

Peninsula International Academy Parent Handbook 2019-2020



PARENT HANDBOOK
Policies and Procedures
2019-2020

Welcome to Peninsula International Academy!

PIA is a private school that will provide your child with a Belizean student-centered education. Your family is part of a school that will provide intensive direct instruction, supported by focused, hands on learning activities in literacy, math and science. The child experiences learning designed for optimal development. Our students are independent thinkers, lifelong learners, pursuing academic excellence and individual achievement, in a context of respect for others and service to the community. Our staff works to foster a love of learning; to create independent, confident, and contributing members of our community and the world. PIA's staff guide children on their natural course of discovery, encourage deep thinking, problem solving and compassion for others. Our over-arching mission is to activate the potential of students, schools, systems and education through student driven real world learning.

PIA is proud to be a part of the sustainable development of Belize through providing low or no cost tuition to 1 out of every 3 of our Belizean students, providing teacher training and offering opportunity to Belizean leaders to share our student-centered practices. We are a unique private school committed to decreasing systemic inequity. We are education activists reimagining and reshaping education in Belize at the individual, school and national level while remaining committed to creating a more democratic, equitable and self-sustaining Belize. Our families can be assured that they are a part of building the natural resources of Belize, our children.

PIA is an innovative, risk taking school that works in tandem with the real world. We believe in the following three ideals: learning is based on student interest and passion, curriculum must be relevant to the student and be applicable to the real world, student growth and abilities are measured by the quality of their work and how it changes them.

WHY IT WORKS: The Advisor/Teacher works with a small class and finds out what interests and motivates them, the parent is actively enrolled as a resource to the PIA community, and our student interact to reinforce each other's passion.

Studies demonstrate that parents are the most important part of a child's success at school. PIA expects that parents will be involved in their children's education and provide a home environment that supports a positive attitude towards PIA and life-long learning.

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In order to provide your child and family with the utmost quality education, ***the following is required from parents:***

Participate in on going communication with teachers through conferences, newsletters, progress reports, observation opportunities, etc

Support and be involved in your child's academic journey.

Acknowledge that tuition payment is an investment in your child's education- monthly tuition is due on the 1st each month, from August 2019-May 2020.

Support the mission statement of the school in the community.

Seek to resolve problems and secure information through positive and appropriate ways (Come in and speak with us! Ask questions!)

No Junk food (**chips, candy, ideal, gum, sugary drinks, cookies, sodas, artificial coloring & flavoring**) allowed on school property. It will be confiscated and discarded.

PIA strives to create a positive, constructive relationship with our families.

Repeating factors such as tuition arrears, child absences/tardiness or inappropriate treatment of staff seriously interfere with the school's accomplishment of its mission to provide excellence in education for all students. PIA reserves the right to refuse registration or attendance if repeating factors make it difficult to achieve our goals.

Staff

Founder/Managing Authority: **Selena Lucas**

Founder and Director of the school oversees all facets pertaining to the total functioning of the school, administratively and financially

Principal: **Loretta Logan**

Responsible for aligning curriculum, instruction and assessment; responsible for continuing the school-wide vision of commitment to high standards and the success of all students.

Advisors and Teachers: **Severine Aragon, Carly DiBrita, Loretta Logan, Tara Randall, Shelly Redden**

Advisors/Teachers are required to educate, supervise and to monitor the well being of students in their care and to identify and refer students requiring special attention to appropriate staff and administration.

Early Childhood Classroom Assistant: **Kendra Muschamp**

Works hand in hand with Teachers to maintain the classroom environment. Assistant will be directly involved with the children.

Office Manager: **Maryce Rivers**

Works hand in hand with Director to administer PIA.

Classroom Assistant/Lab & Facility Coordinator: **Reuben Cal**

Caretakers: **Jose & Reina Lemus**

Support Facility whenever necessary.

Housekeepers: **Anabel Ortega & Reina Lemus**

Responsible for daily cleaning of classrooms and bathrooms.

