



# **BOCA PREP**

## **INTERNATIONAL SCHOOL**

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### **USA**

## **International Student Program at Boca Prep** **Boca Raton, Florida U.S.A.**

**Academic Year 2017-2018**

INFORMATIONAL BULLETIN  
AND  
GENERAL CONDITIONS

For Schools belonging to the International Education System  
and/or the International Institution SEK

Edition Number 18, April 2017

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## **1. INTRODUCTION**

Boca Prep International School is governed by the philosophy and rules of our Mission Statement, Educational Project and Goals, Regulations for Internal Government and Organization and Operating Manual of IES International Institution.

Consequently, the criteria and norms of behavior are exactly the same as at other IES schools from which the students attending Boca Prep International School come.

Nonetheless, Boca Prep International School maintains the peculiarities inherent to the country in which it is located, as well as those typical of boarding schools in which students live for several months.

Boca Prep International School is a private school, recognized by the U.S. Department of Education and is therefore subject to its authority and to other regulations regarding the attention given to students in all aspects of their daily life.

The tutorial system which characterizes all IES schools is maintained thanks to the reduced number of students admitted each term.

Boca Prep International School accepts students from PK-3 to 12<sup>th</sup> grade. “The International Student Program” accept students from 7<sup>th</sup> grade through 12<sup>th</sup> grade, from the ages of 12 to 17.

## **2. PROGRAM OBJECTIVES**

The basic aim of the International Student Program (ISP) is the notable improvement of the student’s knowledge of the English language, according to his or her entering level: initiation, consolidation or mastery.

For this reason, students in the Program join school life to take advantage of the classes and activities given by native English-speaking teachers at the school. This combination provides the student a unique opportunity to learn more about U.S. culture and at the same time requires an appreciable advance in his or her English and general education.

However, the student’s personal development is no less important. A sense of responsibility, discipline, self-reliance, community spirit and solidarity are also values our school encourages, as they are highly important in our society.

Additionally, the formation of small study groups benefits seriousness and the depth of cultural and academic work, allowing for optimal assimilation of knowledge. We also pay special attention to our wide program of excursions and visits designed to bring the students closer to the lifestyle and values that characterize the United States, among them, the concern for culture, responsibility and the work-ethic, respect for the law and ideological tolerance.

Finally, we believe our students' parents rest at ease by already knowing the IES Institution and our concern for the safety and security of our students. Families maintain contact with the student's home school, from which they receive his or her grades and to which they can appeal with any question that may arise, by contacting the Mentor, the Head of Studies or the Head of School.

### **3. CRITERIA FOR ADMISSION TO THE PROGRAM**

In order to maintain the greatest exclusivity and quality in the Program, only a limited number of students are admitted each session.

All applications coming from students who present any kind of administrative irregularity at the center will be void.

In addition to the priority of application dates, the student's academic and psychological standing and his or her behavior are also taken into consideration. Students admitted to the Program should have excellent academic reports and an excellent record of behavior.

Furthermore, it is important that the admitted students have no health problem that requires special care or treatment or who suffer any illness which could disrupt their stay. Personal interviews will be held with the parents and the applicants. Finally, the applicant must be sufficiently mature to withstand being away from his or her family for the duration of the stay.

### **4. THE TRIP**

The home school will provide the prices of airline tickets for those parents who wish to purchase the tickets through the school. We strongly recommend that you do not buy the air ticket until the student study visa has been issued.

Whenever possible, the student will travel with others in a group. If for any reason the student must travel alone, we recommend the parents hire an assistant (steward/stewardess) to be responsible for the under age student until the student is passed off to our representative in Miami Airport. If a student travels with an assistant (steward/stewardess) then it is very important that you send an email to [tylar.tracy@iesmail.com](mailto:tylar.tracy@iesmail.com) notifying the school of this for the student's arrival and departure.

Personnel from Crompton Prestige Limo (aka CPL Transportation), will be waiting to meet the students at the airports.

It is important that all students from each particular school travel together and arrive between the hours of 9:00 am and 9:00 pm on the appointed day, not the day before or after. It is important that all students wear the IES/SEK track suit on the day of travel so they are easily recognized when they arrive at the airport.

