

# *American International School of Abuja*

## *Middle School/High School Parent/Student Handbook and Guide to High School Academic Program*

*2008-2009*

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# *American International School of Abuja*

*August, 2008*

*Dear Students and Parents:*

*It is a privilege and a pleasure to welcome all of you to the American International School of Abuja and to introduce myself as the new Middle School and High School Principal. If you are new to Abuja and Nigeria, as are we, I hope that you will embrace this fascinating and beautiful city and country and take advantage of all that this rich culture has to offer. In the same way, I encourage you to feel very much at home here in your new school, and to immerse yourself in who we are and who we will become as people and as a school community.*

*If you are returning to AISA again this year, you are well aware of the enormous growth and expansion of the school in the last few years. Our curricular program continues to add academically challenging and appropriate classes at the high school level, including additional Advanced Placement courses in several departments. You will also know that this year we will graduate our first senior class, the Class of 2009. Indeed, there are likely to be many firsts for all of us at AISA, and I very much look forward to enjoying these experiences with you. There is a lot for me to learn and I will rely on a very experienced staff of teachers and a knowledgeable group of students to help me acclimate to the school, its traditions, and its vision for the future.*

*As I rely on students, staff, and parents to assist in my family's adjustment to our new community, I hope that parents and students will come to rely on me and the staff at AISA as partners in our students' success. My predecessor has done an outstanding job in emphasizing the need and desire for partnership between our staff, our parents, and our students. Among other things, that partnership is expressed through our Partnership Conferences with parents, an active Parent-Teacher Association, and regular communication between school and home. We strongly believe that open, respectful, and positive communication is absolutely essential for the success of our students and our relationships with one another, and our staff is committed to our role in that partnership. We invite students and parents to make a commitment to that partnership as well.*

*With that said, I invite each and every one of you to introduce yourselves when you arrive. I will be very glad to meet all of you. Thank you for choosing the American International School of Abuja for your education. We welcome you to what is certain to be an exciting and rewarding school year.*

*Warm regards,*

*Dr. Ron Wilder  
Middle School/High School Principal*

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## ***School Description***

### **Mission Statement**

The American International School of Abuja provides an accredited American education to inspire

- \* academic excellence
- \* critical thinking
- \* self-esteem
- \* social responsibility
- \* respect for cultural diversity  
in all students

### **School Philosophy**

The American International School of Abuja believes that its role is to:

- Offer students the best possible American education, infusing international content wherever possible in order to reflect our diverse student population and to give the program international relevance
- Offer a research-based curriculum that helps to create capable students who will be able to excel in any future academic setting, whether it be nationally, internationally or in the U.S.
- Offer students the opportunity through the holistic process to learn and grow intellectually, culturally, physically, socially, and creatively
- Create a happy, stable and secure environment that promotes a positive attitude to learning and nurtures social and emotional well-being
- Enable students to maximize their optimum potential for learning
- Develop a sense of community among students, parents and faculty which facilitates the development of self-discipline, responsibility and respect for values in the larger world community
- Promote the uniqueness, dignity, and worth of each student
- Work as a team with staff, parents, students, administrators, and Board of Directors in maintaining open communication and in carrying out the AISA philosophy

### **School History**

The American International School of Abuja was founded in 1993 when a group of concerned parents and U.S. Embassy officials recognized the need for a school that would adequately prepare students who reside in Nigeria to continue their education in American schools overseas. The FCDA (Federal Capital Development Authority) gave permission to use one section of the Model Secondary School compound as a temporary site. The 2006-2007 school year was a landmark for AISA, as our long-awaited dream of having our own campus became a reality and we moved into our new permanent site in the Durumi District of Abuja. We have grown from being an Elementary/Middle School by adding a full High School. Last year we expanded to include Grade 11, this year we are adding Grade 12 to complete High School program.

## **Accreditation**

The American International School of Abuja is accredited K-8 for 10 years by Middle States Association Commission on Elementary Schools, having received accreditation in 2002. Our Third-Year Accreditation Report was completed during the 2005-2006 school year, with the next report being due in this year. During the 2006-2007 school year, we began the process of having the High School accredited and hosted an on-site visitor. We received accreditation for grades 9–11 in spring 2008. During the 2008-2009 school year we will seek accreditation for Grade 12.

## **School Governance**

An elected Board of Directors governs the school. The members of the Board consist of four Americans, including an appointed representative of the U.S. Embassy, and three other members elected by the school association, one of whom must be Nigerian. The school's Director, Principals, and staff representative all hold ex-officio, non-voting positions.

## **Parent-Teacher Association (P.T.A.)**

The school has an active PTA, which is dedicated to the improvement and advancement of the school. This group supports the school in various ways, especially in organizing functions such as craft days, Halloween Carnival, International Food Fair, etc., and by providing funding for specific school needs. This year the PTA has addressed the need of students to purchase school supplies on campus and are offering a school store. Membership in the PTA is open to all teachers and parents. Please contact any member of the school administration for more information about participating. Join this group and make new friends as you see what a difference you can make in the life of the school!

## **Facilities**

The school facilities include 27 classrooms, ESL Center, Learning Center, 2 Science Labs, Computer Lab, Library Media Center, Music Room, Art Room, 2 teacher workrooms, 7 administrative offices, a conference room, and a school store. The school also has a soccer field, basketball court, swimming pool, and playground equipment for the younger students. Still to be completed are a running track, tennis courts, performing theater, and cafeteria. 5 High School Classrooms will be added in August 2008.

## **Curriculum**

The American International School of Abuja's curriculum is a standards-based curriculum that incorporates the acquisition of concepts and the development of skills. The standards which guide our curriculum development are those recommended by professional organizations in the United States.

Our students represent over 40 countries and thus are speakers of many other languages in addition to English; therefore, there is a strong emphasis on the development of English language skills, including phonics, reading, and writing. Our Social Studies curriculum is global in scope and the primary goal is to help our students develop into knowledgeable and effective citizens of the world. In Science and Mathematics there is an emphasis on developing problem-solving skills and applying the scientific method through experimentation.

In addition to the four core subjects of English, Math, Science, and Social Studies, students receive instruction in Fine Arts, Computers, French, Health, Music, and Physical Education. We are committed to providing our students with a comprehensive educational program that is based on the latest research in education and utilizes the most up-to-date methods and materials.

## **Professional Affiliations**

AISA is a member of the Association of International Schools in Africa (AISA), the Association for Supervision and Curriculum Development (ASCD), International Schools Services (ISS), the National Science Teachers' Association (NSTA), the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals (NASSP), and the International Society for Technology in Education (ISTE).

## **School Structure**

At AISA, we have three school divisions: Elementary School, Middle School, and High School. The administrator who oversees the entire school is the Director. In addition, we have a Middle School/High School Principal, an Elementary School Principal, a Guidance Counselor, a Special Needs Coordinator, and an ESL Specialist. Many of our teachers hold advanced degrees, and they represent ten countries around the world. All elementary classes have the help of a teaching assistant, and there are teaching assistants also assigned to help with the Middle School and High School programs. Approximately 25% of our students are Nigerian, 25% American, and 50% from approximately 48 other countries. Class sizes vary, but generally range from the mid teens to 20. English is the language of instruction in all classes except the French classes.

Elementary School—At AISA, the Elementary School program includes our Early Childhood Program, and consists of students from Preschool (3 years old) through Grade 5. Subjects that are taught at the Elementary level include Reading/Language Arts, Mathematics, Science/Health, Social Studies, Art, Computer Education, French, Library Skills, Music, and Physical Education. In addition, there is a wide variety of after-school clubs offered by teachers and community members that contributes to a rich school life for the children.

Middle School—At AISA, the Middle School includes students in Grades 6-8, and our program is designed to meet the needs of emerging adolescents. In the Middle School years, students take a core of English, Math, Science and Social Studies, plus Specials Classes of Art, Computer, French, Health, Library, Music, and Physical Education. After-school clubs are also available to our Middle School students to help enhance their school experience.

High School--The High School includes Grades 9-12. More information about the High School program is found in the section of this Handbook entitled "Guide to High School Academic Program."

# ***STUDENT ADMISSION POLICY***

## ***Revised and approved by the Board on June 6, 2008***

AISA is an accredited school offering a co-educational day program from Preschool to 12<sup>th</sup> Grade for students of all nationalities.

The Office of Overseas Schools, U.S. State Department, gives an annual grant to AISA to assist in security and the operation of its programs. In accordance with a special working relationship between AISA and the U.S. Embassy, outlined in the Memorandum of Understanding dated 18 June 2007, the children of U.S. Embassy families on diplomatic or military status, whose tuition is paid by the U.S. Government, will be able to access immediate admission to AISA. In addition, children of overseas recruited staff of AISA, after meeting all of the conditions below, will access immediate admission to AISA. Finally, those participating in the Special Assessment Fee program will access immediate admission.

All applicants are required to meet the admission requirements, including: age policy, placement test, previous school records, payment of Tuition and Capital Building Fees as outlined in 200.9 of the Policy Manual.

All other students are admitted to AISA subject to space availability in each class. Admission is also subject to meeting and maintaining academic standards as determined by the Administration.

