

The American International School of Egypt - West



High School Parent/Student Handbook 2018 -2019

Last revised: 5 August 2018

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AISE Mission Statement

The American International School in Egypt (AISE) provides a comprehensive and challenging American and international education that fosters informed and engaged local, regional and global citizenship. We inspire students to be lifelong learners who contribute positively within a diverse and changing world.

AISE Philosophy

AISE provides a co-educational, English language, college preparatory program of studies as well as The International Baccalaureate Diploma Program that culminates in awarding eligible students an American High School Diploma or International Baccalaureate Diploma. A holistic education is provided that encourages high standards of academic achievement, meaningful collaboration, and personal development, while supporting the unique needs of each learner. We encourage the expression of multiple perspectives in a safe and nurturing learning environment, such that the cultural identity of each student is valued. We prepare students to contribute to and thrive in a multicultural society. We support students in the development of skills and learning strategies. Students are encouraged to take responsibility for their own learning and well-being. Learning explicitly addresses guided and independent inquiry and investigations, skill development, and thinking strategies for finding solutions to the complex problems inherent in the challenges posed in developing a sustainable and peaceful world.

AISE Belief Statements

- At AISE, we believe that each member of the AISE learning community has a commitment to:
- Participate actively and responsibly in his or her own learning;
- Support parent-teacher-student relationships that enable success in learning;
- Understand and appreciate each other as individuals with special interests, aptitudes, and the ability to learn and experience success;
- Support the role of extracurricular activities in enabling students to explore interests and to cultivate unique skills;

- Communicate proficiently using the English language and ensure all students' first languages supported to the extent possible;
- Experience and value education as a lifelong process;
- Develop the skills to utilize contemporary technology to enhance further learning;
- Establish and maintain respectful and effective communication and collegiality;

AISE Learning Community Commitments

At AISE, we believe that a child learns most effectively when there is consistent support and communication between the school, the students, and the parents. Therefore, at AISE:

Teachers promise to:

- Assist their students in making healthy choices.
- Provide a safe and caring classroom environment.
- Challenge students to achieve to the best of their ability.
- Create meaningful lessons and assessments in line with our school mission.
- Respond to parent emails within 48 hours, Sunday-Thursday.
- Update student progress on Google Classroom and PowerSchool Gradebook at least once a week.
- Offer praise, encouragement, and meaningful, timely feedback.
- Craft transparent, consistent grading policies, homework procedures, and classroom expectations.
- Explain and follow the AISE Behavioral Policies in a consistent, fair manner.
- Communicate with parents, staff, and students in a professional, respectful manner.
- Get involved in the greater school community by participating in after school activities, attending performances, and promoting positive school spirit.

Parents promise to:

- Be sure children get 8-10 hours of sleep and are on time to school.
- Offer praise and encouragement to their children regarding their learning.

- Support your child's learning goals and aspirations.
- Promote reading and writing in your household in both English and Arabic (if spoken at home).
- If applicable, check Google Classroom and PowerSchool Gradebook with your child at least once a week to monitor their progress and keep up to date on assignments, projects, and expectations.
- Monitor and limit your child's online usage, television viewing, and use of electronic devices (including social media).
- Be supportive of the teacher's grading policies, homework procedures, and classroom expectations.
- Support the AISE behavioral policies in a consistent, fair manner both at school and at home.
- Communicate with teachers, staff, and students in a professional, respectful manner.
- Get involved in the greater school community by participating in parent teacher conferences, attending performances, and promoting positive school spirit.

Students promise to:

- Get 8- 10 hours of sleep and be on time to school in the morning
- Challenge themselves to meet their learning goals to the best of their abilities.
- Arrive to class on time, every day, all day.
- Devote a sufficient amount of time each day after school for completing work and studying.
- If applicable, check Google Classroom and Powerschool Gradebook at least once a week to monitor your progress and keep up to date on assignments, projects, and expectations.
- Follow and support the teacher's grading policies, homework procedures, and classroom expectations.
- Understand and follow the AISE behavioral policies consistently.
- Communicate with teachers, parents, and staff in a professional, respectful manner.
- Get involved in the greater school community by participating in after school activities, attending performances, and promoting positive school spirit.

AISE Vision

Raising Student Achievement

Every Day, Every Way

E.S.O.L. Mission Statement

Education Services Overseas Limited's mission is to educate its students in the finest tradition of American education, while incorporating the strengths of the students' own cultures. Our school's goal is to develop our students' basic skills and their capacities for critical thinking and creativity. In addition to cultivating a passion for learning, we aim to promote our students' all-around development, their character, and their sense of civic responsibility. ESOL is committed to making each of its schools a center of educational excellence, offering its students the fullest opportunity to attain their maximum potential in a positive, enjoyable, stimulating and safe environment that is conducive to their intellectual, physical, emotional and social development. Thus, our curriculum complements core subjects such as English, mathematics, sciences and social sciences with equally rigorous programs in physical education and fine arts. Graduates of ESOL schools possess all the tools of success in an increasingly integrated world. As humanity's collective body of knowledge continues to grow at an exponential rate, ESOL gives its students the skills they need to solve the problems of the future. As clear and critical thinkers with a working knowledge of technology, ESOL's graduates are certain to succeed in their future careers. More importantly, they are well-rounded, honorable, and responsible human beings who contribute positively to their societies.

Academic Calendar 2018-2019

First Semester September 3, 2018 - February 7, 2019

Monday, September 3	First Day of School
Tuesday, September 11	Islamic New Year (no school)
Saturday, October 6	Armed Forces Day
Tuesday, November 6	End of Term One
Wed & Thu, November 7-8	Professional Development Days (no school for students)
Thursday, November 15	PTS Conferences
Tuesday, November 20	Prophet Mohamed's Birthday (no school)
Tue, Wed & Thu, November 20-24	Autumn Break & Thanksgiving Holiday (no school)
Fri, December 21 – Sun, January 7	Winter Break (no school)
Friday, January, 25	National Day
Thursday, February 7	End of Semester One

Second Semester February 10, 2019 to June 20, 2019

Sunday, February 10	Semester Two Begins
Thursday, February 21	PTS Conferences (no school for students)
Friday, March 1 – Monday, March 9	School Holiday (no school)
Thursday, April 11	End of Term Three
Wed, April 25 - Sat, May 4	Spring Break (no school)
Wed, June 5 - Fri, June 7	Eid El Fitr
Monday, June 10	Graduation
Thursday, June 20	Last Day of School
<i>Muslim holidays subject to change</i>	

Contact Information & School Hours

AISE-West Street Address	Sheikh Zayed City, Entrance 2 Greens Compound 12588
Mailing Address	The American International School in Egypt P.O. Box 12588 Greens Compound, Sheikh Zayed City
AISE-West Front Office	+(202) 38540600
High School Administrative Assistant	Inas Shehata (ishehata@aiswest.com) Telephone - +(202) 38540660
Secondary School Registrar	Sandra Maged (smaged@aiswest.com) Telephone - +(202) 38540607
Fax	+(202) 379 34 646
ESOL Website	www.esolonline.com
AISE-West Website	www.aiswest.com
High School Office Hours	7:45 am – 3:45 pm, Sunday – Wednesday 7:45 am – 3:00 pm, Thursday