**All students must travel with the I-20 document.**

*\*I-94 needs to be signed upon arrival.*

## 5. ACADEMIC INFORMATION

### 5.1 ACADEMIC CALENDAR

The 2017/2018 Program starts and ends on the following dates:

- **Session I:** August 21 – October 06, 2017 (Dates for traveling are Monday, August 21 and Friday, October 6, 2017) Duration: 7 weeks
- **Session II:** October 23 – November 17, 2017 (Dates for traveling are Monday, October 23 and Friday, November 17, 2017). Duration: 4 weeks
- **Session III:** January 08 – February 09, 2018 (Dates for traveling are Monday, January 08 and Friday, February 09, 2018). Duration: 5 weeks
- **Session IV:** April 02, 2018 – May 04, 2018 (Dates for traveling are Monday, April 02 and Friday, May 04, 2018). Duration: 5 weeks

The following holidays correspond to the calendar approved by the Florida Educational System:

#### **2017**

September 04	Labor Day
September 21	Fall Holiday
November 20-24	Thanksgiving Holiday

#### **2018**

January 15	Martin Luther's King Day
February 19	President's Day

The school day (Monday through Friday) starts at 8:00 a.m. and continues until 3:10 p.m. The daily schedule is organized according to the student's grade and is designed to offer each student courses appropriate to his or her curriculum. In addition, we offer Homework Hall from 3:15 p.m. to 4:00 p.m.

The weekend schedule is more flexible but includes a cultural activity or an excursion every Sunday. Two hours are scheduled on school days and Sundays for studying and to finish homework assigned by the teachers.

### 5.3 GRADING SYSTEM

The grades are based on a scale of 1 to 100, with 60 the minimum passing grade. Report cards are sent to the home school of each student.

**Evaluation criteria:**

Each student will receive a grade based on his or her daily performance in class, homework, oral and written lessons, projects and any other activity the teachers deem appropriate in their respective classes.

**Academic Scale:**

90 – 100	Excellent	A
80-89	Very Good	B
70-79	Good	C
60-69	Satisfactory	D
50-59	Unsatisfactory	F

**The behavior scale is as follows:**

1	Excellent
2	Good
3	Satisfactory
4	Unsatisfactory
5	Very Unsatisfactory

By means of the tutorial system, academic and behavior reports are prepared at the end of each session. These reports are sent in writing email only so that the schools can then notify the parents of the progress and discipline of their children. These quarterly reports include specific commentaries from the Program Director on each student's adaptation.

**5.4 BOOKS AND SCHOOL MATERIALS**

Textbooks and workbooks will be provided by Boca Prep International School on a loan basis. The student will sign a card, thus assuming responsibility for the care of the book during the time of his or her stay. The books must be returned to the School in the same condition in which it was given on loan, and in the case of damage, excessive deterioration or loss, the student will have to pay the cost of the book.

Students need only bring with them the following study aids and materials:

- A Laptop
- Calculator
- Graphic Calculator (IB Diploma students only)
- Notebooks, pens and pencils
- English- Spanish Dictionary

## 6. ONCE IN THE UNITED STATES

### 6.1 SCHOOL INFORMATION:

Boca Prep International School is located at:  
10333 Diego Drive South, Boca Raton, FL 33428.  
Telephone: (561) 852-1410, fax: (561) 470-6124  
Website: [www.bocaprep.net](http://www.bocaprep.net)

Email contacts at the School:

Head of School	:	<a href="mailto:yamile.francese@iesmail.com">yamile.francese@iesmail.com</a>
Assistant Head of School	:	<a href="mailto:regina.delpino@iesmail.com">regina.delpino@iesmail.com</a>
Director of Admissions	:	<a href="mailto:tatiana.lozada@iesmail.com">tatiana.lozada@iesmail.com</a>
ISP Program Coordinator	:	<a href="mailto:tylar.tracy@iesmail.com">tylar.tracy@iesmail.com</a>
Director of Finance	:	<a href="mailto:ivette.radi@iesmail.com">ivette.radi@iesmail.com</a>

To reach the schools from Miami International Airport take I-95 northbound to Glades Road (exit 45). On Glades Road, go west to State Rd. 7/441 pass through traffic light and make the second left to Diego Drive South. Follow the road around the center island and the school is located on the right side, opposite the tennis center, "Evert Tennis Academy".

