

# **The American International School in Egypt**



**Elementary School**  
**Student-Parent-Teacher Handbook**  
**2018-2019**

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**LETTER OF RECOGNITION—to be signed and returned by students and parents**

## Principal's Welcome

Hello AISE Elementary School Students, Parents, and Faculty,

Welcome to the 2018-2019 school year! My name is Claudia Trahan and it is my honor and privilege to be your AISE Elementary Principal. I am looking forward to building on the successes of last year and working alongside our incredible group of educators to help your children become academically successful.

As you may know I have had the pleasure of serving AISE for four years. It has been a fantastic experience working at this school and living in Cairo, and I have enjoyed getting to know many of the parents and students that make up our learning community. I am confident that this will be a wonderful year and I want to thank all of you, in advance, for the support I know you will give to all of our Elementary School teachers and staff members. I look forward to working with all of you over the coming months. I am so happy to welcome our first graders from the Early Childhood Center into the Elementary School. I have already interacted with students from Grades 2-5 as learners and as people who are in the early stages of their journey towards lifelong academic achievement. The skills and habits of mind that children acquire now will set them on paths towards future success both in the years to come in school and beyond, as they carve their own path and leave their mark on the world around them.

What our school does is important. What you do as parents is important. What you do as students is important and matters probably far more than you can know. I believe that all of us, working together, can change the world for the better, and I can't wait to see what amazing things our students will accomplish over the next nine months. Best of luck to everyone, and let's make 2018-2019 a year to remember!

Sincerely,

Claudia Trahan  
AISE Elementary Principal

## **AISE Mission Statement**

The American International School in Egypt 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 are 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;
- Shape the future of our school through strategic vision, continuous planning, and agreed upon action plans linked to continuous evaluation.

## **AISE VISION**

Raising Student Achievement  
Every Day, Every Way

# The American International School in Egypt

## 2018-2019

### Academic Year Calendar

### Notes

August 18						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 18						
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23	24	25	26	27	28	29
30						

October 18						
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28	29	30	31			

November 18						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December 18						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 19						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28		

March 19						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 19						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

May 19						
Su	M	Tu	W	Th	F	Sa
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June 19						
Su	M	Tu	W	Th	F	Sa
						1
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23	24	25	26	27	28	29

July 19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 19-23 New Teacher Orientation
August 20 - 24 Eid El Adha
August 26 Returning Teachers
Sept. 3 First Day of School
Sept. 11 Islamic New Year
Oct. 6 Armed Forces Day
Nov. 7-8 Professional Development
Nov. 6 End of Term 1
Nov. 15 Parent Conference Day
Nov. 20-24 Autumn Break
Nov. 20 Prophet Mohamed's bday
Nov. 22 Thanksgiving
Dec.21 - Jan.12 Winter Break
Jan. 25 National Holiday
Feb. 7 End of Term 2
February 21 Parent Conference Day
March 6-7 No School
April 11 End of Term 3
April 25 - May 4 Spring Break
June 5-7 Eid El Fir
June 9 Graduation Main Campus
June 10 Graduation West Campus
June 20 Last Day of School
Islamic Holidays are subject to change
No students on Parent Conf. Days
176 Instructional Days

## School Contact Information

AISE Street Address	Cairo Festival City Next to Police Academy 5 <sup>th</sup> Settlement, Katameya, Cairo, Egypt
Mailing Address	The American International School in Egypt P.O. Box 8090 Masaken Nasr City 11371 Cairo, Egypt
AISE Front Office	202-2618-8400
Elementary Office Extension	1108
Fax Number	202-2617-4002
AISE Website	<a href="http://www.aisegypt.com">www.aisegypt.com</a>
ESOL Website	<a href="http://www.esolonline.com">www.esolonline.com</a>
<b>**Elementary Office Hours</b>	<b>8:00am – 4:00pm, Sunday – Thursday</b>

## Elementary School Faculty

### School Administration

Director	Mr. Kapono Ciotti	<a href="mailto:kciotti@aisegypt.com">kciotti@aisegypt.com</a>
Elementary School Principal	Ms. Claudia Trahan	<a href="mailto:ctrahan@aisegypt.com">ctrahan@aisegypt.com</a>
Elementary Assistant Principals	Ms. Jen Chile	<a href="mailto:jchile@aisegypt.com">jchile@aisegypt.com</a>
	Mr. Matt Novak	<a href="mailto:mnovak@aisegypt.com">mnovak@aisegypt.com</a>
Elementary Administrative Assistant	Ms. Susan Ghattas	<a href="mailto:sghattas@aisegypt.com">sghattas@aisegypt.com</a>

### Learning Support Services

Grade 1-2 Guidance Counselor	Mr. Michael Hayes	<a href="mailto:mhayes@aisegypt.com">mhayes@aisegypt.com</a>
Grade 3-5 Guidance Counselor	Ms. Mi'eshia Reynolds	<a href="mailto:mreynolds@aisegypt.com">mreynolds@aisegypt.com</a>
Librarian	Ms. Rose Dzugan	<a href="mailto:rdzugan@aisegypt.com">rdzugan@aisegypt.com</a>
Student Support Teachers	Ms. Elizabeth Anis	<a href="mailto:eanis@aisegypt.com">eanis@aisegypt.com</a>
	Ms. Mary Girgis	<a href="mailto:mgirgis@aisegypt.com">mgirgis@aisegypt.com</a>
	Ms. Elana Hendricks	<a href="mailto:ehendricks@aisegypt.com">ehendricks@aisegypt.com</a>
	Ms. Katie Daniels	<a href="mailto:kdaniels@aisegypt.com">kdaniels@aisegypt.com</a>
	Ms. Kristin Karsies	<a href="mailto:kkarsies@aisegypt.com">kkarsies@aisegypt.com</a>

### **Grade 1 Team**

Ms. Yvonne Peralta	1A	yperalta@aisegypt.com
Ms. Monica Siegel	1B	msiegel@aisegypt.com
Mr. Dwayne Pinkney	1C	dpinkney@aisegypt.com
Ms. Tracy Carter	1D	tcarter@aisegypt.com
Ms. Dana Copeland	1E	dcopeland@aisegypt.com
Ms. Sherry Pielsticker	1F	spielsticker@aisegypt.com
Ms. Krista Wolfe	1G	kwolfe@aisegypt.com

### **Grade 2 Team**

Ms. Deanna Spellman	2A	dspellman@aisegypt.com
Ms. Kimberly Kirk	2B	kkirk@aisegypt.com
Ms. Rebecca McCarthy	2C	rmccarthy@aisegypt.com
Ms. Katherine Okonski	2D	kokonski@aisegypt.com
Ms. Shayma Bassyouni	2E	sbassyouni@aisegypt.com
Ms. Elizabeth Berry	2F	eberry@aisegypt.com

### **Grade 3 Team**

Ms. Susan DeLane	3A	sdelane@aisegypt.com
Ms. Holly Veal	3B	hveal@aisegypt.com
Ms. Julie Brazil	3C	jbrazil@aisegypt.com
Ms. Teresa Luedeke	3D	tluedeke@aisegypt.com
Ms. Amy Melton	3E	amelton@aisegypt.com
Ms. Latoya Ponder	3F	lponder@aisegypt.com
Ms. Karen Murphy	3G	kmurphy@aisegypt.com

### **Grade 4 Team**

Ms. Amanda Stockton	4A	astockton@aisegypt.com
Mr. William Daprano	4B	wdaprano@aisegypt.com
Ms. Josilin Moede	4C	jmoede@aisegypt.com
Mr. Alejandro Ward	4D	award@aisegypt.com
Ms. Rosanne Gasparelli	4E	rgasparelli@aisegypt.com
Ms. Kimnada Bobb	4F	kbobb@aisegypt.com
Ms. Kristin Vielma	4G	kvielma@aisegypt.com

### **Grade 5 Team**

Ms. Tara Buscher (ELA)	tbuscher@aisegypt.com
Ms. Patti Denny (ELA)	pdenny@aisegypt.com
Ms. Stephanie Trammell (ELA)	strammell@aisegypt.com
Mr. Ariolys Chile (Social Studies)	achile@aisegypt.com
Mr. Joel Karsies (Math)	jkarsies@aisegypt.com
Ms. Sandra Mwai (Science)	smwai@aisegypt.com

### **Arabic Team**

Mr. Yasser Mohamed Arafa (2)	yarafa@aisegypt.com
Ms. Lamya Zakaria (1)	lzakaria@aisegypt.com
Ms. Ola Karim (3, 5)	okarim@aisegypt.com

Ms. Eman Fargaly (2)	efargaly@aisegypt.com
Mr. Sami El Shafie (3)	selshafie@aisegypt.com
Mr. Ahmed Abdd Haleem (5)	aabdelhaleem@aisegypt.com
Ms. Lilian George Talat (Religion)	ltalat@aisegypt.com
Ms. Yasmine Mostafa (AFL)	ymostafa@aisegypt.com
Ms. Wafaa Ibrahim (SSA, Religion)	wibrahim@aisegypt.com
Ms. Rasha Ahmed (1)	rahmed@aisegypt.com
Mr. Mahmoud Morzouk (4)	mmarzouk@aisegypt.com