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DESCRIPTIONS OF PROGRAM

PIA's international private school is designed to provide customized learning for each student. Our small class size allows us to provide the child with individualized instruction to address their areas of opportunity as well as develop their strengths. Our challenging curriculum is wedded to Belizean Standards, supported by Common Core and is multi-leveled and targeted to address the child's needs. Our programs teach children to explore the world around them and embrace the uniqueness of all beings. We aim to teach children through group projects/activities, daily explorations, hands on experience and tailored lesson plans. Children are placed in programs based upon a combination of their development, ability and chronological age.

Standard & Age breakdown

Std.6 turns 12 by Dec.30

Std.5 turns 11 by Dec.30

Std. 4 turns 10 by Dec. 30

Std. 3 turns 9 by Dec. 30

Std. 2 turns 8 by Dec. 30

Std. 1 turns 7 by Dec. 30

Inf. 2 turns 6 by Dec. 30

Inf. 1 turns 5 by Dec. 30

Preschool year 2 turns 4 by Dec. 30

Preschool year 1 turns 3 by Dec. 30

Early Childhood Preschool (must be independent – toilet trained and able to self dress and feed).

This blended Reggio Emilia/Montessori environment is geared towards the developmental needs of the early learner.

It promotes independence and self-discipline. The activities are hands on and have different levels of challenges. The curriculum focuses on exploration including initiative, planning, engagement, problem solving, use of resources and reflection. Students will be exposed to meaningful activities in the following areas: Social and Emotional development, physical development and Health, Literacy, Pre-Math, Creative Arts, Science, and Geography.

Primary School Infant 1-Standard 6

PIA's student-centered programs are designed to reflect and respond to the special interests of each child who explores and learns in a variety of ways.

SCHOOL SCHEDULE

All students are required to be in classroom at 8am and are dismissed at 2:45pm. Students are dismissed at 2:45 pm and are expected to vacate school premises, unless they are attending study hall. PIA's office hours of operation are 7:45AM to 4:30 PM; Monday through Friday (September – June).

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POLICIES and PROCEDURES

Admission

Regardless of race, creed, color or religion, any family is welcome that shows a readiness for our school philosophy. Along with the child's readiness, the parent must be willing to participate in school activities and follow the policies and procedures. Parental involvement is key to the success of the child, therefore PIA requires parents to assist child academically, attend school meetings, conferences and events. PIA will share report cards and school information with both parents, unless notified by a court of law.

REGISTRATION/ENROLLMENT

PIA considers a new student registered when the entry fee is deposited. You are also expected to read and sign the Parent Handbook agreement that outlines the school's policies and parental participation agreement. This will ensure that you are familiar with all of our operating procedures.

DROP-OFF & ARRIVAL

Arrival time is between 7:40am-7:55am

Students are considered tardy when they are not in the classroom ready for class to begin at 8:00 a.m. If a student arrives after 8AM, students receive tardy slips before they are allowed to enter classrooms. Tardiness will be recorded on report cards and in attendance to Ministry of Education.

Students must vacate campus at 2:45pm when classes are dismissed unless they are mandated to attend study hall or assisted reading. Campus is not available after classes are dismissed for socializing.

Each child will be released only to a parent or legal guardian or to persons whose names are listed on the Authorized Pick-up form. Families should advise the Advisor & Office Manager in advance, in writing, if an alternate or a person not listed on the original form is to pick up their child. We spend a lot of time building the trust of the children in our care; for that reason, we will not release children to a person they do not know.

DISMISSAL AND PICK-UP

Students may not stay after school unless they are involved in a school activity, study hall or a school sanctioned activity. Please pick up students promptly.

We understand that emergency situations can arise that can prevent a timely pick up of students, but a telephone call is necessary to alert the school of the emergency.

ABSENSES

Absences must be accompanied by a parent/doctor note.

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Truancy is considered an absence without a doctor or parent written notice, if a student is in excess of 6 absences in a month, Ministry of Education Dangriga Truancy Unit will be notified. In addition, if a child misses (with or without written notice) 15 days or more of classes, academic promotion may be denied. Students are not allowed to attend an event if not in attendance at school the previous day.

