



# ISLA Academy

*International School of Latin America*

Dominican Republic

## Family Handbook

**ISLA Academy Cabarete**

Calle 4, Playa Laguna 1, Cabarete  
Puerto Plata, Dominican Republic  
Phone +1 809 571 4633  
[www.islaacademy.com](http://www.islaacademy.com)

**ISLA Academy Las Terrenas**

Calle Jose Antonio Martinez, Playa Bonita, Las Terrenas  
Samaná, Dominican Republic  
Phone +1 829 340 7852  
[www.islaacademy.com](http://www.islaacademy.com)

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**MISSION**

ISLA Academy believes that learning is most effective when students understand how their education connects to their own lives. For this reason, we focus on concept-based learning through the process of inquiry. Students learn big ideas that transcend time, place, and situation, preparing them to be citizens of the world. The world is rapidly changing and it is our mission to help prepare students for that world. We put an emphasis on personalized education, in which each student takes ownership of their own learning. Individuality is encouraged and students come to realize that their talents and interests are valuable and can be used to present their understanding and make connections. ISLA Academy is academically rigorous, but we place value on educating the whole child by building character education into our integrated trans-disciplinary units. Most importantly, we understand that learning happens by doing. “Tell me and I forget, teach me and I may remember, involve me and I learn.”

**Educational Values That Guide Our Mission**

ISLA Academy guides its practices by adhering to the following set of guiding principles:

1. We belong to our planet, our country, and especially our community. We are aware of our connection to others.
2. We are all unique and special. Each person has something to contribute and we value the differences among us all.
3. We are protectors of the environment. We love the land and want to keep it beautiful.
4. We ask the difficult questions and are always searching for more. We love learning!
5. We are creative. Through artistic expression, we inspire others and help to make the world a more interesting place.
6. We care about others. We always try to remember the effect that our actions have on others. We try to be good people in all that we do.
7. We love to be challenged. We learn by doing, by making mistakes, and by improving ourselves.
8. We believe that everyone deserves peace and happiness. We use our knowledge, creativity, and generosity to help others in need.

**PROGRAM OVERVIEW**

We provide enriching, fun, hands-on, experiential education that is rigorous and based on the highest standards of international education. ISLA Academy students use guided inquiry to ask and answer questions about the world around them. Led by a team of highly experienced educators, our students reach their highest potential through evidence-based learning, accurate assessment, and proven curriculum.

## **CODE OF CONDUCT FOR STUDENTS**

This Code of Conduct is one of the means by which all of the people who work and study at ISLA Academy will live up to its mission. The Academy on the one hand, and individual students on the other, have justifiable expectations of each other, including:

- Students have a right to expect and the Academy has a responsibility to provide a secure, nurturing environment for learning.
- Student behavior should reflect and contribute to that safe, friendly, environment; the Academy will not tolerate behavior that undermines it.

### **RESPECT FOR THE RIGHTS OF OTHERS**

Students are expected to respect the rights, needs and feelings of others in order to promote the dignity, health and safety of all. In particular, no one may initiate, nor shall anyone be expected to tolerate:

- Bullying, intimidation, teasing or ostracizing (verbal or physical);
- The use of offensive language; or
- Offensive use of electronic communication;
- Public displays of intimate behavior between students may cause offense to others and are therefore not appropriate.

### **THE LEARNING ENVIRONMENT**

ISLA Academy should offer a safe, clean and comfortable place in which to work and study. Looking after the environment is the responsibility of each member of the ISLA Academy community.

- Dropped rubbish causes our environment to be untidy and unhealthy. Rubbish and recycling bins are provided and should be used appropriately according to the nature of the rubbish.
- Food and drink should only be consumed in the designated areas and at the appropriate times.
- Students should be responsible for helping to keep the school clean and tidy. This will assist cleaners and other support staff in their work.

### **COURTESY**

Courtesy is an important part of our daily lives. It costs nothing but shows our respect for each other and makes life more pleasant for everyone. Courtesy involves, for example: speaking politely, listening carefully, doing as requested, making visitors welcome, not interrupting conversations, not pushing.