School Administration 2018-2019

Director	Dr. Les Potter
Secondary School Principal	Mr. Mark Tennant
High School Assistant Principal	Ms. Alia ElShishiny
High School Counselor	Ms. Fify Kassem
Middle School Assistant Principal	Mr. Jeff Brickus
Middle School Counselor	Ms. Anita Rudd
Elementary Principal	Ms. Linda Morrison
Elementary Assistant Principals	Ms. Jessica Muonio Mr. Jonathan Menke
Elementary School Counselors	Ms. Malak Yassin Ms. Lisa O'Hare
Business Manager	Mr. Mohamed Fahmy
Deputy Finance Manager	Mr. Mohamed Faris
School Accountant	Ms. Shimaa Ahmed
Transportation Manager	Mr. Mohamed Abbas
Security Manager	Mr. Mohamed Gamal
Admissions	Ms. Patricia Zahl Ms. Yasmin Laboudi

High School Faculty

Arabic Department:

Mr. Mahmoud Elsharkawy
Mr. Mahmoud Hussein
Mr. Ahmed Elwan
Mr. Abdel Moneam Abdel Moneam
Mr. Mohamed Abdelaziz Gabaly

English Department:

Ms. Cristina Saldarelli
Ms. Michelle Hansen
Ms. Amy Potson
Ms. Angela Fushtey

Electives Department:

Ms. Christie Lewis
Ms. Patricia Granter
Mr. Andreas Horaites
Mr. Will Clark
Ms. Mayada Magdy
Ms. Alexis Brisby
Ms. Hannah Wilson

Humanities Department:

Mr. Mark Harrington
Mr. Ahmed Lotfy
Dr. Hani Ramzy
Ms. Nehal Safwat
Ms. Dina Moemen
Mr. Peter Golding

Language Department:

Ms. Dolores Rodriguez
Ms. Iman Elarfaoui
Ms. Claire Tremblay
Ms. Tracy Golding

Mathematics Department:

Mr. Alaa William
Mr. Michael Heard
Ms. Nesreen Bassiouny

Ms. Noha El Sharawy

Physical Education Department:

Ms. Catrina Castro
Mr. Jeff Norman
Mr. Peter Petrov

Science Department:

Dr. Nasim Sarira
Ms. Nehal Sayedahmed
Ms. Jennifer Brunson
Ms. Dareen Abu El Youssr
Ms. Joyce Areibi

Theory of Knowledge (TOK):

Mr. Andreas Horaites
Mr. Greg Campbell

Educational Commitment

The American International School of Egypt's educational administrators and teachers are committed to the highest standards of the teaching profession and mutually support each other in meeting the needs of the students and school community. We value open communications and consistency by all members of the AISE family to promote improved learning experiences. AISE teachers, parents and administrators work together as a functional team to improve educational excellence within the school environment.

The High School Philosophy

The high school curriculum is a mix of the best practices from United States' schools and the International Baccalaureate Diploma Program. Students are taught essential knowledge, skills, and understandings. Students are also taught to be dynamic, thoughtful problem solvers, preparing them for college or university studies, and instilling in them the qualities of honest, compassionate and caring citizens of our rapidly changing global community.

A departmentalized program provides students an opportunity to learn in interdisciplinary units. Real-life application of subject knowledge is accomplished through integrated core curriculum in combination with technology, art, drama, music, physical education, and with the support from rich, library-media resources.

The American International School of Egypt's high school nurtures trusting relationships with adults and peers to create a climate of personal growth for each student. At AISE, we strive for all students to become successful and feel confident.

We implement our school mission by:

- Teaching how to connect and apply learned skills and concepts
- Nurturing positive relationships
- Encouraging and in some cases requiring participation in weekly tutoring sessions
- Scheduling time for regular parent/teacher/student conferences
- Offering assistance and guidance from our counseling department
- Teaching organizational skills
- Working in partnerships with our parents
- Developing technological skills
- Teaching through interdisciplinary units of instruction
- Promote international and intercultural understandings through the use of curriculum-specific field trips

High School Academic Program

Academic Probation

Academic Probation is implemented in the High School with students who have one or more F's on a semester report card. At that time, the child's academic progress will be discussed between the parent(s) of the student, the High School Assistant Principal, and the High School Counselor.

If the student's academic progress continues to decline, the Assistant Principal will make a recommendation for Continued Academic Probation. When a student is placed on Continued Academic Probation, the following steps are taken:

1. A letter is sent informing the parents that their child is being placed on Continued Academic Probation with an explanation of the consequences.

2. The Principal and/or Assistant Principal, and Counselor will meet with the student and parents being placed on Continued Academic Probation to inform him/her of the reasons for, and possible consequences of, being placed on Continued Academic Probation.
3. The status of the student is reviewed at the end of the next semester.

If, after being placed on Continued Academic Probation, the student still meets the requirements for probation (one or more F), the Principal may recommend that the student be placed on Discontinued Enrollment.

Curriculum Goals

The American International School of Egypt has identified curriculum goals considered essential to the learning process of its students. The goals are set in order to acquire a range of thinking skills, comprehension, interpretation, extrapolation, and synthesis.

The American International School of Egypt draws from the best practices of United States' school districts, as well as their National Standards, and from the International Baccalaureate Diploma Program Aims and Objectives, to offer students a quality American program for students to successfully transfer back to the United States or any international school worldwide.

The curriculum is organized by standards. Each standard is defined by:

- Essential Understandings
- Essential Knowledge
- Essential Skill
- Essential Process

The High School believes it is essential for students to see connections and relationships, alongside the acquisition of important basic skills. Goals include teaching students to critically think and make connections. The aim is for its students to become confident performers, presenters and public speakers, and work cooperatively and collaboratively. Students are taught to acknowledge their peers' points of view and respond in an open-minded manner.

Program of Study Grades 9-12

All high school students are expected to carry a full program of studies. The courses in high school include English, mathematics, Arabic, science, social studies, physical education, world language, and the fine and performing arts, as outlined in the AISE - West High School Course Handbook. The high school is organized through a seven-day, seven-class rotational schedule during the year.

Grading

The school year is divided into two semesters. Each semester consists of approximately 18 instructional weeks. At the close of each semester, students receive a report card, which indicates the grades earned in each class, as well as a behavior grade. Absences, if any, are recorded on the report card, which reflects the period attendance. Semester grades for each course will include a semester exam, which is weighted at 20% of the final semester grade.