EXCUSED ABSENCES The following are reasons for which an absence from school may be excused:

- Personal illness
- Illness or death in the family
- Quarantine
- Doctor's appointment
- Any other unusual cause acceptable to the principal

All students must bring a written note, signed by a parent or doctor, explaining the absence. This note must state: a) the reason for the absence and b) the number of days missed. The purpose of this policy is to ensure that the parent or guardian knows of the absence and that PIA's staff knows of the reason for the absence. Students should turn the note in to the school office. This note will determine whether the student receives an excused or an unexcused absence. Failure to present this note immediately upon return to school will result in an unexcused absence. If a student is absent more than three consecutive days, a doctor's note is required on the day of return to class.

PRE-PLANNED ABSENCES

Pre-planned absences during the school year are discouraged. Prior to making travel arrangements, the student must obtain permission from the principal. A signed note from the parent explaining the absence is required at least two weeks prior to the day(s) missed. Preplanned absences exceeding five (5) days per semester will be unexcused. No pre-planned absences will be permitted during semester final exams.

EXTENDED ABSENCE DUE TO ILLNESS

When a student is absent for three (3) consecutive days due to illness, the parent has the responsibility of contacting the school for homework provisions to prevent excessive make-up work for the student upon return.

TARDINESS

Students are expected to be on campus in their assigned classroom at the beginning of the school day, as well as at the beginning of each class throughout the school day. If they are not in class prepared to start the lessons, they deprive themselves of the full benefit of their educational opportunities. By entering class late they disrupt the rhythm of instruction and in doing so they deprive their classmates of the full benefit of the educational opportunities available. A student who arrives to school after 8:00 am is considered tardy. Tardy students must report to the office with a note from their parent or with a Tardy Slip from Mr. Cal before they will be admitted to class. The student must turn in this note to the Office Manager and sign the Tardy Log, after which they will be given an Excused Pass from the office that allows the teacher to admit the student to class. Parent can also choose to personally come to the office to report the tardiness, for student to receive an excused late slip. An accumulation of more than three tardy slips will prevent a student from receiving recognition for perfect attendance.

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MAKE-UP WORK

(General Absence) Students who have missed school unexpectedly and have an excused absence will be allowed to make up all of the work that they missed. It is the student's responsibility to obtain missed assignments. Students will have 10% taken off per day of a late assignment. No points will be given if the assignment is handed in after the Friday of assigned week.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences serve an important function in the home/school partnership. Notification of dates and times will be sent home prior to the event. At any time throughout the school year a parent, teacher, or administrator may request an additional conference. If a parent desires to conference with a teacher, or administrator, the parent shall contact the school at least 24 hours before and the teacher/office staff arrange a time convenient for both the parent and the teacher or administrator.

School Wide Rules & Consequences for Breaking

STANDARDS FOR STUDENT CONDUCT

For PIA to train students to have self-control, to be respectful, and to become self-disciplined, as well as for our school to remain orderly, Standards for Student Conduct have been established. To have a school climate, which guarantees a good social climate and is conducive to learning, it is important for students to understand that acceptable standards of behavior will be expected at all times. Disciplinary measures will be taken when any individual's actions interfere with the right of the teachers to teach and the students to learn. Students are reminded that any faculty or staff member in the school has the authority to correct unruly individuals at any place and at any time. This will be reported to the office when necessary.

POSITIVE BEHAVIOR SUPPORT (PBS)

PBS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBS includes school-wide procedures and processes intended for all students and all staff in all settings. PBS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

Please review our unified set of classroom rules. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified classroom rules, found in every classroom and non-classroom setting in the school, are as follows

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1. ***Be Respectful***

Use kind, positive actions and words

First infraction: MINOR Student will receive a warning.

Second infraction: MINOR Incident report, mediation and family notification

Third infraction: MINOR Incident report, mediation, family meeting (rubric for student success developed by teacher/advisor with family)

Fourth Infraction: MAJOR Individualized Behavior Plan developed with student, family and Principal.

2. ***Be Responsible***

Leave the school as you found it

First infraction: MINOR Student will receive a warning.