### Specialists

Art	Ms. Sara Halim	shalim@aisegypt.com
Art	Ms. Nermeen Mohamed	nmohamed@aisegypt.com
Art TA	Ms. Noha Elsadany	nelsadany@aisegypt.com
Computers	Mr. Gary Kirk	gkirk@aisegypt.com
Theater Arts	Ms. Vicki Richardson	vrichardson@aisegypt.com
Music		
P.E.	Mr. Johnny Atkins	jatkins@aisegypt.com
P.E.	Mr. William Sagna	wsagna@aisegypt.com
P.E.	Mr. Christian Reynolds	creynolds@aisegypt.com

### Partner Teachers

Ms. Ghada Ball	gball@aisegypt.com
Mr. Christian Reynolds	creynolds@aisegypt.com
Ms. Laura Royster	lroyster@aisegypt.com
Mr. Edgar Wedig	ewedig@aisegypt.com

## **AISE ELEMENTARY LEARNING COMMUNITY COMMITMENTS**

At AISE, we believe that students are most successful when there is consistent and shared effort, support, and communication among the students, their parents, and their teachers. Therefore, at AISE:

### **Students promise to:**

- Get 8-10 hours of sleep each night
- Make healthy eating and lifestyle choices
- Arrive to school on time and ready to learn each morning
- Challenge themselves to give their best effort in all their classes
- Demonstrate respect to all others, including all adults and their peers
- Follow and support all teachers' instructions and classroom expectations
- Devote the necessary time after school each day for completing homework assignments, studying, and nightly reading English texts
- Communicate regularly with their teachers about their progress
- Understand and follow the AISE Elementary Honor Code, Bullying Policy, Behavior Policy, Dress Code, and Technology Code of Conduct every day
- Get involved in the greater school community by participating in after-school activities, attending scheduled school events, and promoting positive school spirit

### **Parents promise to:**

- Make sure your children get 8-10 hours of sleep each night
- Help your children make healthy eating and lifestyle choices
- Make sure your children arrive to school on time each day
- Offer praise and encouragement to your children regarding their learning
- Support your child's learning goals and aspirations
- Promote regular reading, writing, and speaking in your home, in both English and your native language
- Monitor and limit your child's online usage, television viewing, and use of electronic devices (including social media)
- Communicate regularly with your children, their teachers, and the school staff
- Communicate with teachers and staff in a professional, respectful manner
- Be supportive of the teachers' classroom expectations, homework procedures, and grading policies
- Keep up to date with your child's learning and progress by regularly checking Power School
- Understand and support the AISE Elementary Honor Code, Bullying Policy, Behavior Policy, Dress Code, and Technology Code of Conduct
- Get involved in the greater school community by participating in parent conferences, attending scheduled school events, and promoting positive school spirit

## **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 learning opportunities and assessments that align with our school mission, philosophy, and values
- Offer praise and encouragement to their students regarding their learning
- Support their students' learning goals and aspirations
- Communicate regularly with students' families
- Communicate with students and their families in a professional, respectful manner
- Implement transparent, consistent classroom expectations, homework procedures, and grading policies
- Keep students and parents up to date about student progress by regularly updating Power School
- Explain and follow the AISE Elementary Honor Code, Bullying Policy, Behavior Policy, Dress Code, and Technology Code of Conduct
- Get involved in the greater school community by participating in after-school activities, attending scheduled school events, and promoting positive school spirit

## **Administrators promise to:**

- Encourage all students to make healthy choices
- Provide a safe and caring school environment
- Challenge students and teachers to achieve to the best of their ability
- Offer praise and encouragement to their students and teachers regarding their learning
- Support students, teachers, and parents in achieving their goals and aspirations
- Communicate regularly with students, their families, and their teachers in a professional, respectful manner
- Craft transparent, consistent school-wide expectations and policies that promote best learning practices
- Ensure that the AISE Elementary Honor Code, Bullying Policy, Behavior Policy, Dress Code, and Technology Code of Conduct are explained, followed, and upheld
- Get involved in the greater school community by promoting and participating in after-school activities, attending scheduled school events, and promoting positive school spirit

# THE ELEMENTARY SCHOOL ACADEMIC PROGRAM

## Academic Excellence

We believe that we have the leaders of tomorrow in our school today. In order to maximize the opportunity students have at AISE, it is necessary for all of us to give maximum effort in all school endeavors. Our school motto is “Raising student achievement, every day, every way!”

## Our Curriculum

AISE Elementary School strives to provide a comprehensive and challenging education that draws from research-driven best practices and is rooted in U.S. national learning standards, objectives, and expected outcomes. Successful participation in this program allows students a positive transition to most schools in the United States or private American schools worldwide.

The following are the learning standards used in each academic discipline at AISE Elementary School:

<b>Subject</b>	<b>Standards</b>
English Language Arts	US Common Core
Math	US Common Core
Science	AERO/NGSS
Social Studies	AERO
Physical Education	SHAPE
Visual Arts	National Arts Core Standards
Theater Arts	National Arts Core Standards
Computer/ICT	ISTE

## **Program of Study**

All Elementary School students are expected to carry a full program of studies. The courses required by all Elementary students each year are English Language Arts, Mathematics, Science, Social Studies, Arabic, Religion, Physical Education, Visual Arts, Theater Arts, and Computer/ICT. Students in Grades 4 and 5 also attend an Arabic Social Studies course each week.

The Elementary School has a daily morning Homeroom, during which time students unpack and prepare their materials for the day, engage in warm-up activities, collaborate with their classmates and teacher, and preview their daily schedule.

Our counselors also provide some in-class instruction to all students on a regular basis.

Students in Grade 1 attend a weekly lesson in the library with our school librarian. Students in Grades 2-5 also have regular access to the library to check out books, and engage with the school librarian in library, information, and research-oriented lessons throughout the year.

## **Homework Policy**

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 student'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 may be assigned between thirty minutes to one hour of homework per evening.

Nightly Homework will include:

- Nightly reading (Grade 1: at least 10 minutes, Grades 2-3: at least 20 minutes, Grades 4-5: at least 30 minutes)
- Review of math facts (Grade 1: focus on Addition, Grade 2: focus on Subtraction, Grade 3: focus on Multiplication, Grade 4: focus on Division, Grade 5: continuation of multiplication and division skills)
- Students will be responsible for knowing how to spell and use words from our Words Their Way word study list by Thursday of each week.
- Age-appropriate amounts of Arabic-language homework
- For additional practice and review, students are always welcome and encouraged to take their core-subject notebooks home to study their notes. This is a good habit and will help prepare students for Middle School and beyond.

This nightly homework, though valuable in helping students learn and practice essential skills that will surely affect their performance on other graded assignments, will not be marked with grades or affect a student's overall grade in a content area.

Additionally, students *may* be assigned small amounts of homework during the school day that must be completed that night and returned the following day. Students will review these

homework assignments with the teacher who assigned it the following day, and students will be graded for this work. These graded homework assignments will account for 5% of their overall grade.

Students will not receive weekly homework packets. In the case of an absence, teachers will help communicate homework information through their weekly communication and through Class Dojo. However, it is ultimately the student's responsibility to ask about and make up any homework that is missed while they are gone.

Families can assist students with their homework in the following ways:

- Provide a quiet, comfortable place to work.
- Communicate regularly with their child about their homework and what they are learning at school.
- Monitor the amount of time students spend watching TV, playing video games, and using electronics each evening.
- Help *facilitate*—not complete—student work.
- Encourage students to read every single night.

## Grading

Elementary students should receive formative feedback from their teachers on all class assignments, projects, and tests. As an additional form of feedback, students in Grades 3-5 will receive a letter grade for each of these class assignments, projects, and tests, based on the following percentage equivalents:

Letter Grade	Percent (%)
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	59 or below

To determine a student's overall grade in a content area, their individual grades are weighted in the following way:

Assessments, such as mid-unit quizzes, end-of-unit tests, final writing assignments, etc., will account for **60%** of the overall grade.

Classwork, such as daily writing, daily exit slips, etc., will account for **35%** of the overall grade.

Homework assignments will account for 5% of the overall grade.

## **Due Dates and Late Work**

We want to help our students develop responsibility and strong lifelong work habits. Therefore, we expect our students to turn their work in by the due date assigned by their teachers.

Small, daily assignments such as homework may not be accepted if turned in late. Students may get feedback about their performance on these assignments, but will not get credit for the work.

Long-term assignments such as projects may be turned in late for partial credit, but will be penalized 10% for each day past the due date. However, this work will NOT be accepted for credit after the fourth day it is due.

If a student is absent, they will have two additional school days to make up any classwork, homework, and tests (given that the teacher provides the fair opportunity for the student to do so). Any classwork, homework, or tests that are not completed within this time frame may be counted as missing or incomplete.

## **Reporting Progress**

The school year is divided into three trimesters, each consisting of approximately 12 instructional weeks. At the close of each term, students' families receive a report card sent via email from the school. This report card indicates the level of achievement each student performed at during the trimester. Additionally, tardies and absences, if any, are recorded on the report card.

In addition to report cards, progress reports are emailed approximately six weeks into each term. All Elementary School students will receive a progress report during Term 1. Thereafter, any student receiving a "1.5" (Grades 1-2) or "D" (Grades 3-5) or lower in any class will receive a progress report to share the information with their families. If a student is in danger of receiving failing grades, teachers and/or an administrator will contact the family at least once during the trimester.

Parents are strongly encouraged to monitor their student's academic progress closely with the teacher, and in Grades 3-5, through the use on Power School.

