

Isla Bonita Elementary School



Student Handbook

It is our top priority to promote a SAFE and HEALTHY learning environment as well as foster academic and social growth for all our students.

Respect is one of our core values at La Isla Bonita Elementary School. Therefore, it is expected that staff, students, and families alike practice respect during every interaction whether it be on or off campus. Disrespect of any sort will NOT be tolerated.

Any incidents of violence, intimidation, drug or alcohol possession, distribution or intoxication and sexual harassment will NOT be tolerated. It is essential for these behaviors to be addressed to ensure a safe, supportive learning environment.

We ask parents, students and staff to kindly respect our policies and procedures as they are implemented to ensure smooth operations of our institution.

Operation, Processes & Procedures

ASSEMBLY

During the course of each school week, there are two designated assembly days; Monday and Friday. These gatherings are held under the direct supervision of the principal, assistant principal and teachers to discuss extra curricular topics such as sports, study habits, behavioral problems, and/ or other events occurring throughout the school year. On occasions, the school abbreviates classes to accommodate special events.

Each meeting is started with the singing of the national anthem. If a child arrives late during the singing of the national anthem, the child will be asked to remain standing where they are until it is over as a form of respect, and then can proceed to the assembly.

TARDINESS

School hours are from Monday – Friday from 8:00 a.m. to 1:00 p.m. unless otherwise indicated. A student who arrives after 8:00 a.m. Monday through Friday is considered tardy. There will be a 15-minute grace period to allow for unexpected dilemmas. However, GATES WILL BE LOCKED at 8:15A.M. AND STUDENTS WILL HAVE TO RETURN HOME AND COME BACK DURING BREAK TIME HOURS. This policy is put in place to minimize the disruption of student's learning environment. Therefore, we ask parents to kindly RESPECT our firm implementations.

In an effort to minimize tardiness, students with 3 or more unexcused arrivals will be called to discuss interventions with parents to address the issue.

ABSENCE

Excused absences include illness or health condition, medical/ legal appointment, family emergency, religious observations, and school- approved activities. To request for approval of a leave of absence for any other reason, students must complete the 'Leave of absence' form available in our office at least 48 hours prior to the date of the absence. The impact of the leave on the child's education will be the main consideration for these requests. Students who do not ask for approval requests will not be given quizzes, tests or missed classroom work.

If a student is ill or unable to attend school, a parent should call and inform the principal or teacher or a student can bring a written note stating the reason for the absence upon returning to class. If no written excuse is provided, then the parent will be contacted.

Attendance at school functions and participation of school events are an important part of the educational process and can help foster civic pride and positive social attitudes in a child.

NOTE: It is the responsibility of the parent/ guardian to notify the school of any absences or if the child will be late. Parents can obtain assignments and make arrangements with teachers for the benefits of the child to complete missed work.

HOME STUDY

It is essential that parents and guardians cooperate with the school to ensure the regulations concerning home study assignments are met. Middle and upper division students are expected to devote at least an hour a day to study at home and do assigned homework. The work assignment each day is carefully calculated and will, as a rule, require this amount of time for preparation of the following day's lessons. Parents are guardians should see that there is adequate space and a good atmosphere at home for studying.

Please be advised that disciplinary action may be taken if a student fails to complete study/ homework material as per teacher's discretion.

CLOSED CAMPUS

Isla Bonita Elementary School is a closed campus institution, which means students are not permitted to leave during the school day for non-related activities or without faculty supervision. Students are expected to remain on campus during the entire school day unless a request is made by parents or guardians for the child to leave the compound.

Security personnel will be placed at the gate to ensure that parents and students adhere to the school's regulations concerning tardiness and safety of all students.

Please be advised that any changes in your child's schedule or pick up arrangement need to be communicated by parents to either the principal or class teacher. These actions are necessary to ensure the safety of your child.

BREAK TIMES

Students are allowed one break throughout the day. Lower division students take a break from 9:10 a.m. to 9:30 a.m. while upper division students take a break from 10:10 a.m. to 10:30 a.m. Students are encouraged to bring snacks from home. However, an on campus cafeteria is available to purchase food, snacks and drinks during break times or before/ after classroom hours.

- Benches and tables are readily available throughout the campus for students to enjoy their food.
- Students are prohibited from eating or drinking in classrooms and hallways.

- Purchasing food, snacks and drinks from the cafeteria during class hours is NOT allowed.

During this time, students are also encouraged to enjoy school facilities such as our on campus playground under direct supervision of staff.

All bathrooms are located indoors and students are encouraged to make use of this time for bathroom use as it eliminates distractions during classroom hours.

Students are expected to clean up after themselves after meals.

DRESS CODE

Students are encouraged to dress for success. A student must be in uniform everyday as required, except on Fridays when students are allowed to dress in their personal clothing for rag day. All uniforms must be tucked in at all times. Boys may use a belt at waist height unless in the case of special circumstances, which will need to be approved by the principal.

