

**The American International School in Egypt
West Campus**



**Middle School
Student/Parent Handbook
2021 -2022**

Last revised: - November 2, 2021

The ESOL approved AISE Policy Manual supersedes any conflicts or omissions in the following handbook.

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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;
- 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

Esol 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 2021-2022

First Semester

September 1, 2021 - December 21, 2021

September 1 - 2	Student Orientation Days
September 5	First Day of School
September 23	Teacher Professional Development Day (no school for students)
October 7	Armed Forces Day
October 17 - 18	Moulid Al Nabi
October 28	End of Term 1
November 11	Parent Teacher Conferences
November 25	Thanksgiving Day
December 2	Teacher Professional Development Day (no school for students)
December 21	End of Term 2/Semester One
December 22 – January 8	Winter Break (no school)

Second Semester

January 9, 2022 to June 16, 2022

January 9	Term 3/Semester Two Begins
January 27	National Police Day
February 17	Parent Teacher Conferences
February 24	Teacher Professional Development Day (no school for students)
March 24	End of Term Three
March 27 - March 31	Spring Break
April 24	Easter Sunday
April 25	Sinai Liberation Day / Sham El Nessim
May 1	Labor Day
May 2 - 3	Eid El Fitr
June 6	High School Graduation
June 10	Grade 8 Promotion Ceremony
June 16	End of Term 4/Semester Two

*** 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 - West Campus P.O. Box 12588 Greens Compound, Sheikh Zayed City
AISE West Front Office	+(202) 38540600
Middle School Administrative Assistant	Reham Sherif (rsherif@aiswest.com) Telephone +(202) 38540660
Fax	+(202) 379 34 646
ESOL Website	www.esolonline.com
AISE West Website	www.aiswest.com
Middle School Office Hours	7:45 am – 3:45 pm, Sunday – Wednesday 7:45 am – 3:00 pm, Thursday

School Faculty 2021 – 2022

School Administration

Director	Dr. Randy Refsland
Elementary School Principal	Ms. Sue Williams
Elementary School Assistant Principals	Ms. Nicole Reid Dr. Troy Snyder
Middle School Principal	Ms. Chelsea Armstrong
Middle School Assistant Principal	Mr. Mathias Sanders
High School Principal	Dr. Craig Ross
High School Assistant Principal	Dr. Dina Sonbol
Elementary School Counselors	Ms. Malak Yassin Mr. Emmett Grogan
Middle School Counselor	Ms. Angela Fushtey
High School Counselors	Ms. Fify Kassem Dr. Les Potter
IB Coordinator	Dr. Hani Ramzy
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. Rania Behiri Ms. Rim Ehsan

Middle School Faculty

Arabic Department

Mr. Ahmed Khattab

Mr. Ali Mansour

Mr. Mahmoud Sharkawy

Mr. Mohammed Hassan

Mr. Mohamed Ahmed

Ms. Sahar Mahmoud

English Department

Ms. Amira Nabhan

Ms. Michaela Lucey

Ms. Sara Afify

Ms. Stacy Pape

Electives Department:

Mr. Alejandro Corredor

Ms. Ilonka Meier

Ms. Lina Rodriguez (Head of Department)

Ms. Patricia Granter

Ms. Mai Hedeib

World Languages Department

Ms. Dolores Rodriguez (Head of Department)

Ms. Edwina Nordquist

Mathematics Department

Ms. Amira Elsherif

Dr. Michael Heard (Grade 7 Team Leader)

Mr. Vince Yung

Ms. Sophie Sewailem

Physical Education Department

Mr. Anders Nordquist (Head of Department)

Ms. Katrina Wards

Mr. Marty Perry

Mr. Stephen Guelff (Athletic Director)

Science Department

Ms. Amanda Bailey (Grade 6 Team Leader)

Ms. Amanda Kerschen

Ms. Holly Holst

Ms. Kimberly Walker

Humanities Department

Mr. Abdelkader Chabi

Mr. Daniel McCarville (Grade 8 Team Leader)

Mr. John Lawrence

Ms. Stacy Pape

Learning Support

Mr. Jonathan Potter

Middle School Academic Program

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, world languages 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 high school model of education. We will work towards easing this transition with communication and care.

