



# **PARENT HANDBOOK**

**2018-2019**

Administration  
International School of Playa del Carmen  
984-876-9884  
[www.ispdcmx.com](http://www.ispdcmx.com)  
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## **The International School of Playa del Carmen Parent Handbook**

The ISP Parent Handbook provides key information about school procedures, rules, and support for students and parents.

### **MISSION**

The International School of Playa del Carmen (ISP) encourages students to achieve their academic potential, and become curious, passionate and reflective learners by focusing on real world skills and a standard based curriculum. A school with a diverse, international population, ISP is accredited with SEP in Mexico, and is presently in the process of acquiring international accreditation with AdvancED. ISP motivates students to become global citizens who work towards improving the environments and communities that surround them.

### **VISION**

The ISP vision focuses on the many ways we can improve learning for our students and community. The school is on a constant quest to find the best curricula, texts, and the most inspiring teachers and administrators. We understand that educational philosophy and practice is always changing, and it is our job to adopt those ideas that best serve our community. We want our students to make extraordinary academic progress, based on the individual skills and aptitudes they possess. They will also develop attitudes that facilitate their success in school, post-secondary education and their professional lives. Qualities such as integrity, courage, grit, empathy, compassion and curiosity are encouraged in all our students. All of these goals are pursued based on research based pedagogical strategies.

### **Schedule**

Kindergarten: 8am-1:30pm

Primary: 8am-2:30pm

Middle School: 8am-2:30pm

Independent Program: 8am-2:30pm

After School Program: 2:30-3:30pm

### **Student Drop-Off**

The main gate of the school will be open from 7:30-8:00am for student drop off. Punctuality is essential to respect student-learning time in the classroom, and to teach our children the importance of being on time. **The school gates will be closed at 8 am, and students will not be admitted for the entire day.** Please try to arrive ten minutes early to avoid tardiness.

### **Student Pick-Up**

The gate of the school will be open from **1:30-1:45pm** (KINDER) and **2:30-2:45pm** (Primary and Middle School) for student pick-up. The school gate will then be closed at 1:45 and 2:45pm and students will need to be picked up at the school office. Please be punctual when picking up your child at dismissal. Caring for children after scheduled dismissal time takes teachers away from their planning time, and administrators away from their work. At the end of the school day, parents or guardians will pick up their children. If another adult, aside from the parent or guardian need to pick up the student, the school must be notified in the morning at the school office, at the latest.

### **Drop Off and Pick Up Procedures**

1. To drop off and pick up your child, follow the line of cars **around the roundabout**. Once you are at the center of the roundabout, a school official will help your child exit/enter the car. To ensure a well-organized drop-off, we ask parents to stay in their car as their children disembark.
2. If you want to walk your child to the door, please park your car first in the parking lot and then accompany your child to the gate. Please be careful as you enter the school grounds as other parents will be dropping off their children from their cars. Parents cannot enter the classrooms due to safety and organization reasons. Thank you for your understanding and support.

### **Safety and Security**

The student and teacher gate are locked at 8:00am, after which, that gate is only opened for dismissals at 1:30pm (Kinder), 2:30pm (Primary), and After School Program at 3:30pm.

Parents, or other outside individuals, are not allowed within the school, and they are not allowed to enter the student and teacher gate after 9:00am unless they register with the office and obtain a visitor's pass from the office staff. This measure ensures ISP students are safe, secure, and only come in contact with ISP official staff.

### **Morning Coffee and Community Time**

The cafeteria gate will be open from 7:30-9:00am, so parents can enjoy our beautiful cafeteria to chat, have a coffee and spend time with other ISP parents. We hope this time helps create an even stronger ISP community. Parents cannot enter the classrooms due to safety and organization reasons. Thank you for your understanding and support.

### **Justified Absences and Tardies**

Consistent student attendance and punctuality is essential for success in school. However, if your child is sick, or cannot attend school for a justifiable reason (e.g. family emergency, accidents), please be sure to send an email to the school, or a note with your child. Medical notes from a doctor are required to justify absences due to illness.

It is essential that students arrive to class on time every day, as teachers need to start class time uninterrupted for the student's concentration and development, and students need to learn the importance of punctuality.

### **Student Uniforms**

The ISP uniform is simple and practical to facilitate the lives of our students and parents. However, it is important that students always come to school with the proper uniform which consists of the school shirt, shorts, pants or skirts that are black, blue, grey or denim, and shoes that cover the heel and toes. School shirts should always be clean and in good condition.

On Fridays, students can come to school out of uniform. Please ensure that students come to school dressed appropriately.

If your child is out of uniform, he/she will lose the privilege to wear regular clothes on that Friday and will be required to wear the school uniform instead.

Students will receive a maximum of *three warnings* for uniform violations, and *you will be notified each time there is a Uniform Report in the Homework Notebook*.

**If after the third Uniform Report your child does not come in uniform, you will be contacted and required to pick up your child and return to school with the proper uniform.**

### **Toys, Electronic Games, and Cellular Phones**

**At no time** are students allowed to bring **toys, electronic games or cellular phones** onto the ISP Campus. These items should be left at home during school hours.

On special days, depending on grade level (ex: **Fridays for Kinder**), teachers may permit some classes to bring one toy. Please be sure that this is not an electronic device or cellular phone. Students are responsible for taking care of their own toys, and the school is not responsible for items that are lost or damaged.

