff member, please find a proper parking space. Do not block movement of traffic in the driveway.

PREFECT DUTIES

Two prefects and one alternate from the senior classes 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

BREAK

- Sweep palapa

LUNCH

- Serve formal lunch
- Sweep palapa and clean tables

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 and stored in the student's backpack 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 with a staff member's permission. 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, unless allowed by the teacher for educational use. The Island Academy takes no responsibility for loss, damage, or theft of any electronic device. Parents and students will sign a contract at the beginning of year which highlights important information regarding technology use in and out of the classroom.

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, disrespect to other students, not adhering to the disciplinary code, etc. The communication form must be signed by the parent and student the day of the form or a second form will be sent the following day. After three communication forms suspension is possible.

Communication forms will result in a weekly detention to be served on a Friday during Golden Time (Standards 2-6 only). 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.

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.

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.

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.

DISCIPLINE CODE

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 are any questions.
- One pair of earrings only - no dangling earrings or large hoops
- One ring, one watch, and one bracelet/anklets are allowed
- No hair color or extensions
- No nail polish
- Headbands should be functional, not decorative or distracting
- Outerwear (Hoodies, Scarves, Jackets) not allowed as accessories
- Modeling/Pageantry
- 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
- No party invitations to be distributed on campus
- No pets on campus (including dogs)
- Failure to do homework will result in an automatic zero
- Disrespect to teachers/administrators
- Abusive behavior/harassment/bullying
- Use or possession of weapons, cigarettes, alcohol, controlled substances
- Serious violence, abuse or malicious behavior
- Cell Phone or any electronic use without consent from a teacher
- Theft

HONOR CODE

Lying, cheating, stealing of 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 Communication Form.

White Flag areas are:

- Staff Belongings
- 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

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 Monday - Wednesday from 3:00 until 4:00 p.m. daily to meet with students and their parents. Email the teacher to request a meeting and set up an appointment.

OFFICE 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

Lost And Found

To contact the Island Academy:

Lady Dixie Bowen

Ms. Wilema Gonzalez

Mr. Luis Galeano

Phone: +501-226-3642

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