From Palm Beach International Airport take I-95 southbound exit 45 Glades Road. On Glades Road west to State Rd. 7/441 pass through traffic light and make the second left to Diego Drive South. Follow the road around the center island and the school is located on the right side, opposite the tennis center, "Evert Tennis Academy.

### 6.2 ACCOMMODATIONS

#### HOST FAMILIES

All host families are approved by and have gone through a Local and National FBI background check and Boca Prep International School. All students will be placed with a Host Family.

Home stay requires a \$200.00 deposit, which will be kept by Boca Prep's Finance Department. If any damage is caused, the host family will notify the school of the cost and thus will be deducted from the deposit. If there is money left over after the repairs, it will be returned to the student. If there is no damage, the money will be returned in full.

### 6.3. COMMUNICATION WITH FAMILY AND FRIENDS

We recommend that all students come with a cell phone or a phone card. Calls to Boca Prep International School will be accepted only in the case of emergency.

The Program Director reserves the right to remove any cell phone should there be repeated infractions of the above regulation.

#### 6.4. POCKET MONEY AND BANK TRANSFERS

The School recommends that each student be sent with a credit card, debit card or cash.

We recommend you calculate at least \$100.00 each week for personal expenses, \$300.00 for Orlando, and \$100.00 for the return journey (for any excess baggage or last minute purchases, etc.).

For students coming from our SEK/ IES family, all payments are processed through their respective schools.

For all other students (Non SEK/IES) payments for the International Student Program are required to be sent via wire transfer. The responsible party must bear in mind that they are responsible for all bank fees. Please contact Ms. Ivette Radi at the Finance Department, as she will provide Boca Prep's account information upon request.

Ticket prices for voluntary recreational activities, such as the movies, sporting events, amusement parks, or theater, for example, are not included in the fees paid by the parents. Dry cleaning is also not included.

#### 6.5 PERSONAL ITEMS

Students are recommended to bring the following articles as a minimum.

Clothes:

- 2 white shirts (to use with tie, the boys)
- 6 white polo shirts for the summer
- 1 school tie (boys)
- 1 school dress shirt (For girls, just the dress shirt. For boys, the dress shirt must be worn with school tie)
- 2 marine blue sweaters ("V" neck)
- 3 gray uniform trousers (boys)
- 3 uniform skirts (girls)
- 7 pairs of blue tights or socks (girls)
- 7 pairs of black or gray socks (boys)
- 2 pairs of school black shoes with rubber soles (no boots)
- 2 complete sports uniforms and one School track suits
- 7 short sleeve white shirts (without any print or markings)
- 10 sets of underwear
- 2 pairs of white sneakers and indoor and outdoor soccer shoes for those students who play soccer
- 1 bathrobe
- 1 large bath towel and 1 beach towel
- 2 bathing suits
- 3 pairs of pajamas

- Clothes for the weekend, following the proportion of five days in uniform and two without uniform.
- A suitcase or small backpack for other possible trips.
- An umbrella
- Articles of personal hygiene.
- Articles to polish shoes
- Battery operated alarm clock

If the students are interested in purchasing our school uniform, please refer to the following website:

<http://www.dennisuniform.com/onlstore/ShowSchoolCatalog.asp?sc=EBP&dis=4299518>

It is important that all articles of clothing and personal possessions are marked and identified, including socks and underwear, to prevent misplacement or loss.

The School is not responsible for any money or valuable objects that the student might lose, misplace, or are stolen. The student is warned to be cautious in storing his or her valuables and to contact the Program Director with any doubt in that regard.

## 6.6 TRIPS AND EXCURSIONS

To compliment the weekly school activities, a program of visits to local malls, theaters, cinemas, museums, beaches, special events and sites of cultural or historic interest and a trip to the Orlando Parks is organized, always under the guidance and supervision of a teacher from Boca Prep International School and/or Host Family.

## 6.7 HEALTH CARE

Florida State Law requires that all students bring an official medical certificate from their country of origin. This medical certificate must be translated into English.