Formal reporting periods occur two times a year, at the end of each semester. Progress reports are issued at the mid-point (9-weeks) of each semester (Progress Reporting Period), to provide parents and students with an indication of how the student is progressing in classes. Parent/teacher conferences are held in November and February. Below are the letter grades used on semester report card and their percentage equivalents:

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
		F	Below 60

If a student is receiving a "D" or lower in any class, the teacher will contact the parents at least four weeks before the reporting period (progress reports or semester reports) (or immediately, if the student's grade falls to a D or below within four weeks of the end of the reporting period) ends. Parents are strongly encouraged to monitor their students' academic progress online using Google Classroom and PowerSchool Gradebook.

Graduation Requirements

The American International School in Egypt - West (AISE-West) requires a minimum of 26 high school units of credit taken in eight semesters in grades 9-12

The courses listed below are required for a high school diploma:

English	4 credits (8 semester credits)
Humanities	4 credits (8 semester credits)
Mathematics	4 credits (8 semester credits)
Sciences	4 credits (8 semester credits)
Physical Education/Health	1 credit (2 semester credits)
Art (Visual or Performing)	1/2 credit
Technology	1/2 credit
Language (Arabic, French or Arabic as a Foreign Language)	4 credits (8 semester credits)
Electives	5-6 credits

Valedictorian and Salutatorian and Graduating with Honors

In order to qualify as valedictorian or salutatorian, a student must have been enrolled in AISE since the beginning of their junior year. Students are selected for valedictorian and salutatorian based on their GPA for their junior year and semester 1 of in their senior year. In order to insure the students chosen for valedictorian and salutatorian exemplify the character and ideals reflected in the AISE Mission and Vision, factors other than GPA may be considered by school administrators.

All seniors who have an average GPA of 3.3-3.69 in their junior year and semester 1 of their senior year will graduate with honors. All seniors who have an average GPA of 3.7 or higher in their junior year and semester 1 of their senior year will graduate with high honors.

High Honors and Honor Roll Qualifications

Scholarship is recognized and encouraged through an academic honor roll. The Honor Roll is compiled at the close of each semester by using each student's GPA for the semester. High Honors consists of students with a GPA of 3.7 or higher with no grades lower than a "B". Honors consist of students with a GPA of 3.3 - 3.69 and no grade lower than a "C".

The AISE-West LYNX AWARD

Every semester, teachers will nominate one student to receive the AISE-West Lynx Award. Teachers will select the student that they best believe exemplifies one or more the following character traits (*borrowed from IB Learner Profile*):

- Inquirer
- Knowledgeable
- Thinker
- Communicator
- Principled
- Open-minded
- Caring
- Risk-Taker
- Balanced
- Reflective

The selection of the award winner will be made by Secondary School administration from among those students who are nominated.

Homework Policy

Homework is assigned for reinforcement, practice of skills and/or enrichment.

Homework may also be comprised of projects or presentations. Parents can assist their child by providing a quiet, comfortable place to work. Parents can also help by monitoring TV and electronic game use in order to help children develop a respect for learning. Parents should work to facilitate, and not complete, student work.

Reasonable amounts of academic effort outside the class extend learning and reinforce study skills. Homework activities can promote independent inquiry and can contribute to the pupil's initiative as a learner. Homework should be meaningful to what is being taught but not redundant. Balancing the amount of homework assigned to students within a grade level is important. Students should not be overloaded with homework on

any given evening. As a guideline only, high school students should expect approximately ninety minutes of homework each day. IB Diploma candidates may expect their homework load to be greater than ninety minutes per day.

Students who do not have their homework turned in on the day it is due will be subject to consequences according to the classroom expectations of each teacher.

Consequence for Passing/Failing a High School Course

If a student fails one semester of any non-elective class, the student may be required to make up that class through online credit recovery, which must be successfully completed before the start of the following school year. Failure to successfully complete a required credit recovery class will jeopardize a student's chances of graduation.

Students receiving a D or below in an IBDP course may be asked to drop that class, jeopardizing their participation in the IB Diploma Program.

Credit Recovery Option for High School Courses

High school students who do not pass a semester of a non-elective credit-bearing class will be required to enroll in an approved credit recovery program and successfully complete the course(s). The intent of the program is to provide these students with further instruction, more practice, and additional time to learn the required course standards that were missed the first time. Students must earn passing marks in the credit recovery course to receive the necessary credit.

Credit recovery cannot be used to earn credits in classes that the student was not already enrolled in at AISE-West.

AISE-West will approve a credit recovery course provider, which is fully accredited by the Commission on Secondary Schools of the Middle States Association.

Students who need to enroll in an online course will be notified as soon as possible; however, it is often the case that the need for credit recovery is not clear until after final semester exams.

Please note that it is a requirement of our school that the final exam, if any, for each online credit recovery course be taken at AISE-West under the supervision of one of our staff members.

Students in DP level courses needing to use credit recovery are still required to meet all external requirements set by the IBO in order to earn course certificates or to be eligible for the IBO's full diploma.

Attendance

Attendance Policy

All high school students are expected to arrive at school on time and to attend all scheduled classes and meetings unless they have a valid excuse, such as illness or involvement in a scheduled school activity. In all cases, parents are required to contact the school if a student is going to be absent.

The AISE attendance policy is as follow:

- All absences from class will count as absences toward the total, whether excused or unexcused. Absences for medical reasons are still counted as absences.
- Students absent more than 15 times from any class will not receive credit for the class regardless of their grade in the class, and may be required to take credit recovery courses in order to gain credit for the class.
- Students are expected to ask the class teacher for work that needs to be made up. Students will have to make arrangements with the class teachers for each absence day to complete the make-up work. Arrangements to make up tests and other in-class work must be made with the class teacher in accordance with their syllabus procedures.
- Parents will be notified when students begin to accrue excessive absences.
- If the student's excessive absences continue after the parents have been notified, a meeting will be held and a letter will be given to the parents outlining the possible repercussions for their child, including loss of credit and the need for course credit recovery.
- For early dismissal, parents must send an email to the High School office by 12:00 p.m. on the date of the early dismissal. Students without a written note from their parents will not be allowed to leave the school until the end of the school day.
- Students should not plan to leave school for medical appointments, early travel plans etc. Make your plans to have appointments and travel outside of school hours.

- Class attendance is mandatory the entire school day before a student may attend an extracurricular or co-curricular activity that same day, unless otherwise determined by administration.
- Absences from class due to participation in school sponsored activities, events or field trips are not counted toward a student's total absences.
- Absences with a doctor's/medical note are still considered absences from classes.
- In order to be allowed to make-up work missed during an illness, a doctor/medical note is required for absences of longer than 2 consecutive days due to illness. However, if the student misses a scheduled major assessment (test, exam, presentation, project deadline, etc.), a doctor's note is required for the student to be allowed to take the assessment or submit the work after the original due date.
- Parent must notify the High School office via email on each day that their child is absent due to illness.

Attendance Requirement for Grades

In order to receive a 9-week progress report or a semester report card, a student must have been in attendance at least half of the grade reporting period.