### **Priority of Admission**

The following admissions categories below list the order of priority for applicants. Children of parents employed by the US Embassy, AISA Overseas Hire faculty and teachers, and organizations or individuals participating in the Special Assessment Fee Program, are guaranteed admission. All other admissions are contingent upon available space:

1. Children of AISA locally hired teachers.
2. US Citizens and children whose parents are US citizens (either parent).
3. Children with siblings presently enrolled in AISA.
4. Children transferring from an accredited US curriculum school.
5. Children who were previously enrolled in AISA (seeking readmission).
6. Children from the diplomatic missions and international organizations.
7. All other applicants.

AISA reserves the right to deny admission to students who have demonstrable special learning, behavioral and/or emotional needs that cannot be met by AISA. AISA also reserves the right to deny admission to students who do not achieve an acceptable score on the admissions test.

Independent of the admissions categories above, enrolled students who are in good standing have the highest priority for continued enrollment and places will not be eliminated for these students in order to admit new students.

### **\*Special Assessment Fee:**

Organizations or individuals who wish to expedite the admission of their child (ren) are required to pay a one-time Special Assessment Fee of \$7,000 per child. All Special Assessment Fees must be paid in full by the last day of the previous school year. At that time, the Administration must be informed of the ages and probable grade levels of the incoming applicant. The one-time Special Assessment Fee is not refundable unless the applicant does not meet the admissions requirements.

### **Entrance Test/Placement Test**

Students coming from schools in the United States or other American curriculum schools will gain admission based upon official records from the previous school which show that they have been succeeding at or above the average of their classmates. We generally will honor the grade placement of these schools. AISA will require entrance testing if the previous grade results are marginal. All other applicants must complete an entrance test. In addition, high school applicants may be required to take placement tests for Math, English, and French to make sure they are placed in the appropriate class.

An applicant will be called in for entrance testing when a vacancy occurs at the appropriate grade level as determined by student age/grade guidelines. The entrance test includes assessment in vocabulary, reading, comprehension, spelling, mathematics, and written expression. Students are expected to score at or above grade level in all of the above areas in order to be granted admission. A child may be denied admission if he or she has specific learning or behavioral disabilities that cannot be adequately addressed by the school. Private tutoring may be offered to the student at an additional expense.

### **Students Dismissed From Other Schools**

AISA reserves the right to deny admission to students who were dismissed from other schools for academic, disciplinary or other reasons. Students failing to reveal such a record at the time of enrollment will be subject to withdrawal of enrollment when this fact is discovered.

## ***Age Policy - 2008 / 2009 School Year***

An age policy is essential in order to ensure that students who enter each grade are physically, mentally, socially and emotionally prepared to succeed. The Age Policy is effective from the beginning of the school year for all new students.

<b>CLASS</b>	<b>AGE</b>	<b>BIRTH DATE FALLS BETWEEN</b>
Pre-School	Three years (by 30 September)	1 Oct. 2004 – 30 Sept. 2005
Pre-Kindergarten	Four years (by 30 September)	1 Oct. 2003– 30 Sept. 2004
Kindergarten	Five years (by 30 September)	1 Oct. 2002– 30 Sept. 2003
1 <sup>st</sup> Grade	Six years (by 30 September)	1 Oct. 2001– 30 Sept. 2002
2 <sup>nd</sup> Grade	Seven years (by 30 September)	1 Oct. 2000 – 30 Sept. 2001
3 <sup>rd</sup> Grade	Eight years (by 30 September)	1 Oct. 1999 – 30 Sept. 2000
4 <sup>th</sup> Grade	Nine years (by 30 September)	1 Oct. 1998 – 30 Sept. 1999
5 <sup>th</sup> Grade	Ten years (by 30 September)	1 Oct. 1997– 30 Sept. 1998
6 <sup>th</sup> Grade	Eleven years (by 30 September)	1 Oct. 1996 – 30 Sept. 1997
7 <sup>th</sup> Grade	Twelve years (by 30 September)	1 Oct. 1995 – 30 Sept. 1996
8 <sup>th</sup> Grade	Thirteen years (by 30 September)	1 Oct. 1994 – 30 Sept. 1995
9 <sup>th</sup> Grade	Fourteen years (by 30 September)	1 Oct. 1993 – 30 Sept. 1994
10 <sup>th</sup> Grade	Fifteen years (by 30 September) and at least 6 credit hours	1 Oct. 1992 – 30 Sept. 1993
11 <sup>th</sup> Grade	Sixteen years (by 30 September) and at least 12 credit hours	1 Oct. 1991 – 30 Sept. 1992
12 <sup>th</sup> Grade	Seventeen years (by 30 September) and at least 18 credit hours	1 Oct. 1990 – 30 Sept. 1991

### **APPROVED FEE SCHEDULE (DOLLAR) FOR 2008 – 2009 SCHOOL YEAR**

<u>Grade</u>	<u>Daily Start &amp; Dismissal</u>	<u>Per Year</u>	<u>Per Semester</u>
Pre-School	(8:00 a.m. - 2:00 p.m.)	\$3,817.00	\$1,909.00
Pre- Kindergarten	(8:00 a.m. - 2:00 p.m.)	\$5,244.00	\$2,622.00
Kindergarten	(8:00 a.m. - 2:00 p.m.)	\$8,794.00	\$4,397.00
1 <sup>st</sup> – 2 <sup>nd</sup> Grade	(8:00 a.m. - 2:00 p.m.)	\$11,786.00	\$5,893.00
3 <sup>rd</sup> – 5 <sup>th</sup> Grade	(8:00 a.m. - 3:00 p.m.)	\$11,786.00	\$5,893.00
6 <sup>th</sup> - 8 <sup>th</sup> Grade	(8:00 a.m. - 3:00 p.m.)	\$12,352.00	\$6,176.00
9 <sup>th</sup> - 12 <sup>th</sup> Grade	(8:00 a.m. - 3:00 p.m.)	\$13,790.00	\$6,895.00

**APPROVED FEE SCHEDULE (NAIRA)  
FOR 2008 – 2009 SCHOOL YEAR**

<u>Grade</u>	<u>Daily Start &amp; Dismissal</u>	<u>Per Year</u>	<u>Per Semester</u>
Pre-School	(8:00 a.m. - 2:00 p.m.)	N458,040.00	N229,080.00
Pre- Kindergarten	(8:00 a.m. - 2:00 p.m.)	N629,280.00	N314,640.00
Kindergarten	(8:00 a.m. - 2:00 p.m.)	N1,055,280.00	N527,640.00
1 <sup>st</sup> – 2 <sup>nd</sup> Grade	(8:00 a.m. - 2:00 p.m.)	N1, 414,320.00	N707,160.00
3 <sup>rd</sup> – 5 <sup>th</sup> Grade	(8:00 a.m. - 3:00 p.m.)	N1, 414,320.00	N707,160.00
6 <sup>th</sup> - 8 <sup>th</sup> Grade	(8:00 a.m. - 3:00 p.m.)	N1,482,240.00	N741,120.00
9 <sup>th</sup> - 12 <sup>th</sup> Grade	(8:00 a.m. - 3:00 p.m.)	N1,654,800.00	N827, 400.00

**Please note that N120 is the exchange rate used in converting the fee, but the exchange rate is subject to change according to the prevailing exchange rate.**

**CAPITAL BUILDING FEE**

The \$5,000 *Capital Building Fee* is a non-refundable payment, to be assessed for each new student upon initial enrollment. The fee will be applied towards costs associated with construction of the new campus and on-going maintenance of school facilities.

A student, who has left AISA for more than 1 year, will be required to pay a new Capital Fee.

**Preschool – Pre-Kindergarten:** All new students in Preschool through Pre-Kindergarten are required to pay half of the *Capital Building Fee* **\$2,500.00** upon initial enrollment. The balance of \$2,500.00 will be paid when the child moves to Kindergarten.

**Kindergarten – Grade 12:** **\$5,000.00** *Capital Building Fee* for each new student.

### **APPLICATION FEE**

A **\$200.00** non-refundable fee is required for each new student, when the application form is submitted. This fee does not guarantee placement.

### **REGISTRATION DEPOSIT**

If space is available and student is not joining AISA right away, a payment of **\$500.00** would hold a place for 30 days from the date of payment. This amount would be deducted from tuition fees when payment is made, but it is not refundable in the event that the family does not proceed with the admission.

### **GUIDELINES FOR FEE PAYMENT**

1. New students **must** pay the *Capital Building Fee* in full before being admitted. *Tuition Fees* for at least the first semester should also be paid before being admitted.
2. Families that pay the full annual tuition fees prior to the first day of school will receive a 3% discount on tuition fees.
3. Families with three or more enrolled children will receive a 7.5% discount on tuition fees.
4. New students who register during the first quarter will pay full first semester tuition fee. Students who register after *mid-semester* will incur fees for half of that *semester*.
5. Parents who need an official invoice from the school may obtain one from the Finance Office upon request.
6. Parents whose fees are paid by an organization must follow up with their organization until fees are paid. It is not AISA's responsibility to follow up on fee payment directly with the organization.
7. All fees are payable in U.S. Dollars or Naira only. Fees can be paid either in cash, US/Naira check or US wire transfer. Wire transfer information may be obtained from the Finance Office upon request.
8. If fees are paid through wire transfer, the parent is required to submit a copy of the wire instruction from the bank, as proof of payment. AISA will issue an official receipt only when it is confirmed that the funds have been received in the school account.
9. For payments made by check, bank draft or wire transfer—if the amount received by AISA is less than the actual school fees, as a result of bank charges or wire transfer processing fees, the parent will be required to pay the balance to AISA.
10. **All checks and wire transfers must be made payable to the American International School of Abuja** (abbreviation of A.I.S.A. is not acceptable on checks).
11. All cash payments above \$1,000.00 and/or N100,000 must be paid directly at Guaranty Trust Bank, PLC Abuja.
12. To guarantee placement, parents of returning students are required to pay for the first semester (minimum) of the next school year, before the end of the current school year.

