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American International School of Abuja

Policy Manual



(Amended and approved by Board of Governors on 25 February 2009)

American International School of Abuja

Policy Manual

Table of Contents

	<i>Page No.</i>
Mission Statement -----	iv
Philosophy Statement-----	v
Declaration of Excellence-----	vi

SECTION I: BOARD OF GOVERNORS

Introduction -----	1
Duties and Responsibilities of the Board -----	1
Tuition and Fees-----	1
Appointments-----	2
Compensation for Staff-----	2
Limitation of Authority -----	2
Policies -----	2
Membership-----	2
Appointed Members -----	2
Qualifications of Elected Members -----	2
Compensation for Board Members -----	2
Term of Office of Elected Members-----	3
Nomination -----	3
Election of Board Members -----	3
Re-election -----	3
Vacancies -----	3
Removal From the Board -----	3
School Employees -----	3
Meetings-----	4
Executive Sessions-----	4
Order of Business -----	4
Quorum-----	4
Proxy Voting -----	4
Parliamentary Authority-----	4
Agenda -----	4
Minutes-----	4
Annual Report -----	5
Officers-----	5
President-----	5
Vice-President-----	5
Treasurer -----	5
Secretary -----	5
School Director-----	5
Teachers' Representative to the Board-----	6

Committees -----	6
Responsibilities-----	6
Mission Statement -----	6
Goals-----	6
Non-Discrimination Policy -----	7
Publications and Information-----	7
School Calendar-----	7
Donations to the School-----	7
Complaints -----	7
Complaints Against Employees-----	7
Harassment Policy -----	8
Anonymous Communications -----	8
Alcoholic Beverages on Campus -----	9
Unprofessional Conduct-----	9

SECTION II: ADMINISTRATION

Director-----	10
Responsibilities-----	10
Duties -----	11
Board Policies -----	11
Instructional Program-----	11
Personnel-----	11
Staff Communication-----	11
Staff Performance Evaluation -----	11
Recommendation of Staff Salaries-----	12
Student Admission-----	12
Student Placement and Admissions Process-----	14
Reporting and Report Cards-----	14
Extraordinary Student Advancement -----	14
Student Activities -----	15
Student Discipline Policies -----	15
Suspension of Students-----	15
Supervision of Students -----	15
Treatment of Head Lice -----	15
Emergency Awareness -----	15
School Calendar-----	16
Finance and Budget-----	16
School Facility -----	16
School Property -----	16
Loss or Damage to School Property -----	16
After Hours Facilities Usage -----	17
Possession of Weapons on Campus -----	21
Report to Parents -----	21
Press Releases -----	21
Parent Organization-----	21
Other Duties -----	21
Director’s Contract-----	21
Administrative Hours-----	21

SECTION III: PERSONNEL

AISA Personnel Objectives-----	24
Recruitment and Selection-----	24
General Employment Requirements-----	24
Conditions of Service-----	25
Employee Salary-----	25
Employee Benefits-----	26
Contract Renewal-----	31
Employee Disciplinary Action-----	31
Employee Grievance Procedures-----	31
Contract Termination-----	32
Severance Pay-----	33
Employee Performance Evaluation-----	33
Employee Code of Conduct-----	33
Conflict of Interest-----	33
Employee Dress Code-----	34
Student Supervision and School Safety-----	34
Teacher and Teaching Assistant Responsibilities-----	34
Class Trips-----	35
Meetings, School-Related Functions, and Professional Development-----	35
Annual Performance Objectives-----	35
Safety Instruction-----	36
Care of School Property by Teachers and Teaching Assistants-----	36
Private Tutoring-----	36
Teaching Assignments-----	37
Teaching Transfers-----	37
Homework-----	37
Student Discipline-----	37
School Rules and Regulations-----	37

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

PHILOSOPHY STATEMENT

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

- Offer students the best possible American education, infusing international content whenever 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 Governors in maintaining open communication and in carrying out the AISA philosophy

Declaration of Excellence

**Whereas we are a positive teaching team
with an eye on the present and a vision toward the future,
we shall provide the best educational experiences
in a nurturing and caring environment.**

**We believe in motivating students
to become independent and self-reliant
while discovering and developing individual talents.
We will provide a variety of teaching and learning styles
to allow everyone to succeed.**

American International School of Abuja

POLICY MANUAL

Section I: BOARD OF GOVERNORS

Introduction

100.00 The American International School of Abuja (AISA) is an independent, co-educational, multiethnic day school which offers an international educational program from preschool through 12th grade for children of all nationalities residing in Nigeria. Students graduating from AISA earn a U.S. high school diploma. The school is fully accredited through 12th grade by the Middle States Association of Colleges and Schools. The school was founded in 1993. The school year comprises 2 semesters terms, extending from August to December, January to June.

Duties and Responsibilities of the Board

100.01 The Board exercises full control and direction over the business and affairs of the Association and of the School. It has all powers and performs all of the acts which the Association and the School legally exercises and performs and which are legally required to be exercised and performed (Constitution, Article 5 Section A).

100.02 The Board of Governors has the responsibility to recruit and supervise the Director and to set annual work objectives and annually evaluate the School Director's performance. At the time of the appointment of the Director, the Board shall establish a mutually agreed upon procedure for the evaluation of his/her work performance. The evaluation shall be conducted in an Executive Session with the Director and all Board members in attendance and shall be based on the work objectives established at the beginning of the academic year and the Director's self assessment. A written evaluation shall be provided to the Director by the end of every academic year.

100.03 The Board of Governors has the responsibility to establish and manage the school's budget.

Tuition and Fees

100.04 The Board is authorized to set the tuition and fees for the school and to revise as necessary.

Appointments

100.05 The Board is empowered to appoint and terminate the Director of the School.

Compensation for Staff

100.06 The Board is empowered to establish the compensation and benefits of all AISA staff.

Limitation of Authority

100.07 Individual Board Members have no authority to act except in meetings of the assembled Board, or by specific designation by the Board. Individual Board Members should resist the temptation to become directly involved in administrative matters related to students, teachers and administrators. Board member's authority exists only in the Board action as a whole.

Policies

100.08 The Board shall make such policies as it considers necessary and shall provide the Association members with written copies of these policies which shall be binding upon those members until formally amended by the Board. Requests for changes in school policy must be addressed to the Board in writing. Decisions are made only by the Board acting as a whole in a regular, special or executive meeting.

Membership

100.09 There shall be seven members of the Board of Governors (Constitution, Article 5, Section A [I]).

Appointed Members

100.10 The Ambassador of the U.S. Embassy shall appoint one designee to serve as a member of the Board as the U.S. Ambassador's Representative (Constitution, Article 5, Section A [I]).

Qualifications of Elected Members

100.11 There are six elected members on the AISA Board. An elected member of the Board shall be a member of the Association as defined in Article 1, Section II of the AISA Constitution. The Board has the authority to grant membership to non-Association members to stand for election (Constitution Article 5, Section A (I)).

Compensation for Board Members

100.12 No salary or other compensation shall be paid for services as a member of the Board, except reimbursement may be made for reasonable expenses incurred in connection with service.

Term of Office of Elected Members

100.13 Board members shall be elected for a two-year term (Constitution, Article 5, Section A [II]).

Nomination

100.14 All candidates for election to the Board shall be nominated by a parent of a student(s) in attendance at the School. Nominees shall be parents of students or members of the community at large. Application forms shall be submitted at least two weeks in advance of the date for the election. The Secretary of the Board is responsible for notifying the parents of the date of the election.