Prolonged or Planned Absences

The dates of the school vacations are shared with parents at the beginning of the year, and are in this handbook. We strongly urge parents to plan family vacations within these dates. **Please notify the Secondary School office at least two weeks in advance of any planned and/or prolonged absence, noting that such absence may count against your child(ren)'s total allowed absences.**

The due date assigned by the teachers for any work missed by the student during a prolonged absence, will be within one week of the student returning to school. **All homework assignments, including quizzes and tests must be completed within that first week.** Failure to meet this deadline may result in a failing grade on the assessment or assignment.

Requests for exceptions

All requests for exceptions must be made in writing to the secondary school administration. Emergency leave, evacuation or serious medical conditions or

extenuating circumstances will be taken into consideration and reviewed on a case-by-case basis.

It is school policy that classwork and graded assignments will not be given in advance. In other words, students may only be able to receive complete work upon return from the absence.

Requesting Homework when Absent or Sick

When a student is absent, it is his or her responsibility to communicate with the classroom teacher and follow classroom procedures (i.e. website, email, peers) regarding any make-up work.

Homework should not be requested from the Office for less than one week of absence.

In this case where a student is absent for more than one week, the parents or family driver must come to the High School Office to collect the homework. All homework requests need to be called in to the High School Office by 10:30 A.M. of the day requested.

Counseling

The counselor at AISE addresses the academic, social, emotional, and the psychological needs of the high school students. The counselor's work is differentiated by attention to developmental stages of student growth. The counselor works with all students and parents on a confidential basis, or within a team approach. The counselor assists students through four primary interventions: counseling (individual and group), large group guidance, consultation and coordination. The counselor provides students with services to enhance personal and academic achievement and development. The counselor helps students with selection of classes each year and career awareness, personal concerns, curriculum information, study skills assistance, and college and university guidance.

Parent Communication

The American International School of Egypt believes that a successful school is a result of building a strong communication system. Our goal is to create a school that emphasizes a partnership between school and family, providing an environment of openness, responsiveness and communication, an environment that places the child's well-being at the center.

Communication between parents, teachers and administration is vital for your child's success. Therefore we have systems that are in place to ensure that you have access to information on your child's growth and success. This involves communication from teachers; however, parents are expected to check Google Classroom and PowerSchool Gradebook regularly and initiate any required communication with teachers to help support student success. Parents are expected to maintain civility and respect in their communication with teachers.

Our parent/guardian-school communication strategies include:

- Parent/teacher formal conferences (twice per year)
- Parent/teacher conferences
- Use of student planners
- AISE newsletters and student/parent calendar
- Report Cards each term
- Coffee Talks with the secondary principal
- Letters/calendars
- Access to online grades

Students

Student Behavior Expectations at AISE

The American International School of Egypt believes that the environment most conducive to learning and growth is one in which all students feel confident, secure and safe. A sense of responsibility for one's own conduct as well as for the general well-being of the community is expected of all high school students. All High School students are expected to exhibit sensitivity and respect for the rights and property of all members of the school community. They are expected to follow the school rules and regulations, respect school property and do their part to maintain the positive reputation

of the school. The American International School of Egypt requires students to behave in an honest and truthful manner which includes doing their own work and acknowledging ideas which are not their own.

Physical aggression or violence intentionally directed by a student toward another person at the school, whether as pushing, shoving, slapping, hitting, kicking, or any other physical assault will not be tolerated. Students involved in such activity will receive automatically a minimum of one day of out-of-school suspension.

Academic Honesty & Plagiarism Policy

All students are expected to make their best effort and produce the highest quality work possible. We encourage students in the High School to develop a sense of responsibility for their own work and actions. Independence is encouraged and promoted at all levels. Good work and special efforts are praised and celebrated in class, around the school, at assemblies, and with parents.

We believe in our students' ability to complete their work individually and expect that each will do his/her individual best without resorting to plagiarism, cheating or any other academic misconduct. To help avoid plagiarism and cheating, it is important that both teachers and parents put emphasis on this issue. The American International School of Egypt uses a software program called Turnitin.com which checks students' work for plagiarism. Please find below definitions of plagiarism and cheating as well as the school's expectations.

Definitions:

- Plagiarism describes a situation where a student uses words or ideas from someone else without giving that other person credit.
- Cheating describes a situation where a student submits work that is not entirely his/her own individual work.
- Teachers and parents will promote these expectations in school and at home.
- Students will do assigned work individually.
- Students will answer tests and quizzes without communicating with other students and without using any notes or other aids unless approved by the teacher.
- Students will properly cite any research taken from the Internet or other publications.

Examples of plagiarism and cheating include, but are not limited to, the following:

- Using words found on the Internet or in a book or other publication without placing them in quotes and giving credit to the original author or source.
- Using ideas found on the Internet or in a book or other publication without giving credit to the original author or source.
- Copying in part or in whole another student's homework or assignment.
- Giving homework or an assignment to another student to copy.
- Receiving or passing information during an exam, test or quiz.
- Using unapproved notes or other aids during an exam test or quiz.
- Using electronic devices (i.e. phones, calculators) during exams

Consequence of Plagiarism

Any form of plagiarism is considered an Honor Code Violation. Kindly refer to the section below for a detailed explanation of AISE Honor Code. Please note that successive Honor Code violations may result in expulsion from AISE.

Honor Code

As an AISE West high school student, I will conduct myself in an honorable, trustworthy, and ethical manner at all times. In keeping with the highest standards of AISE, I will be truthful, I will be academically honest, and I will respect the property of others.

Consequences for an Honor Code Violation (in addition to classroom discipline measures):

Minimum Consequences of an Honor Code violation:*

First Offense: Teacher reports to counselor and gives student a zero (0) on the respective assignment. Counselor documents incident and notifies parents.

Second Offense: Teacher reports to counselor. Counselor responds back to teacher that student will receive a zero (0) on the respective assignment. Counselor refers all prior incidents and current incident to Assistant Principal who requests a meeting with parents and student for Academic Honesty Probation. IB students may be removed from IB program. Second offences will incur a minimum of one In School Suspension (ISS).

Third Offense: Recommendation for discontinued enrollment. The Director of the School will be involved in all cases involving discontinued enrollment.

*An Honor code violation for academic dishonesty will result in a zero (0) grade. All forms of academic dishonesty will receive the same consequences, regardless of the nature of the assignment for which the offense occurs. Cases of academic dishonesty include, but are not limited to: talking during a test, quiz, or exam, copying word for word essays or parts of essays (or articles) without using quotations and crediting source, sharing work with others, presenting written work without any citations or crediting author of an idea and possession of the means to cheat. Homework, tests, quizzes, exams, essays, research papers, and in class work will all be treated equally.

Bullying Policy

AISE-West defines bullying as “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict” (Virginia Statute

22.1). In addition, “Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose” (stopbullying.gov 2015).

Any student who wishes to report bullying should submit a Bullying Reporting Form to the school counselor. The form can be submitted anonymously.