### **DEADLINES FOR PAYMENT:**

1<sup>st</sup> Semester                      On or before 20 August 2008  
2<sup>nd</sup> Semester                      On or before 12 January 2009

*A 10% late fee will be assessed for payments made after the above deadlines.*

*A 15% late fee will be assessed for payments made more than 30 days after the above deadlines.*

*A student will not be allowed to attend class if fees remain unpaid after 30 days of the beginning of a semester.*

*Report cards will be held by the Administration if fees have not been paid.*

**Returning Students: Fees for the first semester (minimum) of the following school year (2009/2010) must be paid before 10 June 2009.**

### **REFUND OF TUITION FEES UPON WITHDRAWAL OR DISMISSAL**

Upon official withdrawal, tuition fees for any unused quarter(s) will be refundable in total. Tuition will not be prorated per day. Tuition fees for any used quarter will not be refunded. If a student is present for any part of the quarter, the fee for that quarter is non-refundable. All refunds will be made by check only.

There shall be no refund of pre-paid tuition for students who are suspended or expelled.

**This policy has been adopted by the Board and is effective May 1, 2006. This policy supersedes all previous policies or agreements regarding *Tuition and Capital Building Fees.***

## *AISA Calendar Summary 2008-2009*

August 16	New Family Orientation
August 18-19	Staff Days/Orientation
August 20	First Day of School
September 4	Back to School Night
September 17	Mid-Quarter (21 student days)
October 1	Nigerian National Day
October 2	Id-el-Fitri (tentative)
October 14-16	ISA Standardized Tests
October 16	End of First Quarter (41 student days)
October 17	<b>Staff Day (No school for students)</b>
October 23-24	Partnership Conference (Reports Given)
November 18	Mid- Quarter (67 student days)
November 27-28	Thanksgiving Break
December 9	Tentative Id Holiday
December 15-17	High School Semester Exam (Gr. 9 – 12)
December 18	End of 1 <sup>st</sup> Semester (Early dismissal).
December 19-Jan. 9	Winter Break
January 12	School Resumes at 8:00 a.m.
January 19	Report Cards go Home
January 23	Partnership Conference
January 29	Elementary Sports Day
January 30	Secondary Sports Day (Gr. 6 – 12)
February 9-12	ITBS Testing
February 16	Mid-Quarter (107 student days)
February 21	Staff Development (Tentative)
March 2-5	Science Fair
March 9	Tentative Id Holiday
March 20	End of 3 <sup>rd</sup> Quarter (131 student days)
March 27	Staff Day (No School for Students)
April 2-3	Partnership Conferences
April 6-13	Spring Break
April 14	School Resumes
April 24	Career Day (Gr. 6-12)
May 1	National May Day
May	AP Exams (Date TBD)
May 6	Mid-Quarter (156 student days)
May 29	Democracy Day
June 3-5	Semester Exams (Grades 8-12)
June 8	Graduation
June 11	Last Day of School
	Report Cards Go Home (180 student days)
June 12	Staff Checkout



2008/2009		AMERICAN INTERNATIONAL SCHOOL OF ABUJA										
Approved 2												
		S	M	T	W	TH	F	SA	Date	Activities and Holidays	stud. days	
											month	total
<b>New family</b>	AUGUST						1	2				
<b>Orientation</b>		3	4	5	6	7	8	9	16	New Family Orientation		
16-Aug		10	11	12	13	14	15	16	18-19	Staff Days/Orientation		
		17	18	19	20	21	22	23	20	First Day of School		
<b>Teach. Orient</b>		24	25	26	27	28	29	30				
Aug. 18-19		31									8	8
	SEPTEMBER		1	2	3	4	5	6	4	Back to School Night		
<b>1st Day Sch.</b>		7	8	9	10	11	12	13	17	Mid-Quarter (21 days)		
Aug. 20		14	15	16	17	18	19	20				
		21	22	23	24	25	26	27				
		28	29	30							22	30
	OCTOBER				X	X	3	4	1,2	Nigerian National Day/Tentative Holiday		
		5	6	7	8	9	10	11	14-16	ISA Standardized Tests; (16th make up)		
<b>HOLIDAYS</b>		12	13	14	15	16	X	18	16	End of 1st Quarter (41 days)		
<b>Nigerian</b>		19	20	21	22	23	24	25	17	Staff Day (No School for Students)		
National Day		26	27	28	29	30	31		23-24	Conferences—(Reports given at conf.)		
Oct. 1											20	50
	NOVEMBER							1				
<b>Thanksgiving</b>		2	3	4	5	6	7	8				
Nov. 27-28		9	10	11	12	13	14	15	18	Mid-Quarter (62 days)		
		16	17	18	19	20	21	22	27-28	Thanksgiving Break		
<b>Winter Break</b>		23	24	25	26	X	X	29				
Dec. 19 - Jan. 9		30									18	68
	DECEMBER		1	2	3	4	5	6	9	Tentative Holiday		
<b>Spring Break</b>		7	8	X	10	11	12	13	15-17	High School Semester Exams (Gr. 9-12)		
April 6 - 13		14	15	16	17	18	X	20	18	End of 1st semester (Early Dismissal)		
		21	X	X	X	X	X	27	Dec 19-Jan 9	Winter Break		
<b>National</b>		28	X	X	X						13	81
<b>May Day</b>	JANUARY					X	X	3	12	School Resumes		
01-May		4	X	X	X	X	X	10	19	Report Cards go home		
		11	12	13	14	15	16	17	23	Conferences		
<b>Democracy</b>		18	19	20	21	22	23	24	29	Elementary Sports Day		
<b>Day</b>		25	26	27	28	29	30	31	30	Secondary Sports Day (gr 6-12)	15	96
29-May												
	FEBRUARY	1	2	3	4	5	6	7	9-12	ITBS Testing		
<b>Sem. Exams</b>		8	9	10	11	12	13	14	16	Mid-Quarter (107 days)		
<b>1st Sem.</b>		15	16	17	18	19	20	21	21	Staff Development		
Dec. 15, 16, 17		22	23	24	25	26	27	28			20	116
	MARCH								2-5	Science Fair		
<b>2nd Sem.</b>		1	2	3	4	5	6	7	9	Tentative Holiday		
June 3, 4, 5		8	X	10	11	12	13	14				
		15	16	17	18	19	20	21	20	End of 3rd Quarter (131 days)		
<b>Graduation</b>		22	23	24	25	26	X	28	27	Staff day (No School for Students)		
08-Jun		29	30	31							20	136
	APRIL				1	2	3	4	2,3	Conferences (Reports given at Conf)		
<b>Eid Holidays</b>		5	X	X	X	X	X	11	6-13	Spring Break		
observed as		12	X	14	15	16	17	18	14	School Resumes		
announced by		19	20	21	22	23	24	25	24	Career Day (Gr. 6-12)		
the govt.		26	27	28	29	30					16	152
	MAY						X	2	1	National May Day		
		3	4	5	6	7	8	9		AP Exams (dates TBD)		
		10	11	12	13	14	15	16	6	Mid-Quarter (156)		
<b>Last Day Sch.</b>		17	18	19	20	21	22	23				
11-Jun		24	25	26	27	28	X	30	29	Democracy Day		
		31									19	171
<b>Teach. Days</b>	JUNE	1	2	3	4	5	6		3-5	Semester Exams (Grades 8-12)		
185		7	8	9	10	11	12	13	8	Graduation		
		14	15	16	17	18	19	20	11	Last Day of School		
<b>Stud. Days</b>		21	22	23	24	25	26	27	12	Staff Checkout	9	180
180		28	29	30								

KEY: X = No School = Special School Day

## ***AISA Quarters for 2008-2009***

- *First Quarter* August 20-October 16
- *Second Quarter* October 20-December 18
- *Third Quarter* January 12-March 20
- *Fourth Quarter* March 23-June 11

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### ***Middle School/High School Personnel***

Director	Amy Uzoewulu
MS/HS Principal	Ronald Wilder
Guidance Counselor	Rachel LeCoq
Learning Specialist	Kristel A. Solomon Saleem
ESL	Tambrey Fliermans
MS/HS Secretary	Chinwe Obinwanne
Grades 8-11	
Science (Grade 12 Homeroom)	Deborah Wilson
Social Studies (Grade 11 Homeroom)	Toni Hull
Math (Grade 10 Homeroom)	David LeCoq
English (Grade 9 Homeroom)	Martina Been
English/Social Studies Grade 8	Nicola Wallace
Math Grade 8 (Grade 8 Blue Homeroom)	Scott Hofstetter
Science Grade 8	Mangala Badami
Science Lab Assistant	Emmanuel Chijioke
Teaching Assistant	Ngozi Okoro
Teaching Assistant	James Etim
Teaching Assistant	Emeka Oruche
Grades 6-7	
Math Grade 7	Scott Hofstetter
Science Grade 8 (Grade 7 Red Homeroom)	Mangala Badami
English/Social Studies (Grade 7 Blue Homeroom)	Gordon Hanson
Math/Science (Grade 6 Red Homeroom)	Dusty Rose Hanson
English/Social Studies (Grade 6 Blue Homeroom)	Lucy Venkova
Teaching Assistant	Adekunle Oguntokun
Teaching Assistant	Jacob Andrews
Art	Vivian Hakim Kassabian
Computers	Motunrayo Oguntimehin
Middle School/High School French	Claudia Abdallah
Elementary/Middle School French	Josephine Asonye
Health	Khalid Saleem
Learning Center	Kristel A. Solomon Saleem
Library	Caroline Peck
Music	Lauren McCoy
Physical Education	Khalid Saleem
Physical Education	Chris Borodenko
Physical Education	Tambrey Fliermans

## *Especially for Our Parents...*

### **Absence of Both Parents**

The school Administration MUST be notified, in advance and in writing, **ANY TIME THAT BOTH PARENTS ARE GOING TO BE AWAY FROM ABUJA AT THE SAME TIME**. In such events, someone must be designated as your child's guardian, in writing, and this person must have the authority to make medical and other decisions related to your child's well-being. It is recommended that this person be introduced to the Principal in advance of the parents' traveling.