# ATTENDANCE POLICIES

## Absences

In order for us to reach our goal of “raising student achievement every day, every way,” we first need our students to be at school every day. Therefore, all Elementary School students are expected to arrive at school on time and to attend all scheduled classes each day 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 Elementary School Office by 9:30 if your child is going to be absent.

While absences cannot directly affect students’ grades, regular or prolonged absences will likely affect their learning of new concepts and skills, which will eventually affect their progress and grades.

All days absent from class count as absences—there is no distinction between excused absences and unexcused absences in terms of counting days missed.

Absences for medical reasons are still counted as absences. Students should not plan to miss school or leave school early for medical appointments. Make your plans to have appointments outside of school hours.

Class attendance is mandatory the entire school day before a student may attend an extracurricular or co-curricular activity, such as after-school activities, sports programs, field trips, etc.

Student absences due to participation in school sponsored activities, events, or field trips are not counted toward a student’s total absences.

## Accumulated Absences

When a student exceeds 5 absences in one trimester, a letter will be sent home to their family, and a parent meeting will be required to develop an action plan that will enable the child to attend school more regularly.

Students absent more than 20 days in one academic year may be required to attend summer school in order to pass the grade level.

## Planned or Prolonged Absences

The dates of school holidays are published before the beginning of the school year, and are included in this handbook. Plan your family vacations within these dates.

For any planned absences, please notify the student’s teachers and the Elementary School Office at least 48 hours in advance. This will help the student’s teachers better help them make up classwork, assignments, and tests.

For prolonged absences, please notify the student’s teachers and the Elementary School Office at least 2 weeks in advance. This will help the student’s teachers better help them make up classwork, assignments, and tests.

## **Tardies**

In order for students to gain the most from their educational opportunities at AISE, they are expected to arrive to their classroom by 8:10 every day. Students arriving after 8:10 will be considered tardy.

While tardies cannot directly affect students' grades, consistently arriving to school late will likely affect their learning of new concepts and skills, which will eventually affect their progress and grades.

When a student exceeds 5 tardies in one trimester, a letter will be sent home to their family and a parent meeting will be required to develop an action plan that will enable the child to arrive to school on time.

If a student is found to be tardy to class due to errant behavior or lack of effort, their family will be notified and they will serve a lunch/recess detention or have other consequences if this is an ongoing problem.

## **Making Up Missed Work and Tests**

In the case of a tardy or absence, students and their families are expected to ask the class teacher for the classwork, homework, and tests that they need to make up. Our teachers will do the best they can to support them.

For each day of school missed, students will have two additional school days to make up any classwork, homework, and tests (given that the teacher provides the fair opportunity for the student to do so). Any classwork, homework, or tests that are not completed within this time frame may be counted as missing or incomplete.

For example, if a student misses school on a Sunday, they will have until the end of the day on Tuesday to make up any classwork and tests that were done on Sunday. Additionally, any homework that was due on Sunday must be turned in first thing on Tuesday.

For prolonged absences of 5 or more days, all classwork, homework, and tests will be due to be complete *within one week of the student returning to school*. Any classwork, homework, or tests that are not completed within this time frame may be counted as missing or incomplete.

The time of day during which the student will make up missed tests will be up to the teacher's discretion. Due to regularly scheduled class activities, work and tests may need to be made up during the student's lunch/recess, or before or after school. Students and parents may not dictate when a test will be made up.

Requests for exceptions: In the event of an emergency, evacuation, or serious medical condition or extenuating circumstances, a request for an exception to the above policies must be made in writing to the Elementary School Administration. Each request will be taken into consideration and reviewed case by case.

# LEARNING SUPPORT SERVICES

## **Counselors**

The counselors at AISE address the academic, social and the psychological needs of the Elementary 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 three primary interventions: counseling (individual and group), large group guidance through whole class instruction, and consultation. The counselors provide students with services to enhance personal and academic achievement and development.

## **Librarian**

The school librarian at AISE is an instructional partner who works to ensure that students and teachers are effective users of ideas and information by empowering them to be critical thinkers, enthusiastic readers, and skillful researchers. The librarian builds and strengthens connections among curricular content, learning outcomes, research needs, and information resources by implementing a variety of lessons and inquiry-based activities. The librarian assists students and teachers through two main approaches: regularly-scheduled lessons in the library and flexibly-scheduled lessons in individual classrooms (as needed and arranged with teachers).

## **Student Support Teachers**

AISE Elementary School employs Student Support Teachers (SSTs) who help meet the varied needs of our students. Specifically, SSTs work with students who 1) need additional support and strategies to access grade-level content with independence, 2) need additional English language and vocabulary support, and 3) are ready to engage in self-directed inquiry-based learning that extends beyond grade-level expectations.

This support largely comes in the form of individualized and small-group pullout instruction that focuses on each student's needs, and is provided based on classroom observations and teacher referrals.

# PARENT POLICIES

## Parent-School Communication

AISE Elementary believes that a school's success depends largely on strong communication. Our goal is to create a school that emphasizes a partnership between school and family, and that fosters an environment of open, honest, professional, respectful, and responsive communication that places the students' well being at the center.

We have many systems in place to ensure that you are regularly informed about your student's growth and success at school. Our parent-school communication strategies include:

- Weekly communication from teachers through grade-level newsletters, Class Dojo, and school email
- Progress reports and report cards each term
- Invitations to presentations, performances, and curriculum-related events
- Formal parent-teacher conferences twice per year
- Access to online grades on Power School

Families are also encouraged to regularly communicate with the school, and should be provided with the teacher's school email address at the beginning of the school year. When contacting a teacher via email or Class Dojo, it is reasonable to expect a teacher response within 48 hours.

## Parent Conferences

If you feel that additional communication is needed, beyond those strategies mentioned above, you are encouraged to arrange a conference with your student's teacher, using the following guidelines:

- Teacher conferences require an agreed-upon appointment with the teacher. Informal conferences or "stopping in" is not appropriate or acceptable, and parents are not allowed to meet with teachers unannounced. This includes before and after school.
- A conference with a teacher must be arranged by email at least 24 hours in advance.
- Before meeting with a teacher, parents must first check in with the Elementary Administrative Assistant at the Elementary Office. They must wait for the teacher to meet them in the Elementary Office. Parents may not interfere with student learning by going directly to a teacher's classroom or hallway for any reason.

We understand that there are times when you want to meet with an administrator about a school issue. If you have already spoken with your student's teacher first, and would like to arrange a conference with an administrator, please use the following guidelines:

- Administrator conferences require an agreed-upon appointment.
- A conference with an administrator can be arranged by emailing them directly, or by email with the Elementary Administrative Assistant, at least 24 hours in advance.
- Before meeting with an administrator, parents must first check in with the Elementary Administrative Assistant at the Elementary Office.

## Visitors and Guests

Visitors of AISE (including parents and family members) are welcome to come to our campus, and will be invited by teachers and administrators for a variety of events throughout the school year. All visitors should check in with the Elementary Administrative Assistant in the Elementary Office upon arriving. Visitors should not be in the hallways or attempt to visit classrooms without explicit written notice from the Elementary Office.

# STUDENT POLICIES

## Academic Honor Code

At AISE Elementary School, we are committed to upholding our school mission statement by providing a comprehensive and challenging American and international education that fosters informed and engaged local, regional, and global citizenship. Therefore, we ask our students to share us in upholding the highest standards of academic integrity and school citizenship, so that they are fully prepared to one day contribute positively to their community, country, and the world.

All AISE Elementary School students are expected to conduct themselves in an honorable, trustworthy, and ethical manner at all times. We believe in our students' ability to always give their best effort, and to complete their school work and tests individually without resorting to cheating, plagiarism, or other academic misconduct.

To help our students learn about the principles of academic honesty, it is important that both teachers and families put a strong emphasis on doing the right thing. Please find below definitions of cheating and plagiarism, as well as the school's expectations for academic honesty, so that we may all work together to raise student achievement ethically and responsibly.

Cheating: Any situation when a student attempts to submit work that is not entirely his/her own individual work. This includes:

- Copying another person's work, ideas, or words
- Sharing information about a test with others
- Breaking test rules, such as talking during a test

Plagiarism: Any situation when a student uses words or ideas from someone else without giving credit to that other person. This includes:

- Copying ideas or words directly from a book, website, or other source without giving credit to the original author
- Using words found in a book, website, or other source without placing the words in quotes
- Claiming another person's words or ideas as your own

Teachers and families are encouraged to model and promote these academic expectations both in school and at home. Compromising one's character and integrity to get a better grade or to complete an assignment on time does not promote true learning, and therefore does not represent the mission and values of our school.

Any form of cheating, plagiarism, or other form of academic dishonesty is considered an Honor Code violation. In the event of any Honor Code violation, a student will receive a zero on the respective assignment or assessment. Repeated Honor Code violations will result in a review by the Elementary School administration, a parent meeting, and be subject to further consequences.

## Behavior Policy

At AISE Elementary School, we are proud of our students, and our most important job is to keep them safe and happy. When students are safe and happy, they are ready to learn and be successful. In order to maintain this positive learning environment that allows for all our students to be successful, students, teachers, parents, and administrators must all work together to model and demonstrate outstanding behavior and citizenship. Thank you for your cooperation and teamwork in helping us raise student achievement every day, every way!

