

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, and 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 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 is a landmark for AISA, as our long-awaited dream of having our own campus become a reality and we moved into our new permanent site in the Durumi District of Abuja. We are also growing from being an Elementary/ Middle School to a full High School. This year we expanded to include Grade 12.

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 three more years. In 2006-2007 school year, we began the process of having the high school accredited. Then in 2007-2008 School year, we became accredited K-11.

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 day, Halloween Carnival, International Food Fair, etc., and by providing funding for specific school needs. 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 for the school!

Facilities

The school's new permanent site includes 22 classrooms, an ESL center, a learning center, 2 French rooms, 2 Science Labs, Computer Lab, Library Media Center, Music Room, Art Room, a P.E room, 2 teacher workrooms, 6 administrative offices, a conference room, Clinic, and a school store. The school also has a swimming pool, soccer field, basketball court, and playground equipment for the younger students. Soon to be completed are a running track, tennis courts, and gymnasium.

Curriculum

The American International School of Abuja's curriculum includes an American Education that is based on American Education Reaches Out (AERO), The State of California and also the State of South Carolina. It 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, Computer, 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 utilizing 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, 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 four school divisions: Early Childhood, 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, Elementary School Principal and a Guidance Counselor. Many of our teachers hold advanced degrees and represent ten countries around the world. All elementary classes have a full-time teaching assistants, 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 40 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.

Early Childhood—At AISA the Early Childhood program is based on the development of the whole child including their Social Skills, Introduction to literacy, Numeracy as well as the development of their Fine and Gross Motor Skills.

Elementary School—At AISA, the Elementary School program includes the Early Childhood Program and consists of students from Pre School (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 in Kindergarten through Grade 5.

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 move from being in self-contained classrooms at the Elementary School to the independence of moving to subject classrooms for lessons. 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—At present, the High School includes Grades 9-11, with plans to add Grades 12 by the year 2008-2009. More information about the High School program is found in the Middle School/High School Parent/Student Handbook.

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 12th 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/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. However, to ensure appropriate placement and to give educators a greater understanding of the students, AISA will request students take an entrance exam.

After submission of application form with \$200 fee, 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.

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.

Required Documents for Admission

An applicant will present the followings:

1. passport or birth certificate
2. health certificate / records of immunizations
3. two passport size photographs
4. previous official school records.

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 for all new students from the beginning of the school year.

CLASS	AGE	BIRTH DATE FALLS BETWEEN
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 st Grade	Six years (by 30 September)	1 Oct. 2001– 30 Sept. 2002
2 nd Grade	Seven years (by 30 September)	1 Oct. 2000 – 30 Sept. 2001
3 rd Grade	Eight years (by 30 September)	1 Oct. 1999 – 30 Sept. 2000
4 th Grade	Nine years (by 30 September)	1 Oct. 1998 – 30 Sept. 1999
5 th Grade	Ten years (by 30 September)	1 Oct. 1997– 30 Sept. 1998
6 th Grade	Eleven years (by 30 September)	1 Oct. 1996 – 30 Sept. 1997
7 th Grade	Twelve years (by 30 September)	1 Oct. 1995– 30 Sept. 1996
8 th Grade	Thirteen years (by 30 September)	1 Oct. 1994 – 30 Sept. 1995
9 th Grade	Fourteen years (by 30 September)	1 Oct. 1993 – 30 Sept. 1994
10 th Grade	Fifteen years (by 30 September)	1 Oct. 1992 – 30 Sept. 1993
11 th Grade	Sixteen years (by 30 September)	1 Oct. 1991 – 30 Sept. 1992
12 th Grade	Seventeen years (by 30 September)	1 Oct. 1990 --- 30 Sept.1991

CLASS SIZE & NUMBER OF TEACHERS AND TEACHING ASSISTANTS.

Class	Number of Students Per Class	Number of Teacher & Teaching Assistants
Preschool	24	1 Class Teacher and 1 Teaching Assistant for 1-16 students.
Pre-Kindergarten	24	
Kindergarten	24	
Grade 1-5	24	1 Class Teacher. If there are more than 17 in a class, 1 Teaching Assistant will be provided

In the event that a particular class, which already has 20 students, has a new student who must be admitted into that class (e.g. U.S. Embassy family), the student will be accommodated.

APPROVED FEE SCHEDULE (DOLLAR) FOR SCHOOL YEAR 2008 - 2009

<u>Grade Semester</u>	<u>Daily Start & Dismissal</u>	<u>Per Year</u>	<u>Per</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 st - 2 nd Grade	(8:00 a.m. - 2:00 p.m.)	\$11,786.00	\$5,893.00
3 rd - 5 th Grade	(8:00 a.m. - 3:00 p.m.)	\$11,786.00	\$5,893.00
6 th - 8 th Grade	(8:00 a.m. - 3:00 p.m.)	\$12,352.00	\$6,176.00
9 th - 12 th Grade	(8:00 a.m. - 3:00 p.m.)	\$13,790.00	\$6,895.00

APPROVED FEE SCHEDULE (NAIRA)