Consequences of bullying:

1. First Offense: Parent Conference
2. Second Offense: Parent Conference, Counseling, and Behavior Probation
3. Third Offense: Final Behavior Probation
4. Fourth Offense: Discontinuation of Enrollment and Recommendation for Expulsion

A Positive, Problem-solving Attitude

All problems are solvable if we all view the school as a friendly place where each person cares and is cared for. Parents are encouraged to contact their child’s class teacher in the first instance whenever there is a problem or concern. In any extreme cases, please contact the Principal.

All students are expected to:

- Act and behave in a manner that ensures a safe environment.
- Follow the rules in each classroom.
- Report to class on time, and be ready to learn.
- Wear the school uniform.
- Arrive in a class with appropriate materials to perform in class (textbooks, pencils, pens, erasers, note pads, etc).
- Communicate in English during class (other than Arabic) and use appropriate language.
- Keep hands feet and other objects to themselves.
- Avoid making rude gestures, using bad language or making “put downs” about students or teachers – they will be respectful at all times.
- Follow the rules of the teacher in charge of the classroom.
- Understand that the teacher is in charge of the classroom.

There are some specific expectations that teachers implement in order to promote and support the life of the high school students.

If guidelines are not met, procedures are initiated. Immediately after an incident has been reported or observed, the student(s) will be interviewed by the teacher, assistant principal and/or secondary school principal.

If it is a minor offense, the teachers will discuss the infraction with the student, and parents may or may not be contacted.

If it is a major offense, the student will be given the opportunity to explain the circumstances. Specific action will depend on the gravity of each incident. Parents of the student(s) involved will be informed of the details and may be asked to meet with the administration to discuss the incident. Parents will be notified of the consequences.

AISE believes students must:

- Learn from experiences
- Be respectful, responsible and safe
- Learn consequences for their actions
- Work towards changing mistaken behaviors
- Work towards reflecting and monitoring self and actions
- Be responsible for knowing the school’s Code of Conduct

Code of Conduct

This Code of Conduct is developed around beliefs that support our school, its mission and vision.

A student may choose to disrupt their own educational opportunity; however, they will not be allowed to interfere with other student's educational opportunities. No student has the right to interfere with another student's right to learn. More directly, no student has the right to waste another student's tuition money and their educational investment. No student has the right to interfere with the teacher's right and ability to teach.

No student has the right to endanger another student's safety or to present objects or substances that could be harmful to him/her or to others. **No student shall ever have his/her personal physical rights violated for any reason.**

The disciplinary processes of the school should minimize disruptions to teachers and other students who are making appropriate and responsible choices.

General issues

- Students will not be allowed to enter classes without an appropriate uniform.
- Students will not be allowed to be in any location during class-time that is not prescribed specifically by an official AISE-West hall pass.

Behavior Probation and Final Behavior Probation

When a student has established a pattern of misconduct, including multiple minor infractions or honor code violations, they will be placed on Behavior Probation. A committee will analyze a student's improvement during this probationary period and if a student continues to have major and minor offenses, s/he will continue on Behavior Probation or be elevated to Final Behavior Probation. At this point parents will be brought in for a meeting with the Leadership Team, and if the student continues to have behavior infractions, the student may be recommended for discontinuance of enrollment.

The consequence of being on Behavior Probation is limited participation in extracurricular activities. Students on Final Behavior Probation or Discontinued Enrollment will not participate in extracurricular activities. The purpose of placing students on these probations is to encourage students to improve their behaviors and, therefore, come off probation. Removal from Behavior Probation is contingent upon a

behavior review by the Discipline Committee. All decisions about probation are at the discretion of the Leadership Team.

Zero Tolerance Behavior

These behaviors will be taken under immediate consideration for serious disciplinary actions from the school. **Minimum discipline will be out of school suspension with the possibility of expulsion from school.**

- Possession or use of drugs, tobacco and/or alcohol
- Possession of weapons, or the use of any object as a weapon
- Serious physical assault
- Intimidation and/or threats of violence
- Bullying and/or Cyberbullying
- Creating a serious risk for other persons/Reckless Endangerment
- Theft and/or possession of stolen property
- Extortion
- Arson

General Information

Busing/Transportation

The American International School of Egypt offers bus transportation for students whose parents pay for these services. Within certain restrictions, busing is provided door to door. This service is available to those students who pay for bus service. Students who have not paid for the service are not eligible to ride the buses. Students are responsible for following and obeying the bus rules and regulations. In the event a student violates the established rules, he/she is subject to disciplinary action. In more severe cases, a student may be suspended from riding; at first, temporarily, and if necessary, permanently.

If the bus driver is distracted by student's behavior, he cannot pay strict attention to his driving. This poses a safety problem for all students on the bus. All bus rules apply on field trips as well as for daily transportation.

1. Students must adhere to the direction of the bus monitor.
2. Students are to use the established pick-up points only.
3. Students are required to stay in their seats and wear their seatbelts.

4. Students are to refrain from protruding their head, hands, and other objects out of the window.
5. Students must converse in a quiet voice.
6. Students will be suspended from the bus for physical assault, verbal assault, or inappropriate language directed at another person on the bus.
7. Students will lose any privilege to eat on the bus, if they don't throw their trash away, or are unable to manage their food. This may cause restrictions for the entire bus.
8. Any potentially dangerous objects that need to be brought to school for a project (i.e. glass, knives, swords, etc.) are to be given to the bus monitor.
9. Riders are permitted to get off the bus only at their assigned stops.
10. Buses will not wait at the designed stops in the morning for tardy students.
11. Buses will not move unless all students are seated.
12. There is no such thing as acceptable play fighting on the bus. Students will be suspended from the bus for any aggressive physical behavior, playful or otherwise. Students should keep their hands and feet to themselves.
13. Students, who attempt to stop the bus while it is in motion, will be suspended from the bus and will be considered for permanent removal.

Bus rules are non-negotiable.

Dance Policy

The dance policy at AISE High School is intended to accomplish the following goals:

- Assure that all AISE students have the opportunity to socialize in an appropriately managed school activity, in a safe and orderly manner.
- Provide students the opportunity to exercise self-management skills in a structured environment.

Basic Rules of All Dances

- All dance requests must go through the Secondary School Principal.
- The gate will close one hour after the dance has started unless otherwise stated by the administration.
- Any student who has been removed from school, expelled, or is currently serving suspension or is on behavior probation or academic probation, will not be allowed to attend.
- When a student leaves the dance, for any reason, he/she will not be allowed to re-enter the dance.
- Students are restricted to the area designated for the dance.

- All rules and expectations of the AISE High School apply to students while they are in attendance.
- Only currently enrolled AISE High School Students are allowed to attend AISE High School dances, unless an exception is made and communicated by the Secondary Principal.

Dining Hall Services

A student nutrition period and lunch program is provided by outside providers at AISE. Juices, sandwiches, and healthy snacks may be purchased during the nutrition and lunch periods. The dining service is off-limits to students except during the nutrition and lunch periods, or unless they have permission to make a purchase. The dining services not open to students after school.