Election of Board Members

100.15 Election of the Board members shall be held prior to the end of the school year by secret ballot. The election shall be held under the direction of the election committee appointed by the President of the Board of Governors. Each family shall cast one ballot indicating a selection of candidates. Ballots indicating a selection of candidates more than the number of vacancies to be filled shall be declared void. Candidates receiving the largest number of votes shall be deemed elected. In case of a tie vote, a runoff election shall be held within two weeks of the first election. (Constitution, Article 5, Section A [IV])

Re-Election

100.16 Board members shall be eligible for re-election (Constitution, Article 5, Section A [II]).

Vacancies

100.17 Vacancies on the Board which occur during the school year shall be filled by the remaining members appointing person(s) who fit the same description as defined in the Constitution (parent, nationality, etc.) The appointment shall expire at the end of that school year. (Constitution, Article 5, Section A [III]).

Removal from the Board

100.18 Any Board member who becomes an obstacle to the effectiveness of the Board may be removed by a vote of no confidence by six members of the Board. (Constitution, Article 5, Section A [VII]).

School Employees

100.19 An employee of the School and his/her spouse shall not be eligible to become a member of the Board nor are they eligible to nominate or vote for a Board member. However, if an employee is also the parent of an AISA student the employee may nominate and vote for Board members, but may not serve on the Board. (Constitution, Article 5, Section A [I]).

Meetings

100.20 The Board shall hold monthly meetings and special meetings for specific purposes. (Constitution, Article 5, Section A [IX]). Board Committee meetings may be called to conduct the business of the school.

Executive Sessions

100.21 The Board shall hold an Executive Session to consider personnel matters, actions related to the Director, and other such subjects as deemed advisable by the President or the majority of the Board.

Order of Business

100.22 The order of business shall be: (1) Call to order and President's Remarks; (2) Approval of minutes of previous meeting; (3) Standing Committee Reports; (4) Reports from the Administration; (5) Other Reports; (6) Adjournment. Each Committee report shall begin with voting items, and Committee reports with voting items shall receive first priority.

Quorum

100.23 Four voting members of the Board shall constitute a quorum (Constitution, Article 5, Section A [IX]).

Proxy Voting

100.24 There will be no voting by proxy.

Parliamentary Authority

100.25 All questions of parliamentary law not specifically provided for in the AISA Constitution or Board Policy Book shall be decided upon the principles laid down in "Robert's Rules of Order".

Agenda

100.26 The Board President and the Director shall set meeting agendas in consultation with other board members. The Board Secretary prepares and posts the agenda on the School bulletin board several days before the meeting.

Minutes

100.27 Regular Board Meetings: Minutes of the Board of Governors shall include those matters regularly moved, seconded and voted, and decisions made by the Board. The Secretary of the Board shall maintain minutes of Board meetings. Minutes of Board Meetings must be approved by the President and shall be posted on the school's bulletin board with a copy to be provided in the Minutes book located in the Library.

100.28 Executive Sessions: Minutes of the Executive Sessions shall be maintained by the Secretary and shall include those matters regularly acted upon and approved by the Board. These Minutes shall be on file in the office of the School Director and shall be available to Board Members.

Annual Report

100.29 The Board shall make a report of its activities and the financial standing of the Association at each Annual General Meeting (Constitution, Article 6, Section I).

Officers

100.30 The Board shall elect from their own members officers to fill the following positions: President, Vice-President, Treasurer, and Secretary. All officers shall hold office for a term of twelve (12) months. All officers shall be eligible for re-election (Constitution, Article 5, Section A [VI]).

President

100.31 It shall be the duty of the President to preside at all meetings of the members of the Association and the Board, and to have the Secretary call all meetings of the members and of the Board.

Vice-President

100.32 It shall be the duty of the Vice-President to perform the duties of the President whenever the latter shall be absent or incapacitated, and the acts so performed shall be as valid and binding upon the Association as if performed by the President in person.

Treasurer

100.33 It shall be the duty of the Treasurer to review with the Financial Officer all matters of finance concerning the Association. The Financial Officer will provide the Treasurer with monthly reports. The Treasurer must report monthly to the Board of Governors the status of the School's finances.

Secretary

100.34 It shall be the duty of the Secretary to maintain minutes of all proceedings of the Board and all meetings of the Association members, and to enter same in his/her book of record. At the direction of the President, he/she shall give notice of all instruments requiring the President's official signature, and conduct the correspondence of the Association.

School Director

100.35 The Director of the School is a non-voting member of the Board of Governors and attends all meeting except those Executive Sessions that specifically deal with issues related to the Director. Elementary, Middle/High School Principals, and staff

representative attend all meetings, except Executive Sessions, as non-voting members.

Teachers' Representative to the Board

100.36 It is the duty of the Teachers' Representative to attend Board meetings and to represent the interests and welfare of all AISA staff. The representative must be a teacher and must be elected annually by all staff. The Teachers' representative is a non-voting member of the Board.

Committees

100.37 The Board shall appoint the appropriate number of committees required to operate and maintain the Association and the School. A voting Board member should serve as the Chair of each committee. Non-Board members may serve on committees.

Responsibilities

100.38 Committees shall confer with the Board and School Director and members of the staff on matters concerning the administration and conduct of the School. All recommendations made from each committee must be approved by the Board.

Mission Statement

100.39 (See the Constitution, Article 2).

Goals

100.40 The School shall exert every effort to:

1. Develop in each student a mastery of the skills of communication and learning.
2. Develop responsible individuals who possess the ability to think clearly, logically and independently as participating members of a self-governing society.
3. Develop in each student understanding and appreciation of cultural, social, scientific, economic and political ideas and practices.
4. Provide physical and health education enabling the student to live an energetic, wholesome and productive life.
5. Provide the opportunity for each student to develop and to appreciate moral, ethical and cultural values.
6. Provide a program of student activities designed to develop competent, self-directed, and responsible, social interaction in an atmosphere of mutual respect and cooperation.

7. Develop in each student interests, skills, and attitudes which contribute to the worthy use of leisure time.
8. Monitor the goals and objectives set forth in the school's action plan.

Non-Discrimination Policy

- 100.41 The Board of Governors declares that any discrimination of any kind, including, but not limited to, race, creed, religion, gender, political association, color, national origin or ancestry shall not be tolerated or accepted in any form.

Publications and Information

- 100.42 The Board of Governors encourages the use of publicity as a means of communication with the citizens of the school community. It shall be the responsibility of the School Director to develop procedures for the development and distribution of all printed, electronic and publicity materials. The Board must authorize any publicity – electronic, printed or broadcast – for general distribution beyond the school community.

School Calendar

- 100.43 The Board of Governors shall approve the school calendar for each school year by the end of February of the previous year. The calendar shall provide for 180 instructional days as recommended by the U.S. Department of State Office of Overseas Schools.

Donations to the School

- 100.44 All donations to the School must be reported in writing by the Director who will report them to the Board of Governors. All donations above \$1,000 must be approved by the Board.

Complaints

- 100.45 Parents, guardians and others who have concerns related to the classroom should report these concerns first to the teacher. If the concern is not addressed satisfactorily, the concern shall be reported to the relevant Principal. Concerns unresolved by the Principal may be referred to the Director and eventually in writing to the Board if necessary. Concerns related to the school should be addressed to the appropriate person in Administration.

Complaints Against Employees

- 100.46 Complaints against employees shall be directed to the Administration. The Administration reserves the right to request that complaints be submitted in writing. Unresolved complaints should be submitted in writing to the Board for consideration.

Harassment Policy

It is the aim of the Board and administration of AISA to create an environment and atmosphere that is safe for all stakeholders and where all members of the community are free from implicit or explicit threat or harassment.

To that end, AISA encourages open and constructive communication between all parties. While a positive outcome and resolution to every conflict may not always be possible, it is never acceptable to move beyond appropriate and respectful dialogue into communication which has as an intended consequence the effect of threatening, intimidating, or otherwise harassing a member of the AISA community.