### **Emergency Contact Information**

It is very important that the Administration Office have the name, physical address, telephone number(s), and email contacts for anyone who will serve as an emergency contact for your child. This person should be someone whom your child knows and who has agreed to make medical decisions on your behalf if the school cannot contact you and your child needs emergency medical intervention. More than one emergency contact person is preferred.

### **Change of Address, Email, or Telephone Number**

Parents must notify the school, in writing, of any change of address, email, or telephone number. That information should be given to both the homeroom teacher and the Administration Office.

### **Health Status of Student**

It is important for parents to inform the School Nurse of any health concerns or issues and to also inform the Nurse any time there is any significant change in the student's health status.

### **Channels of Communication**

It is important that all members of the school community observe the proper channels of communication. Concerns should first be discussed directly with the individual(s) involved. This approach engenders respect for all involved and initiates the quickest resolution.

Parent-Teacher Communication: If a parent has an issue or concern regarding his/her student, the parent should speak directly with the teacher. Only if the issue cannot be resolved with the teacher should it be addressed with the respective Principal.

Parent-Administration-Board Communication: If a parent has a question or concern regarding the educational program or general administration of the school, s/he should speak with the respective Principal. Only if the issue cannot be resolved at the Principal level should it be elevated to the Director. If all of these channels have been followed without success, only then should the Board be approached, in writing, through the Director, who will take the matter to the Board.

### **Monitoring Homework**

Purpose of Homework: The purpose of homework is to measure the student's understanding and knowledge, as well as to foster the development of each student's ability for independent study and to reinforce skills learned in the classroom setting. The amount of time needed for completion of homework will differ depending on each child's study habits, background, knowledge of the subject matter, and personal standards. An average amount of time a student in middle school and high school

may spend on homework is 2-3 hours each night, with more time being needed for the Advanced Placement (AP) and AP preparatory classes.

The teacher will specify if an assignment is designed to be group work. If students do independent homework that is not intended to be group work together, that is considered cheating and the consequences are explained in the “Cheating” section of this handbook.

It is expected that students who are new to AISA and to our academic program may experience more homework at first as they are developing the study habits and laying the foundation for future success. Parents can help the child by offering encouragement and by placing a priority on his/her academic success.

It is the parents’ responsibility to provide a quiet, well-lit study area away from distractions. The parents should also monitor daily to make sure the student is writing down the homework assigned in class, completing the homework, and returning it to the teacher. If there are any concerns about the homework that is assigned, the parents should speak with the teacher.

### **Tutoring or Private Lessons for Pay**

**If parents or teachers feel that a child would benefit from on-campus tutoring, they should first speak with the Principal before arranging that service.** Tutoring or giving private lessons for pay after the school day on school premises must be approved by the Principal in advance. Tutoring for pay shall not occur during the school day or when it conflicts with any school meeting or event, including meetings or lesson preparation.

### **Visitors to Campus**

For security reasons and to minimize interruptions to the learning process, visitors are not allowed to go directly to any classroom. All visitors, including drivers, security guards, and other adults, are required to check in at the Administration Office. After communicating why they are on campus, the Administrative staff will help them and, if necessary, an office runner can deliver a message.

For security purposes, we do not allow anyone to go directly to the classrooms without first checking in at the Administration Office.

### **Vehicles on campus and Safe Driving/Parking**

All parents and drivers are expected to follow these guidelines:

- AISA STICKER--For security purposes, all vehicles must display an AISA sticker or U.S. Embassy license plates in order to be admitted onto the campus. Vehicles without either of these will not be allowed on campus.
- SECURITY GUARDS AND STAFF DIRECTING TRAFFIC--Upon approaching the entrance gate, and at all times while on campus, drivers are required to respect the instructions of AISA security guards and staff. Failure to comply may result in the vehicle and driver being banned from the campus.
- PARKING—Drivers may not park in or on areas that are not designated as parking areas. This includes areas without concrete curbs or on the school yard.
- USE OF HORNS—Horns should not be used on campus except to protect students or other pedestrians. Drivers are advised to exhibit patience and not use the horn in an attempt to make another driver hurry.

- **STAYING IN LINE**—Drivers are advised to stay in line and not pull out in an effort to get off the campus quicker. This creates a dangerous situation for our students, parents and staff members.

We appreciate your cooperation in discussing these guidelines with your driver.

### **Bulletin Board Announcements**

Our bulletin boards offer a great opportunity to share information within our school community. Before posting anything on a bulletin board or a notice board, please check with the Administration Office. A member of the administrative staff will initial the notice before it is posted. General notices/announcements will remain posted for two weeks. Notices that are posted without prior approval will be removed.

# *Academics and Grading*

## **Grading System**

Each teacher will provide the students and parents with their own assessment plan at Back to School Night or before. AISA believes in grading for success and, therefore, assignments, projects, and assessment tools will be differentiated as necessary to meet the individual needs of each student and to make every effort to ensure success for each child. In general, grades will be determined by a combination of tests, quizzes, projects, homework, class participation, individual and group work. Grades are an indication of the student's mastery of subject content and requisite skills. The following scale reflects a general guideline for understanding the grade assigned. More information is contained in the section of this Handbook entitled "Guide to High School Academic Program."

90 – 100%	A	(excellent)
80 – 89%	B	(good)
70 – 79%	C	(average; satisfactory)
60 – 69%	D	(poor)
50 – 59%	F	(failing)

Pluses or minuses may be attached to grades A through D, indicating approximately the top or bottom three percentage points within the given range. (An exception to this is that we do not give A+ on the report cards, although it may be given on individual assignments.)

## **Honor Roll**

To be on the Honor Roll a student must have a Grade Point Average (GPA) of 3.5 or above on a 4.0 scale. To be on the Principal's Honor Roll, a student must have a GPA of 4.0 for the quarter. To be on the Director's Honor Roll, a student must have a cumulative GPA of 3.5 or above on a 4.0 scale for the final grades.

## **Report Cards**

Written report cards, with comments from the teachers, are prepared at the middle and end of each semester. At the end of the first, second, and third quarters, parent-teacher conferences will be held.

## **Progress Reports**

If a student is performing poorly (earning a D or F), is in danger of receiving a D or F on the next report card, is failing to turn in homework or projects consistently, or is repeatedly performing below expectations on tests or quizzes, the teacher may send home a progress report before the end of the marking period in order to inform the parents about the student's progress. Likewise, a progress report may be sent home to inform parents that their son or daughter is performing exceptionally well or has made significant improvement.

If a student does not receive a Progress Report and fails a final exam, final project, or other assignment at the end of the marking period that drops the quarterly grade to an "F", as a matter of courtesy a phone contact with the parents will be made.

## **Incomplete Grade**

On rare occasions, an incomplete grade ("I") may be given to a student at the end of a marking period. However, this may only be awarded when the work cannot be completed for reasons beyond the control

of the student or teacher. Normally, an incomplete grade must be made up within two weeks of the end of the marking period. If the work is not made up within the two week period, the grade will be calculated under the assumption that the incomplete work is awarded a zero. No incomplete grades will be given at the end of the school year in June.

### **Required Effort for Continued Enrollment**

Students who fail to put forth a minimum effort in class may be referred to the Principal or Counselor, or both. The student's teachers and/or parents may be called in for a conference. The Principal or Counselor may enter into a contract with the student whereby s/he is given a specific length of time in which to show significant and sustained improvement. Should the time elapse and the effort not be shown, the student may be asked to withdraw from AISA.

### **Withholding Student Reports**

The Administration reserves the right to hold student records, including report cards, transcripts, transfer records, and other formal school documents, in the event that any fees owed the school, texts, library books, uniforms, other school property, or AISA requirements such as student health forms are outstanding.

### **Academic Probation**

At the conclusion of each marking period (each quarter), any student whose grade point average falls below 1.5 will be automatically placed on academic probation. A letter informing the parents of this status will be mailed home. The following is required for any student on academic probation:

- Attendance at Academic Lab after school at least one day per week
- A weekly meeting with the Counselor to monitor progress
- Progress report sent home to parents every two weeks

All students on academic probation will have their progress reviewed at the end of the quarter by the Principal and Counselor, in consultation with the teacher(s). A student who remains on academic probation for more than two consecutive quarters will be reviewed by the Principal, Counselor, and teacher(s) to determine the specific educational problems. If it is concluded that AISA does not offer a program that meets the needs of the student, or if a student is not making the effort necessary to improve his or her academic standing, the student may be assigned to repeat the current grade level, or may be asked to withdraw from AISA, at the discretion of the Administration.