Positive examples of courteous behavior in the classroom would be:

- Addressing each other by name whenever possible;
- Using polite language such as “Excuse me”, “Good Morning”, “Please”, and “Thank you”;
- Apologizing for accidentally hurting or inconveniencing someone;
- Having the correct equipment and appropriate materials for each lesson;
- Apologizing and giving an appropriate reason for tardiness;
- Showing respect for other people’s views and opinions and not ridiculing their mistakes;
- Packing away lesson materials only when asked to do so;
- Doing as reasonably requested by a member of staff.

**MOVEMENT**

For safety reasons everyone must take care when moving around our campus. At some times our paths and staircases become crowded and may be slippery. Students should:

- Take particular care in the vicinity of younger students.
- Give way to visitors and other adults, and help anyone whose hands are full.

**SANCTIONS RELATED TO MISBEHAVIOR**

Students are accountable for their actions; they are responsible for conducting themselves properly, in a way that upholds the reputation of ISLA Academy, and in a manner appropriate to their age and level of maturity. Should any student persist in misbehaving, parents will be informed when appropriate. ISLA Academy will use discretion when applying sanctions, according to the seriousness of the offense and will take into account such factors as past history of misbehaviors, circumstances under which the misbehavior occurred, the age of the student, and other factors which are perceived to be relevant. Misbehaviors are categorized in four levels. The list below gives examples of misbehavior at each level – this list is not therefore exhaustive.

**LEVEL 1 INFRACTIONS**

Misbehaviors at this level represent minor infractions of procedures which regulate the orderly operation of ISLA Academy, its environment, and the teaching and learning process.

- Showing disrespect for others or for the surrounding environment
- Littering
- Being deliberately late to school or class
- Failure to complete work to a deadline
- Minor defacing of school property
- Inappropriate personal appearance
- Use of offensive language
- Hindering the progress of other students
- Inappropriate use of the internet

**LEVEL 2 INFRACTIONS**

In this level are included misbehaviors whose frequency or seriousness tends to disrupt the teaching and learning environment of the Academy.

- Repeats or more serious examples of the kinds of misbehavior at Level 1
- Seriously disruptive behavior
- Petty theft
- Defiance
- Bullying, intimidation, teasing or ostracizing of other students (verbal or physical)
- Cheating or copying another student's work
- Truancy from lessons or leaving the campus or school-related activities without permission
- Use of obscene language or gestures
- Possession or distribution of offensive material
- Anti-social behavior e.g. minor scuffles

**LEVEL 3 INFRACTIONS**

The consequences of these misbehaviors may have a lasting effect on the individual or may pose a threat to the health, safety and security of others and/or the reputation of ISLA Academy.

- Repeats or more serious examples of the kinds of misbehavior at Levels 1 or 2
- Possession, use or sale of stolen property
- Tampering with devices designed to ensure the health, safety and security of others
- Plagiarism – unauthorized use of another person’s work
- Stealing
- Vandalism
- Fighting
- Gambling
- Physically threatening other students
- Possession, viewing or distribution of pornographic materials
- Inappropriate body contact
- Possession, use or sale of tobacco
- Possession, use or sale of alcohol
- Serious acts of defiance or threatening an employee of ISLA Academy
- Posting of unauthorized and/or inappropriate electronic or real images in public access locations which are directly or indirectly related to ISLA Academy, its employees or students.

#### LEVEL 4 INFRACTIONS

Represented in this level are acts which are clearly criminal or present a direct threat to the welfare of others or may result in violence to persons or damage to property.

- Extortion of other students
- Indecent exposure
- Major vandalism
- Arson
- Assault
- Serious theft
- Possession, consumption or trafficking of illegal drugs
- Possession of drug-related articles
- Possession of a prohibited weapon

#### **BULLYING**

At ISLA Academy, it is expected that all community members will be free to learn, teach and work in a safe, secure and non-threatening environment based on mutual trust and respect. This includes respect of personal feelings, the traditions and customs of religions and cultures, and gender. Each member of the ISLA Academy community (including but not limited to students, faculty, support staff, parents, coaches, guests and volunteers) is expected to be responsible for his/her own behaviors, to exercise self-discipline, and to refrain from behaviors which interfere with other members' right to learn and work in a safe and healthy environment.

Harassment is any behavior or comment that is known, or should be known, to be inappropriate, unwanted, demeaning, or cruel that makes the victim, or target, feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via technology), putdowns, sexual references, gestures, name calling, humiliation, mean tricks or any action/communication that are interpreted in a negative manner. Harassment is sometimes a single act, but more often is composed of repeated acts performed over time.