Elevator Use

Students are required to use the stairs when entering/exiting AISE and changing classes. Only students having a special need will be given written permission by the Administration and/or school doctors to use the elevator.

Emergency Evacuation of the Building

Evacuation plans have been developed and distributed to each staff member. These plans are posted in each room. Evacuation drills are scheduled to be held throughout the year to familiarize students and faculty with necessary procedures and problems. Should an evacuation of the AISE facility be necessary, students are to proceed single file with no talking to the designated evacuation site. All students should remain with the teacher in whose classroom they are at the time of the evacuation.

The school administration will give the all-clear signal to re-enter the building.

Extra-curricular Activities

The extracurricular activities program is developed and supervised by the Secondary School administration in consultation with the Athletic Director.

Dances or evening activities are scheduled throughout the year. All student activities are run through and approved by the Secondary School Principal. Activities at the school will end no later than 10:00 P.M. Once a student enters an activity, he/she may not leave the activity and return.

Class attendance is mandatory the entire school day before a student may attend an extracurricular or co-curricular activity.

Participation in any activity is an additional responsibility that should not conflict with a student's primary academic responsibility.

Athletic and Extra-curricular Activities Eligibility

Students at the American International School in Egypt are encouraged to become involved in some of the many and varied athletic and extra-curricular activities available. The American International School of Egypt sponsors many athletic teams, clubs, organizations, and activities designed to appeal to a wide range of interests, abilities and talents. Students may choose from athletics, student government, and fine and performing arts activities. Many are open to all interested students, some are class-related, and others are by audition or have specific criteria for membership.

Academic Standing

It is important for students to realize that athletic and extra-curricular activities complement the academic program and that what goes on in the academic setting takes precedence over participation in athletics and/or extra-curricular activities.

- Grades will determine eligibility.
- In order to participate on an AISE athletic team or in an extracurricular activity, students must have satisfied all of the behavioral and academic eligibility requirements prior to participation.
- A student may be considered "academically ineligible" to participate in an extra-curricular activity if he/she has been placed on Continued Academic Probation or had their enrollment discontinued.
- A student may be considered "behaviorally ineligible" to participate on an athletic team or in an extra-curricular activity, if he/she is on Behavior Probation, Final Behavior Probation, or had their enrollment discontinued.
- On the day that the progress report or report card is issued, each coach or sponsor is responsible for verifying that all members are eligible and for enforcing these eligibility standards. Students academically or behaviorally ineligible remain ineligible until the next reporting period. If a sport or extra-curricular activity is in operation through a reporting period change, each coach or sponsor must re-verify eligibility for all participants.
- The academic/behavior eligibility requirements shall carry over from one academic year to the next.

Attendance

- Unexcused absences or chronic tardiness to meetings, practices or school may be a sufficient reason for declaring a student ineligible at any time. In issues involving school attendance, the Principal will determine the date and term of the ineligibility. For issues involving meeting and practice attendance, the coach or sponsor will determine the date and term of ineligibility.
- Students who arrive at school after 10:00 am or who leave school during the school day will not be allowed to participate in any athletic or extra-curricular school activities that day or evening, including activities, performances, meetings or practice sessions.

Discipline

- Students who are suspended in or out of school or have a disciplinary action pending will be ineligible to participate in any athletic or extra-curricular activities during the period of suspension/time pending.

Athletics Teams Behavior Eligibility

- Students who receive one ISS or two office referrals will be placed on team participation probation.
- Students who receive two ISSs or three office referrals will be removed from the team.
- Students who receive an OSS will be immediately removed from the team.

Field Trips

- Educational field trips are defined as any travel away from the school site which is done during or outside school hours.
- They are sponsored by the school to enhance learning about the subjects in the curriculum.

Student responsibilities on field trips:

- Students are reminded that a field trip is an extension of the school day and all school policies and rules apply.
- Students are required to wear their school uniform unless given permission not to do so by the principal.
- During free time students must be in groups of two or more.

- During overnight trips no male students may ever enter a female student's room and no female students may ever enter a male student's room.
- The curfew will be set by the trip sponsor and will not be open to negotiation.
- Students must be in their rooms at curfew time and no students will be allowed to leave their assigned rooms after curfew.
- The trip sponsor may set additional rules and regulations to address the idiosyncrasies of specific trips or locations. Students must comply with these rules and regulations.
- Students must sign and turn in to the trip sponsor the Field Trip Permission Form and Medical Release Form signed by their parent or guardian or they will not be allowed to participate in the trip.
- Students participating in a field trip are expected to be in full attendance on the school day following the trip. Failure to do so may result in being declared ineligible to participate in future field trips.
- Students must travel both to and from the field trip location under the supervision of a chaperone. Requests to do otherwise will only be considered if they have permission from the Principal at least one day prior to the beginning of the field trip who will have confirmed this with the parent by phone or in person.
- Students who fail to comply with field trip rules and regulations will be asked to return at their parents' expense. This may include a ticket home, at parent's expense, for a field trip outside of Cairo.
- A student may be considered "academically ineligible" to participate in a field trip if he/she has been placed on Final Academic Probation or Discontinued Enrollment.
- A student may be considered "behaviorally ineligible" to participate in a field trip if he/she is on Behavior Probation, Final Behavior Probation, or Discontinued Enrollment.

Fundraising Activities

Activities that require fundraising are to be screened by the school administration in order to maintain a reasonable balance of time spent by faculty and students on fundraising. Because of tax liabilities, items should not be sold at the school.

Health Services

Medical doctors who are trained and experienced in handling student health conditions are on duty each school day. If a student becomes ill during school, they should request a pass from their teacher to go to the doctor. If the student needs to leave school

because of illness, the parent/guardian must be notified and give consent and the student must sign out in the Secondary School office.

The doctors are available to counsel students regarding health problems, to help manage health factors for individual students, and to administer first aid in case of emergency.

Library

The AISE-West secondary school library is a large learning space on the 3rd floor that is shared by students, teachers, staff, and parents. The library serves as an information center for all subjects taught in the middle and high school divisions, as well as a resource for pleasure reading and the pursuit of individual research interests. The library offers a wide selection of fiction and non-fiction print books for in-library use and for checkout. It also provides access to ebooks and to periodicals and research materials through database subscriptions.

The librarian is available during posted office hours and also by appointment to assist individual students with research. Students are welcomed and encouraged to ask for help locating, analyzing, organizing, sharing, and citing information.

In order that everyone may enjoy and make use of the library, library users must be respectful and share:

- The materials and resources, by returning them on time for others to borrow, by putting them where they belong, by keeping them in good condition, and by taking turns.
- The space by allowing others to use the facilities
- The sound space, by not interfering with someone else's need to read, to find information, or to study.

The library uses the Follett DESTINY system for cataloging and checking out books. One useful feature of DESTINY is WEB-PATH EXPRESS, a safe and leveled computer database search engine geared for students and school curriculum. DESTINY can be accessed on the library computers and also on your personal computer from home or school at follett.aiswest.com. Students can reserve books online by using their individual DESTINY login (see the librarian for more information). The library

computers offer internet access for use in doing research under teacher supervision. No games are allowed on library computers.