As a school, our major goal regarding student discipline is to teach and promote positive behavior, choices, and problem solving. The *panther* is our school mascot, and we use the PANTHER acronym to highlight the types of behaviors we hope to see from each of our students every day:

**P** – Polite  
**A** – Accepting  
**N** – Noble  
**T** – Thoughtful  
**H** – Helpful  
**E** – Encouraging  
**R** – Respectful

More specifically, we hold the following behavior expectations for our students any time they are at school, on the bus, or participating in any school-sponsored field trip or event:

- We are kind and respectful to all, including with our words and with our bodies.
- We are responsible, both for our personal belongings and in helping keep our classrooms and school safe, clean, and organized.
- We are cooperative by listening and working well with others.
- We move through the building in a quiet and organized fashion.
- We always do our best!

### **Consequences**

As a school, we strive to consistently and regularly recognize students who act as model students and citizens by demonstrating the behaviors mentioned above. Students will receive positive consequences for their positive behavior.

However, we understand that students aren't perfect all the time. When a student makes a poor choice, reacts negatively in a situation, or just isn't meeting our expectations, our goal is to implement a consequence that will help immediately redirect their behavior and help them learn how to make better decisions in the future.

We also understand that in order for students to authentically learn from their mistakes and make lasting improvements to their behavior, they must be treated in a fair and respectful manner, with the goal of helping them grow.

### **Discipline Communication**

It is important to us that we keep students' families involved in the discipline process. When your student makes great behavior choices, we want to share that with you! This may be done through Class Dojo, an email, or with an award of recognition.

When your student makes poor behavior choices, it is also important that we notify their families. The purpose of this type of communication is to inform families of the reported incident. We also want to create open lines of communication to discuss concerns, address specific needs, and create solutions for our students and their families.

### **Classroom Level of Discipline**

In order to consistently and quickly address poor student behaviors, we have established a tiered system of rewards and consequences. *Most* student behaviors—both positive and negative—can be addressed at the classroom level by their teacher.

Teachers establish a set of classroom rules and expectations so that students know how everybody should behave. These are fair and allow for all students to be safe, happy, and successful in school. When these rules and expectations are being followed, students will receive positive feedback in the form of teacher praise and Class Dojo points.

When the teacher's rules and expectations are not being followed, the student will be addressed firmly and immediately. This helps to ensure safety for all students and to stop the inappropriate behavior. This should be the extent of the discipline, but if not, then the student may receive one of the following formative consequences:

- The student is removed from the activity to re-focus their attention and/or behavior.
- The student is asked to complete a behavior reflection form.
- The student is asked to perform a cooperative task with another student or group of students.
- The student is asked to perform act(s) of kindness toward another student or group of students.

### **Office Level of Discipline**

If a student is not responding to the consequences administered by their teacher, they will be sent to the office to speak with the principal or assistant principal. At this time, an appropriate consequence will be determined and the family will be notified via an email or phone call.

Furthermore, certain behaviors will not be tolerated by any student at AISE. In the event that a student does one of the following, classroom-level consequences will be skipped and the student will be sent to the office to speak with the principal or assistant principal immediately:

- Cheating (see *Student Honor Code*)
- Bullying (see *Bullying Policy*)
- Verbal or physical arguing with an adult
- Profane language spoken in Arabic or English
- Being away from class without a teacher's knowledge or permission
- Graffiti, vandalism, or any other damaging of school property
- Theft
- Fighting
- Use of weapons, using objects as weapons, drawing or using body parts as weapons
- Forgery of another's signature

The following guidelines will be used to decide on consequences at this level of discipline:

- The primary goals of the consequence are:
  - To ensure that the behavior/poor choice stops
  - To equip the student with the critical thinking and problem solving skills to help them avoid making the same poor choices in the future
- The student's previous behavior will be taken into account. If the student has committed a previous offense, a more severe consequence will be given.
- The severity of the behavior will be taken into account. Behaviors that put other students' and teachers' safety at risk will result in more severe consequences.
- Any time a student is sent to the office, their family will be contacted and communicated with. However, consequences are ultimately up to an administrator's discretion.

The following are possible consequences for students at the office level of discipline:

1. Detention
2. Missing upcoming privileges, such as field trips, class parties, after-school activities, and special events
3. Behavior contract
4. In-school suspension
5. Behavior Probation (see *Behavior Probation* section)

**Important Note:** There are times when your student may be involved in making poor choices along with other students. We always do our best to investigate each student's role in this type of situation before deciding on any consequences. In the event that consequences are implemented, it is our school policy that we do NOT share other students' consequences with anyone but his or her school guardians. Remember, the goal is to stop the negative behavior and create solutions, not to find out if other students received an adequate punishment.

Thank you for your cooperation in helping make AISE Elementary School a safe and happy place to learn!

## **Behavior Probation**

When a student has received 5 office referrals or 2 or more in-school suspensions in a single academic year, they will be placed on Behavior Probation for 9 weeks. At this point, their parents must attend a meeting with the Elementary School administration, and must continue to meet with the administration once a month throughout the duration of the Behavior Probation to analyze and discuss the student's improvement.

The consequences for a student who has been placed on Behavior Probation are the following:

- Exclusion from participation in after-school activities
- Exclusion from participation on field trips
- Exclusion from participation in class parties
- Exclusion from participation in any other special events, such as the Walk-a-Thon and Sports Day
- A document stating the student was placed on Behavior Probation is placed in the student's permanent file

At the conclusion of the 9-week Behavior Probation, the Elementary administration will conduct a behavior review to decide whether or not a student's behavior has improved. If the administration agrees that a student's behavior has significantly improved, the student will be taken off Behavior Probation. However, if the administration feels that the student's behavior has not significantly improved, they reserve the right to extend the Behavior Probation for another 9 weeks, during which time all the consequences will continue.

The purpose of placing students on this type of probation is to encourage them to improve their behaviors and, therefore, come off probation. All decisions about probation are at the discretion of the Elementary School administration.

## **Bullying Policy**

AISE Elementary is committed to providing a safe and fun learning environment for all. We promote kindness, acceptance, inclusion, encouragement, and respect among all of our students, teachers, families, and administrators. This helps us reach our goal of raising student achievement everyday, every way.

At AISE, we recognize the very serious nature of bullying and the negative impact that it can have on the lives of our students. It goes directly against our school mission, vision, and values. Therefore, we believe that bullying of any kind is totally unacceptable and will not be tolerated in our school.

### What is bullying?

At AISE Elementary, we define bullying as follows:

*Bullying is when an individual or group of people deliberately hurts another or makes them feel unsafe or unhappy. Bullying behavior is behavior that is repeated over a period of time and is difficult for the victim to defend against.*

Bullying can take many forms, including:

- **Physical bullying**, which includes but is not limited to hitting, kicking, biting, spitting, demanding money or belongings;
- **Verbal bullying**, which includes but is not limited to name-calling, insults, making offensive remarks about a person's race, ethnicity, nationality, or religion;
- **Indirect bullying**, which includes but is not limited to excluding others, spreading rumors, stealing, damaging property; and
- **Cyber bullying**, which includes but is not limited to doing any of the above offensive or abusive behavior through emails, text messages, social media, or posts on websites.

### What is NOT bullying?

It is important to understand that bullying is NOT the odd occasion of falling out with friends, or an isolated incident of name-calling, argument, or joke played on someone. These things are bullying if it is done several times on purpose, but not if it happens one time.

Children sometimes fall out with their friends or say things because they are upset. When occasional problems of this kind arise—although they are unkind—it is not classified as bullying. It is an important part of a child's development and education to learn how to deal with friendship breakdowns, arguments, or a childish prank. We all have to learn how to deal with these situations and develop skills to repair our relationships with others. It is the responsibility of teachers and families to help instill these skills in our students.

### How can we tell if a student is being bullied?

When a student feels they are being bullied—given the definition and characteristics mentioned above—they are encouraged to speak to an adult about it immediately. However, for a variety of reasons, there are times when a person may feel uncomfortable or afraid to tell that they are being bullied.

A person may show, by different signs or behaviors, that he or she is being bullied. Students and adults should be aware of these signs and investigate further if a child:

- Shows fear of going to school or riding the bus.
- Expresses wanting to stay home from school.
- Becomes withdrawn, anxious, or lacking in confidence.
- Regularly feels sick in the morning.
- Begins to underperform in schoolwork or in other activities.
- Has possessions that “go missing.”
- Is frightened to say what’s wrong.

### How can we prevent bullying?

The primary aim of this policy, as well as our school at large, is to prevent bullying from happening. The teachers and administrators at AISE Elementary will set about doing this in the following ways:

- Educate all students, teachers, families, and administrators about what bullying is and the harmful effects it can have on others.
- Inform all students, teachers, families, and administrators about the school policy on bullying.
- Implement whole school initiatives and activities that promote kindness, acceptance, inclusion, encouragement, and respect.
- Use praise and rewards to reinforce positive behavior.
- Vigilantly supervise students and teachers in a manner that reduces opportunities for bullying to occur.
- Create a positive, caring atmosphere within the school where everyone can learn, play, and express themselves free from fear of being bullied.
- Work closely with other outside organizations and agencies to promote strong character and discourage bullying.
- Students can help prevent bullying in the following ways:
  - Seek to understand what bullying is and how it can negatively affect others.
  - Strive to always demonstrate kindness, acceptance, inclusion, encouragement, and respect towards all.
  - Be mindful of bullying, and if seen, heard or experienced, report it to an adult as soon as possible.
  - Use technology and social media in a respectful and responsible manner.

