

PARENT HANDBOOK



To promote the integral formation of our students, it is necessary that an environment of work, cooperation, fellowship, and respect among the entire school community prevails.

To establish the rules of coexistence we have created this handbook. We request your cooperation by getting to know the rules that are established here, committing to respecting them and supporting your children in their fulfillment. Your participation and support are particularly principal factors for coexistence and respect to be achieved.

Parent's Name and Signature

RULES FOR HEALTHY COEXISTENCE STUDENTS AND PARENTS

CLASS SCHEDULE

1. Students must attend classes and activities punctually. This includes classes and activities held at school and outside the school.

The school has the following start and end times for classes:

Group	Hours
Nursery	9:00 a.m. a 1:30 p.m.
Kindergarten 1, 2, 3	8:30 a.m. a 1:45 p.m.
Primary 1, 2, 3, 4, 5	8:00 a.m. a 2:30 p.m.

ENTRANCE AND EXIT DOORS BY GROUP:

Group	Access Door
Nursery	Door "B" (located on IBIS Street) (back door of the school)
Kindergarten 1	Door "A" (located on RIO NILO Street) (main door of the school)
Kindergarten 2	Door "A" (located on RIO NILO Street) (main door of the school)
Kindergarten 3	Door "B" (located on IBIS Street) (back door of the school)
Primary 1	Door "B" (located on IBIS Street) (back door of the school)
Primary 2	Door "B" (located on IBIS Street) (back door of the school)
Primary 3	Door "A" (located on RIO NILO Street) (main door of the school)
Primary 4	Door "A" (located on RIO NILO Street) (main door of the school)
Primary 5	Door "A" (located on RIO NILO Street) (main door of the school)

- In the event that the student has siblings, the entrance and exit doors will be that of the youngest sibling.
- Arriving after the previously indicated times is considered late. There is a 15-minute grace period for admission.
- Start and receive time for students will be from *7:45 to 8:00 for primary, 8:00 to 8:30 for preschool and from 8:45 to 9:00 for nursery.* If any situation arises, please contact us at the reception desk. Access to the entrance and exit will be different for each group to avoid overcrowding.
- The dismissal time of the students must be **RESPECTED**. Please **DO**

NOT pick them up before the established times. Not only does this take from their learning time but it also saturates the exits. *Nursery 1:30- 1:45, Preschool 1:45- 2:00, Primary 2:30- 2:45.* In extraordinary cases, you will be allowed to pick them up before the indicated time, but for this, you must notify the reception desk in advance.

- The dismissal time of each school grade must be respected, since we do **NOT** have extended hours of service (*an exception can be made in the case of students who have siblings in the same school, but in a different grade*).
- There will be an "After School" program which will have an additional cost. For more information, contact the administration manager.
- Children will receive a note or reminder for each tardy. In case of accumulating three tardies in the same month, parents will be informed that they must select and conduct a

volunteer activity for the parent and child school community.

ATTACHMENT 1

- You must notify the receptionist in advance if the student will be late for class for any reason such as medical, vaccinations, passport, or visa appointments, to justify the delay.
- In case of absences due to illness, parents or guardians must communicate the reason by phone to the front office or receptionist. Upon returning to class, parents must send a copy or bring a medical discharge and/or prescription, where authorized personnel indicates that the student can return to classes without risking their health, nor that of the members of the community.



