

# **The American International School of Egypt - West**



## **Middle School Parent/Student Handbook 2018 -2019**

*Last revised: 5 August 2018*

<b>Table of Contents</b>	<b>Page</b>
AISE Mission Statement	4
AISE Philosophy	4
AISE Belief Statements	4
AISE Learning Community Commitments	5
ESOL Vision Statement	7
ESOL Mission Statement	7
Academic Calendar	8
Contact Information	9
School Faculty	9
Middle School Faculty	11
AISE Educational Commitment	13
AISE Middle School Philosophy	13

## **The Middle School Academic Program**

Academic Review and Probation	14
Curriculum Goals	15
Program of Study Grade 6 – 8	15
Grading	15
High Honors and Honor Roll Qualifications	16
Homework Policy	17
Summer School and Retention Policies	18

## **Attendance**

Absence, Prolonged Absences, Attendance Policy	18
Requesting Homework	19

## **Counseling and Learning Support Services**

Counselor's Role	20
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## **Parents**

Parent Communication	20
----------------------	----

## **Students**

Student Behavior	21
Academic Honesty and Plagiarism Policy	22
Honor Code	23
Bullying Policy	24
Code of Conduct	25
Behavior Probation and Final Behavior Probation	26

## **General Information**

Busing / Transportation	27
Dance Policy	28
Dining Services	29
Elevator Use	29
Emergency Evacuation of the Building	29
Extracurricular Activities	29
Athletic and Extra-Curricular Eligibility Policy	30
Field Trips	31
Fundraising Activities	32
Health Services	32
Library	32

Lockers	33
Lost and Found	34
Mobile Phones Policy – Use of Mobile Phones at School	34
National Level Athletics at School	35
Tardy Policy	35
AISE-West Technology Policy	36
Student Council	37
Textbooks	39
Tutoring	39
Uniform Policy	40
Uniform Policy for Physical Education	40
Visitors and Guests	41
Withdrawing Students	41
Middle School Time Table	43

## **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;
- Develop in all students a sense of personal and social responsibility through demonstrated service to others;

- Respect local, regional, and international perspectives; and
- Shape the future of our school through strategic vision, continuous planning, and agreed upon action plans linked to continuous evaluation.

## **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

***Muslim holidays subject to change***

## 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:	02 3854 0600
Middle School Secretary:	Reham Sherif
Middle Office:	02 3854 0638 (Direct to Office)
Fax:	+(202) 385 10 646 +(202) 385 40 606
E-Mail:	<a href="mailto:rsherif@aiswest.com">rsherif@aiswest.com</a>
ESOL Website:	<a href="http://www.esolonline.com">www.esolonline.com</a>
AIS-West Website:	<a href="http://www.aiswest.com">www.aiswest.com</a>
<b>Middle School Office Hours:</b>	<b>8:00 am – 4:00 pm, Sunday – Wednesday</b> <b>8:00 am – 3:00 pm, Thursday</b>

## **School Faculty – 2018 – 2019**

### **School Administration**

Director	Dr. Les Potter
Secondary School Principal	Mr. Mark Tennant
High School Assistant Principal	Ms. Alia ElShishiny
Middle School Assistant Principal	Mr. Jeff Brickus
Elementary Principal	Ms. Linda Morrison
Elementary Assistant Principals	Ms. Jessica Muonio
	Mr. Jonathan Menke
Elementary School Counselors	Ms. Malak Yassin
	Ms. Lisa O'Hare
Middle School Counselor	Ms. Anita Rudd
High School Counselor	Ms. Fify Kassem
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

## **Middle School Faculty**

### **Arabic Department:**

Mr. Salah Abdelmoaty

Mr. Ali Mansour

Mr. Mohamed Mokhtar

Mr. Mohamed Abdelaziz Gabaly (AFL)

Mr. Ahmed Khattab

Mr. Mohamed Ahmed (Arabic Social Studies)

Mr. Mahmoud Elsharkawy

### **English Department:**

Mr. Patrick Blois

Ms. -

Ms. Gail Heard

### **Electives Department:**

Ms. Hannah Wilson (Art)

Ms. Alexis Brisby (Dance)

Ms. Mayada Magdy (Computers)

Ms. Patricia Granter (Band/Choir)

Ms. Christie Lewis (Drama)

### **Language Department:**

Ms. Claire Tremblay (French)

Ms. Iman Elarfaoui (French)

Ms. Dolores Rodriguez (Spanish)

Ms. Tracey Golding (Spanish)

**Mathematic Department:**

Ms. Amira El Sherif

Mr. Juan Agudelo

Ms. Laila El Fakharany

**Physical Education Department:**

Mr. Michael Janes

Mr. Jeff Norman

Ms. Catrina Castro

Mr. Peter Petrov

**Science Department:**

Ms. Andrea Clark

Ms. Stephanie Janes

Ms. Dina Sonbol

**Social Studies Department:**

Mr. Nathaniel Potson

Ms. Jennifer Gilbert

Mr. Brad Hruska

## **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 Middle School Philosophy**

The middle school continues with the same careful supervision and attention to all areas of student development and learning, as does the elementary school. The curriculum and methodology at these grade levels are designed to meet the needs of students in their transitional phase of emerging adolescence.