Bullying is a form of harassment that is characterized by repeated and escalating incidences of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape. Victims live with fear and anxiety, not knowing when or how serious the next

'attack' will be. Bullying is a distinct form of aggressive behavior where the "bully" is perceived to have more power than the victim. Bullying may be physical, verbal, social, sexual, gender, or cyber/technology based.

Any form of harassment or bullying will not be tolerated at ISLA Academy. Any such incidence should be reported to the teacher, coordinator, or director. Students who are found to be guilty of harassment or bullying will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases could be subject to suspension or expulsion.

After the investigation and substantiation of an incident, the actions taken by the administration will be communicated directly to all parties involved including appropriate faculty/students as well as parents/guardians of the victim, perpetrator and witnesses (as applicable). In addition, ISLA Academy will offer proactive and sympathetic support to those directly involved with counseling, mediation, or assertiveness training. All incidents/actions will be documented to assess the effectiveness of ISLA Academy's interventions in enforcing a policy of zero tolerance for harassment and bullying.

### **USE OF TECHNOLOGY**

ISLA students are given great freedom in their use of technology, but as with any freedom, it comes with great responsibility. During class periods, students are strictly prohibited from web-browsing, streaming, and social media that is not directly related to the lesson, unless otherwise permitted by the teacher.

Offensive content and pornography is strictly prohibited at all times while on ISLA Academy campus.

Repeated infractions may result in confiscation of device and parent notification.

### **PLAGIARISM**

ISLA Academy defines plagiarism as presenting the work of someone else and claiming it as your own. If you present someone's words, thoughts or data as your own, you are committing plagiarism. The location of the information is irrelevant when it comes to plagiarism; information from the Internet is equivalent to information from a physical book or journal.

What constitutes plagiarism or cheating?

If you submit an assignment that contains work that is not your own, without indicating this to the marker (acknowledging your sources), you are committing 'plagiarism' and this is an offense. This might occur in an assignment when:

- using a choice phrase or sentence that you have come across
- copying word-for-word directly from a text
- paraphrasing the words from a text very closely
- using text downloaded from the internet
- borrowing statistics or assembled facts from another person or source
- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying from the notes or essays of a fellow student
- copying from your own notes, on a text, tutorial, video or lecture, that contain direct quotations

To avoid plagiarism you must cite the original author every time you:

- Use an author's exact written or spoken words. In this case, you must also identify the words by enclosing them with quotation marks or indenting the quote on both sides of the margin
- Paraphrase someone's written or spoken words
- Use facts provided by someone else that are not common knowledge
- Make significant use of someone's ideas or theories
- It is also plagiarism to pay a person or Internet service for a paper, hand in someone else's paper as your own, or cut and paste text from the Internet to your paper without citing the source.

### **Submission of the Same Work to More Than One Course**

It is the expectation of every course that all work submitted for a course or for any other academic purpose will have been done solely for that course or for that purpose. If the same or similar work is to be submitted to any other course or used for any other academic purpose within ISLA Academy, the prior written permission of the instructor must be obtained. A student who submits the same or similar work to more than one course or for more than one academic purpose within ISLA Academy without such prior permission is subject to disciplinary action.

### **Consequences**

Students caught plagiarizing may face either academic or disciplinary negative consequences. Instructors who determine that a paper includes plagiarized material can take academic measures, such as giving a failing grade for the paper. If the instructor decides that disciplinary measures should be taken, the case will be referred to the director. If the student is found responsible following formal procedures, the student may face a number of sanctions—including suspension. Whatever the sanction, academic integrity action by ISLA administration becomes a part of the student's academic record.

### **DISCIPLINE AND GUIDANCE PROCEDURES**

Self-management skills and positive social interactions among students and adults are encouraged and maximize everyone's enjoyment at ISLA Academy. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Students are expected to work and play within known limits.
- Behavior expected of students is age appropriate and according to development level.
- An atmosphere of trust is established in order for students to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help students become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Repeatedly disruptive or dangerous behavior will be discussed with the student's parent. Staff will make reasonable effort to work with the child and his/ her family to resolve behavioral problems. Unresolved disruptive or dangerous behavior may result in loss of privileges or activities, suspension or termination from the program.