### **Recess and Lunch**

Students should bring a healthy snack, lunch and water bottle or thermos every day. As there are two recesses per day, it is important that your child has something to eat during both recesses, so the class can eat as a group.

### **Cafeteria**

ISP is very happy to welcome Cafeteria Baum to our new campus! The cafeteria owner and director is José Ponce López, and he and the cafeteria will provide tasty, healthy food in a wonderful environment. Please find attachments for all the information about the school's cafeteria and the menus. Please direct all matters referring the cafeteria to: [ispcafeteria.baum@gmail.com](mailto:ispcafeteria.baum@gmail.com)

### **Grading Policy**

All subjects taught in English and Spanish will be graded according to the percentages below:

60% Participation/Classwork/Projects

10% Homework

30% Assessments

English and Spanish report cards will be given three times a year to parents. Additionally, parent-teacher conferences will be held twice a year at the end of every semester. You will be notified of these dates in advance.

Mandatory SEP evaluations will be held 3 times per school year.

### **Homework**

Daily homework assigned by the teachers provides more dynamic assignments, serves student, parent, and teacher needs. It allows the students to take their text books and notebooks home which creates a great sense of responsibility and accountability while advancing our eco-friendly school initiatives. Homework is from Monday to Thursday. There is no homework on Fridays.

### **Student/Parent Responsibilities**

Students must bring the required school materials from home each morning. We do not accept any late student materials dropped off by parents after 8am. (EX: backpacks, lunches, water bottles, books, notebooks, projects, extra clothing, etc.)

### **Communication**

All parents will receive **classroom** communication notes through your child's Homework Notebook. All other official **school information** and updates will be communicated through the office email, the Webpage/Blog and each grade's Google Calendar.

It is very important that parents read all information received via the Homework Notebook, email and Google Calendar in order to keep the lines of communication open and clear.

### **Discipline**

Within the school, as well as in our society, it is important to respect everyone's rights and responsibilities. All students at ISP have the right to an education that is not impeded by the negative behavior of other students. Furthermore, students have a responsibility to respect the educational and personal rights of each other and school staff.

Each classroom's rules are created by the teacher and students. The school discipline policy will ensure that matters of discipline are handled in a fair, consistent, and reasonable manner. The policy is as follows:

- Step 1: Three warnings with REASONABLE, REAL, and RESPECTFUL consequences
- Step 2: Written communication to the parents through the Homework Notebook
- Step 3: Student sent to the office with an official behavior report; call home by office
- Step 4: Parent meeting
- Step 5: Behavior Contract
- Step 6: Suspension or Expulsion

*\*\*Any extreme behavior that puts the student himself or other students in danger, may be suspended without any parent meetings.*

### **Parent Appointments**

At ISP, we are committed to the development of each child according to their individual, personal needs and learning styles. In order to meet the needs of our students it is important to maintain open communication between parents and the school. If you would like to make an appointment with administration, or your child's teacher, please contact the office, and we will organize an appointment. **Appointments must be made at least 48 hours in advance of the time you wish to meet.** *Please understand immediate appointments can't be scheduled, we will try to schedule your appointment as soon as possible.*

Also, please understand that when the school requests parent meetings, the purpose is to communicate what is happening at school with the child, how we can improve academic or behavioral performance, and to create a plan for improvement.

### **Monthly Teachers' Meeting**

On the last Friday of every month, from 8:00am-2:30pm, SEP requires all schools to hold a "Consejo Técnico" or Professional Development meeting. **On these days there will be NO SCHOOL.**

### **Office Procedures**

Office hours are from 7:30am to 3:00pm. If you would like to arrange a meeting with the administration or a teacher, please contact the office 48 hours before you would like to schedule the meeting.

### **Procedures and Conditions for Tuition Payments**

Tuition payments should be made during the first 10 days of each month. Payments made on, or after the 11<sup>th</sup> of the month are subject to a 15% monthly late fee.

If, for some reason, parents are temporarily unable to meet monthly tuition payments, please advise the administration as soon as possible.

Article 7 of the SEP/PROFECO agreement states that after non-payment of tuition for more than three months, the school is released from all obligations to continue providing educational services.

### **Medical Insurance**

All students are covered by medical insurance for accidents suffered while involved in school activities by Thona Seguros. In case of an accident we will immediately contact the parents. When parents cannot be reached, the school will transport the child to the hospital. Children must receive the medical assistance needed the same day of the accident in order for the insurance company to cover all upfront payments, otherwise, parents are required to pay medical fees prior to treatment, and the insurance company will grant a reimbursement at a later date. For more information about insurance please contact the office.

### **Supplies**

All school supplies are purchased by parents outside the school. All supplies must be labeled with the child's name and grade. All remaining personal materials will be sent home with the student at the end of the school year. All unlabeled and unclaimed supplies will be recycled for school community use and donations. The primary and middle school students will have their personal supplies with them (pencil case, pencil, colors, eraser, etc.). Supplies like glue, paint, markers, etc. will be used in the classroom for common use to share among the classmates.

*"The one thing you have that nobody else has is you. Your voice, your mind, your story, your vision. So write and draw and build and play and dance and live as only you can."*

- Neil Gaiman.

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