Students are not permitted to have medication in their possession or to self-medicate. Parents should deliver in writing and in advance as well as during the Program any authorization for the supply of medications to their children. The Program Director will be responsible for coordinating the delivery and the supply of the medications during school hours. Boca Prep International School has an infirmary with a Health Services Coordinator on duty during the entire school term.

## 6.8 MEDICAL INSURANCE

The price of the program includes a medical insurance policy for the duration of the international students stay. The parents need to be aware that, as in the case of most insurance coverages, this policy does not cover 100% of medical costs (insurance exclusions, deductibles and multiple visits may apply). If this occurs it will be the responsibility of the parents.

Please review the attached detailed informational brochure provided by the insurance company, specifically the "Compass Gold" plan. This is the best plan available for the international students. If you have any questions in reference to the plan, please do not hesitate to contact your representative at your local school.

Boca Prep will always ensure that your child receives the best care and is treated in a timely manner but is not responsible for the medical coverage provided by the insurance company, or its consequences, promising always to act with utmost diligence in the role as "loco parentis".

It is recommended that each parent purchase additional medical insurance, complementing the policy already purchased by Boca Prep to cover any additional expenses while your child is abroad.

Medical expenses not covered by the insurance policy should be handled directly by the parents within five (5) calendar days after notification. In the event of default, if the student is still at Boca Prep, the school will have the ability to terminate the contract of stay and send the student/students back to their home country. In these cases, the parents will not be refunded nor receive prorated amounts paid to the ISP program. Parents must understand that the amount owed to their school of origin, as detailed below, still stands.

In the event of default, if the student is no longer at Boca Prep, it is understood that parents owe the school of origin amounts for medical bills claimed and to persist in default, the school of origin shall have the ability to suspend and/or terminate the contract for annual educational services.

If you have any questions regarding the health care provided and/or the bill, invoices must be first paid in full prior to making the claim. Boca Prep is committed to providing parents with all the necessary assistance to make claims that are timely.

## **7. AT BOCA PREP INTERNATIONAL SCHOOL**

### **7.1 SPORTS**

Boca Prep International School offers complete physical education and a Soccer and Swimming Academy for Middle and High School (Soccer is included in the program, but Swimming has an additional cost per month). The school has extensive playing fields and grounds to practice sports out-of-doors, in addition to an air-conditioned gymnasium.

### **7.2 UNIFORMS**

Both the academic and the sports uniforms are the same as those used at other IES/SEK International Institution Schools. The uniform must be complete and be kept in good condition, clean and neat during the entire day. We also offer a uniform that the student can purchase if they are part of the Soccer Academy.

## 8. REGISTRATION PROCESS

Boca Prep International School is accredited by the visa department of the Ministry of Foreign Affairs of the United States (INS). Foreigners intending to study at Boca Prep International School must complete all documents including the I-20 information sheet prior to obtaining an F1 student visa. Any student who registers for the program at Boca Prep International School must come, without exception, with a student visa (must have paper I-20 and passport). Upon arrival to Boca Prep, the student will submit the I-20 with all signatures on the document (student and parent/ guardian signature) to the ISP Coordinator. In addition, the passport with the F-1 visa status must be submitted to the ISP Coordinator. The student will not be admitted into the program until these documents have been received.

Our students come to us with many different personal circumstances and many different types of visas. Our policy is to minimize risks, so that our students will be legal and safe in the United States.

The existing institutional rules on visas require meeting dates, registration deadlines and procedures as communicated by the management of Boca Prep International School.

### 8.1 Enrollment Procedure

For each program, Boca Prep International School will provide a registration deadline.

The following documents are required:

- Matriculation Form to the International Student Program.

Boca Prep International School will review all applications received. Applications will be handled by priority date and there will be no quota or reservation until all documentation is delivered in a timely manner and the cost of the program is paid in its entirety. No applications will be processed after the dates set for these purposes. If it is determined that the student is a candidate, the student will need to submit the following documents

- I-20 Student Information form (please type or print only)
- One (1) Passport Photo
- Registration form or contract for the International Student Program
- Medical form - It is very important not to forget details such as allergies, food incompatibilities, personal peculiarities and any medical attention or treatments received
- Official medical certificate (including vaccinations)
- IES Emergency Form
- Photo publications Form.