### **ATTENDANCE AND PUNCTUALITY**

Attendance is expected on all academic days, as published in the ISLA Academy Calendar, unless a student must be absent for medical or other legitimate reasons. Absence procedures are designed to help us keep track of our students and to ensure that there is a responsible adult supervising the



children at all times. Please take the time to let us know if your child will be late or absent from class by sending an email to [islaoffice@islaacademy.com](mailto:islaoffice@islaacademy.com)

- Short Absence: Parents should contact the office in the morning before 8:30 am if their child is going to be absent for any reason. This will allow the Academy to be sure all children are safe and accounted for.
- Local Leaves and Vacation Extensions: A local leave occurs when a family leaves the Dominican Republic on a trip that requires students to miss some days of classes. Parents should notify the office as soon as possible if they will be taking a local leave. Parents are discouraged from extending their vacation beyond the Academy's scheduled vacation calendar. However, we recognize that, in practice long distances may sometimes require students to extend their vacation. Parents should notify the Academy as soon as possible if they will be extending their child's vacation.
- Attendance is taken daily at 8:30 a.m. Any student who arrives after 8:30 a.m. will be noted as tardy.
- Students are expected to be punctual for registration.
- Teachers should be informed by parents in advance of any appointments (e.g. medical/dental) during school. Whenever possible, appointments should be made outside of academy hours. Excused tardies or absences for alternative educational opportunities must be approved by the director.

#### **ARRIVAL, DEPARTURE AND RELEASE PROCEDURES Cabarete campus.**

Arrival is between 8:00-8:30 a.m. for all students. Upon arrival, students may play in the playground until the first bell at 8:25 am. Teachers will then lead students to their classrooms at that time.. All vehicles, aside from school buses and motorcycles, should drop off students at the end of the "T", and proceed to the left to make a circle around the Playa Laguna 1 neighborhood. School buses and motorcycles may enter the school parking lot for drop off before proceeding through the exit route. Parents who walk their child/ children to class should park along the right side of the main street.

If a student arrives after 8:30, or is otherwise late for class, students are instructed to first pass by the secretary's desk for a late pass before proceeding to class. To minimize classroom distraction, we ask that parents do not walk their child to the classroom if the class is already in session. If your child requires supervision, a member of the staff will escort them to their classroom.

Pick-up for Half Day students is between 12:30-1:00 p.m. Pick-up for Full Day students is between 3:00-3:30.

If your child will be picked up before their regular dismissal time, please go to the front office to sign the Early Release form. Your child will be called from their classroom by an ISLA Academy staff member.

Dismissal is between 3:00-3:30 p.m. If parking your vehicle, please do so along the right hand side of the main road of Playa Laguna. If you are making a driving pick up, an ISLA staff member will call your child from the play area. If your child is not ready for pick-up, please turn to the left and find a parking spot along the beach access road until they can be walked to your car. All afternoon traffic should turn left at the "T", to make a loop around the Playa Laguna neighborhood. We ask that all parents please wait outside the gate until dismissal begins.

Your child will only be released to the persons listed on the emergency or authorized pick-up

section of the enrollment form. Our staff retains the right to ask for identification from anyone who is unfamiliar. Only those designated on our enrollment form will be allowed to modify your information. All changes must be made with the director or coordinator. Please be aware that we do this for the safety and protection of the children in our programs.

If you wish for your child to have permission to walk or ride their bike home, this should be indicated on their registration form or in writing delivered to the office..

### **LATE PICK-UP**

ISLA Academy withholds the right to fine a parent for late pick-ups at the rate of \$15 USD for every 15 minutes after designated pick-up times. Any child picked up after 3:45 will need to be signed-out.

If the parent of a Half-Day student wishes their child to stay the whole day, the parent will only be charged at the regular Full Day rate if notice is given within more than 24 hours. Notice of less than 24 hours will incur a fine of \$25 USD.

### **LEAVING THE SITE**

ISLA Academy takes the responsibility it has for students while in session very seriously. We need to know who is on the site at all times. Students may only leave the premises during the school day with the express permission of a member of the administrative staff.

ISLA Academy observes all Dominican national holidays with a one-week Fall Break, a three-week Winter Break, and a one-week Spring Break. We respect the right of any families to observe their countries' national or religious holidays. Please see our detailed Academic Calendar for more information.

ISLA Academy's academic day runs from 8:30 am-3:00 pm.