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

<u>Grade Semester</u>	<u>Daily Start & Dismissal</u>	<u>Per Year</u>	<u>Per</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 st - 2 nd Grade	(8:00 a.m. - 2:00 p.m.)	N1, 414,320.00	N707, 160.00
3 rd - 5 th Grade	(8:00 a.m. - 3:00 p.m.)	N1, 414,320.00	N707, 160.00
6 th - 8 th Grade	(8:00 a.m. - 3:00 p.m.)	N1, 482,240.00	N741120.00
9 th - 12 th Grade	(8:00 a.m. - 3:00 p.m.)	N1, 654,800.00	N827, 400.0

Capital Building Fee

The *Capital Building Fee \$5,000* 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 a 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 is required when they move 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, on submission of the application form. This fee does not guarantee placement.

Registration Deposit

If space is available and a new 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 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* 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. To guarantee placement, parents of returning students are required to pay for the first semester (minimum) of the next school year, before the last day of school (June 11)
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.

Deadline For Payments:

1 st Semester	On or before 20 August 2008
2 nd 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 fee refunded will not be pro-rated 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 3	Id-el-Fitri
October 14-16	ISA Standardized Tests
October 16	End of First Quarter (41 student days)
October 23-24	Partnership Conferences (Reports Given)
October 24	No school for students
November 18	Mid- Quarter (67 student days)
November 27-28	Thanksgiving Break
December 9	Tentative Eid Holiday
December 15-17	High School Semester Exams (Gr. 9-12)
December 18	End of First Semester (Early dismissal)
December 19-Jan. 9	Winter Break
January 12	School Resumes at 8:00 a.m.
January 19	Reports Given
January 23	Partnership Conference (No School for Students)
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)
March 2-5	Science Fair
March 20	End of 3 rd 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 6	Mid-Quarter (156 student days)
May 29	Democracy Day
May	AP Exams(Date TBD)
June 3-5	Semester Exams, Grades 8-12
June 8	8 th Grade Graduation
June 11	Last Day of School (1:00 pm awards; 2:00pm dismiss)
	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
New family	AUGUST								1 2			
Orientation		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		
Teach. Orient		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		
1st Day Sch.		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)		
HOLIDAYS		12	13	14	15	16	X	18	16	End of 1st Quarter (41 days)		
Nigerian		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				
Thanksgiving		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		
Winter Break		23	24	25	26	X	X	29				
Dec. 19 - Jan. 9		30									18	68
	DECEMBER		1	2	3	4	5	6	9	Tentative Holiday		
Spring Break		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		
National		28	X	X	X						13	81
May Day	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		
Democracy		18	19	20	21	22	23	24	29	Elementary Sports Day		
Day		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		
Sem. Exams		8	9	10	11	12	13	14	16	Mid-Quarter (107 days)		
1st Sem.		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		
2nd Sem.		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)		
Graduation		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)		
Eid Holidays		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)		
Last Day Sch.		17	18	19	20	21	22	23				
11-Jun		24	25	26	27	28	X	30	29	Democracy Day		
		31									19	171
Teach. Days	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		
Stud. Days		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 10*

Elementary School Personnel

Director	Amy Uzoewulu
Early Childhood/Elementary Principal	Peter Williams
Guidance Counselor	Rachel LeCoq
Special Education Services	Kristel Solomon Saleem
Ed/Elementary Secretary	Gift Ukaejiofor
Preschool Red	Shikha Vatsa
Preschool Blue	Funke Abegunde
Pre-Kindergarten Red	Mary Agbor
Pre-Kindergarten Blue	Christine Sheppard
Kindergarten Red	Heather St. John
Kindergarten Blue	Grethe Bolhuis
Grade 1 Red	Barbara Smith
Grade 1 Blue	Amy Agelaga
Grade 2 Red	
Grade 2 Blue	Kristen Wasileswski
Grade 3 Red	Sarah Adesiji
Grade 3 Blue	Floey Jacob
Grade 4 Red	Oluyemi Moses
Grade 4 Blue	Stephanie Hartley
Grade 5 Red	Jill Snedden
Grade 5 Blue	Melinda Wilder
Grade 6 Red	Dusty Rose Hanson
Grade 6 Blue	Lucy Venkova
Grade 7 Red	Mangala Badami
Grade 7 Blue	Gordon Hanson

Teaching Assistants

Adekunle Adetokun
Anthonia Okoye
Benedicta Bolarinwa
Chidiebere Abu
Emeka Oruche
Emmanuel Chijoke
Esther Ogbuagu
Hajara Aji
Helen Umerah
Jacob Andrews
James Etim
Josephine Seriki
Maureen Jones
Ngozi Okoro
Nimma Fojule
Nkiru Nkem
Patience Eruobaga
Rita George
Sandra Robert
Tina Okoye
Uju Uzoegwu

Specialists

Art
Art
Computer
French (Middle School)
French (Secondary)
ESL
Library
Music EC/ES
Music MS/HS
Nigerian Studies
P.E
P.E
P.E

Samuel Christopher During
Vivian Kassabian
Motunrayo Oguntimehin
Josephine Asonye
Claudia Abdallah
Clara Warndorff
Caroline Peck
Emmanuel Uko
Lauren McCoy
Maureen Anslem
Khalid Saleem
Tambrey Fliermans
Chris Borodenko

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 has 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 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

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.