Second Infraction: MINOR Incident report, restitution for offence (financial, replacing/fixing or apology) and parental notification

Second infraction: MINOR Incident report, family meeting (rubric for student success developed by teacher/advisor with family)

Third Infraction: MAJOR Individualized Behavior Plan developed with student, family and Principal.

3. ***Be Diligent***

Keep trying when you want to give up concerning Academics and Homework

First infraction: MINOR Student will receive a warning/ Study Hall to complete work to teacher expectation, family notification

Second infraction: MINOR Student self-reflection write-up, Study Hall to complete work to teacher expectation (rubric for student success developed by teacher/advisor with family)

Third infraction: MINOR Student/Teacher/Family meeting with Principal

Fourth Infraction: MAJOR Individualized Behavior Plan developed with student, family and Principal.

4. ***Technology Infraction***

Grace period: MINOR Student warned about issue

First infraction: MINOR Incident report, Student self-reflection write-up, family notification

Second infraction: MINOR Incident report, (rubric for student success developed by teacher/advisor with family)

Third infraction: MAJOR Incident report, Student/Teacher/Family meeting with Principal

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OFF-CAMPUS AND ONLINE CONDUCT

Students of PIA represent school, their parents, and the community at all times. For that reason, PIA has certain guidelines that extend beyond the school setting. Facebook accounts are not allowed while students are under 13 years of age.

HUMAN DIGNITY / HARASSMENT

PIA intends to provide an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect. *All students, parents, and school employees are expected to conduct themselves with respect for the dignity of all others.*

CHEATING

Cheating is a serious offense. Cheating involves components of both stealing and lying. For that reason, students must come to understand the seriousness of cheating.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment / test.
- The Principal will be notified.
- The student will confer with the Principal.
- The parents will be called.

Cheating is a violation of honor, and leadership is a matter of honor. Cheating, in any form, may make the student ineligible for all academic honors or awards in all subjects. A second offense in any class will cause the student to automatically fail the grading period in the class in which the offense occurred. A conference with parent, student, teacher, and administrator will be held. A third offense will result in expulsion. Cheating on a final exam will result in an automatic grade of zero for the exam. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation.

GROUND FORS SUSPENSION

Suspension from School shall be deemed an appropriate disciplinary measure in the case of serious infractions, as identified by the administration, including, although not limited to, the following breaches of the Code of Conduct:

- Bullying
- Stealing
- Cheating/ lying
- Insubordination

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- Forgery of signatures
- Disorderly conduct
- Persistent violation of the rules and regulations
- Repeated truancy
- Infliction of physical harm to any student
- Use of profane and abusive language
- Damage to or destruction of school property
- Commission of any act that is disruptive to the best interest of the school
- Disrespect to authorities

ACADEMIC PROBATION

A student placed on academic probation is jeopardizing the privilege of remaining at PIA. A student is placed on academic probation when overall Trimester GPA is below 80%. Academic probation places a student in jeopardy of repeating or losing a sweat equity position.

DISCIPLINARY PROBATION

A student placed on disciplinary probation is jeopardizing the privilege of remaining at PIA. When a student's behavior becomes so unsatisfactory that it warrants probation the student forfeits any class office or official position held in any school-related organization. A student that has been placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on probation, the Principal will notify the parents immediately. At the end of the trimester the probationary status of the student will be reviewed by administration. If there is sufficient evidence that correction of behavior has occurred, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend PIA. Further disciplinary actions placing a student on probation for the second time within a school year's may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

EXPULSION

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant PIA's most drastic sanction, the Principal, on advice of the board, may determine that the student be expelled. The following serious offenses, though not exhaustive, are potential grounds for expulsion:

- Defiance or direct confrontation with school faculty, staff, or administration
- A second suspension
- Three instances of cheating
- Chronic violations of PIA rules not corrected by lesser measures
- Any off-campus misconduct seriously detrimental to the reputation of PIA
- Assault of a teacher or other individual

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- Intentional destruction of school property
 - Possession of weapons (Examples: pocketknives, knives, guns)
- Other serious infractions deemed appropriate by the administration for expulsion.