### **STAFF**

All ISLA Academy lead teachers hold a minimum of a four-year college degree and are highly experienced and trained in the most up-to-date practices of education.

ISLA Academy Preschool strives to maintain a staff to child ratio of 1 staff member for every 6 children, aged 2-3. This is based on our philosophy that we can provide safer supervision and our staff members can be more responsive and nurturing to the children in their care.

A staff member certified in CPR will be on-site at all times.

## COMMUNICATION

Open communication is very important to the success of your child's learning experience. Parents are welcomed visitors to our programs. Please check daily for posted email notices, flyers or other information. We welcome your feedback regarding our program at any time. We appreciate receiving suggestions, ideas, and comments on ways to improve our service to you and your family.

If for any reason you need to contact your child during the day, please contact the office. An ISLA staff member will be happy to relay the message. To decrease distractions during class periods, please avoid contacting your child, or your child's teacher directly during academy hours.

### Academy-Wide (non-emergency) Information:

The ISLA Academy office communicates with parents in a number of ways:

- Email
- Telephone
- ISLA Academy website
- Parent orientation
- Notices sent home in child's backpack
- ISLA Academy's Facebook page

### Child-Specific Information:

- Parent-teacher conferences are held three times per academic year. For each conference, the teacher prepares an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress. Please note that all Preschool students who attend less than a full week forfeit written reports, but will still receive a parent conference.
- If, at any time, you have special concerns, please feel free to contact your child's teacher. Use email, send a note, or call the office and leave a message. During class hours, teachers cannot accept phone calls or respond to text messages.
- If you wish to talk to the teacher at length, you may email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please communicate to the teacher about any changes at home or within the family (i.e., parents on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments.
- If your child is going to be absent for any reason, please let the office know.

## ADMISSIONS

Children who are 2- 18 years of age are eligible to enroll at ISLA Academy. Admission requirements and enrollment procedures are as follows:

1. Classes are filled on a first-come/first-served basis according to the date of enrollment. The classroom teacher and/or the director set the date of enrollment after registration materials are completed and registration fees are paid.

2. If a class is full, children's names will be placed on a waiting list to fill vacancies as they occur.
3. Children are admitted regardless of race, creed, color, sex, national origin or religion.
4. Prior to admissions, all potential students must complete a pre-assessment with our admissions director and/ or lead teacher. Parents must also complete an intake interview.
5. ISLA Academy has a rolling registration policy based on availability.

## **ENROLLMENT AND WITHDRAWAL PROCEDURES**

### **Admissions Process**

1. In order to receive grade placement for your child/children from our Admissions team, please submit the following:
  - US \$10 application fee (non-refundable)
  - Completed ISLA Academy Registration Form
  - Most recent school reports
  - Any records of learning support and/or behavioral issues
  - A handwritten essay explaining why the applicant would like to be an ISLA Academy student (if applicable)
2. All applicants will be asked to participate in a interview with our Admissions team. This interview will be scheduled after all the above documents have been received.
3. If we believe ISLA Academy is the right fit for you and your family, you will receive a conditional acceptance letter. To accept, please submit the following:
  - Registration fee (non-refundable)
  - Up-to-date vaccination records
  - Permission to Administer Medicine form (if applicable)
4. Once payment and documentation have been completed, you will receive an official acceptance letter and tuition invoice.

### **Withdrawal Process**

No official school reports or transcripts will be released until all accounts are paid in full. Please notify the office in writing of your intention to withdraw. ISLA Academy withholds the right to charge a US\$500 withdrawal fee. Parents should understand that withdrawing without sufficient notification may disrupt your child's education, as time must be allotted for requesting transcripts and finalizing all documentation.

## MIXED GRADE CLASSROOMS

ISLA Academy believes that mixed-age classrooms build community. Learning to work with people of different ages and abilities is what life is all about. Classrooms are great places to start.

A mixed-age classroom:

- builds community. Cooperative, community learning flourishes in mixed-age, multi-ability classrooms. There is less competition and a greater feeling of family.
- lets students be well known. Teachers get to know each student's strengths and challenges more deeply than they can in a single year – leading to better informed and more effective teaching strategies.
- saves time. Teachers spend less time each new school year getting to know their new class as they already know half of their students. Classroom routines are modeled by the older students and so are quickly mastered by the new students. This means more time for higher level learning.
- lets kids work at their own level. Mixed-age classes give students broader academic opportunities.
- lets kids be leaders and mentors. Older students learn a lot from helping, teaching and nurturing younger children.
- lets students stretch and accomplish more. Younger children observe and join in more complex activities with their older peers.