Families can help prevent bullying in the following ways:

- Seek to understand what bullying is and how it can negatively affect others.
- Strive to always model kindness, acceptance, inclusion, encouragement, and respect towards all. You are your child’s first and most influential teachers, and they will follow the example you set for them.
- Communicate regularly with your child about school and their friends.
- Use praise and rewards to reinforce positive behavior.
- Vigilantly supervise your child’s use of technology and social media.

Together, we can all work together to help prevent bullying from happening.

### What should I do if I am being bullied?

We want everybody to feel safe and happy when they are at school. We also want everybody to feel confident to report bullying whenever and wherever it happens, and get the help they need to feel safe and happy again.

If somebody is bullying you, it is important to remember that it is not your fault and there are people that can help you. Tell someone you trust the first instance you feel you are being bullied, and give them as many facts as you can (Who? Where? What? Why? When? How?).

### What should I do if a student is being bullied?

If you see, hear, or suspect that a fellow student is being bullied, you have the responsibility to report this to an adult you trust right away.

If you are a family member who sees, hears, or suspects that a student is being bullied at school, outside of school with other AISE students, or online or through social media (cyber bullying), please let both the child's teacher and their administrator know right away. They will do their best to investigate the matter and help resolve the issue as soon as they can.

If you are a teacher who sees, hears, or suspects that a student is being bullied, you have the responsibility to begin dealing with the issue as soon as you are able. Please also report the matter to your administrator right away.

### How will reports of bullying be dealt with?

At AISE, all teachers and administrators will respond calmly and consistently to all reports and incidents of bullying. Each issue will be taken seriously, and will be dealt with impartially and promptly. All of those who are involved will have the opportunity to be heard, supported, and protected while allegations and incidents are being investigated and resolved.

The following steps will be followed in all bullying investigations:

1. Teachers and administrators will listen and speak to all students involved about the incident separately.
2. Appropriate action will be taken quickly to end the bullying behavior, if it has occurred.
3. Appropriate advice will be given to help the victim.
4. Teachers and administrators will reinforce to the bully/bullies that their behavior is unacceptable, and they will be given a consequence for their choices (see Bullying Consequences below). Additionally, the bully/bullies will be asked to genuinely apologize for what they have done.
5. In the case that bullying has occurred, families of those involved will be informed and invited into the school to discuss the problem and solution. This meeting will include the students involved, their class teachers, and an administrator.
6. Ongoing care and support will be provided for both the victim and the bully/bullies to help them arrive at a lasting long-term solution to the bullying problem, to better understand WHY the bullying happened, and to prevent further bullying instances from happening.

### What will the consequences be for a student who has bullied others?

At AISE, we have NO tolerance for bullying of any kind. The following is the progression of consequences for any student who has bullied others:

<p><b>1<sup>st</sup> Offense</b></p>	<ul style="list-style-type: none"> <li>• Student will serve a formative consequence that matches their act of bullying. This may include (but is not limited to) being asked to cooperate with other students to design and create an anti-bullying poster or video, work with the counselor or an administrator to help others learn about bullying, or participate in a series of group counseling sessions with the counselor or an administrator.</li> <li>• The student's family will be contacted.</li> </ul>
<p><b>2<sup>nd</sup> Offense</b></p>	<ul style="list-style-type: none"> <li>• Student will serve an in-school suspension for 1 day.</li> <li>• Their family will be required to attend a meeting with the class teacher and an administrator.</li> </ul>
<p><b>3<sup>rd</sup> Offense</b></p>	<ul style="list-style-type: none"> <li>• Student will serve an in-school suspension for 1 or more days.</li> <li>• Their family will be required to attend a meeting with the class teacher and an administrator.</li> <li>• Student may be placed on Behavior Probation.</li> </ul>

In addition to the above consequences, students who have bullied others will receive support from their teachers and administrators to help them find lasting solutions to stop the bullying, to better understand WHY they are bullying others, and to help prevent them from bullying any other people in the future.

## **Dress Code**

All AISE students are expected to be properly groomed for school and to wear the appropriate school uniform every day except PE days (see below), unless otherwise announced by the Elementary School administration (also see below). Students must wear the school uniform on field trips.

The school uniform consists of NAVY BLUE trousers, skirt, or shorts and the official school uniform shirt, which is available for purchase at the school store. Shorts must be loose to the knee. No jeans or sports pants are permitted as part of the school uniform at any time.

During cold weather, additional outerwear to be worn inside must also be the official AISE outerwear sold at the school store. These include official AISE jackets, sweaters, and hoodies. Students may wear non-AISE coats, hats, mittens, etc. during the winter months, but must take these off and keep them in their cubby/locker once they come inside the building. No hats or hoods are to be worn while in the building at any time.

Students who are not dressed according to AISE code will not be permitted to attend class. They will be given the opportunity to:

- Purchase the correct uniform item at the school store.
- Call home and have the proper uniform brought to the school immediately.

Repeated violations of the Dress Code will result in a parent conference.

## **Dress Code for Physical Education**

On days students are scheduled to attend PE class, they must wear the AISE PE uniform. This consists of the AISE white PE t-shirt and navy blue shorts or warm-up bottoms, which are all available at the school store, and proper athletic shoes. During cold weather, appropriate AISE outerwear may also be worn. Students are discouraged from wearing jewelry to PE class, as this may pose a safety risk.

Students not wearing the appropriate PE uniform, as outlined above, will not be allowed to participate and will not receive credit for that day.

## **Dress Code on Non-Uniform Days**

On non-uniform days or at after-school functions, clothing worn to school should be in keeping with the academic environment of the school. Clothing with logos depicting drugs, alcohol, or inappropriate language is not permitted. Take care not to invite disrespect and/or undesirable character images.

# TECHNOLOGY POLICIES

## **AISE Technology Code of Conduct**

Teacher and student access to the Internet must be consistent with the educational objectives of the American International School in Egypt. Use of other organizations' network or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or pornographic material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Teachers shall warn students against inappropriate use of the Internet.

AISE has the responsibility to monitor all student information being viewed or downloaded. Teachers must be familiar with the AISE Technology Code of Conduct for Students and enforce it.

Internet access is available to students and teachers at The American International School in Egypt. We are very pleased to bring this access to our school and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal for providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

Students and teachers have access to:

- Electronic mail.
- Information and news from educational sites.
- Public domain software and shareware of all types.
- Discussion groups on a plethora of topics ranging from multicultural, to the environment, to music, to politics.
- Many university library catalogues, the United States Library of Congress and ERIC (Educational Information Clearing House) and countless other valuable sites.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The American International School in Egypt has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial material. The American International School in Egypt firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our school.

The American International School in Egypt has a code of conduct for its students that details appropriate school behavior and sets expectations for students. Because the Internet and related network activities are part of a school's routine, the school's code of conduct applies to all network activities. We believe the Internet network use policy is an extension of the school's policies.

The smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided to make you aware of the responsibilities when using the Internet at school. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, their access privileges may be terminated and future access could possibly be denied.

## Other Responsibilities

- Users may not subscribe to any Internet subscription service (free or otherwise) such as newsgroups, newsletters, periodicals or lists without prior approval. All requests for such Internet services must first be approved by the appropriate teacher or librarian and then confirmed by the Principal prior to initiating the service.
- Users have the responsibility of not committing copyright violations. Users may not send or receive files via the Internet without prior approval. Such approval must include the appropriate teacher or the librarian prior to transmitting or receiving any such material.
- It is a user's responsibility to maintain the integrity of the private electronic mail system. This responsibility includes the duty to report all violations of privacy.
- Users have the responsibility to make only those contacts leading to some justifiable educational end.
- Users may not receive or send pornographic material, inappropriate information, or virus-containing files.
- All students are expected to abide by the generally accepted rules of Internet network etiquette. These include (but are not limited to) the following: Use appropriate language.
- Any illegal activities are strictly forbidden.
- School Principals have access to all system usage, including student e-mail, messages relating to or in support of illegal activities
- Use appropriate language.
- Any illegal activities are strictly forbidden.
- School Principals have access to all system usage, including student e-mail, messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Students may not subscribe to any Internet subscription service (free or otherwise) such as newsgroups, newsletters, periodicals or lists without prior approval. All requests for such Internet services must first be approved by the appropriate teacher or librarian and then confirmed by the Principal prior to initiating the service.
- Students have the responsibility of not committing copyright violations.
- Students may not send or receive files via the Internet without prior approval. Such approval must include the appropriate teacher or the librarian prior to transmitting or receiving any such material.
- It is a student's responsibility to maintain the integrity of the private electronic mail system. This responsibility includes the duty to report all violations of privacy.
- Students have the responsibility to make only those contacts leading to some justifiable educational end.
- Students may not receive or send pornographic material, inappropriate information, or virus-containing files.

## Disciplinary Action for Violation of Acceptable User Policy

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action.

Staff intervention strategies are to be made, in cases of user policy violations. Any or all of the following intervention strategies and disciplinary actions may be used by administrators.

### Minimum Actions

Principal/student conference or reprimand. This action can also be taken by the teacher or librarian.

### Additional Actions as Deemed Appropriate

- Required to seek assistance in learning the proper procedure before he/she is allowed to use computer equipment.
- Principal/parent conference.
- Required to serve a suspension from using all computer equipment.
- Confiscation of inappropriate item(s).
- Denial of participation in class and/or school activities.
- Banned from access to the Internet for a fixed period of time.
- Banned from using all computer equipment, networks, and Internet.
- Suspension from school.

