



# High School Parent/Student Handbook 2019-2020



**Raising Student Achievement  
Every Day, Every Way  
High Challenge/High Support**

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## Welcome from the Leadership Team

Dear Parents and Students,

It is with great pleasure and excitement that we welcome you and your student(s) to the American International School in Egypt for the 2019-2020 school year.

On behalf of the entire faculty and staff, we want to share with you our enthusiasm for the coming academic year. The Leadership Team is honored to be part of a highly dedicated and energetic group of outstanding educators, and together we look forward to teaching, mentoring, and leading our students as they strive to better themselves through educational pursuit.

As with any organization, we have important expectations of students that must be met to support our learning environment. Therefore, we request that all our parents and students read and understand the specific guidelines and expectations for students attending the AISE High School. To this end, we have compiled this handbook for your convenience and hope that it will serve as a reference point for all aspects of high school life.

The AISE High School Leadership Team, faculty and staff are dedicated to our mission of providing a first-rate college preparatory American education for your child. We seek to empower your child to become a dynamic, thoughtful problem solver and instill in them the qualities of an honest, compassionate, and an active participant in our rapidly changing global community. We look forward to working with you and your child, and we thank you in advance for your support at home.

***It's going to be another great year at AISE!***



**Elizabeth Johnston**  
**Principal**



**Tyler Elliott**  
**Assistant Principal**  
**Grades 9-10**



**Katherine Gendy**  
**Assistant Principal**  
**Grades 11-12**



**Malak Issa**  
**IB Coordinator**

## **AISE School Mission Statement**

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

## **AISE Philosophy**

AISE provides a co-educational, English language, college preparatory program of studies as well as The International Baccalaureate Diploma Program that culminates in awarding eligible students an American High School Diploma as well as an 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:

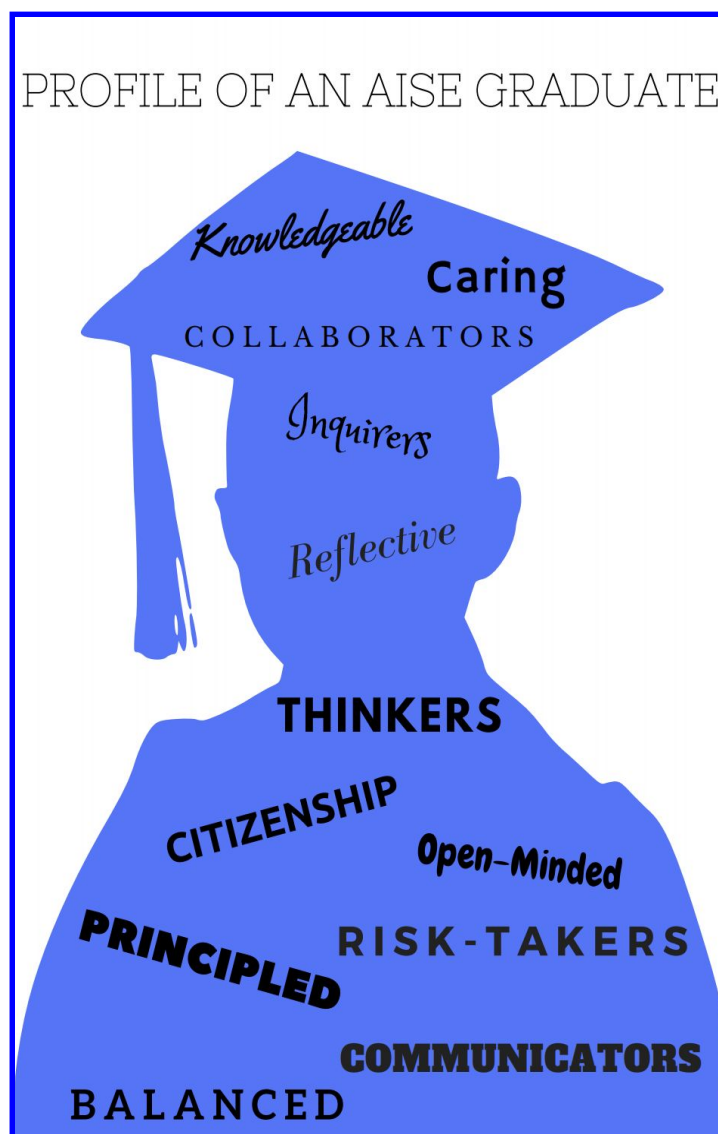
- Participate actively and responsibly in his or her own learning
- Support parent-teacher-student relationships that enable success in learning
- Understand and appreciate each other as individuals with special interests, aptitudes, and the ability to learn and experience success
- Support the role 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

## Learning Principles and Profile of an AISE Graduate

At AISE, we believe that students learn best when:

1. Educational material is relevant to their lives.
2. Timely feedback is offered for their work.
3. Lessons are highly engaging.
4. They have a sense of belonging to the school.
5. They reflect upon their work and school experience.
6. They collaborate with other students.