It should also be understood that staff members who, while discharging their professional responsibilities, may employ coercion or a statement of consequences for offending behavior are not, *per se*, violating the spirit or letter of this policy.

However, AISA expects that all communication and interaction between and among staff, students, and parents be appropriate and respectful. Bullying, threats, intimidation, or harassment by one member of the community toward another are not acceptable.

Students who harass or intimidate or attempt to harass or intimidate other students, staff members, or parents are subject to immediate suspension and further disciplinary action (e.g. the disciplinary committee) and may result in permanent removal of the student from the school community.

Staff who harass or intimidate or attempt to harass or intimidate other staff, parents, or students are subject to immediate disciplinary action by the administration and may result in termination of the contract for cause.

Parents, and/or their employees or affiliates, who harass or intimidate or attempt to harass or intimidate other staff, parents, or students are subject to permanent prohibition from campus and may result in all children in attendance being withdrawn from the school.

If a parent, student, or staff member wishes to lodge a grievance under the policy, he or she should do so, in writing, to the division administrator, unless the grievance is against the division administrator, in which case the grievance should be lodged with the Director. If the grievance is against the Director, the grievance should be lodged with the Board.

The administration and/or Board will conduct a full investigation and their conclusions and decisions will be rendered as appropriate. Decisions made by the administration may be appealed to the Board. Decisions by the Board are final and cannot be appealed.

Anonymous Communications

100.47 The Board of Governors recognizes the need for proper communication between and among students, parents, teachers, administration and the Board. At AISA,

anonymous communication is actively discouraged. No school employee, board member or parent volunteer will act upon an anonymous communication unless there is a threat to the safety of the students or staff (e.g., a bomb threat). Any employee found to have authored or distributed an anonymous “poison pen” message will be subject to severe disciplinary consequences.

Alcoholic Beverages on Campus

100.48 AISA prohibits the use, sale or display of alcoholic beverages during the regular school day. The Board of Governors may decide, on a case-by-case basis, to authorize the use or sale of alcoholic beverages during specific school events. In each case, the Director will present the circumstances to the Board. The Board must vote on whether to allow alcoholic beverages.

Unprofessional Conduct

100.49 AISA is an educational institution that provides a safe, secure and nurturing environment for all students. Therefore, AISA discourages incidents that would disrupt the normal functioning of the school and which may create an adverse environment for student learning. School personnel will be subject to severe disciplinary consequences if he/she displays any of the following unprofessional behavior:

1. Stealing
2. Violence
3. Insubordination
4. Use of profanity
5. Participation in organized action that disrupts or interferes with the normal functioning of the school day.
6. Sexual harassment
7. Corporal punishment of students
8. Abuse of controlled substances (drugs, alcohol, cigarettes, etc.)
9. Possession of weapons on campus
10. Participation in any terrorist organization or activity.

Section II: ADMINISTRATION

Definition of Terms

“Administration” shall herein refer to the Director and the Principals.

Director

200.00 The Board shall employ a Director who shall be the Administrator of the School. His or her term of appointment and salary shall be determined by a majority vote of the Board and contained in the Director’s contract.

Responsibilities

200.01 The Director shall sit with the Board (Constitution, Article 5, Section A [VI]) and shall be responsible for the organization, operation and administration of the total school program. Within limits of established policy, the Director shall make decisions involving the activities and personnel of the School. The Director shall organize the School and its employees into an efficient, democratic and cooperative institution of professionally trained employees with stress on the importance of teaching and learning. The Director’s major effort shall be in the field of educational leadership and supervision. While the Director shall be responsible for the safety, welfare and general development of the children within the School, it is of equal importance that he or she stimulates the teachers to guide and direct the physical, mental, social and emotional growth of the students in their care.

The Director shall attend all meetings of the Board and Board Committees with the only exception being an Executive Session of the Board specifically called to review the contract of the Director.

It shall be the responsibility of the Director to study matters referred by the Board for his or her recommendation. The Director shall involve the staff as deemed necessary in developing alternatives which shall be presented to the Board along with a recommendation and the supporting data.

The Director may delegate authority and responsibility to the relevant Principal and others at his/her discretion but, in every instance, he/she is responsible for the proper conduct of the School and its program.

Duties

The Director shall be responsible to the Board of Governors and act under its direction for the following policies, inclusive through the subsection “**Other Duties**”:

Board Policies

200.02 Recommend policies to the Board, providing data which will assist the Board to evaluate the recommendations and shall be responsible for executing Board decisions.

Instructional Program

200.03 Be responsible for all phases of the instructional program including the development of curriculum guides, adoption of textbooks, selection of instructional media and library books, organizing an in-service teacher training program, establishing a testing program and generally maintaining high standards of instruction. Plan and schedule faculty, grade-level or subject meetings essential to both administrative efficiency and the improvement of instruction Report to the Board on the evaluation of instructional program, progress of the students and the general administration of the school.

Personnel

200.04 Supervise all matters relating to the recruitment, appointment assignment, classification, evaluation, transfer, promotion or dismissal of all staff members. The Director shall recommend to the Board personnel policies and proposed staffing. All matters pertaining to personnel shall be referred to the Director.

Staff Communication

200.05 Be responsible for providing staff members with information regarding Board policies and regulations and administrative procedures, which relate to employees.

Staff Performance Evaluation

200.06 Be responsible for the annual evaluation of all staff and set annual specific work objectives for each employee against which to evaluate performance. The Director shall direct the Principals to establish an evaluation program for all staff and ensure that employees are informed of performance standards. The Director will also direct the Principals to establish performance improvement plans for employees performing unsatisfactorily. (See Section III, Personnel Policies, Paragraphs 300.35, 300.36, and 300.49).

Recommendation of Staff Salaries

200.07 Recommend to the Board of Governors salaries and related benefits for employees.

Student Admission

The Director shall issue instructions for admission of students in accordance with the policies of the Board of Governors.

200.08 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.

Applications for admission to AISA will be considered on the priority scheme outlined below. However, all applicants must meet admission criteria before being admitted to AISA, regardless of status in Nigeria. AISA reserves the right to deny admission to any student who fails to meet all the requirements. While copies of documents or unofficial reports may be accepted for the purposes of evaluation, all required official documentation must be submitted, received, and verified prior to any official offer of acceptance.

A conditional acceptance may be offered by the school, but all conditional acceptances are subject to final confirmation only after all necessary and outstanding documents, issues, or questions have been settled to the satisfaction of the school. All students entering AISA will be required to complete a placement exam. Incomplete exams will not be accepted and students will be required to re-take the exams or will risk not being admitted to the school.

Any students requiring special consideration, particularly students with special needs, must have completed records forwarded to the Admissions Coordinator before a decision can be made. As it is not possible for AISA to meet the needs of all students, it is the responsibility of the parents to disclose all documentation fully prior to an offer of admission being made. Failure of any applicant to disclose fully in any instance may result in the offer of acceptance being rescinded. AISA reserves

the right to deny admission to student whose special needs cannot be serviced by the school.

It is the responsibility of applicants and their parents to adhere to the starting dates published in the school calendar and available in the admissions packet and on the school website. Applicants are expected to attend school from the day they are admitted unless otherwise stipulated by the school. Previous attendance at AISA or space available does not guarantee admission or likely admission.

Because of the amount of time lost and work that needs to be made up, as well as the unreasonable burden late admissions place on teachers and classes, admission may not be granted in grades 9-12 after ten school days but upon exceptional circumstances, regardless of space availability. Students transferring directly from another school system and who have been in attendance in the current school year prior to transferring will be admitted and their leaving grades from the previous school accepted as evidence of attendance and for the purpose of assigning grades and credits for the period prior to attendance at AISA, provided all other admissions requirements have been met.