Monitoring Homework

The purpose of homework is 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.

It is expected that students, who are new to AISA and to our academic program, may experience more homework, 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 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, at the school premises after the school hours 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. Parents, who employ an AISA staff member for tutoring, should monitor the child's progress. If the student does not appear to be improving, please speak with the tutor and the child's teacher. If there is still no improvement, please see the Principal.

Visitors to Campus

For security reasons and to minimize interruptions to classroom learning, all visitors should check in at the Administration Office before going to any classroom.

Drivers, security guards, or other adults are not allowed to go to the classrooms. They should go to the Administration Office and after communicating why they are on campus, the Administrative staff will help them. 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.

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 or other Embassy license plates in order to be admitted onto the campus. Vehicles without either of these will be asked to park outside.
- **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 will 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 their 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 quickly. This creates a dangerous situation for our students, parents and staff members.

Bulletin Board Announcements

Our bulletin boards offer a great opportunity to share information within our school community. Before posting anything on bulletin board or a notice board, please check first 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.

Channels of Communication

In order to foster a professional, positive atmosphere on our school campus, it is important for all members of the school community to 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 a question or concern regarding his/her child or children as the case may be, the parent will be directed to see the teacher. If the situation cannot be satisfactorily resolved after speaking with the teacher, the parent can bring the concern to the attention of the Principal.

Parent-Administration-Board Communication: If a parent has a question or concern regarding the educational program or general administration of the school, he/she 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.

Parent-Board: Issues related to school policies can be addressed to the Board through the Director

We at the American International School of Abuja pride ourselves in having an open, positive and friendly atmosphere. When there are questions or concerns, we want to know about it. It is through open and constructive dialog that we learn of problems, concerns and solutions. Sometimes we don't know a problem exists, until the parents inform us. Please, help us by bringing your concern directly to those, who can most effectively address it.

Birthday Celebrations

Birthday celebrations at school will be held at the discretion of the teacher. All children who have birthdays in a month, may be recognized together. The parties will not be elaborate or disturbing to others and should not take more than 15 minutes, either during break or at the end of the school day (at the discretion of the teacher). The teacher will inform the parents of students celebrating in each month concerning the date for the celebration and what help is needed, if any.

The teachers will follow these guidelines:

- Drink should be healthy (no soft drinks/sodas/minerals)
- Food should be limited to a treat for each child, such as a piece of cake, cupcake or cookie
- Invitations, gifts and party bags will not be part of the school celebration

Please follow these guidelines and cooperate with the class teacher in recognizing the special day for all students in the class.

Official Parties

AISA will officially recognize the following holidays with class parties:

October	Nigerian Day	Class Party for Grades PreSch-8
December	Winter Break	Class Party for Grades PreSch-12 (to be held in the home room the last hour from 10:00 a.m-11:00 a.m)
February	Valentine's Day	Class Party for GradesPreSch-5
June		Last Day of School Class Parties for Pre School- 12

Academics and Grading

Grading System

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 mobilize efforts 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.

Report Cards

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

Progress Reports

If a student is performing poorly, is in danger of failing on the next evaluation, is failing to turn in homework or projects consistently, or is repeatedly performing below expectations on tests or quizzes, the teacher should 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 by the teacher.

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 is not shown, the student may be asked to withdraw from AISA.

Withholding Student Reports

The Administration reserves the right to hold student records, which may include quarterly and semester report cards, transcripts, transfer records and other formal school documents, in the event of any owed fees, not returned texts, library books, uniforms or other school property, or, outstanding AISA requirements, such as student health forms.

AISA Student Regulations

1. Classrooms will be open at 7:45 a.m. Students are expected to arrive at school on time and go directly to their classes. Students who arrive after the bell at 8:00 a.m. will receive a tardy slip from the front office.
2. Students are not allowed to bring Ipods radios, CD players, cameras, electronic games, disc players and items of this nature to school. Not only do they disturb the lesson, but they are often lost. Such items will be taken by the teacher and sent to the administration. Continued disregard of this rule will result in the confiscation of the device. Students are not allowed to wear shoe skates, rollers or heels to school as this can create an unintended danger and it tends to disturb the learning environment. **AISA is not responsible for the loss, theft or damage of such items and will not investigate such loss or theft.**
3. Students should treat all school property with respect – textbooks, furniture, walls, sports equipment, computers etc. Students will be required to pay for any loss or any damaged property.
4. Students moving outside the classrooms during class sessions, should do so quietly, and must have permission from the teacher.
5. Students are expected to adhere to school dress code policy.
6. PE uniforms and appropriate footwear must be worn on PE days. Please remind your students the day before their PE classes.
7. Sports equipment must be signed out from the P.E. Department and returned by the student who signed it out.
8. Students are not allowed to bring inappropriate literature to school, including pornography and religiously or politically incisive materials.
9. Cursing, or the use of any language or dialect in a disrespectful manner is prohibited.
10. Bullying, fighting, pushing, and slapping are prohibited.
11. Cheating on tests, exams, homework, assignments and projects is prohibited.
12. English is the official language of the school and the language of instruction. Students and staff are encouraged to speak English at school all at times. An exception is made for students who arrive without English skills, so they can communicate while they are learning the language.
13. School computers should be used by students only with the permission of the computer instructor or other teacher and only when the computer instructor or another teacher is present in the classroom, lab or library.
14. Library books must be properly checked out and returned on time. Students who damage or lose library books will be required to pay for them.