At AISE, we are preparing students to have the attributes shown in the profile of an AISE graduate image below:



## The High School Philosophy

The mission of the High School is to teach students to be dynamic, thoughtful problem solvers, prepare them for college or university studies, and instill in them the qualities (such as honesty, compassion and respect) necessary to be active and positive contributors in our rapidly changing global community. In order to ensure that students participate actively and responsibly in their own learning, that parent-teacher-student relationships enable success in learning and that all stakeholders understand and appreciate each other as individuals with special interests, aptitudes, and the ability to learn and experience success, we are adopting the philosophy of solution-focused positive discipline. This means solutions determined will be **respectful, reasonable, related and helpful**. The ultimate goal is to develop the characteristics and life skills that enable students to be successful at AISE and beyond.

We will be developing a framework of tiered responses for adults to student behavior based on the belief that all solutions are consequences, not all consequences are solutions. We believe that prevention is a continuous and daily practice and that students should be actively involved in resolving behavioural issues.

## Academic Calendar 2019-2020

August 29	Open House
August 31	Islamic New Year
September 2	First Day of School
October 6	Armed Forces Day
October 7	Professional Development for Teachers
November 7	End of Term 1
November 9	Prophet Mohammed's Birthday
November 14	Parent Conference Day
November 28	Thanksgiving
December 5	Professional Development for Teachers
December 20 - January 11	Winter Break
January 25	National Holiday
Week of January 26	Semester Exams
January 30	End of Term 2 (End of Semester 1)
February 6	Parent Conference Day
February 26	Professional Development for Teachers
February 27	No School
March 1	No School
April 9	End of Term 3
April 19	Easter Sunday
April 20	Sham El Nessim
April 17 - April 25	Spring Break and Ramadan
May 24 - May 26	Eid El Fitr
June 7	Graduation (Class of 2020)
June 8 - June 11	Final Exams
June 18	Teacher Work Day/Last Day of School

***\*Islamic and religious holidays are subject to change.***



## High School Staff/Faculty Contact Information

<b>Title</b>	<b>Name</b>	<b>Email Address</b>
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### Bell Times and Rotating Timetable 2019-2020

Day 1A		Day 2B		Day 3A		Day 4B	
1	8:00 - 9:35	5	8:00 - 9:35	2	8:00- 9:35	6	8:00 - 9:35
Break		Break		Break		Break	
2	9:45 - 11:05	6	9:50 - 11:15	3	9:50 - 11:15	7	9:50 - 11:15
Passing		Break		Break		Break	
3	11:10-12:30	7	11:25 - 12:50	4	11:25 - 12:50	8	11:25 - 12:50
Advisory	12:35-1:05	Lunch	12:50 - 1:40	Lunch	12:50 - 1:40	Lunch	12:50 - 1:40
Lunch	1:05 - 1:35	Passing		Passing		Passing	
Passing		8	1:45 - 3:00	1	1:45 - 3:00	5	1:45 - 3:00
4	1:40 - 3:00	HL-8	1:10 - 3:00	HL-1	1:10 - 3:00	HL-5	1:10 - 3:00
HL-4	1:40 - 3:30						
Day 5A		Day 6B		Day 7A		Day 8B	
3	8:00- 9:35	7	8:00 - 9:35	4	8:00 - 9:35	8	8:00 - 9:35
Break		Break		Break		Break	
4	9:50 - 11:15	8	9:45 - 11:05	1	9:50 - 11:15	5	9:50 - 11:15
Break		Passing		Break		Break	
1	11:25-12:50	5	11:10 - 12:30	2	11:25 - 12:50	6	11:25 - 12:50
Lunch	12:50 - 1:40	Advisory	12:35 - 1:05	Lunch	12:50 - 1:40	Lunch	12:50 - 1:40
Passing		Lunch	1:05 - 1:35	Passing		Passing	
2	1:45 - 3:00	Passing		3	1:45 - 3:00	7	1:45 - 3:00
HL-2	1:10 - 3:00	6	1:40 - 3:00	HL-3	1:10 - 3:00	HL-7	1:10 - 3:00
		HL-6	1:40 - 3:30				

\*Students will meet their first period teachers in lines for the National Anthem. First period teachers will take attendance in these lines at 8 am. If students are late to morning lines, they must receive a pass from the attendance officer in order to enter their first period classroom.