Library hours are from 8:00 am to 3:30 pm on Sunday, Monday, and Tuesday and from 8:00am to 3:00 pm on Wednesday and Thursday.

Students are responsible for all items checked out under their name so you are strongly advised not to check items out for other people. Books and other circulating materials may be checked out to students for two weeks. To renew a book beyond two weeks, please bring it to the library to be rescanned. Overdue notices are sent periodically through the classroom teachers. Students with lost or overdue books may not check out additional materials until the missing items are returned or paid for.

Reasonable care must be taken to maintain borrowed books in good condition. Overdue notices are sent periodically to students through their school email accounts. The library does not impose fines for late books, however books that are six weeks or more overdue will be regarded as lost.

Students will be charged for lost or damaged materials. Any fees due to the library must be settled prior to the end of the final term or report cards will be withheld.

The library is a well-equipped facility and the pride of AISE. The librarian and library assistants are here to help you.

Lockers

School lockers are assigned to High School students. **Lockers are school property, but the school is not responsible for lost, stolen, or damaged items.** Students should not store items of a valuable nature in their lockers, which are assigned only for books, unless you lock your locker. Students are not to share lockers with other students, and under no circumstances should students reveal their lock combination to another student. Students should use only their assigned locker.

Lost and Found

A Lost and Found area is maintained on campus. Any student property found on campus or on buses is turned in to the Lost and Found. To minimize loss, all items of clothing, school supplies, personal items, etc., should be labeled with the student's name. When students lose something, they should check with security at the Lost and Found. **Valuable items such as an iPhone, Android phone, laptop computer, iPad or tablet, camera, jewelry and large amounts of money should not be left in**

lockers which have not been secured with an external lock provided by the student.

Mobile Phones Policy – Use of Mobile Phones at School

Mobile phones are not to be used anywhere in the school building between the hours of 7:50 am – 3:00 pm, except outside during lunch/nutrition or with the approval of middle school staff. Mobile phones should be silenced and should only be seen if permission for use is granted. Mobile phone usage includes the use of the camera, calculator or other features of the phone.

The following stipulations apply for student use of mobile phones:

1. Students are encouraged to lock their phones in the lockers during the school day. If they are brought to class, they will be placed in a designated box for the duration of the class and returned to the student at the end of class, or with permission of the teacher.
2. The teacher and school accept no responsibility for lost or damaged phones.
3. Students shall be permitted to be in possession of mobile phones while attending school and school sponsored activities.
4. Students shall have mobiles silenced at all times during school hours, except during lunch and lunch recess periods. The only time that students may use their phone is before school and after school, during lunch, and with permission from the high school staff. This policy also pertains to text-messaging.

Improper use of phones, or any disruption of class caused by student phones, may result in the confiscation of the phone. Consequences for improper use of phones or the disturbance of class due to the use of phones are at the discretion of the high school administration; however, possible consequences will include, but not be limited to, the following:

- Lunch Detention
- After School Detention
- Parent Meeting
- Releasing Phones to Parents Only

- Suspension (both in-school and out-of-school)
- Loss of Phone Privileges
- Phone Withheld in Business Office for a Set Period of Time

National Level Athletes at School

AISE is proud to have a number of students who participate in a variety of athletic teams at the national level. In keeping with policies of the Egyptian Government and AISE any absences of these students, which results from their national level participation, will not be recorded as absences. However, it is the student's responsibility to bring in the appropriate documentation which will identify him/her as a national level athlete and to keep the High School Office aware in writing of the official dates of absences. It is important for students to be aware that although the absences for national athletic participation will not be counted against them, they are responsible for work missed during the absences.

Tardy Policy

In order for students to gain the most from their educational opportunities at AISE High School, they are expected to arrive at the appropriate time to their classroom every day with no exceptions. The following policy is enforced by the classroom teacher and is accumulative during each class over the period of one quarter.

All students reporting to school tardy should report to the office to report their tardiness and receive a pass to class.

Students tardy to a class after 1st block should report directly to the respective classroom teacher for admission to class. Tardiness to class will be evaluated by the individual classroom teacher and may be subject to an MIR or more serious consequences, should a pattern of tardiness develop. It is the student's responsibility to be to class on time.

The following procedures will be followed by AISE staff in dealing with unexcused tardiness at the start of the school day:

1. If a student arrives to school tardy, she/he should report directly to the High School office upon arrival at school.
2. A student's first tardy will result in an email home to parents explaining that any subsequent tardies will be assigned a 7:30 Club detention. An email will be sent home to parents

3. Arriving to 7:30 Club after 7:30 a.m. will result in a double 7:30 Club the following days.
4. After ignoring a 7:30 Club detention for the second time, the student will receive an Office Referral, which could eventually result in in-school suspension.

Late Arrival to School

Students are expected to be on campus by 7:50 am, and class begins at 7:55 am. Students are expected to be on time every day with no exceptions. If a student arrives tardy for school they must report directly to the office.

Damaged or Lost Items Policy

The school issues texts, library books, instruments and other valuable materials to students each year. Students are responsible for returning these items in good, reasonable condition at the end of the year, or whenever the teacher asks for them back. If items checked-out to students do not return, or are returned in a manner deemed damaged or in need of repair, the student will be charged a repair or replacement fee. **If the fees are not paid, the report card and/or final transcript is not issued to the student until the items are accounted for/repared**

If students lose something, they should check with security at the Lost and Found.

Student Council

The Student Council develops student leadership, helps students learn and apply democratic decision-making principles and procedures, and enables students the opportunity to provide service to the school, faculty and student body. Students must meet the same eligibility requirements to hold office in Student Council as stated in the Athletic and Extra-curricular Activities eligibility policy. Student officers and representatives for the Council are elected each year.

Technology Policy and Code of Conduct

Purpose of the Policy

This policy exists to protect and define procedures regarding the use and maintenance of the AISE-West Computer Systems/Networks/Equipment in line with the AISE-West Code of Conduct.

Purpose of Access to the Network

Stakeholders are granted access to the network to support learning through access to information.

Privilege

Accessing the Internet through school equipment is a privilege, not a right, and inappropriate use, including violation of this rule may result in cancellation of the privilege.

- School administrators are delegated the authority to determine appropriate and acceptable use as provided under this rule.
- Permission to access the Internet through the school network as a tool for learning will be automatic. Parents must notify the school in writing if they do not want their child to access the Internet.

Monitoring

Administration reserves the right to review any material on user accounts for purposes of maintaining adequate file server space and monitoring appropriateness of material accessed through the network.

Security

Notify the network manager of any suspected policy breach. No user may utilize another user's account for any reason. This includes, but is not limited to, the uploading or creation of computer viruses and the attempt to destroy, harm or modify data of another user.