Mapletree Academy
Reggio-Emilia Inspired

ATTENTION PARENTS

1. Teachers are always available to assist parents on matters regarding their children, and to receive personalized attention, you may make appointments at the reception desk from Monday to Friday at the agreed times. If you would like to talk to any administrative staff please inform the receptionist so that the available schedule can be provided. Teachers are not allowed to be approached minutes before entering the classroom in the morning, or on arrival and dismissal duty for an extended period of time, for security purposes. If you wish to speak with them, you can do so by appointment.
2. During the school year records are kept and interviews with parents are held to enhance the abilities of each child and to cover their specific needs. Also, there are academic events in which the participation and collaboration of parents is requested.
3. Three times a year you are given assessments regarding your child's development. Parents must attend, to be informed about the learning goals that the child has achieved and to agree on strategies that can be worked on at home (November-March-July). In addition to the assessments, there is a diagnostic evaluation in October.
 - At Mapletree Academy, student progress is recorded through a portfolio of evidence, which is collected through constant observation in class.
 - In keeping up with the Reggio Emilia philosophy, we passionately believe that students should be formed by being responsible for their own learning, teaching them to learn, investigating and taking their interests and curiosities into account. This allows them to develop deeper and more concrete learning. The teacher is dedicated to constantly

observing and recording the development of the child in terms of creativity, skills and knowledge.

- At the end of our school year, "The 100 Voices Celebration" will be held, where each student will share their learning, individually or in teams.

4. You are invited to participate as volunteers during the time assigned to "Centers, Storytime, Daily 5, Math, etc.", or as volunteers in some other academic activity; by scheduling a date at the receptionist desk to confirm availability (nursery is subject to the group's adaptation).



COMPLEMENTARY ACTIVITY AT HOME

Each month you will be sent a calendar that includes a schedule of important dates or events, and some activities or routines to conduct at home. It is the responsibility of the parent to be up to date with this information and support their child in carrying it out, as well as turning things in on time. The purpose of these activities is for students to develop a love for reading and to reinforce learning worked on at school.

The parent will be able to choose the language -English or Spanish-, in which the activity will take place. At Mapletree Academy we work partly with Reggio Emilia philosophy. You should work together since teamwork is encouraged and developed. Mapletree Academy program develops a strong sense of inclusion, diversity, individuality, creativity, and originality. This is an important part of “100 Voices” through which the child expresses himself, and we encourage this free, limitless expression.

BEHAVIOR

Behavior: the way a person behaves in relationships with other people and in their environment within the school.

VALUES THAT WE SEEK TO PROMOTE:

- a) Respect for oneself and those around us, as the basis of coexistence.
- b) Make responsible decisions.
- c) Develop a sense of respect in sound academic, social skills, and sports activities
- d) Development of critical thinking.
- e) A moral conscience of respect for others to learn to live peacefully.

BEHAVIOR THAT GOES AGAINST HEALTHY SCHOOL COEXISTENCE

- Behaviors considered to threaten healthy school coexistence, are those considered behaviors that disturb the peaceful, and formative coexistence of the school. This includes all behaviors that prevent
- The educational process from being conducted in a respectful, orderly, and safe environment, relevant to educational achievement.
- Behaviors that threaten school coexistence will result in the application of disciplinary measures aimed at strengthening the training of students and the sense of solidarity of the school community, to instill the culture of the responsibility and legality; the principles

of due process in the application of discipline; the restorative spirit through damage repair; the search for a solution to conflicts, through respectful dialogue, mediation, and friendly composition.

Misbehavior can be considered as MINOR, SERIOUS and VERY SERIOUS.

- a) Minor offence: Attitudes and behaviors that threaten the normal development of the teaching-learning process, which do not involve physical or mental harm to other members of the community for example, tardiness, not wearing official uniform, and or use of cell phones, etc.



CLASSIFICATIONS:

- First time verbal or physical aggressions.
- The student unintentionally touches the private parts of classmates.
- The student does not respect the authority of the administrative staff, teachers, and other members of the school community. The student uses inappropriate language when expressing himself/herself with to classmates or any other person within the school.
- The student consistently does not pay attention to his school activities or the teacher.
- The student engages in activities or games in the classroom not authorized by the teacher.
- The student distributes propaganda of any kind without the authorization of the school administration.
- Use of cell phones, other electronic devices, or any object that may distract the student himself or his classmates during class activities, except when they are used for educational purposes.
- The student unintentionally causes damage or harm to supplies, resources, school property, students, and staff.
- The student uses school equipment and materials for purposes other than strictly educational ones.
- The student sells of any type of object or product on school grounds.

b) Serious offence: Attitudes and behaviors that threaten physical or mental integrity of another member of the school community and of the common good; as well as dishonest actions that alter the normal learning process, assaulting a classmate, damaging the common good, damaging school material.