Admissions in grade 1-8 will be made on a case by case basis by the division principal, after a thorough review of the student records and in consultation with the appropriate classroom/subject area teachers.

Regardless of when students are admitted to the school, it is the responsibility of the student to make up and complete all work missed due to the late admission, as required by the administration.

Priority of Consideration for Admission

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.

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.

Student Placement and Admissions Process

200.09 Be responsible for the placement of students based on the date of birth and an admissions examination. Three years of school records are required from each applicant, regardless of previous school, except for grades K-2.

Reporting and Report Cards

200.10 Establish a system of reports, records and forms to be used in the school including reports to parents on the progress of their children.

Extraordinary Student Advancement

Be responsible to ensure that it is not the general practice of AISA to promote students beyond the next chronological grade level in a student's program without compelling and overwhelming evidence in support of the request. Requests by families for such a consideration should be made only under the most extraordinary of circumstances and well in advance of the student's arrival at AISA. It is incumbent upon the parent, not the school, to make the case for the advancement of a student beyond the next grade level. Such a case must have the following evidentiary support:

- **Grade reports**—a record of consistent superior achievement in all classes over at least the previous two years of school.
- **Standardized test scores**—students should attain higher than the 90th percentile in all areas tested.
- **Placement test results**—the student must achieve results on all tested areas of AISA's placement test which indicate a performance standard of "advanced" or "exceeding expectations" against all knowledge and skill standards.
- **Evaluation and recommendation from a licensed child psychologist**—attesting to the appropriateness of an advanced placement and the emotional and social readiness of such a placement. AISA does not provide psychological services, and does not offer referrals to local licensed child psychologists. The child's parent or guardian bears the cost of any evaluation.
- **Recommendation from previous institution**—the administration of the previous school must confirm, in writing and with clear explanation, that the student would have been given the same advancement had the student remained at that school.
- **Grade level staff consent**—administration will consult the on-grade level teachers of the applicant to ascertain whether the teachers can reasonably meet the needs of the applicant within the regular program through differentiation instruction and assessment.

- **Final administrative approval**—the division principal makes the final decision with regard to the promotion and will stipulate any conditions or requirements. In a case involving crossover from one division to the next (i.e. grade 5 to 6) both principals must be in agreement for the student to be advanced.

Processing a similar request for advancement by students currently in attendance at AISA will only take place upon written request by the parents and supported in writing by all current teachers. While this support will serve as a “Recommendation from previous institution,” all other documentation noted above will be required as stated.

Student Activities

- 200.11 Establish a program of student activities and provide supervision for all student activities.

Student Discipline Policies

- 200.12 Be responsible for enforcing the student discipline policies of the Board. The Administration shall have the power to hold students to a strict accountability for any disorderly conduct for any school-sponsored activity while on the school campus or during any official school activity.

Suspension of Students

- 200.13 Have the authority to suspend students for a period as specified in the Student Handbook. This period may be extended with the approval of the Board. The Administration is responsible for contacting the parents or guardians (as appointed in writing by the parent/s) when a student is suspended. For each suspension a letter must be sent to the parents listing the reasons for suspension, period of suspension, instruction to be followed by the student during the suspension period and a request for the parent to attend or participate in any activity sponsored by the School. A suspended student shall not be readmitted to school unless accompanied by a parent or guardian.

Supervision of Students

- 200.14 Be responsible for the proper supervision of students on campus and during school-sponsored activities.

Treatment of Head Lice

AISA has a policy of lice and viable nits-free hair.

A student may be sent to the School Nurse when an observant teacher suspects head lice. When a student with the possible case of head lice comes to the Nurse, the role of the Nurse is to:

- Identify if pediculosis exists.
- Document the problem
- Contact, educate and support the family.
- Require that those with lice not be allowed to attend school until proper treatment is started and then be rechecked immediately upon return to school and prior to re-admittance. The School Nurse shall authorize readmission.
- Maintain confidentiality.

After identification of an individual with active head lice infestation, the student's classmates shall be checked by the School Nurse, as well as any of the student's siblings who also attend AISA. The principal should be notified if three students in one classroom or 3% of the student population is infested within two consecutive weeks. Parents of other students in the class will be sent an information letter on the same day.

Emergency Awareness

The Administration shall conduct regular fire and emergency drills and hold regular meetings of the Emergency Action Team.

- 200.15 Fire Drills: Fire drills shall be conducted once a month. Fire drill directions shall be distributed by the Administration and the teacher shall conduct drills accordingly. Fire drill instructions shall be posted near all exit doors in each classroom. When students are assembled in large meeting areas, all exits must be unlocked. All teachers and teaching assistants shall familiarize themselves with the location of the fire extinguishers near their assigned rooms and elsewhere on campus. They shall also familiarize themselves with the location of the emergency alarm switch.
- 200.16 Emergency Drills: Teachers and teaching assistants shall familiarize themselves and their students with all emergency drills and procedures that are carried out by the Emergency Action Team. Emergency drills shall be carried out in accordance with the instructions of the Emergency Action Team.

School Calendar

- 200.17 Prepare the school calendar for the ensuing year for the approval of the Board of Governors at the February Board meeting of the previous school year. The calendar shall list both days of instruction and teacher duty days.

Finance and Budget

- 200.18 Recommend sound financial planning and direct the preparation and presentation of the annual budget to the Board of Governors. The Director shall analyze and interpret to the Board long range needs and proposals. The Director shall supervise the activities of the business department including the system of financial accounting and the purchase of supplies and equipment.

School Facility

- 200.19 Analyze and submit recommendations to the Board regarding school facility needs including new construction, maintenance and repairs. He/she shall work with the Board Building Committee in developing educational specifications of school buildings.

School Property

- 200.20 Be responsible for establishing regulations and a system to assure proper care of all school property including the building, grounds, equipment and furniture, supplies, books and other items. The Director must maintain an updated inventory of all property and must account for them to the Board on an annual basis.

Loss or Damage to School Property

- 200.21 Notify the Board of Governors of major loss or damage to school property above \$1,000.

After Hours Facilities Usage

Be responsible to ensure that AISA's facilities are first and foremost for the use of AISA students and faculty to conduct the normal business of the school. However, the facilities may be used outside of regular hours under the following circumstances:

Usage by Faculty and Staff

Faculty and staff may use the facilities, for personal enjoyment, at their own risk. They shall hold AISA harmless in the case of injury or damage to their personal property, and shall be liable for any damages they cause to AISA's property. Permission to use AISA's facilities is a privilege that may be revoked by the Director. They also may be subject to a fair usage fee for the cost of any utilities.

Usage by Parents of AISA Students

The parents of currently enrolled AISA students may use the facilities, for personal enjoyment, at their own risk. They may be accompanied by currently enrolled

AISA students only. They shall hold AISA harmless in the case of injury or damage to their personal property, and shall be liable for any damages they cause to AISA's property. Permission to use AISA's facilities is a privilege that may be revoked by the Director. They also may be subject to a fair usage fee for the cost of any utilities, as well as a deposit. The swimming pool shall generally not be made available to parents and AISA students outside of regular hours.

Usage by Outside Individuals

AISA's facilities shall generally not be available for use by individuals who do not have a direct connection to the School (e.g. faculty, staff, students, parents of students). However, the Director may permit usage by outside Individuals on a case by case basis. Outside Individuals use AISA's facilities at their own risk, shall hold AISA harmless in the case of injury or damage to their personal property, and may be subject to fair usage fees for access to the grounds and/or the cost of utilities, as well as a deposit. Permission to use AISA is a privilege and may be revoked by the Director at any time, and a completed "Application for Use of AISA's Facilities" may be required by the Director prior to the granting of access. Individuals may not use access to AISA as a means to unduly influence students, faculty or staff for personal gain or commercial promotion.