Harassment

Harassment (Cyber Bullying) when utilizing the Internet will result in the elimination of computer access. Cyber Bullying is defined as the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Inappropriate Material

If inappropriate material is discovered, the staff member or student should inform their supervisor or teacher so the situation can be resolved.

Social Media

School technology or Wi-Fi may not be used for social media in an offensive, detrimental or defaming nature. The school name and/or logo may not be used on social media without the school's consent, and in a detrimental or defamatory manner.

Vandalism and/or Accidental Damage

If equipment is accidentally damaged during school use by faculty or students, it is understood that AISE-West will bear the cost of replacement. However, if equipment is damaged by students due to misbehavior or by faculty during personal time off campus the individual or student is responsible for the cost of damage/replacement.

Technical Damage

In case of technical damage, i.e., damage not caused by the individual, please notify the teacher, supervisor or principal as soon as possible so repairs can take place. AISE-West will bear the cost of repairs.

Disciplinary Actions for Improper Use

The act of accessing the Internet through the school's network signifies that the user will abide by the provisions of this rule.

- Inappropriate use by students leads to loss of privilege, suspension, or expulsion.
- Inappropriate use by staff will be handled by their supervisor and will be appropriate to the offense.

Protocol if Policy is Broken

First Offense – Student device is removed from network and needs to gain administrative approval to regain access.

Second Offense – Student device is removed from network for one week and needs to gain administrative approval to regain access.

Third Offense – Student is removed from network and will have a parent meeting with principal(s) and IT Integrationist to regain access.

Textbooks

Textbooks will be issued to you by your teachers. Each teacher maintains a list of each textbook with an identification number and a description of the book's condition when it was issued.

Each student is responsible for keeping track of his/her own books and for maintaining them in good condition. If you lose or damage a book, you are responsible for paying the replacement cost of the book. Damage or loss should be reported and payment made in the Business Office. To obtain another book, payment for replacement must be made. In the event a student has an outstanding book fee, school records will not be released. **This includes student transcripts and report cards.**

Books which are consumable, such as workbooks, which must be used/consumed by students are issued on a permanent basis, and are not expected to be returned.

Tutoring (After School)

Tutoring days are scheduled after school by classroom teachers.

Students who encounter learning difficulties in a class often ask to be tutored after school. Teachers may work with students at any time before, during or after school. Teachers cannot accept payment or gifts for the extra assistance given.

Any paid tutoring must have the pre-approval of the Superintendent. No AISE teacher may tutor his/her own student for pay. Approved tutoring is to take place on AISE's campus and not off campus.

Any outside tutoring arrangements need to be set up through the Principal's Office and approved by the Director. Payments for services rendered are to be made through the Business Office and 100% of the instructional fees are paid to the school. The Business Office will reimburse the teacher.

School-Wide Uniform Policy

All AISE-West students are expected to be properly groomed for school and to wear the school uniform daily unless otherwise announced by Administration.

The school uniform consists of regulation or solid navy blue non-faded pants (with no elastic around the bottom of the legs), regulation or solid blue shorts, or non-faded regulation skirt, and the regulation shirt. A regulation shirt is either one with a navy blue collar and the AISE logo, or an AISE sponsored event or organization t-shirt (MUN,

NHS, NJHS, musical productions, etc.). Solid white t-shirts with the AISE logo prominently displayed on the front are considered PE uniform shirts and may be worn only at PE class. During cold weather, all sweaters or cover-ups should be regulation style and solid blue or white. The only insignia or logo allowed on cover-ups is the AISE logo.

Seniors are allowed to wear regulation black pants (no elastic around the bottom of the legs), the senior class t-shirt or collared shirt, and the senior class jackets.

Students must come to school in school uniform, even if they have PE class during 1st block.

Students who are not dressed according to the dress code might not be permitted to attend class. These students will be given the opportunity to remove the non-uniform item, borrow clothes from unclaimed lost and found, have the appropriate uniform clothing sent to school, or purchase items from the uniform shop. They will wait in the ISS room until they can dress in the proper uniform.

Repeated violations of the uniform code will result in a parent conference and possible suspension from school.

Uniform Policy for Physical Education

This policy will apply to all Middle School and High School students.

ALL STUDENTS MUST WEAR:

- AISE white t-shirt
- AISE shorts (navy blue athletic shorts / pants are acceptable provided that they are not the ones worn as the regular school uniform)
- Proper athletic shoes – these shoes should have a thick sole and arch support, no canvas shoes (i.e. Converse, Vans), no skateboarding shoes (i.e. a flat sole, no support). **Note:** The word, 'sport' printed on your shoes does not make them proper athletic shoes.
- No jewelry (earring studs are acceptable, silly bands are considered jewelry)
- AISE Navy Blue Cover Up (according to AISE School Uniform Policy)
- Veiled students should not hold their veils with pins during class, this is a safety issue.
- All items designated to be NAVY BLUE must be obviously so. Any garment appearing to be BLACK, will be treated as such and thus be an infraction of the uniform policy.

- The school will not provide patches, nor will they be accepted as part of the uniform.

Consequences for not wearing the proper P.E. uniform:

Students not wearing the P.E. uniform will not be allowed to participate and will not get credit for that day. They will also be written up on an infraction report.

Withdrawing Students

Every student withdrawing from school during the school year must complete a clearance form before school records and transcripts are released. This process is accomplished in the Principal's Office. If a withdrawal of a student is requested, signatures from teachers, the library, and the High School Principal must be obtained on the withdrawal form. This ensures that all books and the school lock have been returned.

Once a student has been cleared by the Principal, the student is referred to the Business Office for final clearance. When the Business Office signs the withdrawal form, all school obligations have been settled. At this point, school records may be released.

If a student owes the school money for a lost or damaged item, or has an overdue book or fine from the library, the report card will be withheld pending payment of the debt, or return of the borrowed item. In all cases, school records will not be issued until all fees are paid.

Visitors and Guests

Visitors of AISE (including parents) are welcome to come to the campus. When requesting to visit a classroom, prior arrangements must be made through the Principal's office. Friends of students and former students should not plan to visit the school during instructional time or the school day. All visitors must register with the High School Office upon arriving.

Regular High School Timetable

	Period 1 7:55-9:25	Period 2 9:30-10:55	Nutrition 10:55-11:15	Period 3 11:15-12:40	Lunch 12:40-1:25	Period 4 1:25-2:50
Day 1	1	2		3		4
Day 2	5	6		7		1
Day 3	2	3		4		5
Day 4	6	7		1		2
Day 5	3	4		5		6
Day 7	7	1		2		3
	4	5		6		7

High School Assembly Timetable

	Period 1 7:55-9:14	Period 2 9:19-10:33	Nutrition 10:32-10:53	Period 3 10:53-12:07	Assembly 12:12-12:52	Lunch 12:52-1:36	Period 4 1:36-2:50
Day 1	1	2		3			4
Day 2	5	6		7			1
Day 3	2	3		4			5
Day 4	6	7		1			2
Day 5	3	4		5			6
Day 7	7	1		2			3
	4	5		6			7