A student who is on academic probation is ineligible for extra-curricular activities until satisfactory improvement is made, as determined by the Principal. For purposes of eligibility, the student's records can be reviewed by the Principal, in consultation with the student's teachers, every two weeks while on probation.

## *Attendance Policy*

The learning experiences which take place in the classroom environment are a meaningful and essential part of the education program. Time lost from class due to absences is irretrievable, particularly in terms of lost opportunity for the interaction and exchange of ideas and information between students and teachers. Attempting to retrieve past assignments is not a satisfactory substitute for time spent in the classroom. Furthermore, it is unfair to other students who have made the effort to be in attendance, as it impedes the progress of the entire class. Therefore, we will apply the following attendance policy to determine whether a student will receive credit for classes attended at AISA.

### **Minimum Attendance**

A student may not be absent for more than ten (10) days during any semester. We define absences as any time the student is not in class during the instructional day, 8:00 a.m. – 3:00 p.m. The accumulation of more than ten (10) days in non-attendance in any one semester may be considered reason for the student not receiving credit for the semester. The Principal will evaluate each 10-day absence on a case-by-case basis to determine whether to grant credit, and/or whether other penalties (i.e. non-participation in after-school activities or sports) should be administered. Absences from semester to semester are non-accumulative. It is assumed that the same number of days within the allowed ten (10) days is a reasonable time frame within which the missed work can be made up. Students who fail to meet the minimum attendance requirement may lose credit and receive a “WF” (withdraw fail) grade for the semester, regardless of the grade average. Each of these cases will be reviewed and a decision made by the Principal. It is the responsibility of the student to arrange with the teachers to make up work missed as soon as s/he returns to school and to submit it within the allotted number of days.

### **Absence Request Form**

Parents who are planning to take their children out of school for other than illness and family emergencies should collect an Absence Request Form from the Administration Office. (A copy of the form is also at the back of this Handbook.) The form should be completed and returned to the Administration Office at least one week prior to the requested absence. The Principal will determine whether the absence is to be considered excused or unexcused, and will communicate the decision back to the parents and to the teachers. Absences will be considered “excused” if the reason for the absence is personal illness, bereavement, religious obligations, and other as determined by the Principal.

### **Unexcused Absences**

School holidays are provided for in our school calendar; family holidays that go beyond these days are considered unexcused absences.

Days missed as a result of out-of-school suspension are unexcused absences.

In general, students with unexcused absences may complete long-term projects; however, the teacher may make a deduction for the project being turned in late. Because the goal is for all students to succeed, all homework, lab reports, tests, quizzes, and other class assignments that the student missed will be made up. However, the teacher may give only partial credit or zeros for the work that was missed due to an unexcused absence.

## **Notification in the Event of Illness or Other Absence**

**Please note:** Students who are absent must have a written excuse from the parent or the parent must phone the school. The written excuse must include the date, reason, and parent's signature. Parents should call the office between 7:30 and 8:00 a.m. if the child will be absent that day. If a student is reported absent by the first period teacher and no call has been received from the parent, the office will call home to verify the reason for the absence.

If the child will be absent because of a prolonged illness, immediate contact should be made with the school. A letter from a doctor or hospital is required upon return to school. These cases will be evaluated by the Principal on a case-by-case basis. A prolonged illness that is certified by a medical doctor will be the only exception to the minimum attendance policy.

## **Returning to School After Absence**

**Upon returning to school after an absence, parents should send a dated, signed note stating the reason for the absence.** That note should be given to the Administration Office, who will issue an Admit to Class slip, which the student should give to the homeroom teacher. Parents will be called if the student returns to school after an absence without a note. **Students arriving in home room without an Admit to Class slip after being absent will be sent to the office immediately for clearance.**

## **Participation in School Events if Absent**

Students who are absent during the school day are not eligible to participate in after-school activities.

## **Check-in Time**

Classrooms will be open at 7:45 a.m., at which time all students should go to the homeroom class. The bell rings at 7:55a.m., and attendance is taken at 8:00 a.m. Any student who is not seated in class with books and materials ready by 8:00 a.m. will be counted tardy.

## **Tardiness**

Students who are not in their seats by 8:00 a.m. will be marked tardy by the teacher on the attendance slip that is picked up by the office. If the student arrives after the attendance slip has already been picked up, s/he will be sent to the office for a tardy slip. A passing time between all classes is built into the Master Schedule, which is sufficient for students to arrive to class on time. All teachers will take attendance at the start of each class period. If a student is late to any class, s/he will be marked tardy. A student must have a note from a teacher, the Principal, Counselor, Administration Office personnel or Nurse in order for a tardy to be excused. In the event of excessive tardiness, the parents will be called for a conference in an effort to remedy the problem.

A record of absence and tardiness will be noted on student's report card.

## **School Sponsored Absences**

Students participating in school-sponsored activities must have written permission forms filed in compliance with the procedures outlined by the teacher, Administration, or sponsor of the group involved. Students who miss a class as a result of participation in a school-sponsored activity are not considered absent for that day or part of the day (for purposes of perfect attendance). They are,

however, still expected to complete make-up work for classes missed. (See Make-up Work Policy below.)

A student may not participate in a school-sponsored activity if s/he is absent from school or misses a class without permission on the day of the scheduled activity. If the activity starts after 8:00 a.m., the student is expected to report to school as usual until the start of the activity. Any student who is absent on the day following a major school event may be prevented from participating in major school events in the future.

A student whose participation in a school-sponsored activity will take them below the minimum attendance level may not be allowed to participate. The Principal and student's teachers will decide whether additional absences are in the best interest of the student involved.

### **Cutting (or Skipping) Class**

A student who is present on the campus but does not report to a class, without prior written approval from the teacher or the Administration, is considered to have cut (or skipped) class. A cut class has major security and academic implications. The consequences for cutting a class are:

- Student will be required to make up the work but will not receive credit for any graded assignment, class work or tests missed. (In the event of a long-term assignment, the teacher and Principal will determine what credit, if any, should be given).
- Student will serve detention with the teacher, either during break or after school at the teacher's discretion. During that time, the work that was missed during class can be covered so the student will not have gaps in knowledge of the subject matter. This may necessitate the student serving more than one detention until s/he has caught up on the material missed. However, the work will still receive a zero, subject to the above condition on long-term assignments.
- The teacher will prepare a written note and deliver it to the Principal, for inclusion in the student's file, and send a copy home to the parents.
- The teacher will also phone the parents to inform them that the child cut class.

Repeated class cuts will result in further disciplinary action, at the Principal's discretion.

### **Truancy**

Truancy is defined as a student's absence from school grounds or event without prior knowledge and authorization from a parent and the Principal. Absences resulting from truancy will be considered unexcused and although the student will be required to make up the work missed, s/he will not receive credit. Truancy may result in suspension, and repeated truancy may be cause for expulsion.

## **Permission to Leave School**

For security reasons, students are required to remain on campus for the duration of the school day, which begins at 8:00 a.m. and ends at 3:00 p.m.

**\*\*No student will be allowed to leave the campus during school hours without a phone call or written note from parents to the Administration in advance. \*\***

Failure to receive written permission before leaving the campus will be considered truancy from all classes missed, and the absence will be unexcused. No student will be allowed to leave school without presenting a valid reason to the Administration. The security guards will not allow any student to leave campus during school hours without a written note from the Administration.

## **Illness**

A student should not report to school if s/he has had a fever within 24 hours or if s/he has had vomiting or diarrhea within the past 24 hours.

## **Illness at School**

**Students should not go to the clinic without first informing a teacher.** If a student becomes ill during class, s/he should inform the teacher, who will send the student to the School Nurse with a written note. If the student becomes ill or injured during break, the teacher who is supervising the break should accompany the child to the clinic and then inform the homeroom teacher. A note from the School Nurse must accompany the student back to class or to the Administration Offices, in the event the child needs to go home.

## **Non-Participation in Physical Education (P.E.)**

In order for a student to be excused from participation in a Physical Education class, s/he must give the P.E. teacher a signed and dated note from a physician, clearly stating the reason why the child cannot participate. In the event of repeated excuses, the Principal will be informed and the parents may be called in for a conference.

## **Make-Up Work Policy**

When a student has been absent, the following make-up work procedures apply:

- a) It is the responsibility of the student to obtain make-up assignments from the teachers and to see that the completed work is submitted within the allotted number of days.
- b) One day to complete make-up work is allowed for each day that was missed.
- c) If the absence is due to a pre-planned activity, work that is due on the day of departure should be turned in prior to leaving.
- d) In the event of a one- or two-day absence, the student should be prepared to take any pre-scheduled test or quiz upon returning to school.
- e) In the event of a longer absence, the student will not be required to take a test or quiz on the first two days after returning to school.

## **Withdrawal Procedure**

If a student is required to make an early withdrawal from school, parents should inform the Principal, in writing, at least seven (7) calendar days in advance and obtain the two required Withdrawal Forms from the Administration Office. Likewise, students who intend to transfer to another secondary school in the

following school year should complete the Withdrawal Forms and submit them to the Administration Office at least seven (7) calendar days before leaving AISA.