Usage by Outside Organizations

Recognizing the benefits that can be gained by allowing controlled campus access by outside organizations, AISA's facilities may be used outside of regular hours under certain circumstances. With approval of the Administration, outside "friendly" organizations having memberships heavily represented by AISA students, faculty, and administration may access AISA's facilities.

AISA's campus may be accessed by friendly organizations under the following guidelines:

1. Friendly organizations may be defined as charitable or non-profit organizations which have among their recognized membership 10 or more individuals who are AISA parents, faculty, or administrators. Political organizations, no matter their make-up, may not use AISA's facilities. Friendly organizations may not use access to AISA as a means to unduly influence students, faculty or staff towards their organization's goals or ideology, and shall not construe permission to use AISA's facilities as an endorsement of their organization's goals or ideology.
2. Such organizations may request usage of AISA facilities with the understanding that official school and student functions will always have priority.
3. Organization requesting usage of AISA facilities should make requests at least two weeks in advance as follows:

- a. Request for facility usage must be placed in writing using the “Application for Use of AISA’s Facilities,” with the signatures of ten AISA parents, faculty members, or administrators who pledge the good conduct of all their organization’s members.
 - b. The users agree to act as guarantors and will be liable for any damage or breakage to any part of the buildings or facilities in their care and may assess any participants a proportional amount of the cost to meet the total obligation.
 - c. The guarantors agree that AISA accepts no liability for any injury, death or loss of property that occurs to members of the friendly organization during their usage of AISA facilities. Such usage is at the sole risk of the organization.
4. Permission for usage will be granted in writing by the Director acting on the Board of Governor’s behalf. Use of facilities will only be granted for the time and space specified by the school’s Director. The Director may charge the organization a fair usage fee at his or her discretion, may charge for the use of any utilities, and may require a deposit. A legal contract may be required for any event or facility use.
 5. Any friendly organization that is granted use of AISA facilities will be solely responsible for the clean up of all facilities used.
 6. The friendly organization realizes that usage of AISA facilities is a privilege that may be revoked by the Director or Board of Governors at any time and for any reason.

Application for Use of AISA's Facilities

NAME: _____

Address: _____

Telephone Number: _____

Email Address: _____

Relationship to AISA: _____

Name of Individual/Organization Requesting Access to AISA:

Date(s) of Use: _____

Beginning Time: _____ End Time: _____

Description of Intended Use, including the Rooms/Buildings of Intended Use:

For Organizational Use, please provide the signatures of ten AISA parents, faculty members, or administrators who pledge the good conduct of the organization, and who agree to the terms below:

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

Name and Signature: _____

I, the undersigned, agree that I and/or the organization I represent:

- Shall not conduct political activities on campus;
- Shall not use access to AISA as a means to unduly influence students, faculty, or staff toward my/my organization's goals or ideology;
- Shall not construe permission to access AISA's facilities as an endorsement of my/my organization's goals or ideology;
- Understand that official school and student functions will always have priority;
- Understand that I am/my organization is liable for any damage or breakage to any part of the buildings or facilities in my/our care;
- Understand that AISA accepts no liability for any injury, death or loss of property that occurs to me/members of the organization during my/our usage of AISA facilities. Such usage is at the sole risk of myself/the organization;
- Understand that I/my organization may use the facilities only for the time and space specified by the school's Director. The Director may charge me/the organization a fair usage fee at his or her discretion, may charge for the use of any utilities, and may require a deposit. A legal contract may be required for any event or facility use;
- Understand that I am/my organization is solely responsible for the clean up of all facilities used;
- Realize that my/my organization's usage of AISA facilities is a privilege that may be revoked by the Director or Board of Governors at any time and for any reason.

Name: _____

Signature: _____

Date: _____

Possession of Weapons on Campus

Be responsible to ensure that weapons shall not be permitted on campus. In the case of a child dropped off from a vehicle containing armed guards, the guards shall not exit the vehicle and their weapons shall be kept out of sight.

Exceptions to this rule shall include police responding to security threats/criminal acts and police on campus at AISA's request. For special situations in which protective details are required to access the compound, the weapons should be covered, the possessor of the weapon shall be licensed, and the number of weapons should be minimized. All such situations must be approved by the school's security committee. Such approval may be withdrawn at the Director's discretion.

Report to Parents

200.22 Establish and direct a program for keeping the parents of the school adequately informed of school developments and problems.

Press Releases

200.23 Clear with the President of the Board any press release and / or official articles prior to release.

Parent Organization

200.24 Work with parent organizations and other groups concerned with the welfare of the School.

Other Duties

200.25 The Director shall perform such other duties as set forth elsewhere in these policies or as may be requested by the Board.

Director's Contract

200.26 The Director shall be recruited for a term of 36 months. The terms regarding leave and vacation are stipulated in the contract. The contract is renewable based upon satisfactory performance.

Administrative Hours

200.27 Administrators are expected to be on duty during the hours in which the school is in operation and to devote such other time as necessary to his/her responsibilities. The

Board may adjust the schedule during the summer or other periods when the school is not in session.

Section III: PERSONNEL

AISA Personnel Objectives

- 300.00 To maintain the school's high educational standards and accreditation, AISA is committed to maximizing the number of teachers certified to teach in the U.S., while at the same time drawing on the talent and skills of certified expatriate and Nigerian teachers to provide diversity, stability and continuity.

Recruitment and Selection

- 300.01 AISA recruits qualified staff through a competitive process. Selected individuals must meet specific requirements which are identified in job descriptions advertised for a period of at least two weeks. As part of the selection process, AISA may obtain confidential information, including references and credentials to assist in the decision-making process. Staff is selected based on merit and judged on evidence of professional and personal qualifications including educational background, experience and interviews.

General Employment Requirements

- 300.02 Medical Clearance: All personnel shall provide evidence of freedom from tuberculosis as shown by a current (within one month) chest x-ray or approved intradermal tuberculin test on commencement and renewal of contracts. Additional health certifications/clearances may be required under specific contracts or job descriptions. The Director may require a physical examination and a report from an approved physician in cases where the health of an employee may interfere with the performance of duty or jeopardize the health of students and staff.
- 300.03 Teacher Credentials: All Personnel employed as teachers shall possess degrees in education and teaching credentials. Preference shall be given to teachers certified to teach in the United States. Specialized training and/or credentials may be accepted for teachers in specialized curriculum areas. An exception may be granted for teachers needed to fill an emergency position or vacancy. At the Director's discretion, a non-credentialed teacher may be permitted to continue on staff while he or she begins the process of receiving credentials. Based on the School's need, the Director may elect to provide assistance toward obtaining credentials per 300.16.
- 300.04 Employee Records: Each employee shall have on file in the Director's office a copy, as appropriate, of (1) confidential educational transcripts including degrees earned; (2) teaching certificate or credentials; and (3) evidence of Nigerian citizenship or photocopy of a valid passport and work permit or residence permit. Additional information relating to evaluation of professional services or the

activities of an employee in the community may be placed in the file. Any employee may examine his or her file upon request. Confidential information submitted by college and university placement offices, employment agencies and individuals relative to the employee's previous experience and training shall not be made available to the employee or any other parties. Upon termination of employment, AISA shall retain the employee's personnel file in a secure manner.