15. No food or drinks are allowed in the library or the computer lab. Snacks should be eaten only at the benches outside the classroom or the tables that are provided for that purpose, and the students should sit down while eating. Gum chewing is not allowed in the school. Litter should be placed in the bins provided around the school.
16. AISA is a drug-free environment. This means the use of cigarettes, alcohol and illegal drugs is prohibited at all times on the premises. Students are not allowed to bring cigarettes, alcohol beverages or illegal drugs to school. Any violation will be a cause for disciplinary action.
17. Students must have permission to leave their classroom and the campus.

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.

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:

- ▶ **1st 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, a parent conference may be necessary, and a written disciplinary notice will be placed in the student’s file.)
- ▶ **2nd 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.
- ▶ **3rd 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.
- ▶ **4th 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.

STUDENT BEHAVIOR EXPECTATIONS

STUDENT BEHAVIOR EXPECTATION

BE RESPECTFUL TOWARD EVERYONE—We believe that students will be successful at AISA by demonstrating:

- Respect for self and others
- Respect for the importance of maintaining a positive attitude
- Respect for the teaching and learning process
- Respect for promptness, deadlines and daily class attendance
- Respect for using proper language
- Respect for property

Respect: to show acceptance, regard and courtesy toward others, irrespective of background, race, religion, nationality, gender and personal circumstances; to be polite and mannerly; to be attentive and gracious.

WHY THIS IS IMPORTANT:

- Every person has a right to equal respect and courtesy in every culture
- This creates a pleasant feeling and atmosphere for all in the school
- This is a vital life skill of getting along and being part of a group

EXAMPLES OF THIS BEHAVIOR:

Verbal - *Please, may I please use that, excuse me, thank you, you're welcome, sorry, I'm sorry,* greeting others.

Nonverbal - Listening to speaker, eye contact or body facing speaker, allowing others to go first.

EXAMPLES OF UNDESIRABLE BEHAVIOR:

Verbal - Putting others down, name-calling, cursing, and impolite remarks.

Nonverbal - Dirty look, fighting, defiant gestures like folding arms or aggressive stance, excessive anger, walking away when being spoken to, pushing, shoving and kicking.

CONSEQUENCES OF VIOLATING THIS EXPECTATION:

In every instance, a sincere verbal apology is recommended in addition to the following:

1st occurrence	<ol style="list-style-type: none"> 1. Teacher and student conference, emphasizing the difference between acceptable and unacceptable behavior or language 2. Student warned of consequences of repeated behavior
2nd occurrence	<ol style="list-style-type: none"> 1. Teacher must have a written plan, such as loss of privileges, positive writing assignment etc. 2. For serious violation, contact Principal and/or parents, loss of privileges etc.
3rd occurrence	<ol style="list-style-type: none"> 1. Parent/student/teacher/principal conference 2. Discipline Committee meets to consider options

Disciplinary Policy

Each student is expected to adhere to AISA student regulations and behavior expectations.

Discipline will be administered at the discretion of each teacher within the classroom. Serious infractions will be handled by the appropriate administrator and if necessary the Discipline Committee.

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. Appropriate action could include:

- **After school detention**
- **Short-term suspension**
- **Long-term suspension**

The Administration has the authority to suspend a student for unacceptable behavior. Parents will be given written notification within 24 hours of the suspension, explaining the reason and length of suspension. Such short-term suspensions are for a duration of one to five days.

Expulsion or Long -Term Suspension

In case of serious or extreme behavior problem, the administration and the school Discipline Committee have the authority to expel a student from the school for the remainder of an academic term or a school year. There shall be no refund of pre-paid tuition for students who are suspended or expelled. Parents have the right to appeal to the Board, within five school days, regarding the decision on expulsion or long-term suspension.

Theft and Vandalism

Theft is a serious issue and any student, who steals from another student or adult, will be subject to disciplinary action.

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, firearms and projectiles

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. 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.

After-School Clubs

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.

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.

Lost and Found

Students should:

- Write their names on the front of all books, on any personal items such as wallets or purses, and on 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 is located. Items, not claimed in two weeks, will be donated to a local charity. AISA is not responsible for lost or stolen articles.

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 insignia 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 should purchase AISA gym shorts and AISA T-shirts to be worn during PE class. Students must wear gym shoes and socks. No jewelry is to be worn during PE class.