The curriculum is designed to match the best practices from The United States' schools. Students are taught essential knowledge, skills and understandings. 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, dance, and physical education, and with the support from rich, library-media resources.

The rapid intellectual growth of the pre-adolescent sparks many emotional and social changes. The American International School of Egypt's middle 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

**The Middle School at AISE is a transition between the elementary community and the high school model of education. We will work towards easing this transition with communication and care.**

## **Middle School Academic Program**

### **Academic Probation**

Academic Probation is implemented in the Middle School with students who receive one failing grade (F) on either a progress report or semester report card. At that time the child's academic progress will be discussed between the parent(s) of the student, the secondary school principal, teachers and counselor.

Together an academic action plan will be created to find all possible means to increase the student's success in school. An academic action plan may include, required tutoring, supervised study, reorganization of athletic or social schedules, and/or courses. In all cases, the parents will be notified so they are aware of their child's situation.

If the student's academic progress continues to decline, the principal makes 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 meets with the student 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, 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 Questions
- Essential Skills
- Essential Processes

The Middle 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 problem solvers, 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 6-8**

All middle school students are expected to carry a full program of studies. The courses in middle school are English, mathematics, Arabic, science, social studies, physical education, world language, and the fine arts. The middle 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. The semester report card indicates the grades earned in each class. Semester exams will be weighted at 10% of the semester grade. Absences, if any, are recorded on the report card, which reflects the period attendance.

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. If a student is in danger of failing, teachers will contact the parents at least once in the period before the report card or progress report is issued. Parents are strongly encouraged to monitor their students' academic progress online using Google Classroom and PowerSchool Gradebook. Parent/teacher conferences are held in November and February. Below are the letter grades used on semester report cards and their percentage equivalents:

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

High achieving students are recognized at the Middle School Awards Assembly.

### **High Honor Roll and Honor Roll Qualifications**

Students may be listed on the Honor Roll each semester if they achieve a high grade point standing. The Honor Roll is obtainable for Grades 6-8 and is compiled at the close of each semester by using each student's Grade Point Average (GPA).

Students receiving High Honor Roll will have earned a 3.7 GPA or higher and will have no grade lower than a "B".

Students receiving Honor Roll will have earned between a 3.3 GPA and 3.69 GPA and will have no grade lower than a “C”.

## **The AISE-West Lynx Award**

Every nine weeks, teachers will nominate one student to receive the AISE-West Lynx Award at our Middle School Awards Ceremony. The recipient of the Lynx award is one that best displays the following character traits:

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

(Borrowed from The I.B. Learner Profile)

## **Homework Policy**

Homework is assigned in the middle school 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, electronic devices (including mobile phones) and electronic games 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 extends learning and reinforces 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, elementary students (grades 1-4) may be assigned between thirty minutes to one hour of homework each evening. Students in grades five to eight should expect 60 to 90 minutes of homework each evening (15 to 20 minutes per core class), and high school students should expect approximately ninety minutes of homework each 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.

## **Summer School and Retention Policies**

Summer school may be recommended or required for middle school students. If a child is recommended, summer school is not a requirement to move to the next grade level. If summer school is required, passing summer school successfully is a condition to move to the next grade level.

### **Criteria for failing/passing a course**

If a middle school student fails the first semester of a core subject course, the student must earn a grade percentage high enough during the second semester of that course, that when both semester grades are added together and divided by two, the overall percentage is 60% or higher.

### **Summer School Option**

If failing one or two core subjects (Math, English, Science, and Social Studies), the student is required to attend and pass the AISE, or school approved, summer school program in order to pass on to the next grade level.

### **Repeating the Grade**

If at the end of the academic year a student fails three or more of the year long core courses (Math, English, Science and Social Studies), the student is required to repeat the current grade. Attending summer school will not allow the student to move to the next grade level. Final decisions will be made by the secondary school administration.