Middle School Schedule

	Period 1 8:00-9:25 <i>*Advisory is every Sunday and Wednesday from 8:00 - 8:30</i>	Nutrition 9:25-9:50	Period 2 9:50-11:15	Lunch 11:15-11:55	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

Program of Study

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, technology, world languages, and the fine arts. The middle school is organized through a seven-day, seven class rotational schedule during the year.

Advisory

All Middle School students participate in our Responsive Classroom Advisory program. AIS West Middle School Advisory is a safe zone for students and teachers to express themselves, share experiences, build social skills and connect with each other while giving back to the school and community.

Assessment Policy

Purpose of Assessment

We assess student learning to:

- Promote student learning through assessing prior knowledge, building a profile of the student’s understanding, adjusting planning to meet particular needs and to encourage children to be reflective about their own learning.
- Assist in reporting to students, parents and future institutions
- Evaluate our school program including both curriculum and methodology.

Frequency of Major Assessments

Middle school students may not have more than two in-class summative assessments on a single day. Teachers always give students notice of assessments so they can plan ahead for review and preparation. All middle school assessments are placed on the assessment calendar to facilitate this planning. Communication between teachers and students via the assessment calendars is essential for teachers and students to manage their time and commitments responsibly.

Grading, Feedback and Reporting

The school year is divided into two semesters. Each semester consists of approximately 18 instructional weeks. Each semester is further divided into two grading terms. At the close of each term, students receive a report card. The term report card indicates the students performance in all classes. Absences, if any, are recorded on the report card, which reflects the period of attendance.

- Semester 1 = Term 1 & Term 2
- Semester 2 = Term 3 & Term 4

Students in Grade 6 receive a standards based report card for each of their seven classes. This report card gives thorough feedback on the student’s performance in various standards within each course.

Grade 6 Grading Scale	
<u>Proficient</u> Student shows understanding of all parts of the learning targets.	P
<u>Approaching</u> Student shows understanding of many parts of the learning targets.	AP
<u>Novice</u> Student shows limited understanding of some parts of the learning targets.	N
<u>Insufficient Evidence</u> Student has not shown evidence that they understand the learning target or submissions do not make sense or are off topic.	IE

Grade 6 students are also given feedback on their Attitude Towards Learning in each class. The AIS West Attitude Towards Learning standards are:

- Student contributes to a positive learning environment.
- Student takes an active role in their learning.
- Student comes prepared to class.

Students in Grades 7 and 8 receive traditional report cards with letter grades.

Grade 7 and 8 Grading Scale					
98% - 100%	A+	93% - 97%	A	90% - 92%	A-
88% - 89%	B+	83% - 87%	B	80% - 82%	B-
78% - 79%	C+	73% - 77%	C	70% - 72%	C-
68% - 69%	D+	63% - 67%	D	60% - 62%	D-
Below 60% - F					

Progress reports are sent via email approximately every four weeks. If a student is struggling to meet the standards in any class they will receive a progress report to share the information with their parents. Parents are strongly encouraged to monitor their student's academic progress online using PowerSchool.

Semester grades for Middle School Students (grades 7 and 8) are determined in the following manner:

- First Term = 50%
- Second Term = 50%

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

High Honor Roll and Honor Roll

Students are awarded High Honors at the end of terms 2 and 4 for earning all “A” grades in Grades 7 and 8.

Students are awarded Honors at the end of terms 2 and 4 for either earning all “A” and “B” grades in Grades 7 and 8 or demonstrating proficiency, with all Ps and no more than 7 APs, in all Grade 6 learning standards.

The AISE West Lynx Award

At the end of every semester, 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 a student who best embodies the IB Learner Profile. One student per grade level is awarded each semester.

Academic Support and Review (ASR)

Academic Support and Review is implemented in the Middle School with students who are struggling to meet learning targets in one or more classes at the end of an academic term. At that time, the child's academic progress will be discussed between the student, parent(s) and the Middle School Counselor. If the student's academic progress continues to decline, the Assistant Principal and Principal will make a recommendation for Academic Support and Review: Tier 2 or Tier 3.