CLASSIFICATIONS:

- The student uses significant and/or recurring verbal or physical aggressions on any of the members of the community.
- The student repetitively touches, even if not intentional, the private parts of classmates.
- The student intentionally damages the school, materials, facilities, etc.
- The student carries out acts that impair educational activities.
- The student commits acts against socially accepted morals and good manners both inside and around the school.

- The student uses indecent or vulgar language to refer to another person or student and verbally assault a classmate or any other member of the school community.
- The student disobeys or disrespects school staff.
- The student leaves the classroom without the knowledge or authorization of the teacher or principal of the school.
- The student does not respect race, creed, nationality, sex, ideology, culture and other characteristics and particularities, both physical and psychological, of the members of the school community.
- The student addresses members of the school community in a disrespectful manner.



c) Very serious offense: Attitudes and behaviors that seriously threaten physical integrity or mental health of third parties, theft, physical damage, discrimination, drug trafficking, and sexual abuse, etc.

CLASSIFICATIONS:

- The student distributes, possesses, or consults by any means, inappropriate material at school for example pornographic or violent content.
- The student assaults school personnel or any person by any means.
- The student carries out physical, verbal, psychological, social exclusion, sexual and cybernetic harassment against classmates.
- The student associates with other classmates to carry out bullying.
- The student intentionally touches the private parts of classmates.
- The student damages or uses graffiti on school grounds, furniture, and equipment.
- The student carries or uses any instrument considered a knife, fire weapon, device, object, or dangerous artifact, even when they are not prohibited by the applicable legislation on school grounds.
- The student carries, consumes, sells, or gives away any type of toxic substance on campus. The consumption of controlled substances and/or medications prescribed by a competent physician will not be considered an act of indiscipline, provided that the parents have previously informed the school authorities.
- The student steals or seizes, intentionally destroys, or damages, within the school grounds, goods and documents belonging to the school, school staff, students, and other members of the school community and third parties.

- The student alters and forges the signature of the parent or guardian in any institutional communication from the school.
- The student physically, electronically, or mechanically falsifies or alters any official document.
- The student incurs lies that harm third parties or with the purpose of obtaining some benefit, endangering with their actions the integrity of any person in the school community.



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BEHAVIOR MODIFICATION

Disciplinary measures: Warnings are considered a disciplinary call of responsibility for those who have violated the rules of a harmonious, peaceful, democratic, and inclusive school.

Discipline is a fundamental part of the learning process. Every chance will be taken as a moment of learning to develop the student's ability to solve problems using values that will be taught and reinforced throughout the school year. The teacher will guide the student in the use of these values and rules established in the school. The student will be encouraged to self-reflect and take responsibility for their actions. The parents will be notified, if the situation warrants it, since it is sought that the student learns to resolve conflicts and to be responsible for their own actions.

The parents' vote of confidence in the school during this process is important.

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1. If a child damages furniture and/or school material intentionally or by repeated disobedience, parents must cover the damage.
2. Punctuality is an important habit in our teaching process. It is the responsibility of the parents to get their children to school on time. **(ATTACHMENT 1)**
3. Toys, electronic devices, cell phones, sweets or other personal items are not allowed unless requested by the teacher.
4. Students are not allowed to wear jewelry of any kind, rings, chains, bracelets. The school is not responsible for any lost items.
5. The student will receive an **INCIDENT REPORT** which will be given to the parents for review and signature when they commit an offense which the school considers serious.
6. When faced with recurring situations of negative behavior, the student will receive an **"INCIDENT REPORT"** and one will be given to parents at the time of committing the negative offense. If the student accumulates 3 reports, our school will have to make administrative decisions, which can be academic suspension all the way up to being expelled from school.
7. In case the parents are called by the psycho-pedagogical, they must attend and comply with the recommendations or specifications that are given to them at the time and in the stipulated manner.