### **Discontinuance of Enrollment**

If after being placed on Continued Academic Probation, no improvement is measured using grades and teacher observations, the Principal may recommend that the student be placed on discontinued enrollment.

## **Attendance Policy**

All middle 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 your child is going to be absent.**

Middle school students must be especially careful about missing classes for any reason other than entirely unavoidable ones, as prolonged absences may affect learning new concepts which will eventually affect grades.

The AISE attendance policy is as follow:

- All days absent from class will count as absences; there are no excused or unexcused absences. Absences for medical reasons are still counted as absences.
- Students absent more than 20 days may be required to attend summer school in order to pass the grade level.
- 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.
- Parents will be notified when students begin to accrue excessive absences.
- For early dismissal, parents must send an email to the Middle School office before 12:00. Students without a note from their parents will not be allowed to leave the school until the end of the school day. The school will verify parent notes through phone calls.
- 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.
- Student absences 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 assessment (test, exam, presentation, project deadline, etc.), a doctor's note is required to be allowed to take the assessment or submit the work after the original due date.
- Parent must notify the middle school office via email each day that their child is absent due to illness.

### **Attendance Requirement for Grades**

To receive a grade for the semester, 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 absences may count against your child(ren)'s total allowable 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.

### **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 case by case.

It is school policy that classwork and graded assignments will not be given in advance. In other words, students may only be able to 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 Middle School Office to collect the homework. All homework requests need to be called in to the Middle School Office by 10:30 A.M. of the day requested.**

### **Counseling and Learning Support Services**

The counselor at AIS-West addresses the academic, social, emotional, and the psychological needs of the middle 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, and study skills assistance.

## **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
- AIS-West newsletters and student/parent calendar
- Invitations to plays/presentations/performances
- Invitations to each term's Middle School Awards Assemblies
- Progress Reports and Report Cards
- Coffee Talks with the secondary principal
- Letters/calendars
- Access to online grades

## **Student Behavior Expectations at AIS-West**

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 middle school students. All middle 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 middle 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 are included but not limited to the following:

- Using words found on the Internet or in a book or other publication without placing the words in quotes and giving credit to the original author.
- 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, etc.) not approved by the teacher 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-West Honor Code. Please note that successive Honor Code violations may result in expulsion from AISE-West. Students will receive a zero on the plagiarized assessment and/or assignment.

### **Honor Code – Declaration of Integrity**

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

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

1. First Offense—The teacher reports to the counselor and gives student a (0) on the respective assignment. The counselor documents the incident and notifies parents.
2. Second Offense—The teacher reports to the counselor and gives the student a (0) on the respective assignment. The counselor refers all prior incidents and current incident to Assistant Principal who requests meeting with parents and student for Academic Honesty Probation. Second offences will incur a minimum of one In School Suspension (ISS).
3. 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 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 questions and crediting source, sharing work with others, presenting written work without any citations or crediting the author, or possession of the means to cheat. Homework, tests, quizzes, exams, essays, research papers, and in-class work will all be treated equally.

## **Bullying Policy**

AIS-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—Possible Discontinuance 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 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 middle 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.

### **AIS-West 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 which 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 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 which is not prescribed specifically by an official AIS-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 or 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. 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 and/or alcohol
- Possession of weapons, or the use of any object as a weapon
- Serious physical assault
- Intimidation and/or threats of violence
- 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 contract 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 middle 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 Middle School apply to students while they are in attendance.
- Only currently enrolled AISE Middle School students are allowed to attend AISE Middle School dances, unless an exception is made and communicated by the Secondary School Principal.

## **Dining Hall Services**

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

## **Elevator Use**

Students are required to use the stairs when entering/exiting AISE-West 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 and the student councils.

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.

- The term grades will determine eligibility.
- In order to participate on an AIS-West athletic team or in an extracurricular activity, students must have satisfied all of the behavioral and academic eligibility requirements prior to participation.
- A student is 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 is 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.

## **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. All funds should be given to the Business Office by the end of the day.

## **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 library is a large classroom shared by a large number of students, teachers, staff, and parents. It serves as both a reading and information center within the context of the various curricula taught in all divisions of our school. In addition to books, the library subscribes to many newspapers and magazines in both English and Arabic.

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 someone else 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 is a classroom where students learn Information Skills:

- to find
- to select
- to analyze
- to organize
- to communicate all kinds of information meaningfully

The library uses the Follett DESTINY system for cataloging and checking out books and for its OPAC (online public access catalog). Part of DESTINY is WEB-PATH EXPRESS, a safe and leveled computer database search engine geared for students and school curriculum. There are computers in the library, tech center, and classrooms for locating materials. DESTINY can also be accessed on your home computer. Please ask for the password. All computers are connected to the internet for use in doing research under teacher supervision. No games are allowed on library computers.