1. Proof of Family Income (Copy of Recent Bank Statement)
2. One photocopy of the student's passport
3. Photocopy of Birth Certificate

The last three documents are required so that Boca Prep International School can prove to INS that the student intends to travel to the United States. Without these requirements the school cannot issue the I-20, which will delay the students travel.

All documents must be submitted 90 days before the program starts to allow the I-20 to be processed. Boca Prep International School will send the document to the student's home school.

Once the Form I-20 and the instruction sheet are received, the student's parents should visit the website [www.fmjfee.com](http://www.fmjfee.com), follow the instructions on the page and pay the required fee online. This step is required and must be done before going to the U.S. Embassy to obtain an F-1.

Once the student is registered and the SEVIS fee is paid via the internet, the applicant must contact the Consulate or the nearest U.S. Embassy for instructions on how to receive the student visa. The Consulate or Embassy will indicate the exact documentation to be attached to Form I-20 along with the student's original passport. From this point, the procedure may vary depending on the country since there are some who welcome the opportunity to apply for visa by courier or by post, while others require an interview.

In general, the documentation must be submitted in the country of origin along with the I-20. This will include but not be limited to:

- The original passport, valid beyond the duration of the program and with at least two blank pages
- Visa Application Form
- I-20 form
- A passport type photograph with white background
- The original receipt of payment of processing fee (I-901 Receipt)
- Proof of Family Income (Copy of Recent Bank Statement)

SEK/IES will work with the parents in all the necessary procedures for obtaining student visas.

The schools are not responsible if the immigration authority of the United States denies entry to the student, whether for reasons of discretion, or irregularities in the passport or visa obtained. No airline tickets should be purchase prior to visa approval. If for any reasons there was the need to change the date of airfare, additional costs will be covered by the student.

## 9. RULES AND REGULATIONS

The student's continued stay in the International Student Program is subject to compliance with the norms established by Boca Prep International School and in this document. The Contract Signers declare that they have received and read a copy of the norms and rules and are in agreement with it.

Given that the student is very far from his or her home, he or she is expected to follow the disciplinary norms established in the current Bulletin and by Boca Prep International School. Student infractions are classified as minor, serious and very serious.

The following are considered minor infractions:

- Lack of punctuality (tardiness) on more than three occasions for any activity organized during the program, except when duly justified.
- Negligence, carelessness or tardiness in completing homework.
- Unseemliness with classmates, teachers or any other School personnel.

The penalty for these infractions will be a public or a private warning and will be entirely and exclusively at the discretion of the teachers and/or Boca Prep International School.

The following are considered serious infractions:

- Lack of punctuality (tardiness) on more than five occasions for any activity organized during the Program, except when duly justified.
- Failure to attend class or any of the activities organized during the Program without justification.
- Disobedience or unsuitable behavior to teachers or School personnel.
- Starting fights or causing disruption on School grounds or in the home and during activities during the Program in any place.
- Any action that goes against academic discipline and order both in activities organized in the School and those outside it.
- Intentional damage or misuse of school or home property or material.
- Repeated minor infractions (3) within the period of one month.
- The failure to wear the school uniform and the improper use of it both inside and outside of the School.
- Appearing at School with an indecorous appearance (excessive hair dyes, lack of personal hygiene, long hair in the boys, piercing, excessive make-up, etc.)

Boca Prep International School will judge these infractions and the penalty will consist of a written communication to the student's family and the school of origin and the student will not be allowed to take part in some of the activities organized during the Program. All the appropriate measures will be taken to assure that the punished student does not suffer any handicap in his or her academic preparation.

The following are considered very serious infractions:

- Lack of respect and consideration, insults or abuse directed towards classmates, teachers or School personnel.
- Leaving the School grounds, the home or wherever any school organized activity is taking place during the Program without due authorization.
- Willful academic failure.
- Incorrect or unlawful appropriation of any property belonging to another and willful damages made to facilities, material or buildings, regardless of where they are located, compensation for those damages suffered to be paid to whoever takes legal action.
- Possession of any kind of firearms or weapon.
- Consumption or possession of tobacco, alcohol or any kind of drug or hallucinogenic substance in any place during the length of the Program.

Boca Prep International School will assess these infractions and the penalties imposed could consist of the student's immediate expulsion from the program and demanded return to his or her country of origin.