Conditions of Service

- 300.05 Employee Contract: Local Employees receive a one-year contract. Employees hired from overseas receive a two-year contract. The Director receives a three-year contract. All contracts are renewable based on satisfactory performance and the needs of the school. The details of employment are contained in each individual contract. Local teachers who have worked continuously at AISA for five (5) years with five successive satisfactory performance evaluations shall be eligible for a two-year contract.
- 300.06 Contract Acceptance: Acceptance of the employee contract signifies the employee's willingness to comply with all rules and regulations of the Board of Governors as specified in this policy manual including, but not limited to: (1) hours of service as required by the assignment; (2) acceptance of related activities and duties as required; (3) any necessary adjustments in length of school day or modification of school schedule which may be required by the educational program or changing conditions in the community; and (4) participation in programs designed for professional improvement.
- 300.07 Probationary Period: All new local employees are placed on three (3) months probation. Following satisfactory performance during the probationary period, the employee's contract will be confirmed in writing. While on probation a new employee will be entitled to benefits as stated in the Contract.
- 300.08 Duty Period: All employees are required to work the hours defined in their contracts. Adjustments in required hours of service may be made by the Director according to the needs of the school. This may include required attendance at meetings or workshops as determined necessary for improvement of the school operation or professional growth. It may also include adjustment of normal working hours during periods when school is not in session.
- 300.09 Work Hours: The normal work day for employees is stated in the employee's contract.

Employee Salary

- 300.10 Schedules: Salaries shall be paid in accordance with salary schedules adopted by the Board of Governors and as defined in an employee's contract. The Board of Governors shall use the following criteria to establish salary schedules and

related benefits for employees: (1) local prevailing practices; (2) competitiveness with other international schools in Abuja; (3) competitiveness with other overseas schools where applicable; (4) availability of funds; and (5) other considerations that may be applicable to the school at a given time.

- 300.11 Payment: Salary payments shall be by cash, check, or wire transfer (costs to be absorbed by the employee), as indicated in the employee's contract, in U.S. dollars or local currency issued to the employee on the basis of twelve (12) equal installments on the 25th day of each month. Teachers may draw all salary due them on the last day of school in June after completion of the school's checkout procedures.
- 300.12 Overtime: The nature of working in a school requires teachers and teaching assistants to devote extra time to school for special functions and meetings. Therefore, teachers and teaching assistants are not entitled to overtime. However, junior non-teaching staff on Category 1 and 2 will be entitled to transportation allowance as stated in the Finance Policy. The details of overtime are stipulated in an employee's contract.
- 300.13 Compensatory Time Off: Employees are not entitled to compensatory time off in lieu of overtime worked or unused leave.

Employee Benefits

Tuition Fee Remission: All teachers are entitled to tuition remission. Locally hired teachers are entitled to tuition remission based on the number of years they have been continuously employed at AISA. This policy applies to locally hired teacher that has children studying at AISA. Only 2 children per teacher are allowed:

1. Teacher that has spent less than 2 years at AISA will receive a 50% discount on 1st child and 50% discount on second child.
2. Teacher that has spent 3 to 4 years at AISA will receive a 70% discount on 1st child and 50% discount on second child.
3. Teacher that has spent 5 years and above at AISA will receive an 80% discount on 1st child and 70% discount on second child.
4. Overseas hired teachers receive 100% discount for no more than 2 children per staff.

300.14 Holidays: All employees shall be entitled to holidays as established annually by the Board of Governors, individual employee contracts, and the annual School calendar. The school will observe all Nigerian public holidays and some American public holidays.

300.15 Professional Development: AISA supports professional development of staff, particularly teaching staff, and will provide opportunities for professional enrichment. The Board may determine to provide sponsorship for a teacher to obtain certification to teach in the U.S. or other certification programs based on the needs of the school.

300.16 Annual Leave: All non-teaching employees are entitled to 25 working days of paid annual leave (non-accruable) per contract year, as stated in the employee's contract. Leave must be taken during school breaks. An employee must submit a request in writing to the Director for approval of annual leave at least one month in advance. Leave approval will be based on the requirements of the school to ensure that there is ample coverage for each school department, especially during the summer break.

Teaching staff is not entitled to annual leave beyond the holidays set by the school calendar.

300.17 Medical Benefits: All local employees are entitled to medical benefits as defined in section 1.21 of the Finance Policy Handbook. For overseas hired employees, the school will contribute to a medical health plan to cover the employee, spouse and up to two children per staff. Dental work and eyeglasses/contact lenses are not covered.

- 300.18 Sick Leave: All locally hired employees are entitled to ten (10) days (non-accruable) of paid sick leave in one contract year. Overseas hired employees are entitled to ten (10) days of sick leave accruable over a two-year contract. The Director must be informed as early as possible, but not later than 7:00 a.m., of any absence from work for reasons of sickness or injury. A physician's statement shall be required for absences of three or more consecutive working days, excusing the employee from duty. If a situation arises where more time will be needed, the school will allow a total of four weeks of leave (the later two weeks unpaid). All employees are required to regularly inform the Director of the status of their health condition. At the end of four weeks, the employee is to inform the Director in writing to report on the employee's health situation, (i.e. how much longer the teacher will need before returning to work). The Director will then make a decision on whether any additional leave will be allowed. The Director has the authority to request an employee's resignation if the continued absence of the employee is deemed detrimental to the operation of the school. All extended sick leave requests beyond four (4) weeks shall be reviewed separately. All leave requests are required in writing. Upon returning from extended sick leave a medical clearance is required.
- 300.19 Long-Term Disability Benefits for Local Staff: Local employees with 5 years of continuous service are eligible for long term disability leave for up to 6 months at half of said employee's normal monthly salary. Local employees with 10 years of continuous service are eligible for disability leave for up to 12 months at half of said employee's normal monthly salary. This is not in addition to the employee's regular salary. In order to be eligible, an employee must submit medical documentation as requested to the school's Evaluating Body. This documentation will then be reviewed by the Evaluating Body, which will decide to grant or not grant the long term disability benefits mentioned above. The Evaluating Body is empowered to ask for any and all further documentation they deem necessary in order to help them render an appropriate judgment. The school's Evaluating Body shall be composed of the 2 school administrators, one of the school's finance officers and the Treasurer of the Board of Governors. This group will need to reach a unanimous decision in order to grant long-term disability benefits. Long-term disability benefits will be granted and become effective at the time that the recipient employee has used up all of their sick leave and personal days. Long-term disability eligibility will need to be reviewed within 60 days of the initial granting of said benefit by the same Evaluating Body. Subsequent reviews will be necessary at 60 day intervals thereafter until the time that the recipient employee recovers and returns to work or has used up all of their long-term disability benefit.
- 300.20 Maternity Leave: Female employees are entitled to a maximum of three months of paid maternity leave starting from the beginning of their confinement. The leave can start prior to the expected delivery date but can start no later than the actual delivery date. The leave is broken down into ten weeks of maternity leave

and two weeks sick leave already provided in the contract. If additional leave is required, an employee may request leave without pay in the case of medical necessity, based on a physician's written advice. Leave requests are required to be submitted in writing.

300.21 Personal Leave: Employees are entitled to three days paid personal leave during one contract year. The employee must notify the Director of intended leave in writing at least one week in advance. The one-week notice may be waived at the discretion of the Director, in the case of extenuating circumstances. Personal leave may not be used in conjunction with any holiday leave. Personal days are not accruable year-to-year.

Recruitment Leave: Upon completion of a two year contract term, the Employee is entitled to 5 days of recruitment leave

300.22 Paid Study Leave: AISA encourages employees to seek opportunities for educational advancement. Employees are entitled to paid study leave during the holiday to pursue certification programs that directly benefit the school, subject to approval by the Director.

300.23 Unpaid Study Leave: Based on prior approval by the Director and submission of an exam schedule, employees are entitled to not more than five work days of unpaid study leave per AISA contract year. Employees may use Personal Leave Days for Study Leave.