### **Early Check-out of Students at the End of the Year**

It is in the student's best interest to be in attendance until the last day of school; otherwise s/he is missing valuable instructional time and coverage of the curriculum. In the event a student must leave early at the end of the school year, the parents should fill out the two Withdrawal Forms that are available in the Administration Office. If the student is not returning the following year, after submission of these two forms, the report card may be prepared and given early. We require that these forms be submitted at least seven calendar days in advance to allow time to prepare the final report, transcript, and leaving certificate.

If, however, the student is returning the following year, the report card will be available when the student returns in August. If the parents choose to have a third party pick up the report card at the end of school, they must provide a written note to that person and make sure that s/he takes it to school on the last day of school and gives it to the teacher. Without that note, the report card cannot be issued to a third party.

## *Academic Honesty*

Part of the role of the school is help mold our young people into responsible citizens of the world—citizens who possess self-discipline and value individual accountability. Academic honesty refers to cheating, plagiarism, theft, and inappropriate use of the Internet and other school resources. This section will help explain what is expected of our students, as well as the consequences for inappropriate choices.

### **Cheating**

Cheating is the practice of deceit to enhance one's grade. It includes, but is not limited, to:

- Giving or receiving aid on or for examinations, tests, quizzes, projects, homework, etc.
- Using outside materials, including student notes, on an examination, test, quiz, project, etc., except when authorized by a teacher
- Unauthorized prior possession of assessment materials, workbook answers, etc.
- Plagiarizing by using words, writings or works of another without crediting the source, or fabricating information or citations instead of giving the actual citation (see below for more on plagiarism)
- Resubmitting the same work (e.g. research paper) for which credit has already been given in that class or any other class, or in any other year
- Copying from or tampering with the academic work of others, including homework and projects
- Facilitating other students' acts of academic dishonesty. This includes providing other students with homework answers, test/quiz answers, original or photocopied essays, or related activity

Cheating is a very serious academic offense as it falsifies the student's achievement, effort and ability. In the event of an offense of cheating, the situation will be documented by the teacher, with input from the student, and the following will occur:

1. The documentation will be submitted in writing to the Principal, who will review the information with both the teacher and the student
2. Appropriate consequences will be imposed by the teacher and/or Principal
3. If the teacher and student disagree that an offense has occurred, the Principal will hear both parties, plus anyone else involved, and make a decision that will be binding on both parties.

Consequences that will be imposed whenever a student has been found guilty of cheating are:

- Student will be required to make up the work but will not receive credit for any graded assignment, class work, or test that involved cheating. (In the event of a long-term assignment, the teacher and Principal will determine what credit, if any, should be given).
- Student will serve detention with the teacher, either during break or after school at the teacher's discretion. During that time, the work that involved cheating can be covered so the student will not have gaps in knowledge of the subject matter. This may necessitate the student serving more than one detention until s/he has caught up on the material missed. However, the work will still receive a zero, subject to the above condition on long-term assignments.
- The teacher will prepare a written note and deliver it to the Principal, for inclusion in the student's file, and send a copy home to the parents.
- The teacher will also phone the parents to inform them that the child cheated.

Repeated incidents of cheating will result in further disciplinary action, and may include further detention, suspension from school, expulsion from school, or any combination of these options or other options that may be determined by the Principal.

In all events of cheating, the teacher will provide written notification to both the parents and the Principal, and a copy of that notice will be placed in the student's file.

## **Plagiarism**

Derived from the Latin word for “kidnapper”, plagiarism is defined by Webster as “presenting the ideas or words of another as one's own.” Plagiarism may take the form of:

- Cutting and pasting articles or parts of articles from the Internet or research CD into your own work
- Repeating another's phrases, sentences or paragraphs as your own
- Copying another student's work
- Paraphrasing someone else's writing as your own

In short, to plagiarize is to give the impression that you have written or thought something that you have, in fact, copied from another source. If you use another person's words, they must be acknowledged (cited) as such.

**Understanding plagiarism:** Sometimes plagiarism is undeniable—for example, if a student steals a paper from an Internet source and passes it off as his or her own. Often, however, students may be confused as to what information is permissible to borrow and what is improper and is, in fact, plagiarized.

The intent of written exercises is to encourage students to present their own work—doing their own creative thinking and formulating their own beliefs and understanding of the topic. If ideas and words are merely copied or paraphrased, it circumvents the learning process and is dishonest. To retell, or paraphrase, a story, essay, or other writing, is plagiarism. Although it may be permissible in an assignment to use another writer's words or thoughts, they must be acknowledged as such through a proper citation. Inadequate preparation and thought, haste, poor planning, and pressure to turn in good work are not acceptable excuses for plagiarizing another's work.

### **So what, then, is permissible?**

1. Quoting words, phrases, sentences, or even whole paragraphs, provided the quoted material is placed within quotation marks and the source is cited in a footnote. If you use words of another author without quotation marks, you are guilty of plagiarism, whether or not you cite your source.
2. You may borrow an idea, provided you put it into your own words and cite the author from whom you got the idea.
3. You must acknowledge borrowed facts, except when these are commonplace, to be found in basic reference books (e.g. dates of major world events, birth and death dates of famous people or the growing deafness of Beethoven.) Even in such cases, when you are in doubt about whether a fact is commonplace, be on the safe side and cite your source.
4. You do not need to document famous quotations. If you write, “The condition of minorities in America today proves that Martin Luther King's dream has not yet been realized,” you do not need to track down Dr. King's “I have a dream” speech in a biography. You can assume that your reader will recognize the quotation. If, however, you do not recognize the quotation, document it. Use your best judgment, and ask your teacher if you need guidance.

Consequences for plagiarism are:

- Student will be required to make up the work but will not receive credit for any graded assignment, class work, or test that involved plagiarism. (In the event of a long-term assignment, the teacher and Principal will determine what credit, if any, should be given).
- Student will serve detention with the teacher, either during break or after school at the teacher's discretion. During that time, the work that involved plagiarism can be covered so the student will not have gaps in knowledge of the subject matter. This may necessitate the student serving more than one detention until s/he has caught up on any material missed. However, the work will still receive a zero, subject to the above condition on long-term assignments.
- The teacher will prepare a written note and deliver it to the Principal, for inclusion in the student's file, and send a copy home to the parents.
- The teacher will also phone the parents to inform them of the plagiarism.

Repeated incidents of plagiarism will result in further disciplinary action, and may include further detention, suspension from school, expulsion from school, or any combination of these options or other options that may be determined by the Principal.

In all events of plagiarism, the teacher will provide written notification to both the parents and the Principal, and a copy of that notice will be placed in the student's file.

## ***Student Behavior Expectations and General Information***

- **Respect:** Students are expected to be polite and respectful to everyone on campus and to follow the directions of all school officials.
  - ▶ It is a mark of courtesy to greet people and to respond when greeted.
  - ▶ Obscene language and gestures, racial comments, the use of any language or dialect in a disrespectful manner, and swearing are contrary to AISA’s mission and will not be tolerated.
- **Punctuality:** Classrooms will be open at 7:45 a.m. Students are expected to arrive at school on time and go directly to their classes. Any student who is not seated in class and ready to work by 8:00 a.m. is considered tardy.
- **English:** English is the official language of the school and the language of instruction. Students are encouraged to speak English at all times at school. An exception is made for those students who arrive without English skills so they can communicate while they are learning the language. They are encouraged, however, to use English as much as possible as this will speed their learning of the language.
- **Care of Property:** Students should treat all school property with respect—textbooks, furniture, walls, sports equipment, computers, etc. Students will be required to pay for any lost, stolen or damaged property
- **Leaving Campus:** Students may not leave school grounds during the regular school day without written permission from the Administration. *If a parent is taking a child off campus during the school day, s/he must notify the Administration in advance and get a written note from the Administration to show the security guards.*
- **Gum Chewing:** Gum chewing is not allowed on campus.
- **Drugs:** AISA is a drug-free environment. This means the use of cigarettes, alcohol and illegal drugs are prohibited at all times on the premises.
- **Cutting Class:** Cutting class is not allowed as it creates serious security and academic issues. Please see the “Attendance Policy” guidelines elsewhere in this Handbook for an explanation of the consequences.
- **Academic Honesty:** Cheating, copying another student’s work, and plagiarism are serious offenses and will result in disciplinary action. Please see the “Academic Honesty” guidelines elsewhere in this Handbook for an explanation of the consequences.
- **Quiet, Please!** Students moving outside classrooms during class sessions should do so quietly, and they must have permission from the teacher.
- **Public Displays of Affection:** Public displays of affection are not appropriate on campus.
- **Aggressive Behavior:** Aggressive and abusive behavior such as stealing, bullying, pushing and fighting are not acceptable. (Please also see section on Bullying in this Handbook.)
- **Technology:** School computers should be used by students only with the permission of the computer instructor, Librarian, or other teacher, and only when the teacher or Librarian is present to supervise the student. No food or drinks are allowed in the Library, the Computer Lab, or in any classroom unless specifically authorized by the teacher.
  - ▶ Tampering with or attempting to tamper with the school’s computer network systems and/or software, including email, and/or installing any software on any school computer without the expressed permission of the computer teacher or IT Specialist, or any other efforts to subvert an AISA computer are regarded as very serious offenses that will result in disciplinary action. All

students and their parents will sign an “AISA Acceptable Use Policy” which gives the guidelines for use of technology on campus.