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

First Offense: Student will be sent to the Administration. Students will be required to change to appropriate clothing. 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.

Fire and Emergency Drills

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

Accident Reports

In the event of an accident, the school nurse will be notified. 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 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 child will submit a written statement of what happened to the appropriate Principal on the same day of the accident.

Skateboards, In-line Skates, Scooters etc.

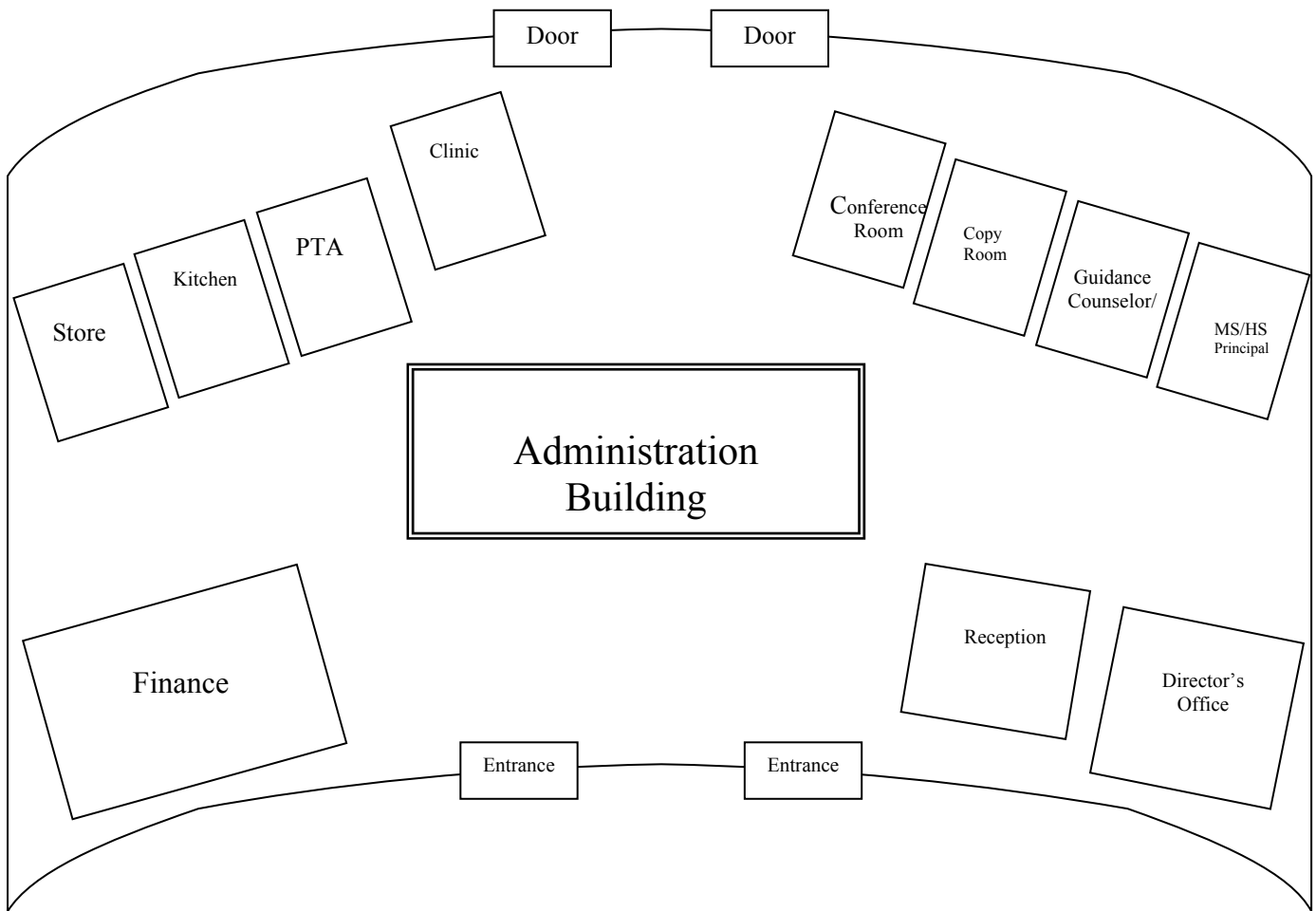
Skateboards, in-line skates, scooters, shoe skates or any similar equipment are not allowed on campus.

Facility Maps

Maps of the new school facilities are attached. Please note that the buildings are not drawn to scale.