300.24 Leave Without Pay: Leave without pay may be granted at the discretion of the Director based on the needs of the school. Salary will be deducted for leave without pay based on a pro-rated amount over the number of work days per contract year.

Unauthorized Leave: Absence from duty not specifically covered by other sections of the Board rules and regulations shall be considered unauthorized and unpaid. Two days' pay will be deducted for each day of absence before or after any school holidays.

300.25 Interest-Free Loan for Local Staff: Locally employed staff may request an interest-free loan under the following terms and conditions:

1. Staff must have been continuously employed by AISA for one year.
2. A request must be submitted to the Director in writing. Loan will be given based on the availability of funds.
3. The maximum amount that can be advanced is equal to three months of the employee's salary.
4. The advance must be paid back within six months during the same school year.

5. One-sixth (1/6) of the amount advanced will be deducted each month from the employee's salary, beginning with the month in which the request is made.
6. An employee can apply for a salary advance only once within any one contract year.

No guarantee of an employee's contracts or debts shall be made by any employee of the school without prior written authority from the Director.

300.26 Interest-Free Loans for Overseas Hired Employees: Overseas hired employees are eligible for an interest-free loan at the beginning of employment, as stated in the individual employee contract. This loan is intended to be used to establish a residence, purchase a car, etc. upon arriving in Nigeria; however, the amount may be used at the employee's discretion. . The loan is payable over a maximum of 18 months beginning immediately upon receipt of the loan and prior to final departure from Nigeria. The employee must inform the Finance Office if the length of repayment is to be less than 18 months. The amount advanced will be divided equally among the number of months designated and repaid to the school by deduction each month from the employee's salary, beginning with the month in which the request is made.

300.27 Temporary Evacuation: In the event that the State Department issues an "ordered departure" of employees and dependents of the American Embassy from Abuja, the American International School of Abuja will evacuate the overseas, recruited personnel and their dependents to either home of record or a safe haven designated by the Board.

- This provision is restricted solely to the Employee who has been recruited from outside of Nigeria.
- For such Employees and their dependents, the School will provide airfare to the home of record or to a designated safe haven by the most economical and expedient means possible.
- In the event the Board elects to evacuate an Employee and his/her dependents to a designated safe haven rather than the Employee's home of record, the School will also provide reasonable per diem (accommodations, meals and incidental expenses) in an amount and duration to be established by the Board.
- The Employee and dependents will not be compensated for excess baggage charges incurred in connection with an evacuation or for the transportation of pets.
- In the case of such temporary evacuation, the Employee will continue to receive his/her salary during the period of evacuation up to the end of the current contract year.
- When the State Department lifts the "ordered departure" and employees and dependents of the American Embassy are permitted to return to Abuja, the School will provide airfare back to Abuja, by the most economical means

possible, for the Employee and his/her dependents for the fulfillment of the Employee's contractual duties.

- During a temporary evacuation, the Employee is required to be in frequent contact with the School through telephone or email.

Contract Renewal

300.28 Notice of Interest: All employees must write to the administration and indicate their interest in contract renewal by October 31 in the year in which the existing contract expires. Employees will be notified in writing concerning renewal of employment contracts by February 28 of each year. In order to provide written assurance of employment status prior to completion of contracts for a given year, the Director will issue an Assurance of Contract letter informing employees of the school's intention to re-employ. This letter provides for the signature of the Director and the employee, and shall be considered as an agreement equally binding upon the school and the employee. In cases where the Director has insufficient evidence at that time to warrant issuing an assurance of employment, the employee shall be so informed. If an employee's contract will not be renewed, the Director will inform the employee in writing by February 28.

300.29 Re-signing Bonus for Overseas Hired Employee: If an overseas hired employee is offered and accepts a renewal of a two-year contract, the employee is eligible for a re-signing bonus. The bonus will be given in two equal parts, with one-half being paid when the employee returns to school in August of each contract year. If the employee fails to complete the full term of the contract, the bonus paid for that contract year shall be refunded to the school.

Employee Disciplinary Action

300.32 It is a condition of AISA employment that breach of contract, unprofessional conduct, and/or failure to follow a directive of the Administration shall be grounds for disciplinary action. In the event of conviction of a felony or behavior that jeopardizes the safety or security of the students and/or employees, the Director may terminate the individual's employment immediately. The Administration is required to document any disciplinary incident and inform the employee of such in writing. In the event of a more serious incident, the Administration shall issue a written query to which the employee may respond. An employee receiving three (3) written queries may be considered for termination.

Employee Grievance Procedures

300.33 All employees are entitled to a fair hearing of their grievances. Employee concerns should first be presented to the staff involved; if the issue is not resolved in a satisfactory manner, then the concern should be forwarded to the Administration for discussion and resolution. If a problem is still not resolved in a satisfactory manner, an employee may appeal to the Board of Governors in

writing, through the Staff Representative, with a copy to the Director. The Board will review the appeal at the next Board meeting and will make a decision in Executive Session, based on merit and in the best interest of the school. The Board will respond to the employee in writing within 10 working days of the meeting.

Contract Termination

300.34 Professional contract obligations are of critical importance to the continuity of instruction and safety of the school. Acceptance of the contract is a legal and ethical commitment to complete its full term.

1. In cases where an employee's professional performance or conduct is judged unsatisfactory, and continues to be unsatisfactory despite attempts to bring about improvement, the Director has the authority to terminate the contract immediately or not renew the contract at the end of the school year, depending on the degree of professional misconduct or unsatisfactory performance. If an employee's contract is terminated, he/she shall suffer forfeiture of all benefits and allowances not already accrued under the contract.
2. In cases where the employee seeks to terminate the contract, the employee shall suffer forfeiture of all benefits and allowances not already accrued under the contract. The employee must give one month's notice in writing or the payment of one month's salary in lieu of notice.
3. Extenuating circumstances, presented in a written request to the Director, may be deemed sufficient justification for releasing an employee prior to the contract termination date. In that case, the Board will have the option of allowing any or all benefits.
4. **TERMINATION OF CONTRACT FOR OVERSEAS STAFF**

- a) The Employer may terminate this Contract without notice on grounds of the employee's misconduct, fraud, or conduct harmful to the students.
- b) Either party may terminate this Contract with sixty (60) days' written notice, or one month's pay in lieu of written notice.
- c) Failure on the Employee's part to fulfill the full term of this contract may result in the forfeiture of benefits and/or end of contract entitlements including return transportation to home of record.
- d) In the event of the permanent closure of the American International School of Abuja during the school year or lack of funding for the Employee's position, the Employee shall be notified in writing. The Employee shall receive severance pay as follows:

60-90 days written notice:	1/12 of annual salary
30-59 days written notice:	1/6 of annual salary

Less than 30 days written notice: 1/4 of annual salary

- e) The Contract may be terminated in the event of sickness or injury to the Employee, as certified by a licensed doctor of medicine and approved by the American International School of Abuja, that is of such nature as to prevent the Employee from the timely completion of his/her duties.

Severance Pay

- 300.35 All local expatriate staff members leaving employment after continuous service of ten (10) years will be entitled to severance pay equivalent to one (1) week's pay for every year completed. Possibility of extending this to all local staff – Finance Committee will check financial implications.

Employee Performance Evaluation

- 300.36 Performance Evaluations: All staff members are formally evaluated by their supervisors in writing once a year. The evaluations are based on work objectives established at the beginning of the school year within one month after commencement of school. Teachers are evaluated by the Administration as described in 300.36. Teaching assistants are evaluated by the classroom teacher. A written evaluation will be prepared and submitted to the employee. The evaluation documents performance against work objectives and makes recommendations for improvement or performance enhancement over a specific period of time. Satisfactory evaluations are required for consideration for contract renewal.
- 300.37 Teacher Evaluations: All teachers are subject to professional evaluation by the division principals on a schedule and under a professional development protocol established and reviewed by the administration. Non-renewals decisions based on performance will be made to the Director by January 15 of the final contract year.