Disciplinary infractions committed during the stay abroad will be counted as if they had been committed at the home School, as well as the causes for expulsion. Therefore, expulsion from the International Student Program could mean expulsion from the home School, which will be considered by the School Head and the student's Director of Studies.

The expulsion of a student due to the disciplinary measures adopted, will not give any right to a return of any school fees or indemnity of the expenses it could cause are the exclusive responsibility of the parents.

During their stay in the United States, the students are prohibited from driving any kind of motorized vehicle.

Parents should not ship valuable objects (laptops, tablets, mobile phones, etc.) to the students during their stay in USA neither to the School nor to the host family home address. The school and/or the host family will not be liable at any time for any valuable object.

The value of \$100 or above sent from abroad and not reaching the final destination. In case of reception of any valuable object after the student leaving the country, the School shall only send the objects back to the family after receiving an international money transfer covering all costs related to the shipment (post plus custom taxes) plus a \$100 fee to cover the school's administrative costs.

## 10. FEES

The 2017/2018 Program starts and ends on the following dates:

- **Session I:** August 21 – October 06, 2017 (Dates for traveling are Monday, August 21 and Friday, October 6, 2017) Duration: 7 weeks Price: \$5,600
- **Session II:** October 23 – November 17, 2017 (Dates for traveling are Monday, October 23 and Friday, November 17, 2017). Duration: 4 weeks Price: \$3,200
- **Session III:** January 08 – February 09, 2018 (Dates for traveling are Monday, January 08 and Friday, February 09, 2018). Duration: 5 weeks Price: \$4,000
- **Session IV:** April 02, 2018 – May 04, 2018 (Dates for traveling are Monday, April 02 and Friday, May 04, 2018). Duration: 5 weeks Price: \$4,000

Please place close attention to the following:

This year we are offering more time options. The cost per week including hosting for all of our SEK/IES Students is \$800 and \$900 for Non-SEK/IES students. The arrival date will remain the same as above but the departure date will change depending on your choice. Departure must be on a Friday:

The new procedures for reserving a space in the program will require you to send a non-refundable down payment of \$500.00, which will allow the school to begin the process for your child's visit.

This deposit will be considered refundable only if the United States Consulate and or Embassy do not approve the student visa in the country of origin. Therefore, for clarification purposes the parent/guardian will need to provide Boca Prep International School with a written notification (from the United States Consulate) that the visa was not approved.

Once again, no transaction will take place without a deposit being received. If the student visa is approved your deposit will be applied toward your payment of the program. Keep in mind that this program is booked on a first come first serve basis.

The price includes:

- Medical insurance (details above)
- Field Trips
- Tuition for the IES International School classes according to the indicated academic program,
- Recreational excursions, visits and cultural programming (not including the cost of entrance tickets)
- Home Stay

The price does not include:

- Airplane tickets or airport taxes
- Any possible charges for excess baggage.
- Insurance Policy Deductibles and/or copays
- Any other emergency/medical expenses

Percentages of fees will be reimbursed only in the event that the student must return to his or her own country as a result of duly demonstrated medical problems or family emergencies. The program costs will not be included under any circumstance in the Guarantee of Scholarship that the School offers.

The entire cost of the Program and all necessary documents should be turned in as early as possible, minimum of 30 days before the Program begins. Cancellation, for any reason, from that moment until the date of departure for the United States, will result in a financial penalty, and 10% of the cost will be retained to cover administrative costs. All documents must be completed 90 days before the program start date to allow for sufficient time for processing the I-20.

## **11. GENERAL CONTRACT CONDITIONS**

The permanence of the student in the International Student Program is subject to compliance provided by this instrument and the specific rules established by Boca Prep International School. The contractors say they have received a copy of all the rules and be fully compliant with it.



**International Student Program at Boca Prep  
Boca Raton, Florida U.S.A.  
Academic Year 2017 - 2018**

INFORMATIONAL BULLETIN  
AND  
GENERAL CONDITIONS

Edition Number 18, April 2017

**I hereby certify that I have read and understand the terms  
and conditions of the International Student Program Bulletin.**

**Head of School Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Parent/ Guardian of Student Printed:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Parent/ Guardian of Student Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

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