Campus Map

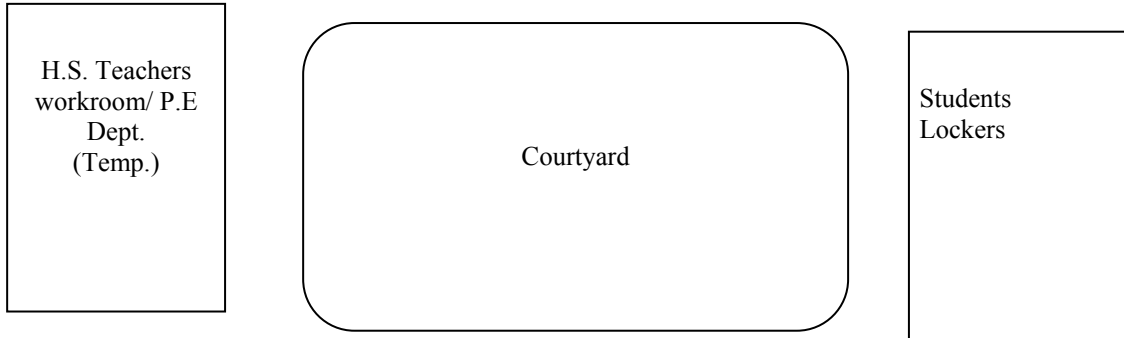
Admin



Rooms are not drawn to scale

Middle School/High School

Sen. Science Lab	French (Claudia Abdallah)	Social Studies (Toni Hull)	Science (Debra Wilson)
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Grade 8 Red Lang. Arts (N. Wallace)	Grade 8 Blue Math (S. Hofstetter)	Math (Dave Lecoq)	English (Martina Been)
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Rooms are not drawn to scale

Elementary School

Rooms are not drawn

Grade 1 Blue	Grade 1 Red	Grade 2 Blue	Grade 2 Red
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Grade 3 Blue	Grade 3 Red	Grade 4 Blue	Grade 4 Red
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Early Ch.
Elementary
School
Principal

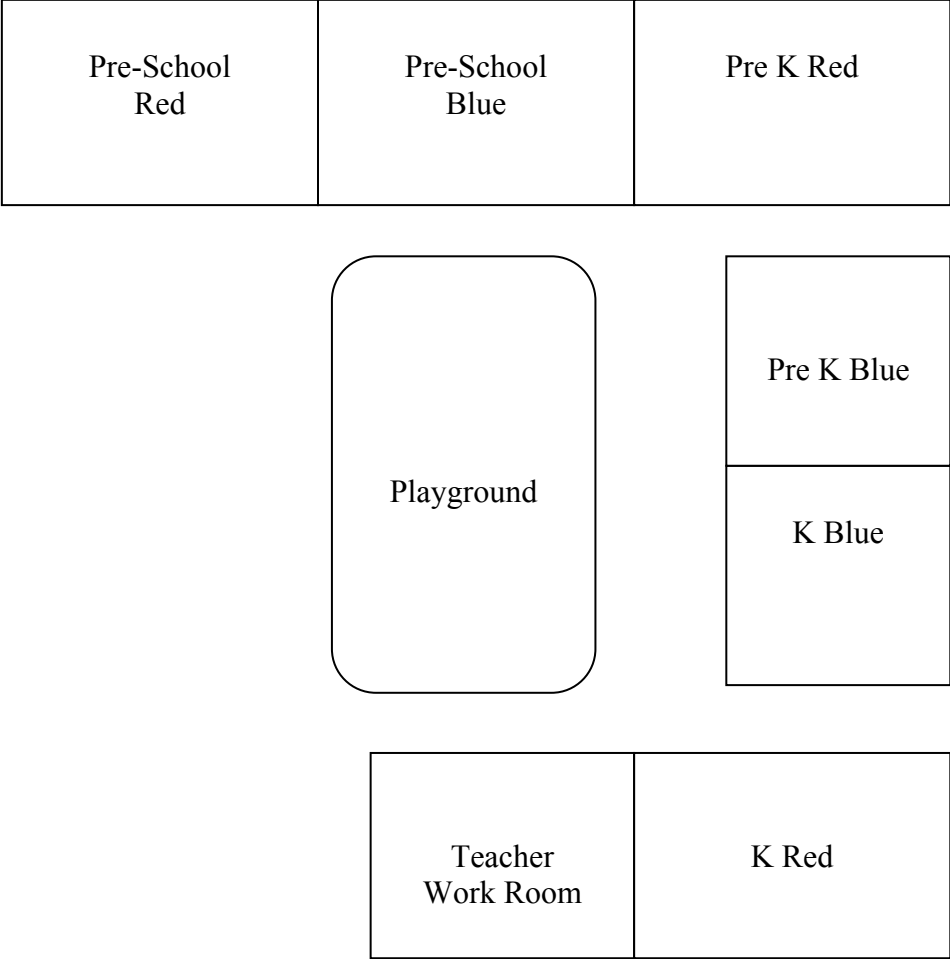
Courtyard

Courtyard

Grade 7 Blue <small>Will be Art</small>	Grade 7 Blue <small>Will be Art</small>	Grade 6 Blue	Grade 6 Red
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Grade 5 Blue	Grade 5 Red	Learning Center ESL	El. French Room Josephine
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Early Childhood Program



Art/Music

Washrooms/Toilets	Music	Art	Stores
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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, thus impeding 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 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. (8:00 a.m. – 2:00 p.m. for k – Gr. 2). The accumulation of more than 10 days in non-attendance in any one semester will be considered reason for the student not receiving grades for the affected quarter within the semester. The Principal will evaluate each 10-day absence on a case-by-case basis, to determine whether to grant grades 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 10 days, is a reasonable time frame within which the missed work can be made up.