### Ethics of Internet Use

- The sharing of user IDs and passwords is forbidden.
- All users shall respect the privacy of others, and shall treat files other than their own as confidential and private.
- All users shall respect the rights of other users to our shared resources.
- The copying of software on any computing resource is forbidden.
- The alteration and tampering with systems setup and software is forbidden.

### AISE Website

It is the commitment of AISE to maintain a permanent, constantly updated website to include all facets of the school operation. In addition to the basic features, the website will include the course descriptions, school calendar, and major school events.

AISE administrators and faculty members are welcome to submit material to be posted online. The following procedures for submission of material:

- Submit all material to the Director or his designee for approval.
- Material will be subsequently presented to the appointed Web Master.
- All material must be submitted in a proper format. No hard copies will be accepted.
- Photographs and artwork will be of an acceptable format and resolution.

## Student Device Policy

AISE Elementary School strongly believes in the educational value of electronic devices, and recognizes their potential to support its curricula and student learning by facilitating resource sharing, innovation, and communication.

Therefore, we have approved a Student Electronic Device policy which permits the use of electronic devices in our school for educational purposes. The purpose of the policy is to recognize the value of these tools in an educational environment and to allow teachers the flexibility to make use of student personal devices for educational work in the classroom. Teachers will have ultimate control of how and when the devices will be used in individual classrooms.

### Acceptable Devices

Devices acceptable for classroom use during school hours are tablets (such as an iPad) and laptop computers. These should be brought to school fully charged.

### Phones

Students may bring phones to school. However, these are *not allowed to be out or in use during school hours* (8:00 am – 3:05 pm), and must be turned off and put away in the student's backpack during this time. Families should not try to call or message their students during school hours, as this interferes with student learning.

### Phone Watches

Students may NOT bring phone watches (such as an Apple Watch) to school for any reason.

### Consequences

Having a phone or phone watch out during school—regardless of whether it is in use or not—will result in the following consequences:

- |                        |   |
|------------------------|---|
| <u>First Offense:</u>  | A teacher or administrator will confiscate the device for the remainder of the day. The student may gather their device at the end of the school day and must take it home without further violation. |
| <u>Second Offense:</u> | A teacher or administrator will confiscate the device, and the student will not get their device back until an adult family member comes to school to gather it.                                      |

### Device and Technology Requirements

The use of technology to enhance student learning is not a necessity but a privilege. When used properly, the use of technology will benefit the learning environment as a whole. When abused, the privilege can be taken away. Students and their families must agree to the following rules and requirements if they wish to maintain the privilege to bring and use devices at school:

- Students and their families must comply with the AISE Technology Code of Conduct, and all other school policies and procedures.
- The sole purpose for the use of an Electronic Device during the school day is for educational reasons.
- The Electronic Device is only to be used during the instructional class period with express permission of the classroom teacher. This may mean that the device will be permitted for some instructional activities but not for all.

- Responsibility to keep the device secure rests with the individual student. AISE is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.
- Devices not being used should be stored in the student's backpack, in their cubby or locked locker.
- Devices must be in silent mode while on school campuses.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Devices may not be used to record, transmit or post photographic images or videos of a person, or persons on campus during school activities and/or hours except for specified class projects.
- Students may only access files on the computer or internet sites which are relevant to the classroom curriculum. Games are not permitted.
- Students must comply with teachers' requests to shut down the computer or close the screen.
- Students realize that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AISE policy and will result in disciplinary actions.
- Students understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AISE policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Students understand that files may have to be saved on the C drive of the laptop, Google Docs, an external drive, or another media device.
- Devices must be charged prior to bringing it to school and runs off its own battery while at school.
- If students mistakenly access inappropriate information, they will immediately tell their teacher or an administrator, and will not attempt to access the inappropriate information again.

## **Cyber Bullying**

Cyber bullying is when an individual or group of people deliberately and repeatedly hurts another or makes them feel unsafe or unhappy, through emails, text messages, social media, or posts on websites. Our Technology Code of Conduct and Device Policy are designed to limit cyber bullying at school, but cyber bullying can also place off campus, outside of school hours. This form of bullying is just as hurtful as face-to-face bullying, and the same consequences will apply to cyber bullying as they do for any other form of bullying.

To help limit cyber bullying, it is important that family members communicate regularly with their child about school and their friends, as well as vigilantly supervise your child's use of technology and social media.

# TRANSPORTATION POLICIES

## Arrival

In order for students to gain the most from their educational opportunities at AISE, they are expected to arrive to school on time. For Elementary students, school begins at 8:05, and they should be at school by this time.

Students arriving by car after 8:15 need to first check in with the Elementary administrative assistant at the Elementary Office, and they will be considered tardy. While arriving to school late cannot directly affect students' grades, consistently doing so will likely affect their learning of new concepts and skills, which will eventually affect their grades.

## Busing

AISE offers bus transportation for students whose families contract for these services. With certain restrictions, busing is provided door to door for our families' convenience. This service is available only to those students who pay for bus service for the school year. Students who do not pay for bus service for the school year may not ride the buses for any reason. Students who are registered bus riders can only ride on their registered bus and may not switch buses.

All buses have a bus monitor. The bus monitor is there to attend to student needs and ensure that that school bus rules are followed. They should be respected in the same manner as any other AISE staff member.

## Bus Behavior Policy

AISE transportation is a privilege provided to students for their convenience. During their time on AISE buses, students are responsible for following and obeying the following Bus Rules, designed to keep students and adults safe:

1. Students must follow any directions given by the bus monitor and bus driver.
2. Students are to use their assigned pick-up point only.
3. Students must proceed directly to their seat and stay seated with their seatbelts fastened for the entire duration of their trip.
4. Students will remain seated until the bus comes to a complete stop.
5. Students must converse in a quiet voice. They must not shout or speak loudly.
6. Students may use devices for communication and personal entertainment on the bus. However, all student devices must be placed securely in their bag before they leave the bus.
7. If students want to listen to music on the bus, they may do so with the use of personal headphones only. Students may not play music for others to listen to from any device.
8. Students will keep their head, hands, arms, legs, and all other objects to themselves and inside the bus at all times.
9. Students must refrain from any form of physical assault, verbal assault, or inappropriate language on the bus.
10. Students will not litter or leave trash, food, or personal belongings behind on the bus.
11. When leaving the bus, students will use caution and look both ways before crossing the street.

Students who choose to break any of the above Bus Rules will accept the following consequences\*\*:

<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Family is notified</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Written Warning</li> <li>• A form will be sent home for parent signature</li> <li>• Student will be given an assigned seat on the bus</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Student is given a one-week suspension from riding the bus</li> <li>• A meeting with the student's family will be required</li> </ul>
<b>4<sup>th</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Student is removed from riding an AISE bus for the remainder of the term</li> <li>• A meeting with the student's family will be required</li> </ul>
<b>5<sup>th</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Student loses bus privileges for the remainder of the school year</li> <li>• A meeting with the student's family will be required</li> </ul>

\*\*Depending on the severity of the behavior, the consequences listed above may be accelerated at an administrator's discretion.

AISE transportation is also a privilege provided to our families for their convenience.

Therefore, family members are responsible for following and obeying the following rules:

1. Parents must have their student out to their designated pick-up point at the assigned time, so that the bus and the other students riding it may get to school on time. If a student misses the bus because they are late, parents must provide alternative transportation.
2. Parents must model respectful behavior for students by treating the bus driver and bus monitor with respect. Any intimidation or bullying of school transportation personnel—physical or verbal--will result in loss of bus privileges for their students.

### **Car Riders**

AISE does not require students to use school transportation services. Families who elect to provide their own transportation should mind our school hours, and have their students to school by 8:00 and picked up by 4:00.

We understand that there will be occasions when factors outside the control of our families prohibit them from getting to school on time for drop-off and pick-up of students. However, consistent tardiness interferes with the student's educational success. If this becomes a concern, the Elementary administration will require a meeting with the family to develop an action plan that will enable the child to arrive and leave on time.

### **Dismissal**

At the end of the school day, all students will be dismissed by their teachers using the following guidelines:

Grade Level	Dismissal Time	Bus Riders	Car Riders
1	2:55	Walked to their bus by their teachers. Bus monitors will check to make sure they are present before leaving the school.	Must go to Gate 5 to wait for their ride.
2	3:00	Walked to the bus area by their teachers. Bus monitors will check to make sure they are present before leaving the school.	Must go to Gate 5 to wait for their ride.
3-5	3:05	Are expected to walk to their bus by themselves and be there on time. Bus monitors will NOT check to make sure they are present before leaving the school. If they are late or not there, the bus will leave anyway.	Must go to Gate 5 to wait for their ride.

### Changing Mode of Transportation

If you need to change the mode of transportation your child will go home by on a given day, please notify the office by sending an email to [dismissal@aisegypt.com](mailto:dismissal@aisegypt.com) before 1:00pm. If you have not emailed your request before 1:00pm, it will not be granted unless deemed an emergency by the Elementary Office.

### Early Departure

We understand that there are circumstances that sometimes make it necessary for you to pick up your student before 3:05. However, students are expected to be engaged in meaningful learning activities through the end of their school day. Therefore, we must remind you that leaving early, especially on a regular basis, not only interrupts your student's routine but also denies them valuable learning time that can affect academic success and social

success. In addition, when a teacher has to get a child ready to leave early, teaching and learning are disrupted for the rest of the class.