- ▶ The use of Hotmail, Yahoo, or other Internet-based email provider by students is not allowed.
- ▶ Students may bring personal laptops to school with written permission from the parents and Administration. These laptops are for school use only and will be left in the classroom or locked in the student’s locker during breaks.
- ▶ Students will be given access to the school’s wireless network after receiving approval from the Principal. Students are expected to use the wireless network for school purposes only. In the event of violation, the student may be denied access.
- After-School Activities if Absent: Students who do not attend school during the day may not participate in any school activities after school or in the evening.
- Objectionable literature: Students are not allowed to bring inappropriate literature to school, including pornography, and religiously or politically inciteful materials.

Within the context of the above guidelines, every AISA student is expected to:

- Listen when others are speaking
- Eat in authorized areas and at the appropriate times
- Follow all directions given by staff members
- Come prepared to each class with homework and all necessary books and supplies. Time should not be wasted by going back to the locker to get the things that are needed for class.

## **Bullying**

Bullying may simply be defined as negative action on the part of one or more students toward another student. This may be exhibited in a number of ways—through physical contact, with words, or in more indirect ways such as making mean faces or gestures, spreading rumors, or intentionally excluding someone from a group. Bullying entails an imbalance in strength, meaning that students exposed to negative actions have difficulty defending themselves. Students who are bullying other students may do so actively or by passively standing by and watching or laughing without trying to help the victim. (excerpts from “A Profile of Bullying at School,” by Dan Olweus, Educational Leadership magazine, March 2003)

AISA takes a strong stand against this type of action, and any student who takes part in bullying, either actively or passively, is in violation of AISA’s expectations of respect and non-aggression. The consequences are intentionally strict, and will be applied as follows:

- ▶ **1<sup>st</sup> incident**—Student will be reminded of AISA expectations, required to make an apology in the presence of a teacher, and reminded about the consequences of a recurring incident. (In severe cases of bullying, the parents and Principal will be notified immediately, a parent conference may be necessary, and a written disciplinary notice will be placed in the student’s file.)
- ▶ **2<sup>nd</sup> incident**—Parents and the respective Principal will be notified of the incident in writing and by phone, and the student will be required to meet with the Guidance Counselor regularly for as long as deemed necessary by the Counselor. The student will sign a behavior contract with the Counselor, and a disciplinary notice will be placed in the student’s file. The Counselor will keep the parents and respective Principal informed of the process and the progress.
- ▶ **3<sup>rd</sup> incident**—Student will be referred to the Principal, parents will be called in for a conference, student’s activities will be restricted and detention will be assigned at the discretion of the Principal; a disciplinary notice will be placed in the student’s file. Student will continue to see the Counselor, who will keep the parents and respective Principal informed.

- ▶ **4<sup>th</sup> incident**—Student will be referred to the Discipline Committee and parents will be informed in writing and by phone; the Discipline Committee’s decision will be put in writing and placed in the student’s file; parents will be notified of the Committee’s decision. The decision of the Discipline Committee may include short-term or long-term suspension or a recommendation for expulsion.

## **Dress Code**

There are no uniform requirements at AISA. Because our school represents many countries and cultures, appropriate attire is required for all students. It is expected that students will wear clothing that is neat, clean, and conservative. Adherence to the dress code demonstrates respect for self as well as for others. The following guidelines apply to apparel on campus and at school-sponsored activities.

### **Clothing that is not suitable for boys or girls includes:**

- Jeans or trousers that sag or are low-cut to expose midriff or back
- Tank tops without shirts underneath
- Shorts that are shorter in length than mid-thigh
- Hats and headgear such as ‘do-rags,’ sweat bands, bandanas, hats and caps (Baseball caps and safari-type hats may be worn during P.E. and break times but not in the classroom)
- Slogans or logos that are not school appropriate
- Clothing or jewelry containing statements or insignias of questionable taste (e.g. Nazi symbol, crude gestures and wording, reference to drugs or alcoholic beverages)
- Rubber slippers or shower-type flip-flop sandals

### **In addition to the above, clothing that is not suitable for girls includes:**

- tops that are low cut, expose midriff or cleavage, or have spaghetti straps. Please make sure the tops are long enough to cover the waist area when sitting, bending forward and raising the hand.
- skirts and shorts that are shorter in length than mid-thigh or that are low-cut to expose midriff or back
- High heel shoes

The teacher will have the right to prevent a child from taking part in a school activity if he or she feels that the student is not appropriately dressed. The teacher will have the right to determine if any article of clothing or accessory is distracting the student or other members of the class and take appropriate action.

Students must wear proper attire for physical education, including athletic shoes (no sandals, please). Students may purchase AISA gym shorts and AISA T-shirts to be worn during PE class, or they may wear their own gym shorts (no shorter than mid-thigh) and T-shirts. Students must wear gym shoes and socks (no sandals, please). No jewelry is to be worn during PE class. If a student is not able to participate in PE because of improper dress, the student will receive a zero in PE for the day, and will be expected to stay with the class and observe the activities. At the discretion of the PE teacher, an additional assignment may also be given to the student.

Disciplinary action will be taken if a student fails to adhere to the above dress code, as defined below:

First Offense: Student will be sent to the Administration. Students will be required to change to appropriate clothing. The school keeps a supply of T-shirts and belts on hand for student use whenever necessary. Parents may be called to bring appropriate clothing.

Second Offense: Parents will be called and the student will be sent home. If parents are unavailable, the student will wait in the Administrative Office until parents can be reached.

Any time lost from class due to improper dress will be considered an unexcused absence.

### **Positive Discipline**

At AISA, we believe that our Middle School and High School students are responsible for their own behavior. We also value the practice of positive discipline and are committed to helping students participate in the establishment and monitoring of class rules and making good choices. Each teacher is expected to handle discipline issues in his/her own classroom in a fair, objective, and mature manner that preserves the dignity of all persons involved. Abusive or demeaning language or arguing with a student is considered unprofessional and corporal punishment or threat of corporal punishment is prohibited. As the adults in their lives, it is important for parents and teachers to work together to help a child correct any discipline issues that may arise. Often all that is needed is a reminder of the guidelines and expectations.

A student may be referred to the Principal in the event of a severe discipline issue or if efforts to help the child make good choices have failed. If a child is referred to the Principal for disciplinary action, a letter will be sent to the parents, with a copy being placed in the student's file. The parents will be asked to sign and return a copy of the letter. In the unlikely event that it is necessary to send a letter home concerning disciplinary issues with the same child on three different occasions during the course of one semester, the issue will be referred to the Discipline Committee for consideration.

### **Discipline Committee**

The AISA Discipline Committee exists to consider discipline issues that have not been corrected by the usual classroom procedures that each teacher has in place, resulting in the child being referred to the Administration on three separate occasions during the course of a semester. The Discipline Committee may also be called to consider instances of serious violations of AISA's expectations by a student. For the Elementary School (Grades K-5) the committee is made up of the Director, Elementary Principal, Counselor, PTA President, and 1 elementary teacher. For the Secondary School (Grades 6-11) the committee is made up of the Director, MS/HS Principal, Counselor, PTA President, and 1 secondary teacher. Referral to the Discipline Committee is serious and may result in short- or long-term suspension or a recommendation for expulsion.

### **Educational Materials**

AISA supplies most of the educational materials that are required for class work. Some exceptions to this are Physical Education clothing, graphing calculators for home use, flash drives, book bags, pens, pencils, and binders. All students are responsible for the proper care of their materials, workbooks, and textbooks.

## **Library Media Center**

Students may come to the Library with an entire class, small groups, or independently. The Library is a place for learning, through the use of Library resources, research, and quiet study. A quiet atmosphere in the Library should be maintained by all. If communication is necessary, students and other visitors are requested to use a low tone of voice and respect the other students who are in the Library to study. If a student must be reminded to quiet down frequently, his/her Library use may be restricted.

Students are responsible for all books checked out of the school Library and must pay replacement costs for any lost or damaged books. Late fines will be charged for overdue books. All students will respect the use of library materials.

At the end of the year, a student's report card will be held until all Library books are returned, replaced, or paid for.

The computers in the Library are for educational use only, and are not to be used by students for playing games, on-line chat, email, or any other non-educational activities.

## **Study Hall**

Study Hall periods have been built into the school day for the purpose of providing a venue for completing homework, working on projects, special tutoring, and scheduling into necessary classes. These Study Halls will be supervised by teachers and a quiet atmosphere should be maintained at all times. As the schedule allows, students may be given passes to work in the Library or Computer Lab. However, if the student does not use his/her time wisely or creates a disturbance, these pass privileges will be revoked.

## **Lost and Found**

Students should:

- Write their names in the front of all books, in any personal items such as wallets or purses, and in all clothing
- Bring only necessary possessions to school
- Take care of all school-issued books or materials. As stated below, students must pay for books or materials that are lost or damaged beyond normal wear
- Keep valuable possessions at home
- Report found items to the Administration Office, where a 'lost and found' shelf will be located. Items not claimed in two weeks will be donated to a local charity. AISA is not responsible for lost or stolen articles.

## **Property Damage**

Students are expected to respect the property of the school, as well as the property of other students and adults. Students are held financially responsible for repair or replacement costs for any breakage, destruction, or defacing of property, whether willful or not, as well as possibly being subject to disciplinary action. This includes vandalism of any type, graffiti and marking or scratching the surface of walls, lockers, doors, etc., or writing inappropriate words anywhere on campus.