## GRADE PLACEMENT

Phase	Grade (US System)	Age at Entry (Before Nov 1)
Preschool	Preschool	2-3
Phase 1	Pre-Kinder & Kindergarten	4-5
Phase 2	1st grade & 2nd grade	6-7
Phase 3	3rd grade & 4th grade	8-9
Phase 4	5th grade & 6th grade	10-11
Phase 5	7th grade & 8th grade	12-13
Phase 6	9th grade & 10th grade	14-15
Phase 7	11th grade & 12th grade	16-17

Please note that grade placement is not based on age alone. Prior educational experience, knowledge base and level of English are all contributing factors when considering grade placement for all incoming students.

**SHORT-TERM ENROLLMENT**

Short-term enrollment is classified as any enrollment less than 5 months of the academic year. Admission of short-term students is determined on a case by case basis. Credits can not be awarded for short-term students, unless approved prior to the beginning of the enrollment.

**ACCOUNTING POLICIES AND PROCEDURES**

**Tuition:** All families who pay the full amount due for the academic year are eligible to receive a 5% discount on tuition. All younger siblings after the first child will receive a 10% discount on tuition. Alternatively, families may pay in 10 fixed monthly installments, from September through June. This amount is fixed, and not based on the actual number of school days in the month. For students who arrive after the start of the academic year, the first month's payment will be billed as the lesser of either a month's normal tuition or a pro-rate calculated as follows:

**Registration fees:** Registration fees are paid yearly, but can be waived each year via pre-registration. The fee must be paid in full prior to the first day of classes. Registration fees are non-refundable. The full registration fee is due for enrollment periods of more than half the academic year. The registration will be divided in half for all enrollments less than half the academic year.

**Pre-registration fees:** Pre-registration fees are based on two monthly installments of a student's tuition. The first payment is due by March 31, and the second is due by April 30. This pre-registration payment waives the yearly registration fee, and is credited towards May and June of the current academic year. A family may also choose to pay the full year in advance during this period.

**Late Payments:** Payments not made by the 10th day of each month will incur a fee of \$10. An additional \$10 fee will be added for every 10-day period of non-payment. Repeated late payments may result in your child being dropped from the program. To re-register, an additional re-registration fee of \$100 must be paid.

**Withdrawal fee:** \$500 withdrawal fee will be applied to students leaving before the end of the academic year.

**Refunds:** No refunds or credits will be issued for any month to anyone withdrawing once the month has started or for time missed for personal reasons. For payments that have been made in advance, a full refund will be issued for all full, remaining months, after the withdrawal. All application, registration, and pre-registration fees are non-refundable.

**Lunches:** Lunch refunds can be credited for any months that have not yet begun. Meals remaining on lunch cards can be credited to future lunches.

**DRESS CODE**

At ISLA Academy we want our students to be cool and comfortable. We politely ask all students, parents and visitors to be sensible and to use discretion with attire so that we respect everyone. Overly revealing, obscene, or offensive clothing is not permitted.

## MEALS AND SNACKS

ISLA Academy offers cafeteria-style, healthy lunches. We believe that healthy bodies encourage healthy minds. *In our efforts to lessen our environmental impact, we strive to primarily use locally grown produce and products, even fruits and veggies from our very own ISLA garden.*

Menus are posted quarterly on the ISLA website.

### PAYMENT PLANS

Full year: \$600 (September)  
Bi-annual: \$315 (September and February)  
Monthly: \$65 (September-June)

Alternatively, 10 or 20-meal cards may be purchased throughout the academic year, at \$4 per lunch. Lunch cards will be issued and invoiced automatically when no lunches remain.

For students who bring their own lunch, we encourage parents to send foods high in nutrients (the more color the better!), and low in sugar. Additionally, *ISLA Academy strongly promotes packing a waste-free lunch, by packing your child's food in reusable containers.* Due to limited refrigerator space, student lunches and drinks cannot be stored in the ISLA refrigerator. For any items that need to be kept cool, please pack an ice pack.