CELL PHONES

As a general rule, students are NOT allowed to bring cell phones or electronic devices to campus. If parents need to contact their children during the school day, please call the school office. If a student becomes sick or is injured the school office staff will make the call to the parent from the office phone. If students need to contact their parents for any other important reason, they are allowed to use office phone. If a student has great need to bring a cell phone, the student must bring the cell phone to the office each morning before 8AM and turn it in. The office staff will place it in an individual bag labeled with the student's name after which the office staff will store the cell phone in a compartment in the office. At the end of the school day the student may come pick their cell phone up. Students are not allowed to pick up devices for friends or siblings. If a student brings a cell phone or other electronic device to school and does not turn it into the office, it will be taken and the parent must make arrangements to pick up the phone from the office.

PARTY INVITATIONS

PIA does not allow on-campus distribution of invitations to private parties that will be held off campus, UNLESS EVERYONE IN THE CLASS IS INVITED. We ask parents and students to be mindful of the emotional consequence of exclusion.

VOLUNTEERING

PIA will accept volunteers accompanied by a police report from their country of origin and/or country of residence.

CONFIDENTIALITY

It is Peninsula International Academy's policy that any information regarding a child, a child's family or other matters discussed with the faculty will be held in the strictest confidence. The information in your child's record is considered privileged and confidential. The authorized person that has access to your child's file will be the Administration of Peninsula International Academy. As a parent/guardian, you may have access to your child's record within two days of a request to view the record. As a parent/guardian, you have the right to add information, comments, data or other relevant material to your child's records. You are required to update the school concerning change in living status or phone contact.

HEALTH and SAFETY

Peninsula International Academy understands that it is difficult for a parent/guardian to leave or miss work; therefore it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness.

If your child has allergies, you must alert staff prior to the first day of school. With life-threatening allergic reactions, the student must have the Auto-Injector DAILY. If the child comes to school without the Auto-Injector, the child will not be able to stay.

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Exclusion from the school is sometimes necessary to reduce the transmission of illness or because the school is not able to adequately meet the needs of the child.

Mild illness is common among children. Children must be excluded from school for the following reasons (this list covers most common illnesses, but it is not inclusive of all reasons for exclusions):

Illness that prevents the child from participating comfortably in program activities

Yellow or green dripping nose mucus

Illness that results in a greater need for care that our faculty can provide without compromising the health and safety of other children

Fever over 100 degree accompanied by other symptoms, i.e., lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting

Diarrhea

Vomiting

Lice or Nits in the Hair

Rash with fever or behavioral changes, unless a physician has determined it is not a communicable disease

Conjunctivitis (pink or red conjunctivitis with white or yellow eye discharge) until on antibiotics for 24 hours

Impetigo until 24 hours after treatment

Strep throat until 24 hours after treatment

Ringworm until 24 hours after treatment

We ask that for your child's comfort and to reduce the risk of contagious diseases from spreading to other children, your child is picked up within 1 hour of notification. **Children need to remain home for 24 hours without symptoms before returning to school.** In the case of a (suspected) contagious disease or continuing symptoms, a doctor's note is required before returning. Please keep in mind that a child who is unable to go out and play is too ill to be in school. This includes all allergies that will limit the child's ability to participate in outdoor activities. We will notify parents to pick up children if they become too ill to work or if their health is jeopardizing the health of others. Your child will be separated from his/her classmates and kept as comfortable as possible until your arrival. If a child is excluded because of a reportable communicable disease, a doctor's note stating that the child is no longer contagious and may return is required.

Please, inform us immediately by phone if your child has a communicative illness or condition such as Head Lice, Fever, chicken Pox, etc.

EMERGENCIES

In the event of adverse reaction to food, prescribed medication, an accident or sudden onset of illness the school will not hesitate to seek proper care for your child. Immediately, the child's records will be reviewed for emergency instructions and the request of the parents will be instituted. Parents will be called and made aware of the situation. If the parents cannot be reached the authorized emergency contact persons will be contacted. It is ***imperative*** that parents keep the emergency contact information up to date at all times.