## **Replacement of Lost, Stolen, or Damaged Textbooks, Library Books, or Educational Materials**

Textbooks will be assigned to the students by the teachers. Each student should write his/her name inside the front cover of the text. The student is responsible for this book until it is returned to the teacher. The student is also responsible for any Library book that s/he checks out. In the event a book is lost, stolen, or damaged, the student will be required to pay the replacement cost, plus shipping and handling according to the following schedule:

IF COST OF REPLACEMENT BOOK IS	SHIPPING/HANDLING IS
\$ 0.00 -- \$10.00	\$10.00
\$10.01 -- \$20.00	\$15.00
\$20.01-- \$30.00	\$20.00
\$30.01 -- \$40.00	\$25.00
\$40.01 -- \$50.00	\$30.00
\$50.01 -- \$60.00	\$35.00
\$60.01 -- \$70.00	\$40.00
\$70.01 -- \$80.00	\$45.00
\$80.01 -- \$90.00	\$50.00
\$90.01 -- \$100.00	\$55.00

### Theft and Vandalism

Theft is a serious issue and any student who steals from another student or adult will be subject to disciplinary action, according to the following guidelines:

First Offense:

- Letter sent to parents and a copy placed in student’s file (The letter will be removed from the file at the student’s graduation if no other serious offenses have been committed.)
- Parents called in for conference
- After-school detention

Second Offense:

- The first letter will become a permanent part of the student’s file
- Second letter sent to the parents and a copy placed in the student’s file
- Parents called in for a conference
- Short-term suspension (1 to 3 days)

Third Offense:

- Referral to Discipline Committee to consider long-term suspension or expulsion

In each case, the student must make full restitution of the property stolen or damaged.

The Administration reserves the right to search lockers, school bags, and other personal belongings on campus or at school-sponsored activities if there is reason to believe a student may be involved in a theft.

### Weapons

Weapons or dangerous articles are prohibited on campus and at school-sponsored events. This applies to any weapons or any items that are used as a weapon or destructive device. Any such items will be confiscated and **students possessing them will be subject to immediate suspension.** Articles considered dangerous include, but are not limited to, knives, firecrackers, air or toy guns, explosives, and firearms and projectiles.

The Administration reserves the right to search lockers, school bags, and other personal belongings on campus or at school-sponsored activities for prohibited items.

### **Substance Abuse**

AISA provides age-appropriate instruction regarding tobacco, alcohol, and illicit drugs with the intent of promoting healthy choices and behavior in our students. The possession, use (including being under the influence) and distribution of tobacco in any form, alcohol, and/or illegal or prescription drugs on campus or at a school-sponsored activity is prohibited, regardless of the amount of the substance. **Any student found to be in violation of this guideline will be subject to immediate suspension.** Parents and students should be aware that the consequences relating to substance use are deliberately stringent. They have been established to preserve the welfare of all AISA students.

The Administration reserves the right to search lockers, school bags, and other personal belongings on campus or at school-sponsored activities for prohibited substances and related paraphernalia.

### **Electronic Devices**

Students are not allowed to bring Ipods (or similar devices), CD players, MP3 players, cameras, electronic games, disc players, or items of this nature to school. Not only do they disturb the lesson, they are often lost. Such items will be taken by the teacher and sent to the Principal. Continued disregard of this rule will result in the confiscation of the device.

### **Cell Phones**

Because cell phones are useful in case of an emergency, staff and students (Grades 6 – Nebraska) can bring cell phones to the school. However, to avoid disruption of classes, **cell phones of students are not allowed in the classroom** and should not be used during the school day except in an emergency, which should be reported to the Administration Office before using the phone. **All students must leave their cell phones in the lockers and turned off during school hours.**

Consequences of violating this guideline:

**First Offense:** The teacher will take the cell phone to the Principal. The student can collect the cell phone after school

**Second Offense:** The cell phone will be taken to the Principal, and parents will be called in to collect the cell phone.

**Third Offense:** Student will lose the privilege of carrying a cell phone to school.

**The school will not be responsible for the loss or damage of cell phones and will not investigate any loss or damage.**

### **Use of School Phone**

**The school phone is reserved for school business.** Students may use the school phone only when they have a note from their teacher or in an emergency, in which case the student will be directed to the Administration. Students should be informed that they are not allowed to use the phone to ask parents to bring homework or books that they forgot or to arrange play dates or get-togethers with friends after school. Repeated requests to use the phone may result in the student being excluded from using the school phone altogether.

## **Lockers**

Students in Grades 6-12 will be assigned lockers for the purpose of protecting the student's textbooks, workbooks, etc. and preventing loss or theft. Each student will be issued a combination padlocks by the school. Only the school-issued padlocks may be used by the students. Teachers will work with the students at the beginning of the school year to help them become adept at using their locks. The students are responsible for the padlock and ***for seeing that their books and belongings are locked in the locker when not in use.*** In the event that the padlock is lost or damaged, the student will be required to pay for a replacement at a cost of \$15.00. ***Students are responsible for keeping their lockers neat and in good repair.*** Any broken door, hinge, or lock should be reported immediately to the homeroom teacher. If the damage is caused by student misuse, the student will be required to pay for the repair.

School lockers are the property of the school, and at no time does the school relinquish its exclusive control of lockers provided for the convenience of the students. School authorities may conduct inspection of the interior of lockers at any time without notice and without student or parent consent.

## **After-School Clubs and Athletics (Extra-Curricular Activities)**

After-school activities are offered for our students by teachers and community members. Due to the demands of our academic program, we recommend that students participate in no more than two (2) clubs per week. Students are expected to follow the behavior expectations that apply to the school day when they are in clubs. The sponsor of the club is the final authority and has the right to ask a student not to continue attending if there are violations of behavior expectations. If a student is absent from school during the day, s/he may not participate in any after-school clubs or athletics, including practices, games, tournaments, rehearsals, or productions.

## **Student Eligibility for Participation in Extra-Curricular Activities**

Student academic performance is reviewed at the end of each quarter and reports are sent home. In order to participate in extra-curricular activities, a student must maintain a satisfactory academic record. In addition, any time a student plans to participate in extracurricular activities where a student will be absent from school for more than one day, student participation in such activities is subject to review and requires approval by the Principal, in consultation with student's teachers.

The following criteria will make a student ineligible for extra-curricular activities

- ▶ A "F" grade in any course, or
- ▶ Two or more grades of "D" or below
- ▶ Being placed on Academic Probation

For purposes of eligibility, the student's records can be reviewed by the Principal, in consultation with the student's teachers, every two weeks while on probation.

## **Field Trips**

Our teachers are encouraged to arrange educational field trips for the students during the school year, as they provide unique opportunities for students to learn, first-hand, many different aspects of living in Abuja. We welcome parent suggestions for educational field trips. However, the teacher is the one who is responsible for making all of the arrangements and making sure that there is adequate supervision for the students. These trips should be scheduled and approved by the Principal at least two weeks (14

calendar days) in advance to allow adjustments to the program. They should be planned and executed with a definite learning situation in mind. Before a student can participate in a field trip, the parent must sign a consent form, which will be provided by the teacher. **No field trips or off-campus activities will be scheduled during the last two weeks of school.**

### **School-Sponsored International Trips**

In the past we have offered international student trips to Washington, D.C., France and Belgium, and Ghana. Because of the complexity of taking students on an international trip, the Principal must be closely involved in all aspects of the planning. If a parent or teacher has a suggestion for an international trip, it should be discussed with the Principal before the students or other parents are approached. Parents are not allowed to go on school-sponsored international trips.

### **Supervision of Students**

Teachers and Teaching Assistants are responsible for the supervision of the children at all times during the school day and are expected to exercise supervision over students on the school grounds at all times, whether the student is in their class or not. Playground and building safety are the responsibility of every member of the professional staff.

### **Recess/Break Areas**

Teachers and Teaching Assistants are required to perform recess/break duty as scheduled by the Administration. Students are not allowed to be near the parking areas or other buildings on the campus during breaks. Because it is important for students to have a real break from schoolwork, students will not be kept in from breaks to complete or correct homework or for behavior reasons. However, the student may be held for after-school detention for these purposes, after notifying the parents. In that event, it is the parents' responsibility to arrange transportation home, particularly if the student rides a bus.

### **Fire and Emergency Drills**

How we practice for an emergency will determine how we respond in the event there is an actual emergency. Therefore, fire drills are held monthly during the school year, and other emergency drills are held throughout the year as determined by the Security Planning Team.

### **Accident Reports**

In the event of an accident, the School Nurse should be notified immediately. After attending to the child, the Nurse will inform the Administration and the parents. It is important that the parents keep the school informed with their up-to-date contact information, as well as health conditions of the child and information for an emergency contact person in case the parents cannot be reached. The teacher or teaching assistant who witnesses the accident or tends to the child will submit a written statement of what happened to the appropriate Principal on the same day of the accident.

### **Public Displays of Affection (PDA)**

Public displays of affection are inappropriate on campus or on school-sponsored trips and events. As a multicultural educational setting, AISA maintains a high level of cultural sensitivity in this area. Students who disregard this guideline will receive one warning and parents will be called in should another situation arise. Continued disregard of this guideline will result in disciplinary action.

**Skateboards, in-line skates, scooters, Wheelie Shoes etc.**

Skateboards, in-line skates, scooters, or any similar equipment are not allowed on campus.

**Students Who Do Not Attend AISA**

Students who do not attend AISA are not allowed on the school premises during the school day or after school, or when school-related activities are being held without prior written permission from the Administration.

*~Special thanks to the International School of Kenya, International School of Karachi, and the Lincoln Community School of Accra, Ghana for offering guidance and information about their school program.*