Absence Request Form

Parents who are planning to take their children out of school for reasons 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 Director 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 valid reasons as determined by the Director.

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, 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/Tardy

Please note: Students who are absent or late to school, must have a written excuse from the parent or the parent must phone the school. The written excuse must include the date of absence, reason for the absence 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 homeroom teacher.

Participation in After-School Events if Absent

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

Check-in Time

The first bell rings at 7:55 a.m., at which time all students should go to the homeroom class. The second bell rings at 8:00 a.m., at which time attendance will be taken. 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 arrive after the second bell at 8:00 a.m., will be marked tardy by the teacher. 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, secretary 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 the student's report card by the homeroom teacher.

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 him/her 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.
- 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 his/her 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.
- 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.

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. The school nurse will have the authority to dismiss students for medical reasons.

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:

- i. It is the responsibility of the student or their parent to obtain make-up assignments from the teachers and to see that the completed work is submitted within the allotted number of days.
- ii. One day to complete make-up work is generally allowed for each day that was missed.
- iii. 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.
- iv. 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.
- v. 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 two 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 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 will 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 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.

Library and Textbook Policy

Library:

1. A child is allowed to borrow a maximum of two (2) books from the library at a time. *Exceptions can be made when a note is presented from a class teacher, requesting that a student be allowed to borrow more than 2 books from the library.* Books must be returned to the library one week after the date borrowed. If necessary, a book may be renewed for one additional week. If a book is not returned within the stipulated time, a fine of N50.00 per day will be charged for each book returned late. Another book cannot be borrowed unless the book is returned.
2. A book will be considered lost if it is not returned within two weeks after the due date.
Lost, torn or mutilated Library books will be paid for based on the following rates:

Encyclopedia and reference books	\$30.00
Storybooks	\$15.00
Magazines and journals	\$15.00
3. Eating and drinking are strictly prohibited in the library.
4. Reference books cannot be removed from the library.
5. Students must maintain appropriate behavior in the library, at all times.
6. Pre-School to Pre-Kindergarten students are not allowed to borrow books. The parents are, however, encouraged to borrow books on their behalf.
7. Students and parents are not allowed to borrow books during the holidays.
8. No books will be checked out of the library in June.

Textbooks:

All textbooks are the property of AISA. Any damage to or loss of textbooks assigned to students, will be paid for by the student.

SCHEDULE OF SHIPPING/HANDLING FOR REPLACEMENT OF LOST OR DAMAGED BOOKS 2007-2008

COST OF REPLACEMENT BOOK	SHIPPING/ HANDLING
\$ 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

Homework Policy

At AISA, we believe that students who are assigned and complete homework regularly are able to achieve more. Homework provides a useful extension of students' learning opportunities. Homework may be defined as a task to be done in students' own time after school hours and is expected at both elementary and middle school levels.

Homework should provide an appropriate challenge for students of all abilities, recognizing individual and group needs. Properly conceived, carefully designed, presented and monitored by the teacher, homework fosters development of independence, self-discipline and responsibility, and conserves class time for those lessons, better taught with close teacher guidance and supervision.

Homework is an integral part of the learning process and presents opportunities for:

- A. reinforcement of those skills, already taught
- B. preparation for material to be presented or taught subsequently by the teacher
- C. extension or transfer of a skill or concept to a new situation
- D. completing assigned work not finished in class

Homework should not be a way for students to be introduced to new concepts or skills and should not be expected to acquire or apply that new knowledge without further teacher guidance.

HOMework GUIDELINES

Use of homework requires cooperation among teachers, students and parents. Homework will be a regular part of each student's school experience. Due to the extended hours of the elementary school, the last 30 minutes each day in grades 1 - 4 will be used for homework. It is expected, that a student who is new to our school system, may spend longer on homework for the first few weeks, as s/he makes the adjustment. Students should be able to complete the assignment within the guidelines given below:

ELEMENTARY

The following time is recommended daily averages:

- | | | |
|----|----------------|------------------|
| A. | Grade 1 | 20 to 30 minutes |
| B. | Grades 2 and 3 | 30 to 40 minutes |
| C. | Grades 4 and 5 | 45 to 60 minutes |

*Communication between tutors and specialist staff with classroom teachers is necessary to ensure a well-balanced homework schedule.

HOMework AND ABSENCE

A student is responsible for making up homework, missed through absence. It is the student's responsibility to ask if there have been assignments during his/her absence. The time allowed for this is equivalent to the number of days absent. Assignments prior to expected absences will not normally be given.

HOMEWORK AND VACATIONS

Homework will not normally be given during vacations. Optional assignments may be available upon parental request.