If you are going to pick up your child from school early, please send an email to [dismissal@aisegypt.com](mailto:dismissal@aisegypt.com) early in the morning, with the reason for early departure. It is courteous to also communicate this change with the child's teacher, and is often helpful to communicate this type of change with your child before they go to school that day.

### **Indoor Dismissal**

In rare cases of inclement weather, Elementary students traveling home by car may need to be dismissed from inside the building rather than outside at Gate 5. This is for their safety. In these instances, families will be contacted before the end of the day to inform them of these changes.

On these days, Grade 1 and 2 car riders will line up downstairs in the Grade 1 hallway, and their parent/driver can come directly to the door of this hallway to communicate with the security guard about picking up their student. Grade 3 car riders will line up downstairs in the Clinic hallway, and their parent/driver can come directly to the door by the Clinic to communicate with the security guard about picking up their student. Grade 4 and 5 students will be dismissed as usual, and will be responsible for communicating with their parent/driver about where to meet them.

### **Students Visiting Other Students' Homes After School**

There are times when a student needs to travel home with another student in a car. For the safety of our students and families, this will only be permitted if there is 24 hours prior notice to the Elementary Office and to [dismissal@aisegypt.com](mailto:dismissal@aisegypt.com) from each family involved. We cannot risk sending a student to another family's home when both students' families are not fully aware of this change in transportation arrangements. We will not permit students to leave the school by a different transportation arrangement without written consent via email. Consent over the phone will not be acknowledged.

Students calling parents to seek permission at the last minute is not acceptable, and will not result in a change made to transportation arrangements.

Students may not, under any circumstances, ride a bus they are not designated to ride, even if they have parent permission. This is a direct violation of our bus/transportation policies.

## OTHER INFORMATION

### Balls

Elementary students are not allowed to bring a ball of any kind to school, from home or anywhere else, unless they have clear permission from a teacher or administrator to do so. A student bringing a ball to school will result in the following consequences:

First Offense: A teacher or administrator will confiscate the ball for the remainder of the day. The student may gather their ball at the end of the school day and must take it home and leave it at home.

Second Offense: A teacher or administrator will confiscate the ball, and the student will not get their ball back until an adult family member comes to school to gather it. The student must not bring the ball back to school after this.

In the hopes of promoting student creativity, while also improving the safety and well-being of our students, elementary students will not be allowed to play with a ball for any reason before or after school. During these times, students may socialize and play other games that do not require equipment.

The school will provide appropriate play equipment, including balls, for students to play with during their recess.

### Birthdays at School

Birthdays are exciting for elementary students, and we wish you to share in your child's excitement. Please take notice of the following guidelines if you would like to celebrate your child's birthday at school:

- Inform your child's teacher you are coming at least 2 school days in advance.
- Birthday celebrations may take place during your child's lunch time only. Please communicate with your child's teacher to make sure you know what time lunch begins and ends, and please arrive promptly.
- Bring individual portions of snacks or cupcakes (i.e., cupcakes, not cake that must then be sliced into individual pieces).
- Provide your own plates, napkins, forks, and any other necessary supplies.
- Do not bring any candles, lighters, matches, or knives.
- Gift bags are not permitted.
- Siblings from other grade levels are not permitted to leave class to attend a birthday celebration.

### Candy

Elementary students are not allowed to bring candy to school for any reason, unless they have clear permission from a teacher or administrator to do so. A student bringing candy to school will result in the following consequences:

First Offense: A teacher or administrator will confiscate the candy for the remainder of the day. The student may gather their candy at the end of the school day and must take it home and leave it at home.

Second Offense: A teacher or administrator will confiscate the candy, and the student will not get their candy back until an adult family member comes to school to gather it. Students must not bring candy back to school after this.

## **Celebrations and Class Parties**

We encourage our teachers and students to have class celebrations and parties from time to time, both as a means of extending cultural understanding as well as to celebrate milestones and achievements throughout the school year. The teacher will communicate with students and their families about what (if any) additional food or other items should be brought to school.

International holidays will be celebrated in the students' homeroom class only. Egyptian and Islamic holidays will be celebrated in Arabic classes only.

## **Clinic and Health Services**

We love seeing your students each day, but please make sure you are sending them to us in good health. If your student is ill, it is in their best interest--as well as the best interest of the rest of our students and teachers--for them to stay home from school.

AISE provides medical doctors who are trained and experienced in handling student health conditions. These doctors are on duty from 8:30 - 3:00 in our school Clinic each school day, and are available to counsel students regarding health problems, to help manage ongoing health issues for individual students, and to administer first aid in case of an emergency.

If a student becomes ill during school, they should request a clinic pass from their teacher to go to the doctor. Students must always have a pass from a teacher when visiting the clinic. Passes signed by one of the doctors must be submitted to the teacher when a student returns to the classroom.

If the student needs to leave school because of an illness, a family guardian will be notified and requested to take the student home. The student must sign out in the Elementary School office before they leave. Parents should make sure that emergency contact numbers are always up to date.

If a student must take medication at school, the family guardian must contact the school clinic and make arrangements in advance. At school, elementary students may only take medications administered through the clinic. Students should never have medications in their possession.

## **Dining Hall Services**

All Elementary School students in Grades 1-5 have the choice to purchase lunch provided by an external foodservice provider. Many healthy snacks and meal options are available to students, and may be purchased during the students' lunch period. The dining hall is off-limits to students after school.

Students will NOT be allowed to buy cookies, anything containing chocolate, or any other desserts, other than fresh fruit. Healthy food options are still the goal.

Students will be expected to be polite and respectful to the cashiers and the servers.

## **Elevator Use**

Only students with special permission from an administrator or the school clinic may use the elevator. Parents or visitors may use the elevator, but students must use the stairwells.

## **Earthquake Procedures**

If students and teachers are *inside* when an earthquake strikes, they should do the following immediately:

1. Remain quiet, so they may hear any instructions provided by an adult.
2. Stay inside. Do not attempt to leave the building for any reason.
3. Take cover under a piece of strong furniture or against an inside wall.
4. Avoid places where glass could shatter (windows, mirrors, pictures) or where heavy bookcases or other heavy furniture could fall over.
5. Bury face in arms and close your eyes tightly.
6. Remain in place until the earthquake stops and a teacher or administrator gives instructions to get up and evacuate the building.

If students and teachers are outside when an earthquake strikes, they should do the following immediately:

1. Move into an open area away from the buildings and utility wires, such as the soccer pitch or red top.
2. Remain in the open until the earthquake stops.
3. Remain outside until administration gives a verbal "all clear," then students and teachers may re-enter the building if deemed safe to do so.

## **Fire Procedures**

If students and teachers are *inside* the building when the fire alarm sounds, they should do the following immediately:

1. Remain quiet, so they may hear any instructions provided by an adult.
2. Quickly and silently get in a line to evacuate the building. Teachers will need to bring their class roster, green and red cards with them.
3. Move to their designated spot on the soccer pitch and sit down quietly in their line.
4. Teachers will check to make sure all their students are present. They will show their green card if all students are accounted for, and they will show their red card if they have one or more students missing from their line.
5. Remain outside until administration gives a verbal "all clear," then students and teachers may re-enter the building if deemed safe to do so.

If students and teachers are outside when the fire alarm sounds, they should do the following immediately:

1. Quickly and silently move to their designated spot on the soccer pitch and sit down quietly in their line.
2. Teachers will check to make sure all their students are present. They will give a thumbs up if all students are accounted for, and they will give a thumbs down if they have one or more students missing from their line.
3. Remain outside until administration gives a verbal "all clear," then students and teachers may re-enter the building if deemed safe to do so.

## **Field Trips**

Educational field trips are defined as any school-sponsored travel away from the school site, completed during or outside school hours, with the purpose of enhancing student learning.

In order to participate on a field trip, a student must turn in a Permission Form signed by their legal guardian and pay the full fees for the trip BEFORE the day of the trip. Trip expenses are the responsibility of the student and their family.

Because field trips are a school-sponsored trip with the purpose of enhancing student learning, students will be expected to demonstrate outstanding behavior and will be held accountable for following all school rules and expectations at all times. We expect this not only because we want to represent AISE in a positive manner out in the broader community, but also to help ensure the safety of all of our students while we are away from our school campus.

The following are student responsibilities on all field trips:

- Students are required to wear their school uniform unless given permission not to do so by an administrator.
- The trip sponsor or organization may set additional rules and regulations to enhance student learning and ensure student safety. Students must also comply with these rules and regulations.
- Students must travel both to and from the field trip location under the supervision of school personnel.
- Students who fail to comply with field trip rules will be asked to return to school at their family's expense. This may include a ticket home, at family's expense, for a field trip outside of Cairo.

The following are parent responsibilities for all field trips:

- Ensure that your student arrives to school on time on the day of the trip. Often times, students and teachers embark on their field trip first thing in the morning. Students who are not present at the designated time of departure will not be waited on and will miss the trip.
- Provide students with any supplies or materials requested by the school prior to trip, which may include food, additional clothing items such as a hat, sunscreen, etc.
- Family members are not allowed to be present at the site of a field trip without express invitation and consent from the school. If a student's family is found to be in attendance during any part of the trip, the trip will then become a family trip for that student. They will be asked to join their family, and will not be allowed to participate in any of the remaining school activities, including the bus transportation back to school.