Tier	Duration	Strategies always include parent notification
Tier 1	1 term	<ul style="list-style-type: none"> ● Compulsory after school tutoring attendance ● Assistant Principal will determine the subjects and days that attendance is required ● Meeting with student and Counselor ● Academic Action Plan created with student ● Restricted participation in extracurricular activities.
Tier 2	1 term (subject to leadership discretion)	<ul style="list-style-type: none"> ● Compulsory after school tutoring attendance ● Assistant Principal will determine the subjects and days that attendance is required ● Parent meeting with Assistant Principal ● Academic Action Plan reflection and modification with student ● Restricted participation in extracurricular activities
Tier 3	1 term (subject to leadership discretion)	<ul style="list-style-type: none"> ● Compulsory after school tutoring attendance ● Principal will determine the subjects and days that attendance is required ● Parent meeting with Principal ● Academic Action Plan reflection and modification with student ● Students cannot participate in extracurricular activities

Please note that if a student shows sufficient improvement they will have their AR Tier reduced or removed as per the details below.

- Satisfactory Improvement on Tier 1 - Removal from AR
- Satisfactory Improvement on Tier 2 - Placed on Tier 1
- Satisfactory Improvement on Tier 3 - Placed on Tier 2

If a student does not show satisfactory improvement on Tier 3, they will have their file referred to the AIS West Director. Options at this point could include enrollment in summer school, alternative lesson delivery and instruction, or discontinuation of enrollment.

Homework Policy

Meaningful homework may be assigned in the middle school for reinforcement, practice of skills and/or enrichment. Homework may also consist of projects.

Students should not be overloaded with homework on any given evening. Middle School students should never have more than 90 minutes of homework each evening (15 to 20 minutes per core class). Grade level teachers work together to ensure homework will not exceed 90 minutes per night.

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. A student will be required to attend Summer School if they fail to meet the standards of core subjects (Math, English, Science, and Social Studies).

If at the end of the academic year a student fails to meet the standards in three or more of the year-long core courses (Math, English, Science and Social Studies), the student may be required to repeat the current grade.

Attendance

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.

The AISE attendance policy is as follows:

- All days absent from class will count as 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 an email sent to the Middle School office, 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. If a student requests to leave early, he/she may leave during Nutrition, Lunch or during transition from one class to the next. Early dismissal during class time disrupts the learning environment.
- Class attendance is mandatory for 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 a 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.
- Parents must notify the middle school office via email each day that their child is absent due to illness.

Absence Type	Credit Received for Completed Work	Counted in Absence Total
Excused	Yes	Yes
Unexcused	No	Yes

Counseling and Learning Support Services

The counselor at AISE addresses the academic, social, emotional, and 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.

The Middle School learning support teacher provides push-in and pull-out services for students who require additional support in reaching the curriculum.

Parent Communication

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
- AISE newsletters and student/parent calendar
- Invitations to plays/presentations/performances
- Invitations to each term's Middle School Awards Assemblies
- Progress reports and report cards
- Meetings and workshops with the principals, assistant principals, and counselors
- Letters/calendars
- Access to online grades

Student Behavior Expectations at AISE

The American International School in 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. Students are expected to meet the school expectations, respect school property and do their part to maintain the positive learning environment. The consequences listed below will be a result of investigation and determinations made by the middle school administration.