INCLUSIVE EDUCATION

At Mapletree Academy we anticipate, value and support diversity and learner differences. We believe and teach a culture of welcoming, caring, respectful and safe learning environments that create a sense of belonging for all learners and their families. We work together with families to develop strategies that ensure success for all learners.

TECHNOLOGY

Students at Mapletree Academy have regular opportunities to use technology to strengthen and demonstrate learning. Students are directly supervised and taught appropriate use of technology. Under direct teacher supervision, students have access to web searches. Students are provided school technology to use and do not need to bring technology from home unless directly requested by teaching staff.

SCHOOL UNIFORM

- It is mandatory that students attend with the following school uniform:*

Boys	Girls
White polo shirt with school logo. Red shorts. Velcro tennis shoes or with laces in if the students can tie them by themselves. Socks	White polo shirt with school logo. Red skort. Velcro tennis shoes or with laces in if the students can tie them by themselves. Socks

- The use of flip-flops, cros or similar footwear is restricted. (*Can be worn if in the process of toilet training or when the teacher indicates.*)
- Preferably, the use of tennis shoes with a velcro strap is suggested, or with laces only when the students can tie them by themselves.
- Tennis shoe color is not mandatory, nor socks, although white is suggested. We prefer that they do not have any characters or lights because these are distractions in class.
- In the case of the nursery, children will have to carry a backpack without wheels and with at least 3 diapers and 2 clothing outfits.

ARRIVAL AND DISMISSAL OF STUDENTS

1. Parking is prohibited: obstructing garages, double parking, parking in front of other businesses. You must respect the direction of traffic, even when parking.
2. *Nursery* students must be picked up and dropped off by a parent or authorized person at the school door since they will be screened. Parents must enter the area where the screening will take place.
3. Respect the traffic direction established for the arrival and dismissal of children.
4. Students will only be released to their parents and persons authorized by them on the registration form. For students to be given to another person, the parents must inform those in charge of management or administration, who will then report it to the teachers on dismissal duty. It is important that the person who picks them up has an I.D. to identify themselves.
5. Parents must keep their personal data updated and inform us of any change; Keeping phones and cell phones up to date is of the utmost importance.

PARENT RESPONSIBILITY

1. All children's belongings must be marked with their name (backpacks, lunch boxes, daily uniform, personal items).
2. Toys, electronic devices, cell phones and other personal items are not allowed, unless they have been required by the teacher.
3. For their own safety, students are not allowed to wear jewelry (rings, chains, bracelets). The school is not responsible for any lost objects.
4. Please check the items that your child brings in his backpack to school every day to avoid any setbacks.
5. Remember that we are a school that prohibits foods such as peanuts and cashews or products derived from these, to avoid allergies.
6. For birthday celebrations, parents are invited to come at lunchtime and celebrate in their child's room. You may bring food and drinks to share (preferably healthy items), also cake or cupcakes. Candy, piñatas, people in costumes, and excessive decorations are not allowed.



STUDENT ILLNESS PROTOCOL

1. Sick children should not go to school, the risk of infection to others can be high and the child's performance extremely low. Watch for signs that your child's body is giving to avoid relapses and to have a quick recovery. If you have a contagious disease, varicella, mumps, rubella, smallpox or any infectious condition and you must immediately notify the administrative staff, who will be in charge of notifying the teacher.
2. If the teacher observes any symptoms of illness in a student during class, they have the obligation to report it to the administrative staff and to notify the parents, who must go then pick up the child to provide them with the required medical attention.
3. Please do not send medicine to school. The Department of Health prohibits us from supplying medicines, it only authorizes us to care for bumps and minor injuries.
4. Periodically and at specific times, lice checks will be done on students' hair in order to prevent spreading. When lice are detected, the parent will be notified immediately, they must pick up the child to provide the required care. The student may return to school when there is no longer a possibility of spreading it to others.