## **Fundraising Activities**

All activities involving fundraising by student groups must have the authorization of the school administration. No individual student or student group may represent the American International School in Egypt without prior school authorization. The school's name may not be used to advertise groups or activities without the school's express consent.

Activities that require fundraising are to be screened by the school administration, to ensure that a reasonable balance of time spent on fundraising by students and faculty members.

## Healthy Eating

AISE is committed to giving our students consistent messages about all aspects of healthy living, to help them understand the impact of their choices and to encourage them to take responsibility for the choices they make.

Our school actively supports healthy eating and drinking throughout the school day. The benefits of helping our students make healthy food choices include:

- Optimizing growth, development, and overall health
- Improving concentration and behavior at school and home
- Raising student achievement

Our Elementary teachers and administration support healthy food choices in the following ways:

- Provide a Health and Wellness Week each year
- Teach students about the effects of healthy and unhealthy food on their bodies
- Monitor and provide constructive feedback about the food students eat and drink during snack time and lunch

We also want to support our families in providing healthy food options for our students. The following lists can be used as guidelines for sending your students to school with healthy snacks and lunches.

### Healthy Snack Foods

- Raw, washed fruit (for example, an apple or banana, handful of grapes or olives)
- Raw, washed vegetables (for example, carrot, cucumber, or celery sticks, sliced peppers)
- Natural or low-fat yogurt
- Sandwiches made with wholegrain bread and a protein, such as turkey or peanut butter
- Pasta or rice
- Small portions of raw nuts

### Healthy Lunch Guidelines

- Should include at least one serving of a protein-rich food, such as lean meat, poultry, nuts, seeds, beans, or seafood
- Should include at least one serving each of fruit and vegetables
- Should include at least one serving of whole grain bread or cereal

### Healthy Drink Options

- WATER—our students should be drinking plenty of this throughout the day
- Unflavored milk
- Natural, unsweetened fruit juice

The following foods do not promote healthy eating habits, and therefore should NOT be included in your student's snack and lunch:

- Chips
- Baked goods\*\* high in sugar, such as cake, cookies, muffins, and pastries
- Chocolate and candy

- Spreadable cheeses and chocolate spreads (such as Nutella) on sandwiches
- Sugary cereals

\*\*Though made to show love and thoughtfulness for your students, *homemade* baked goods are still high in sugar and should not be included in your student's snack and lunch.

Thank you for your support in helping our students develop healthy eating habits!

## **Library**

The AISE Library is the hub of learning in our school. It is a large classroom to be shared by all of our students, teachers, staff, and parents. It serves as both a reading and information center that supports the various curricula taught in all divisions of our school, as well as a variety of personal interests that fall outside the school curricula. In addition to books, the library subscribes to many magazines, newspapers, and electronic resources in both English and Arabic.

The school librarian and library staff serve our Elementary students and teachers in many ways. Students in the lower grades visit the library for weekly lessons to introduce the many different kinds of resources found in the library, to help them learn how to locate resources in the library independently, and to foster a love for reading. Students and teachers in the upper elementary grades will visit the library on an as-needed basis to develop information and research skills, as well as to get support in locating resources that support their learning across all content areas.

In order for everyone to enjoy and make good use of the library, all library users must:

- Be respectful and share all materials and resources by keeping them in good condition, returning them on time for others to borrow, putting them where they belong, and by taking turns.
- Be respectful and share the library space by following all the library rules, remaining quiet, and being mindful of others who may be learning and working in the library.
- All students, teachers, and parents are encouraged to check out library materials on a regular basis. Books and other circulating materials may be checked out to students for two weeks at a time. Students are responsible for all items checked out under their name, and they are expected to keep books in good condition and return them on time. If a student wishes to keep a book checked out for longer than two weeks, they must bring it to the library and re-check it out.

A book that is not returned within its two-week checkout period without being renewed is considered overdue. Overdue notices are periodically sent to students via their classroom teachers.

Students will be charged for lost or damaged library materials. Fees for lost books will start at 300LE and reflect the cost of the book in question (according to the current USD-EGP exchange rate). Any lost books or fees due to the library must be settled prior to the end of the year or report cards will be withheld.

## **Lockers**

School lockers and locks are assigned to students in Grades 4 and 5. Lockers are school property, but the school is not responsible for lost, stolen or damaged items.

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 lock and locker.

If the student has lost their lock, they need to pay the Business Office to replace the lock before their report card will be released.

## **Lost and Found**

A Lost and Found area is maintained on campus, in the security office at Gate 1. Any student property found on campus or on buses is turned into the Lost and Found. When students lose something, they should check with security at the Lost and Found.

To minimize loss, all items of clothing, school supplies, personal items, etc., should be labeled with the student's name.

Money cannot be turned into the Lost and Found. We encourage students NOT to bring large amounts of money to school or to be left in lockers.

## **Personal and School Belongings**

All students have either a personal cubby or a locker designated to them to accommodate their personal items such as their snacks and lunches, clothing, backpacks, and school supplies.

Textbooks, workbooks, and class books are issued to the students by the school. Consumable items that must be marked in, such as workbooks, are issued on a permanent basis. The student is responsible for taking good care of these items and for not losing them. They are not guaranteed to get another if it is lost or goes missing.

Reusable items, such as textbooks, are issued on a temporary basis. These items must not be written in or have any pages taken out. The student is responsible for taking good care of these items, for not losing them, and returning them in top condition. If a reusable item issued by the school is lost or goes missing, the student is responsible for paying the cost to replace it. The student must pay the Business Office to replace the item before their report card will be released.

## **Planners**

All students in Grades 4 and 5 will be issued a student planner at the beginning of the year, and will be expected to keep it updated on a daily basis throughout the year. These planners will be used to help students take responsibility and accountability for the learning and tasks they complete during class, remind themselves of homework and projects that are assigned to them and the dates on which these assignments are due, and keep track of their nightly reading.

## **Selling Food or Items**

Elementary students are not allowed to bring any food or other items to sell to other students at school or on the bus for any reason, unless they have clear permission from a teacher or administrator to do so. A student bringing food or items to sell at school will result in the following consequences:

First Offense: A teacher or administrator will confiscate the items for sale for the remainder of the day. The student may gather their items at the

end of the school day and must take them home and leave them at home.

Second Offense: A teacher or administrator will confiscate the items, and the student will not get their items back until an adult family member comes to school to gather them. Students must not bring these items back to school after this.

## **Snack Time**

In addition to lunch, teachers often provide time for students to have a mid-morning snack each day. Therefore, elementary students are encouraged to bring a healthy snack to school.

To help promote a healthy lifestyle and successful learning in the classroom, these snacks should include fruits and/or vegetables. They should not include unhealthy foods such as chips, cookies, cakes, candy, or chocolate.

## **Textbooks**

Teachers may issue textbooks to students as a class resource for some content areas. Each student is responsible for keeping track of their own books and for maintaining them in good condition. Students may take a textbook home to study from when they are given permission by a teacher, but must bring it back the next day for use in class.

If a school textbook is damaged or lost, the student and their family will be responsible for paying the replacement cost of the book (based on the current USD/EGP exchange rate) to the Business Office. To obtain a replacement book, payment for its replacement must be made first. In the event that a student has an outstanding book fee, school records including report cards will not be released.

## **Toys**

Elementary students are not allowed to bring a toy of any kind to school, from home or anywhere else, unless they have clear permission from a teacher or administrator to do so. A student bringing a toy to school will result in the following consequences:

First Offense: A teacher or administrator will confiscate the toy for the remainder of the day. The student may gather their toy at the end of the school day and must take it home and leave it at home.

Second Offense: A teacher or administrator will confiscate the toy, and the student will not get their toy back until an adult family member comes to school to gather it. The student must not bring the toy back to school after this.

## **Weapons**

Elementary students are not allowed to bring any weapons, or toys that look like weapons, to school for any reason. This is a serious offense to our school rules, and will result in the following consequences each time:

An administrator will confiscate the weapon, and the student's family will be contacted immediately. Depending on the object brought to school and how it is used by the student, further consequences such as in-school suspension or expulsion may be implemented at the administration's discretion.

## **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 through the Admissions Office. If a withdrawal of a student is requested, signatures from teachers, the library, and the Elementary School Principal must be obtained on the withdrawal form. This ensures that all books and other materials belonging to the school have been returned in good condition.

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.



**Student-Parent-Teacher Handbook  
Letter of Recognition**

Dear Students and Parents,

Thank you for being a part of our AIS Elementary School community, and thank you for taking the time to read through this handbook and discuss it together. It is only when we all work together that we can achieve our goal of raising student achievement every day, every way!

Please sign and return the following agreements and return to your classroom teacher.

**Students:**

*I have read and discussed the AISE Elementary Student-Parent-Teacher Handbook with my family. I understand and agree to follow the rules and expected student behaviors so long as I am a student at AISE. I also understand and accept the school consequences for my actions and choices.*

\_\_\_\_\_  
**Student Name** (*Print Clearly*)

\_\_\_\_\_  
**Class**

**Parents:**

*I have read and discussed the AISE Elementary Student-Parent-Teacher Handbook with my child. I understand and accept the expected student and parent behaviors and consequences while my child is enrolled at AISE.*

\_\_\_\_\_  
**Parent Name** (*Print Clearly*)

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**