Water coolers will be accessible to students throughout the day. *Students are required to bring their own reusable water bottles.*

A nutritious morning snack is provided to all Preschool and Phase 1 students. A variety of healthy snacks will be available at designated times at the campus canteen for a small fee. For families who bring their own snacks, *reusable containers are strongly encouraged.* If you would like some suggestions of healthy options, please speak with a member of our administrative team or visit our ISLA Academy Pinterest board "healthy + yummy".

## MINIMUM TECHNOLOGY REQUIREMENTS (Phases 3-7)

Feature	Minimum Recommended	Preferred	Rationale for Recommendation
<b>Processor</b>	Intel Core i3 (Windows/Mac)	Intel Core i5 (Windows/Mac)	The latest Windows operating systems and applications written for it will require advanced processors to be used effectively.
<b>Memory</b>	4GB	8GB	Memory demands for Windows will require at least 4 gigabytes (GB) of memory.
<b>Hard disk</b>	500 GB	1 TB(1000 GB)	This allows for storing of files from classes on the computer. A backup

			solution is also recommended for storage.
<b>Wireless</b>	Intel 6205 wireless cards, or equivalent with 802.11b/g/n –  Windows Airport Extreme - Mac	Intel 6205 wireless cards, or equivalent with 802.11n –  Windows Airport Extreme - Mac	To facilitate watching videos at the best quality, speed, and without interruption, we really recommend 802.11n wireless.
<b>Screen size/resolution</b>	13 inches or min. 1024 x768	13 inches or better	Testing software requires a minimum screen size of 13 inches to support a minimum resolution of 1024 x768.
<b>Video RAM</b>	512 MB	1 GB	Windows will require a more powerful graphics card.
<b>Operating system</b>	Windows 7/8.1/10 or Mac OS 10.6* or Higher	Windows 7/8.1/10 or Mac OS 10.6* or Higher	Windows is the preferred operating system on campus for students *If you wish to use an Apple machine, extra steps and cost may be necessary to install Windows alongside the Mac OS as some applications do not have a Mac OS counterpart.
<b>Battery Hardware (optional)</b>	6 Cell Battery	9 Cell Battery	9 cell batteries provide optimum life for the laptop when students are in classes for long periods of time
<b>Battery &amp; Power Adapter (required)</b>	4 hour battery & a power adapter	8 hour battery & two power adapters	Students are expected to bring their laptops with them to class. A fully charged battery and spare power adapter are strongly recommended.
<b>Software</b>	Microsoft Office, Anti-Virus Software	Microsoft Office, Anti-Virus Software	Every laptop should have anti-virus software for protection in addition to all the latest security patches
<b>Warranty</b>	4 Year Limited Warranty	4 Year Warranty with Complete Care	The warranty will cover the hardware in the laptop for 4 years in the case of any problems. Complete care covers accidental damage as well as defective parts.



**HEALTH/SAFETY GUIDELINES, ILLNESS AND EXCLUSION, AND MEDICATION POLICY**

All children and staff stay healthier when sick persons stay at home. We will contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/ she can be picked up.

If one or more of the following symptoms is present in your child, we will call you to pick up your child:

- temperature higher than 100 degrees F/ 37.8 degrees C
- loss of appetite
- nausea or vomiting
- red, pink, or crusted eyes
- stomachache
- earache
- diarrhea
- rash/ infection of skin
- pale or flushed face
- headache
- thick or greenish mucus from nose
- cough
- loss of energy/ decrease in activity/ falling asleep
- sore throat

Parents must notify the office immediately if their child is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, etc. The notification is important so that ISLA Academy can inform the parents within your child's classroom to be on the lookout for symptoms.

In order to ensure the health and safety of all, employees who work directly with children will follow required procedures to prevent the spread of exposure to disease:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores
- Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children
- Excluding the employee from direct care when the employee has signs of illness

Up-to-date immunization information is required at the time of enrollment. While ISLA Academy does not require students to have received a full immunization schedule, we do ask to keep all records or non-records on file.

Prescription medications will not be administered unless a *Permission to Administer Medicine* form has been filled out. All medication must be in the original container and a medication form must be completed.

In addition to a full first-aid kit, some non-prescription medications are kept on hand. Parents will always be consulted before administering any non-topical, non-prescription medication.