Persistent Minor Unexpected Behaviors	Possible Consequences
<ul style="list-style-type: none"> ● Disrupting a positive learning environment <ul style="list-style-type: none"> ○ Arguing with teacher ○ Shouting out in class ○ Talking while others are talking ● Unsafe hallway/stairwell behavior ● Showing lack of respect to classmates, staff or school community ● Using hurtful language ● Misuse of technology 	<ul style="list-style-type: none"> ● Parent notification ● Conference with the teacher, parent and/or school administrator ● Restorative conversation with students ● After school detention ● In school suspension

Major Unexpected Behaviors	Possible Consequences
<ul style="list-style-type: none"> ● Fighting ● Bullying, either in person or through cyber bullying ● Skipping class ● Stealing ● Defacing school property ● Use and/or possession of cigarettes, alcohol, or any other controlled substance on school grounds or at a school event 	<ul style="list-style-type: none"> ● Parent notification ● Conference with the teacher, parent and/or school administrator ● Restorative conversation with students ● After school detention ● In School Suspension ● Out of School Suspension

When a student receives a minimum of 5 discipline infractions from two or more teachers in a term, parents will be notified of a warning of placement on behavior probation. The student will meet with the Middle School Counselor to come up with goals, possible solutions and will be placed on a behavior chart. When a student receives a minimum of 10 referrals from two or more teachers, they will be placed on Behavior Probation.

If a student does not show satisfactory improvement on Behavior Probation, they will have their file referred to the AISE Director. Options at this point will include, but are not limited to, Expulsion.

Academic Honesty

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.

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 in Egypt uses a software program called Turnitin.com which checks students' work for similarity. Any form of plagiarism is considered an Honor Code Violation.

Honor Code Violation Consequences

1st offense:

- A referral will be sent to the office and parents will be informed by email.

- The Teacher will conference with the student and Middle School Counselor regarding academic dishonesty.
- Students can redo the assignment for a 50% deduction in points.

2nd offense:

- A referral will be sent to the office and parents will be informed by email.
- The Assistant Principal will conference with the student and make a plan to abide by the honor code.
- The student will receive a zero on the assignment.

3rd offense:

- A referral will be sent to the office and parents will be informed by email.
- A meeting will be held with the student, teacher, parents and Principal.
- The student will receive a zero on the assignment.

4th offense:

- A referral will be sent to the office and parents will be informed by email.
- A meeting will be held with the student, teacher, parents and Principal.
- The student will receive a zero on the assignment.
- Student will be placed on Behavior Probation. The tier level will be determined by the Principal.

Bullying Policy

AISE 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.

Consequences of bullying:

- First Offense—Parent Conference
- Second Offense—Parent Conference, Counseling, and Behavior Probation Tier 1
- Third Offense—Behavior Probation Tier 2
- Fourth Offense—Possible Behavior Probation Tier 3 and Recommendation for Expulsion

Behavior Probation (BP)

When a student receives a minimum of 5 discipline infractions from two or more teachers in a term, parents will be notified of a warning of placement on behavior probation. The student will meet with the Middle School Counselor and Assistant Principal to come up with possible solutions. When a student receives a minimum of 10 referrals from two or more teachers, they will be placed on Behavior Probation.

All decisions regarding probation are at the discretion of the Middle School Leadership Team.

Behavior Probation Tiers

Tier Level	Duration	Consequences	Possible Interventions
Tier 1	1 term (subject to leadership discretion)	<ul style="list-style-type: none"> ● Meeting arranged with parents and Assistant Principal ● Documented placement in student file ● Exclusion from extracurricular activities ● Exclusion from field trips and tournaments* ● Monthly meeting with AP 	<ul style="list-style-type: none"> ● Student meeting with counselor ● Behavior Contract ● Assign a mentor
Tier 2	1 term (subject to leadership discretion)	<ul style="list-style-type: none"> ● Meeting arranged with parents and Principal. ● Documented placement in student file ● Exclusion from extracurricular activities ● Exclusion from field trips and tournaments ● Continued monthly meetings with Principal. ● Any further offenses lead to one day of ISS. Upon return to school, student is to be accompanied by a parent for a meeting 	<ul style="list-style-type: none"> ● Student meeting with counselor ● Behavior Contract developed/ revised ● Assign a mentor
Tier 3	1 term (subject to leadership discretion)	<ul style="list-style-type: none"> ● Meeting arranged with parents and Principal. ● Documented placement in student file ● Exclusion from extracurricular activities ● Exclusion from field trips and tournaments ● Continued monthly meetings with Principal. ● Student file presented to Director ● Additional offenses can carry up to 5 days OSS. Upon return to school, student is to be accompanied by a parent for a meeting 	<ul style="list-style-type: none"> ● Student meeting with counselor ● Behavior Contract developed/ revised ● Regular meetings with assigned mentor

*To be determined by the Leadership Team

Please note that if a student shows sufficient improvement as deemed by the Leadership Team, they have their BP tier reduced or removed as per the details below.