Footwear should be a closed-toe shoe, eg. shoes or sneakers and should be worn with a pair of socks from Monday – Friday.

- Absolutely NO slippers will be allowed with socks unless approved by the principal.
- Hats or colored rags will NOT be allowed to be worn with school uniforms.
- Small earrings or studs are allowed for girls; however boys are NOT allowed to wear earrings.
- Sleeveless shirts are NOT allowed to be worn on campus along with tight dresses and short shorts/ skirts.
- Nail polish is NOT allowed. Students must keep nails short and clean.
- Make up & hair dye is NOT allowed

PE uniforms are to be worn on designated days for physical education as per classroom schedules.

- Lower division students (Infant 1 & 2) are allowed to come in PE uniforms on assigned dates.
- Middle and upper division students (Standard 1-6) will bring uniforms and are allowed to change on campus 15 minutes before the lesson.

Failure to comply with our institution's dress code will entail for arrangements to be made with parents to rectify the situation.

SCHOOL RESOURCES

Our institution strives to foster an academic environment that embraces technology. We offer a computer lab and conference room, which are both accessible for our students on campus under direct supervision of staff. Students have access to computers and tablets at school, which are to be used for school purposes ONLY. The purpose of access to technological devices is intended to promote research, innovation, curriculum, and instructional resource access for educational purposes. School staff requires students to use the Internet and technological resources in an appropriate manner that abides by all legal and school guidelines. Downloading inappropriate material such as photographs, videos, or other content from external websites onto computers is prohibited. Accessing social networking sites such as facebook, instagram, or tiktok is NOT permitted.

The conference room is used for meetings for faculty, staff and students only. Parents, students or any unauthorized personnel will not be allowed to enter unless accompanied by a faculty member.

ELECTRONIC DEVICES

Students are NOT allowed cellphone devices on school grounds unless approved by the principal. In rare cases, parents can provide a valid reason for cellphones to be kept in student's possessions during school hours and make arrangements with the principal to have this request approved. Tablets, ipods, headphones and other electronic devices are NOT allowed unless approved by staff for educational purposes only.

MODE OF DISCIPLINE

The norm of politeness is a part of the education system and is rigidly insisted upon by the faculty and administrations of this institution. Respect towards all members and good conduct is expected and forced at our institution as well as in public settings. This also

applied to student and faculty member's personal property. The school tries to protect the property of students but is no way responsible for loss, damage, or disappearance of any students' personal affects.

Classroom discipline is the responsibility of the teacher. The student must comply with the teacher's assigned corrective measures. Similarly, compliance with the teacher's directives is expected everywhere on school grounds. Even though students' conduct outside of school is the responsibility of parents, Isla Bonita Elementary School commends good behavior even off school grounds as it is important to maintain good standing in public settings as well. Students hold responsibility of their actions on or off school grounds.

DETENTION SYSTEM

The purpose of a detention system is to discourage students from breaking school rules. If a student violates any of the school rules, a verbal warning will be explored FIRST by the teacher or principal. Continued violation of school rules will result in further disciplinary action including possible detention. Parents will be notified before escalating to such point, as staff will have explored all measures before resorting to this action. Parents can possibly be asked to sign behavioral contracts if deemed necessary.

A student can be put on probation and suspended/ expelled if all attempts to correct the behavior have been exhausted but remain unsuccessful.

Please note our detention system is a last resort option. We intend to use this measure ONLY if absolutely necessary to address poor behavior.

TUITION FEES

We understand that a quality education at an independent academy is a major family investment. Isla Bonita Elementary School is a private institution that solely depends on school fee payments to provide only the best education for students. Therefore, it is important that **all fees are paid at the beginning of each month** to avoid any inconveniences that may tamper your child's education. Our firm policy indicates that any student with outstanding arrears will be unable to access school facilities until outstanding balances are cleared. We thank you for your understanding.

OTHER SCHOOL RULES

- Our institution is a smoke-free, alcohol-free and drug-free campus. These substances are strictly PROHIBITED on campus at any time.

- Firearms and other weapons of all types are strictly prohibited on school grounds at all times unless carried by law enforcement while acting within official capacity.
- Students are expected to refrain from the use of inappropriate, obscene language or rude remarks at all times on school grounds or school-sponsored events.
- Running around the school grounds especially around chairs, tables, inside classrooms, and on building verandas is prohibited to maintain safety.
- Students are not to roam around campus during class hours to prevent distractions for other students.
- Defacing, damaging, or misuse of school property will not be tolerated. Eg. slamming doors/ windows
- We pride ourselves in keeping our school compound clean and healthy for students. We inspire students to help us maintain these standards and NOT litter on campus or in classrooms. Proper hygiene is important for good health and will enable everyone to work comfortably in a clean environment.

Isla Bonita Elementary School has a ZERO tolerance policy for:

- Fighting
- Bullying
- Disrespect
- Teasing
- Cheating
- Stealing