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

Books and other circulating materials may be checked out to students for two weeks. Students are responsible for items checked out under their name. To renew a book, 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 lost books or 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 AIS-West. The librarians are here to help you!

## **Lockers**

School lockers are assigned to students in grades 6-8. 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. 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. The only time that students may use their phone is before school and after school, and with permission from the middle 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. Punishments for improper use of phones or the disturbance of class due to the use of phones are at the discretion of the middle 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-West 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-West 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 Middle 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 AIS Middle School, they are expected to arrive at the appropriate time to their classroom every day. 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 to receive a pass to class.

Students tardy to a class should report directly to the respective classroom teacher for admission to class. Tardiness to class will be evaluated by the individual classroom teacher. It is the student's responsibility to be to class on time.

Any student who arrives tardy to class after first block will receive an MIR and will be subject to an MIR for each following tardy.

### **Late Arrival to School**

Class begins at 8:00 am. Students are expected to be on time every day with no exceptions.

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, he/she should report directly to the middle school office upon arrival at school.
2. A student's first tardy will result in an email home to the 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. or ignoring 7:30 Club will result in two 7:30 Club detentions for the days immediately following the original 7:30 Club detention.
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.

### **Damaged or Lost Items Policy**

The school issues texts, calculators, 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 will not be 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.

### **AISE West 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. Each network user is permitted one device on the network, the required iPad (not a mobile phone).

## **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 users 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 school owned 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 school owned 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 of school owned equipment, 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 and 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.

## **Blocking and Restricting Usage**

Students and members of the Faculty and Staff will each be permitted one personal device (**not a cell phone**) on the AISE-West Wi-Fi network. These devices include the required iPad for students, and a personal laptop, tablet, or iPad for teachers. When inappropriate use of the network takes place the proper school administration will be notified of the abuse. We will block the device who exceed the limit of 1.5GB for teachers and 1GB for students. The internet usage will be actively monitored on a daily basis and usage reports can be generated. If the teacher exceeds the limit the teacher user will be blocked from the Wi-Fi until an administrative notification is sent to the IT Department. Students will be blocked for 30 minutes for the first offense, 24 hours for the second offense, and upon the third offense an office referral will be issued. Network users that continuously violate the usage permitted will be blocked for little as 24 hours to a semester in length.

## **Student Council**

The Middle School 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.

## **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 the 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-West teacher may tutor his/her own student for pay. Approved tutoring is to take place on AISE-West'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 the Administration.

The school uniform consists of regulation or solid navy blue, non-faded pants, regulation or solid navy blue, non-faded shorts, or regulation navy blue, non-faded skirt, and the regulation shirt with a navy blue collar and the AISE logo. Solid white t-shirts with the AIS logo prominently displayed on the front are considered PE uniform shirts and may be worn only during PE class. During cold weather, all sweaters or cover-ups should be regulation style and solid blue or white without a logo or insignia other than the AISE logo

Students must come to school dressed in school uniform, even if they have PE class during 1<sup>st</sup> 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 items, have the appropriate uniform clothing sent to school, or purchase items from uniform shop. They will wait in the ISS room until they can dress in the proper uniform.

Repeated violations of the dress 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-West 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.

### **Make Up Policy**

- If a student has an excused absence for a PE class, he/she will have the opportunity to earn credits for the missed class by attending a make-up class.
- An excused absence requires a note from the Middle School Office or from a doctor or AIS School Clinic. Notes from parents will not be accepted.
- If a student chooses not to make up a class, he/she will receive a mark of zero for the missed class, even though he/she was excused from it.
- The same applies for students who are present during their PE class but cannot participate and are excused by the school doctor.

### **Visitors and Guests**

Visitors of AISE-West (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 Middle School Office upon arriving.

### **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 middle 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.

### Middle School Schedule

	Period 1 7:55-9:25	Nutrition 9:25-9:45	Period 2 9:45-11:10	Lunch 11:10-11:55	Period 3 11:55-1:20	Period 4 1:38-2:50
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 6	7		1		2	3
Day 7	4		5		6	7

### Middle School Assembly Schedule

	Period 1 7:55-9:14	Nutrition 9:14-9:34	Period 2 9:34-10:48	Period 3 10:53-12:07	Lunch 12:07-12:52	Period 4 12:52-2:06	Assembly 2:11-2:50
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 6	7		1	2		3	
Day 7	4		5	6		7	