RESPONSIBILITY FOR HOMEWORK

Teachers are responsible for:

- Communicating homework expectations to students and parents
- Assigning, monitoring, correcting, acknowledging and returning student homework in a timely manner
- Conferring with parents regarding homework concerns
- Determining how homework will be incorporated into the term grade and communicating that to parents, students and administration in writing.

Students are responsible for:

- Understanding the homework assignment(s) before leaving school
- Taking home all necessary materials to complete the assignment
- Scheduling time for homework that is compatible with family and/or after school activities
- Working towards the goal of doing homework with minimum parental help

Parents are responsible for:

- Providing encouragement and support, showing interest in the student's work
- Assisting students to develop good study habits by providing a comfortable, well-lit study area, away from distractions
- Encouraging students to set a regular time for studying
- Evaluating student out-of-school activities to be sure the student has sufficient study time
- Conferring with teachers regarding homework concerns

If a student fails to complete homework, project or assignment, the teacher has the right to ask the student to complete the work during recess or after school. In that event, adequate time will still be allowed for the child to eat, before class resumes. A student will not be held after school, unless the parents have been notified.

Field Trips

- a. Field trips are encouraged, as they provide unique opportunities for students to learn many different aspects of living in Abuja. These trips should be scheduled and approved by the Principal at least two weeks.
- b. All field trips are to be planned and supervised by the class teacher.
- c. Before going on a field trip, parent's consent slips must be sent home with each student and the signed slips must be returned to the teacher. The parent consent slips are to be kept on file in the class. The student is not allowed to participate in a field trip without a signed consent slip,.
- d. Fields trips should be planned and executed with a definite learning situation in mind. The end result should be that each student has gained knowledge in the subject area affected. Close supervision is necessary to enhance the effectiveness of the experience.
- e. Student and staff safety is paramount in planning and considering any field trip. Thus, the teacher must carefully consider the value of the learning opportunity with existing security and safety factors. Seat belts are required to be worn by all students and supervisors during the field trip.
- f. Fields trips should be planned and executed over the course of the entire calendar year, thereby, reducing the likelihood of scheduling conflicts with private vehicles, special events, etc. at the closing of the school year.

NO FIELD TRIPS OR OFF-CAMPUS ACTIVITIES WILL BE SCHEDULED DURING THE LAST 2 WEEKS OF SCHOOL

American International School of Abuja

Check-Out Form

(Parent should fill out top part of form and submit to Administration Office at least 7 days in advance of withdrawal)

Any student leaving AISA and transferring to another school must have this sheet signed by the three individuals shown at the bottom in order for transcripts/records to be released.

Student's name: _____ Grade: _____

Date of notification: _____

Date of withdrawal: _____



Grade K – 11 Check out Form

(Student should give to each teacher for signature and grade, and Learning Center (if applicable), Librarian and Principal for signature at least 2 days before withdrawal)

Please sign only if all books and materials are returned and student has no outstanding debts.

<u>Subject</u>	<u>Teacher Signature</u>	<u>Current Grade in Your Class</u>
English	_____	_____
Mathematics	_____	_____
Social Studies	_____	_____
Science	_____	_____
Art	_____	_____
Computers	_____	_____
French	_____	_____
Health	_____	_____
Music	_____	_____
Physical Education	_____	_____

Learning Center _____ Date _____

Librarian _____ Date _____

Finance Officer _____ Date _____

Principal _____ Date _____

(Principal should be the last to sign the form)

American International School of Abuja

Student Withdrawal Information

Date: _____

Dear Parents,

We are requesting from you your new home address and the name and address of the school that your child will be attending. This information will help us should we need to contact you and to follow up on your child's progress.

Thank you for your cooperation.

Name of Child: _____

New Address: _____

Name of New School: _____

Address of School: _____

Other comments, if any: _____

Parent Name (please print): _____ Date: _____

Parent Signature _____

LETTER OF CONSENT

1. I, the undersigned parent of the following child(ren):

state that I have read and understood the rules and expectations of the American International School of Abuja and agree to abide by all rules and regulations as stated in the school handbook. I also agree that, should the Board of Directors of the school publish or circulate amendments or changes to those policies during the school year, I will abide by those policies amended.

2. I give my consent for the administration of the school to treat minor injuries sustained by my children while they are in care and custody of the school, or state that I have given the following instructions (attached in writing) concerning the treatment of my children in an emergency.

The point of contact in a medical emergency is _____
and the alternate point of contact is: _____

If immediate medical treatment is needed, my child should be taken to

3. I understand that the school will exercise due diligence to promote the security and well being of the students, and to comply with any written instructions from me concerning the emergency treatment of my children, I agree to hold the school blameless and free of liability for any loss, damage or injury sustained by my children or myself due to circumstances beyond the reasonable control of the school.

4. I agree to attend the Parent/Teacher Conferences as scheduled by the school and to participate actively in other activities organized by the school.

5. I understand and accept that as a student of AISA, my child's picture may be used in school publication such as yearbook, brochures, newsletter and school website.

Name _____ Signature _____

Date _____

(Please sign and return this form to the office or homeroom teacher by Friday September 5,2008).

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.