### **ACCIDENT OR MEDICAL EMERGENCY**

Our staff make sure your child's safety is their number one priority. Should your child need medical attention, a staff member will try to notify the parents immediately. Parents are asked to notify the director immediately of any change of address or telephone numbers. If parents or emergency contact cannot be reached, the director has the authority to seek medical attention at the parent's expense.

All serious accidents will be reported by a staff member on an Incident Report Form and kept on file at ISLA Academy.

If the situation is a major medical emergency, an ISLA Academy staff member will directly transport the child to the hospital and continue trying to make contact with the child's parents.

### **EPI-PENS**

Parents of children with severe allergies (especially those with a predisposition to anaphylactic shock) which require treatment with antihistamines or the use of an EpiPen are requested to provide an EpiPen for their child. For smaller children, it can be stored properly in the first aid clinic with a signed letter of consent for the administration of treatment. Parents of such children may be required to accompany their child on field study trips or visits depending on the severity of the case.

### **EMERGENCY PREPAREDNESS PLAN**

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, earthquakes, hurricanes, etc.) and fire escape routes are addressed in staff training. Regular fire drills and periodic earthquake drills are conducted on site. At all times, we will place an emphasis on keeping children safe.

If the weather begins to worsen during a day in which there is a hurricane or flood warning, we will ask you to pick up your child as soon as possible so you and our staff may get home safely.

### **PERSONAL PROPERTY AND LOST AND FOUND**

Everyone is expected to take responsibility for looking after their own property. All personal items should be clearly labeled with your child's name. Items of significant monetary or personal value should not be brought into the Academy.

- Students must not interfere with other students' property in any way.
- If there is any damage/theft of property, it should be reported promptly to a teacher.

Items that are lost will be placed in a lost and found area. If items are not claimed by the end of the school term, they will be donated to local charities. Please remember we are not responsible for lost, misplaced or stolen items.

### **SCHOLARSHIP INFORMATION**

ISLA Academy is community-based and believes that its programs and services should be available to everyone regardless of age, background, ability or income. Limited financial assistance is available to individuals and families who substantiate a need.

### **SWIMMING AND WATER ACTIVITIES**

Safety is our first priority in the water. All swim sessions will be supervised by a CPR-trained member of the staff. To participate, your child will need appropriate swimwear, a towel, goggles (if desired) and sunscreen. **For the safety of our coral reefs, please try to find sunscreen free of oxybenzone.**

### **FIELD TRIPS AND SPECIAL EVENTS**

Field trips are important, enriching experiences for ISLA students. Teachers plan trips that will provide a well-rounded, appropriate experience for their class. Information and permission slips will be sent home each time a field trip is planned. In order to attend a field trip, each child needs a signed permission slip and/or payment of any necessary fee.

### **PARENT PARTICIPATION, VOLUNTEERING, AND OPEN DOOR POLICY**

Parents are welcome to participate with their children in a variety of activities, including Presentation Days, guest read alouds, after school events, and field trips. As your child learns and grows with us, we hope that you will choose to participate in parent engagement activities throughout the year.

Parent volunteers may be requested for certain field trips, classroom or school-wide events.

While ISLA Academy maintains an open door policy, unannounced drop-ins can be distracting in the classroom setting. If a parent would like to sit on a particular class, please make prior arrangements with your child's teacher.

We encourage all parents to join our support group, Friends & Family of ISLA.

### **RETENTION POLICY**

On occasion, a student's teacher may feel that a student's educational needs would be best met by repeating the year. The teacher will consult with the parents regarding the child's situation. However, the school reserves the ultimate right to mandate a grade placement and the final decision for a child's retention will lie with the director.

### **PRESENTATION DAYS**

ISLA Academy is a project-based learning school. This is showcased each unit with our Presentation Days. Presentation Day is held on the Friday of Week 6 of each Unit of Inquiry. Unless otherwise announced, the event takes place between 1:00 and 3:00 pm at the ISLA campus. Presentation Day is an opportunity for all students to present their work from the previous Unit of Inquiry. As such, we ask that parents try to come for the entire event. We also want each of you to try to see as many presentations as possible, not only from your child's class. This is important because our students benefit greatly from your feedback. Feel free to ask difficult questions and to make suggestions about their research and presentations. You are also welcome to invite any guests you like. Finally, please do not leave early with your child. It is imperative that all students remain until the end, even if they have already presented.