In the event of emergency, the local clinic center will provide care for our children. If your child has an injury in school, the wound will be cleaned with water and alcohol. A Band-Aid will be applied if necessary.

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EVACUATION PLAN

In case of an emergency or evacuation of the building children will go to the nearest and safest location-the football field. Medical treatment will be administered at the nearest clinic. Parents will be called and made aware of the situation. If the parents cannot be reached the authorized emergency contact persons will be contacted. Also, a sign will be placed on the door notifying parents of the situation and location of the children. It is **imperative** that parents keep the emergency contact information up to date at all times.

Fire: There are fire extinguishers located throughout the cabanas. If there is a fire the children will be immediately evacuated from the building.

Power Outage: PIA will reserve the right to close until power is restored.

Loss of Water: PIA will reserve the right to close until water is restored.

Structural Damage: If there is structural damage that creates a safety hazard, parents will be contacted to pick-up their child. PIA will reserve the right to close until the structural damage is repaired.

Missing / Lost Child: Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event of a child becoming lost, the following step-by-step procedure has been agreed to by staff:

The most senior member of staff at the time will take an immediate roll call of all children. If it is discovered that a child is unaccounted for then a full search of school and its immediate surroundings will take place. On no account will any other children be left unsupervised at any time. If after a thorough search it proves unsuccessful in establishing the whereabouts of a child, the emergency services and the parent/guardian will be contacted. On the arrival of the emergency services and the child's parent/guardian, the Principal will be responsible for apprising them of all information in respect to the missing child and what action has been taken.

Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.

Injury

Although supervision is constantly given, PIA staff cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from the other children, etc. If the child is injured in a non-threatening way, PIA staff will assess the child and provide necessary first aid. If the injury is more serious, the parent will be notified so the child can be transported to the nearest medical facility (i.e. needs stitches, broken bone, dislocation, etc.). If a parent or emergency contact is not available, a child that needs medical attention will be transported to the nearest medical facility (along with your signed consent to provide medical care form). All costs associated with injuries to the child will be the responsibility of the parent.

LUNCH and SNACK TIME

We believe good meals are critical to a child's health and development. Therefore, we require you to provide a well-balanced nutritional snack. Please provide snacks that do not contain artificial coloring or flavoring, lots of sugar or salt such as soda, chips and candy. Please note that sweets, chips, sodas and foods containing lots of sugar will be confiscated and sent home. **No Styrofoam or Straws are allowed on Campus. Lunch must be delivered to campus by 11:40AM.**

NAP TIME

One Student At A Time

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Following lunch, first year preschoolers will nap/rest. Your child may bring their favorite blanket and/or pillow. Please label each item with your child's full name. We will take all precautionary methods to ensure that all children's belongings are well cared for; however, the school is not responsible for loss or damage to those belongings.

UNIFORM

Students are required to wear their uniforms daily: khaki shorts, pants or skirt to the knee with a blue, white or pink button down/ polo shirt. If a student arrives and is out of uniform, they will be given a uniform "ticket", the first one is a warning at the second infraction-the parent will be called and the child sent home. PE Uniforms are available for purchase.

Peninsula International Academy insists that all preschool students have a complete change of clothing. Please place all clothing in a plastic bag with the child's full name on it.

Child abuse, neglect or deprivation

Whenever there is reasonable cause to believe that a child has been physically injured, or neglected, exploited or deprived or sexually assaulted or sexually exploited, teachers are required to report this information to the Director. The Director shall immediately report such information to the appropriate emergency personnel. PIA is a legally mandated reporter of child abuse or neglect.

FIELD TRIPS

PIA will have planned field trips for children which may require transportation and/or walking from the camp. A permission to transport / walk away from campus form is provided at enrollment/registration. If a permission form is not filled out & signed by a parent, PIA will be unable to provide transportation / walk with your child & he/she will be unable to attend the field trip. Parents are encouraged to volunteer for any field trips. Please talk to your child's teacher and/or director if you are interested in doing so.