ADMINISTRATIVE

1. Tuition will be paid in 11 monthly installments and must be paid within the first *10 calendar days of each month (if the student does not attend school for long periods of time, the full monthly payment must still be paid)*. No monthly payment is waived. *Payments made after this date (from the 11th to the last day of the month) will incur a late fee of 15% of the monthly payment. It is important to keep in mind that, if the late fee is NOT made within the month of nonpayment, the outstanding balance of the total tuition will be charged the following month.* If the 10th falls on a Saturday, Sunday or a non-working day, the amount must be paid the next business day.

Tuition and inscription payments can be made by electronic transfer, credit, or debit card, or by cash at the school reception desk. Payment can be made at the school from *8:00 a.m. to 2:00 p.m. Monday through Friday.*

In case of making an electronic transfer or deposit to the school account, you must show proof of payment physically or by email to administracion@mapletreemazatlan.com on the day the payment was made.

2. It is the responsibility of the parents to keep the payment sheet and all receipts for any clarification. **NO** clarifications will be made unless the receipts are presented.
3. Failure to comply with the obligation to pay 2 (two) consecutive tuition fees will result in the students' suspension and they will not be permitted on campus. Any student suspended for lack of payment may return to class once the account is cleared. The pending tuition fees must be covered along with late fees, and the following month in advance.
4. The registration fee is **NOT** refundable from 90 days before the start of the school year, regardless of the date on which the registration payment was paid.

5. The school insurance payment must be covered no later than the 31st of August of the current school year (cash payments only). Insurance is **NOT** optional since the Secretary of Public Education and Culture of the State of Sinaloa and Civil Protection make this insurance mandatory. Our accidental school insurance policy covers routes from home to school and vice versa. The fee is annual, mandatory, and non-refundable.
6. The fee for the annual material payment must be paid in full no later than the 15th of August of the current school year (cash payments only).
7. School uniforms must be ordered in advance and a down payment of 50% must be paid to place the order, the balance will be due upon receipt of the uniforms (cash payments only).
8. If an invoice is required, it can only be issued for payments made for registration or tuition and must be requested at the time of sending the proof of payment, it will **NOT** be issued if not requested in a timely manner. Likewise, it is mandatory to review the invoice, since errors can only be corrected within the same month that it was issued.

Name and signature of the Parent or Guardian

ATTACHMENT 1 "ELEMENTARY"



DEAR PARENTS,

As part of our curriculum, establishing routines and habits are very important for us. Therefore, we will establish a "Traffic Light" for late arrivals at school. Our goal is for students to make the most of their academic time as well as to take full advantage of the activities that are developed for them. Not only does this improve their learning at school, but it will also be of great help in their daily life and future.

Considering that classes start at 8:00 am, students are received from 7:45 to 8:00 am and they have a grace period up to 8:15 am to arrive at school. The "Traffic Light" late arrivals will be given green, yellow, or red bracelets, which will be placed outside the backpack at the time of dismissal.

When a student arrives after 8:15 am for the first time they will be given a green bracelet that will read "Today is the first time I'm late". Which is just a warning.

If a student is late for the second time, they will be given a yellow

bracelet that will read "Today is the second time I'm late". It is the same as the green one, which is just a warning.

A red bracelet will be given to the student if they arrive late for the third time, the bracelet will read "Today is the third time I'm late". This will mean that we will ask for your support either with volunteer time or monetary compensation. If you choose to volunteer time, this should be fulfilled at the time of dismissal during that same week. You will stay with your child to carry out an activity that is being worked on in class. If you choose the monetary option, compensation of \$50 will be collected and will be used for the benefit of the same classroom.

We know that sometimes it is impossible to arrive on time, therefore, please let us know of any unforeseen events that arises that prevents you from arriving on time. The "Traffic Light" bracelet record is renewed every month.

Thank you very much in advance we look forward to your cooperation. The bracelets are shown on the following page.



Today is the first time I'm late

Hoy es la primera vez que llego tarde



Today is the second time I'm late

Hoy es la segunda vez que llego tarde



Today is the third time I'm late

Hoy es la tercera vez que llego tarde