Employee Code of Conduct

- 300.38 All employees are required to conduct themselves in a professional manner at all times. The details of unprofessional conduct are stated in the AISA Faculty Handbook. Behavior that is considered unprofessional will be disciplined.

Conflict of Interest

- 300.39 All employees shall avoid any conflict between their personal and financial interests and the interests of the school in dealing with suppliers and all other organizations or individuals doing or seeking to do business with the school.

Consistent with this policy, the school requires that competitive bidding be used in the procurement of materials, supplies and equipment.

Employee Dress Code

- 300.40 All employees are required to wear appropriate professional attire and to maintain appropriate hygiene during the school day and at all school activities and functions, per the Professional Attire Section of the Faculty Handbook.

Student Supervision and School Safety

- 300.41 Student Supervision: All employees are responsible for monitoring the safety of students on the school grounds during school hours. Infractions or violations of regulations must be dealt with in a fair, objective and mature manner. Abusive or demeaning language shall be regarded as unprofessional. Corporal punishment is prohibited. In all cases where the employee is unable to affect an immediate remedy to an infraction or violation of regulation within the limits of school policy, the situation shall be reported to the Administration immediately.
- 300.42 School Safety: It is the responsibility of all employees to immediately notify the Administration or Maintenance Supervisor of smoke or sparks, faulty electrical equipment, broken equipment, any unusual or suspicious packages, and anything that may be hazardous to students and staff. All accidents in which injury occurs, or may have occurred, should be reported immediately to the Administration. Parents shall be immediately informed of any head injury or case where injury or illness appears to be serious.

Teacher and Teaching Assistant Responsibilities

- 300.43 Positive Learning Environment: Teachers and teaching assistants are responsible for the creation of a classroom environment conducive to learning, for maintenance of discipline through firm and friendly control appropriate to the learning environment, and for the presentation of instruction by methods that encourage the students' learning and personal growth.
- 300.44 Curricula: Teachers and teaching assistants are expected to use and follow school-approved curriculum guides and text materials in the preparation of their written lesson plans and the delivery of instruction. In addition, teachers are responsible for monitoring and updating curriculum calendars for their classes annually. All teachers are required to prepare lesson plans and submit them to the administration weekly.
- 300.45 Student Records: Teachers are responsible for maintaining records of student's progress, achievement, attendance and such other records as may be required by the Administration. In addition, homeroom teachers are required to maintain contact information, an up-to-date telephone tree, and information on any special

medical conditions or needs. Information in the students' confidential file may be given only to the parents or guardian or a person designated by such parent or guardian in writing.

- 300.46 Reporting Student Progress: AISA is similar to most U.S. schools in the manner and means of reporting student progress to parents or guardians. Progress reports, letters and report cards are employed as reporting devices. Regularly scheduled partnership conferences shall be held with the parents, students and teacher. Parents and/or teachers may request additional conferences as needed. Student progress reports and report cards shall be distributed at regular times during the year, as indicated on the school calendar. Teachers are required to keep copies of all progress reports and report cards.

Class Trips

- 300.47 Local Field Trips: AISA encourages the use of local field trips to expand and enrich the learning experience for our students. Safety and relevance to the curriculum must be considered when planning and sponsoring field trips. Teachers are required to use the forms and follow the specific guidelines as set out in the Faculty Handbook.
- 300.48 International Student Trips: AISA encourages international field trips because they create a valuable learning experience. Teachers may be asked by the Administration to sponsor such trips. Because of the complexity of organizing and implementing an international trip, a teacher must confer with the Administration if s/he would like to sponsor a trip before discussing it with the students or parents. The teacher must submit a written proposal for the trip, highlighting the educational value and providing details for the Administration to consider. Upon receipt of written authorization from the Administration, the teacher is required to follow the guidelines for international student trips as stated in the Faculty Handbook.

Meetings, School-Related Functions, and Professional Development

- 300.49 Teachers and teaching assistants are expected to attend all faculty meetings, grade level or departmental meetings, and workshops scheduled by the Administration. They are also expected to attend all school-related functions during the academic year and to provide supervision of students as necessary. Professional development workshops organized outside of school hours should not exceed the number of staff working days stipulated in the teacher's contract.

Annual Performance Objectives

- 300.50 AISA is committed to assisting teachers in reaching their goals that further the objectives of the school. Teachers and teaching assistants shall submit to their supervisor annual performance objectives at the beginning of the school year.

The goals should be related to acquiring and applying new knowledge and skills as part of professional development.

Safety Instruction

- 300.51 Teachers and teaching assistants shall be responsible for instruction of students in safety and accident prevention. During the first week of school, students shall be informed of class rules and regulations, school rules and regulations, and playground rules and regulations. Teachers and teaching assistants shall also be responsible for reporting to the Administration any condition in the building or on the school ground that is a safety or health hazard. In the event of a serious accident or illness, teachers and teaching assistants are required to submit an accident report to the Administration immediately.

Care of School Property by Teachers and Teaching Assistants

- 300.52 Teachers and teaching assistants are responsible for the general care, use and storage of school property, material, furniture, and equipment. They are also responsible for monitoring the students' general care of school property, material, furniture, and equipment. Loss of, or damage to, school property shall be reported to the Administration as soon as the problem is discovered. Students are responsible for loss or damage that they cause to any school property, and parents will be required to reimburse the school for any lost or damaged items. Classroom furniture and all equipment, as well as all types of instructional materials, are capital items, and teachers are held responsible for supervising their use and storage so as to insure against damage and loss.

Private Tutoring

- 300.53 The administration is to be informed by the teacher of all tutoring appointments between AISA staff and AISA parents. Teachers and teaching assistants should not solicit private tutoring from parents. If asked, parents should be given a choice of tutors. Private tutoring by teachers and teaching assistants is allowed on the AISA campus. However, the scheduling of private tutoring must not interfere with the regular performance of duties during school hours and during any school-related meeting, function, professional development workshop, or other activity scheduled by the Administration. The Administration shall determine the amount to be charged for tutoring on the school's premises, and separate rates shall be established for individual and group lessons. Teachers are required to submit a schedule of their tutoring sessions on the form provided by the Administration and to update that schedule whenever there is a change. AISA staff must adhere to the tutoring guidelines as stated in the Faculty Handbook.

Teaching Assignments

- 300.54 The assignment and reassignment of teachers and teaching assistants shall be made in accordance with the needs of the school. Consideration shall be given to the teacher's qualifications, background and preference in subject area and grade levels. The Director is responsible for continuously studying staffing needs and for assigning teachers and teaching assistants appropriately.

Teaching Assignments Transfers

- 300.55 A teacher's or teaching assistant's request for transfer of assignment may be submitted to the Director, in writing. Transfer requests shall be considered based on qualifications, vacancies, and the best interests of the school. There is, however, no assurance that requests will be granted.

Homework

- 300.56 All teachers must adhere to the homework guidelines as stated in the Faculty Handbook.

Student Discipline

- 300.57 AISA believes in positive discipline of students in order to provide a safe and secure environment and to promote the development and nurturing of a positive self-image. Therefore, corporal punishment or threat of corporal punishment, humiliation, use of inappropriate, aggressive or abusive language, or body language that intimidates or embarrasses a student are unprofessional and unacceptable.

School Rules and Regulations

- 300.58 It is the responsibility of the teachers and teaching assistants to enforce and reinforce all school rules and regulations that are stated in the Faculty Handbook and the Parent/Student Handbook.