- Satisfactory Improvement on Tier 1 - Removal from BP
- Satisfactory Improvement on Tier 2 - Placed on Tier 1
- Satisfactory Improvement on Tier 3 - Placed on Tier 2

If a student does not show satisfactory improvement on Tier 3, they will have their file referred to the AISE Director. Options at this point will include but are not limited to Exclusion/Expulsion.

Busing/Transportation

The American International School in Egypt offers bus transportation for students whose parents contract for these services. Within certain restrictions, busing is provided door to door. Students are responsible for following and obeying the bus rules and regulations.

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 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.

Dining 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 and nutrition periods. Certain dining services are 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.

Extracurricular Activities

The extracurricular activities program is developed and supervised by the Middle 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 Middle School Principal and/or Assistant 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 for 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 Extracurricular Activities Eligibility

Students at the American International School in Egypt are encouraged to become involved in some of the many and varied athletic and extracurricular activities available. The American International School in 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 extracurricular 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.

- Term grades will determine eligibility.
- In order to participate on an AISE 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 may be considered “academically ineligible” to participate in an extracurricular activity if he/she has been placed on Academic Probation Tier 2 or had their enrollment discontinued.
- A student may be considered “behaviorally ineligible” to participate on an athletic team or in an extracurricular activity, if he/she is on Behavior Probation Tier 1, Behavior Probation Tier 2, Behavior Probation Tier 3, or had their enrollment discontinued.
- 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 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.

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.

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.
- 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 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 Academic Review Tier 2 or Academic Review Tier 3.
- A student may be considered "behaviorally ineligible" to participate in a field trip if he/she is on Behavior Probation Tier 1, Behavior Probation Tier 2, Behavior Probation Tier 3, or had their enrollment discontinued.

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. 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 Middle 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 secondary school library is a large learning space on the 4th 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 periodicals and research materials through database subscriptions.

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.

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.

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

Lockers

School lockers are assigned to middle 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. Students are not to share lockers with other students. 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.

Mobile Phones Policy

Mobile phones are not to be used anywhere in the school building during school hours. 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.

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 the 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 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.

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

A student arriving tardy to class is not allowed into the classroom without a Tardy Pass from the MS Office. Tardy students serve lunch detention. Five repeated tardy arrivals result in after school detention.

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.

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 Extracurricular Activities eligibility policy.

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 Computer Systems/Networks/Equipment in line with the AISE 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 (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.

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 breaches. No user may utilize another user's account for any reason.

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 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 will bear the cost of repairs.

Textbooks

Textbooks will be issued to you by your teachers in some classes. Textbooks will be checked out through the library.

Each student is responsible for keeping track of his/her own books and for maintaining them in good condition. Damage or loss should be reported and payment made in the Business Office. To obtain another book, payment for replacement must be made.

After School Tutoring

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.

Students who are placed on any level of Academic Support and Review are required to attend mandatory after school tutoring in the subject area(s) that require extra support.

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'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 wear the school uniform daily unless otherwise announced by the Administration. The school uniform consists of solid navy blue, non-faded pants, shorts, or skirts, and the AISE 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 solid blue or white without a logo or insignia other than the AISE logo.

The PE uniform consists of the AISE white t-shirt, AISE shorts or sweatpants and proper athletic shoes. Students should not wear jewelry during PE. Veiled students should not hold their veils with pins during class, this is a safety issue. Students not wearing the P.E. uniform will not be allowed to participate. P.E. teachers may offer alternative assignments.

Students who are not dressed according to the dress code will 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 the uniform shop. They will wait in the ISS room until they can dress in the proper uniform.

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.

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.

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 on the school day. All visitors must register with the Middle School Office upon arriving.