TUITION/FEES

Tuition is due on a 10 or 12 month schedule, from July 1, 2019-June 1, 2020 or August 1, 2019-May 1, 2020. If monthly tuition fee is delayed by one week, a fee of \$25 will be assessed. Additionally, the parent/guardian will receive email/phone call regarding tuition delinquency from the Office Manager. If tuition is more than two weeks delinquent, the student will be asked to remain at home until such outstanding fees are paid.

Atlantic Bank Account#: 100230901

Fee payment is assessed on an annual basis. Entry fee is due at registration. A child is not considered enrolled until entry fee payment is made. Report Cards or student transfer paperwork will not be issued to a family in tuition arrears.

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One-Time Entry Fee for Belizeans=\$1,500 BZ per student

One-Time Entry Fee per child for Non-Belizeans=\$1,500 US per student

Tuition=\$7,800

For those parents wishing to pay by US\$\$, cash is assessed \$1.98 BZ to \$1 US

US Checks are assessed at \$1.9825 BZ to \$1US. They take weeks to clear so should be given 6 weeks ahead of the payment due date

International Wires are assessed at \$1.9825 BZ to \$1US and there is an additional fee of \$55

Entry fee is non-refundable after July 1st of the school year.

From time to time during the year, students will be expected to participate in fundraising efforts, such as selling raffle tickets, which help support school functioning.

FAMILY/PARENTAL INVOLVEMENT

Family involvement is an all-purpose term that encompasses parent groups and committees, volunteering, family education, fundraising and special events. We believe the key to family involvement is giving families a variety of ways to be involved in the life of the school. Parents play an integral role in the success of their child, therefore we require parents to be actively involved in their child's education at school and home.

Parent support of Student: From PreK 2 and up parents must log-on on (Advisor will send all instructions), review and follow your child's weekly progress on HeadSprout, Raz-Kids and IXL. At the lower and middle level parents must sign and students must return progress reports the following Monday. At lower, middle levels and upper levels parents must review and sign students' home school journal.

Parent/Teacher Conferences

Twice a year a parent/teacher conference is scheduled. This is the time that students, parents and teachers share information and insights concerning academic and social progress.

Written Communication: In addition to classroom newsletters and parent/teacher conferences, teachers occasionally send emails, letters and memos home. Please expect to be updated on a regular basis by the Office Manager.

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PARENTS RECEIPT AND ACCEPTANCE

PIA's Parent Pledge

1. I agree to pay tuition and other necessary charges according to scheduled due dates and agree to pay required late fees when payments are not made on schedule. I understand my child will be asked to stay at home if tuition payment is in arrears.
2. I agree to support the academic and disciplinary standards as stated in the handbook and to respond to all in the proper manner.
3. I agree to support to the best of my abilities the school's entire program through time.
4. I agree to support my child's education by supervising reading, assigned homework and by keeping in regular contact with my child's teachers. I understand I must log-on to online reading and math programs in order to review my child's progress.
5. I agree to attend the 2 mandatory parent/teacher conferences or arrange an alternative meeting with the teacher.
6. I understand and agree that the school has full discretion for the grade placement of my child.
7. I agree to keep my child from attending when ill so as to help prevent illness from spreading to others and to send a signed written excuse with my child when he/she returns.
8. I agree to pay for the repair or replacement of any school or staff property destroyed or damaged by my child.
9. I agree to drop off and pick up my child on time, and to vacate school premises at 2:45, unless student is attending study hall
10. I recognize the need for community-based instruction and field trips during the year and do not hold PIA liable for injury or loss of property while attending such events. I understand that I must give permission by signing a field trip permission slip for my child to attend any trips.

Peninsula International Academy Parent Handbook 2019-2020

I hereby acknowledge receipt of the **PENINSULA INTERNATIONAL ACADEMY** Handbook of Policies 2019 -2020. I understand that it is my responsibility to read and know its contents. I also understand and agree that the School Handbook is not a contract. Therefore, I acknowledge and understand that I have read, understand and agree to all of the above.

Parent Signature: _____

Print Name _____

Date _____