## Student Behavior Expectations

The foundation of AISE is respect - for others, for ourselves and for our environment. We demonstrate respect by using inclusive language, greeting each other in the halls, making eye contact when talking, and listening attentively. Common courtesy must be demonstrated at all times. Kindness and decency lead to success, both inside and out of the classroom.

AISE believes that all students are able to learn when provided with appropriate instruction and a safe and orderly environment. To create such an educational setting requires a comprehensive program of instruction, written and consistently enforced expectations for discipline, and the cooperative efforts of students, parents/guardians, school staff and the community.

### **Please note that at AISE:**

- Every student at AISE has the right to a high quality education.
- Each teacher has the responsibility to teach; each student has the right and the responsibility to learn. No student has the right to interfere with the teaching and learning process.
- Each teacher has classroom policies to support the best possible educational environment.
- Respect, common sense, and courtesy are the foundations of the relationship between student and teacher.

**Commitment: As an AISE High School Student, I will conduct myself in a respectful and ethical manner, demonstrating academic honesty at all times.**

Academic honesty reflects your personal integrity and means that you do:

- Submit assignments in a timely manner
- Take responsibility for guarding your own work from the cheating efforts of others
  - If you have made your work available for someone else to copy/cheat, this is an act of academic dishonesty and a violation of the AISE student behavior expectations.
- Communicate with teachers regarding your efforts
- Take ownership of your reputation and take intentional steps to promote your academic integrity

Academic honesty means you do not:

- Copy another person's work, ideas or words
- Share information about an exam, test, or quizzes
- Cheat on tests and quizzes
- Break exam protocol
- Copy homework
- Take credit for work you did not do
- Provide or possess the means to cheat
- Duplication of work for more than one class

Consequences for Academic Dishonesty include students always redoing the work, in-school suspension (first offense) and out of school suspensions (subsequent offenses) and possible expulsion from AISE.

## Academic Recording and Reporting

### Purpose of Assessment

We assess student learning to:

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

### Frequency of Major Assessments

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

### Homework

The purpose of homework is practice and feedback. Homework is formative and not graded, feedback should be provided.

### Academic Performance

<b>Translation of Academic Grades To Student Performance</b>	
<b>A</b>	<b>Exceeds:</b> Student consistently demonstrates a well articulated understanding of the concept or skill being assessed and performance exceeds the grade level standard.
<b>B</b>	<b>Proficient:</b> Student demonstrates a proficient understanding of the concept or skill being assessed and performance meets the grade level standard.
<b>C</b>	<b>Developing:</b> Student demonstrates a basic understanding of the concept or skill being assessed and performance is progressing towards meeting the grade level standard.
<b>D</b>	<b>Beginning:</b> Student demonstrates an initial understanding of the concept or skill being assessed and performance is emerging towards the grade level standard.
<b>F</b>	<b>Delay:</b> Even with help, the student demonstrates insufficient understanding of the concept or skill being assessed at the grade level standard.

## **Grade Weighting**

The school year is divided into two semesters, each consisting of two 9-week terms totalling approximately 18 instructional weeks.

AISE issues a **semester report card** at the end of semester 1. For high school students, semester grades and semester exam scores are reported for each course. The **end of year grade** determines whether a student earns credit for a course in the High School. This is also the final determinant of a student's grade point average (GPA).

Semester grades for high school students are determined in the following manner:

<b>Semester 1</b>	<b>80%</b>
<b>Semester Comprehensive Exam</b>	<b>20%</b>
<b>Semester 2</b>	<b>80%</b>
<b>Year-long Comprehensive Exam</b>	<b>20%</b>

Each semester carries a weight of 50% of the year's final grade.

Within each semester, formative and summative assessments are weighted 30% for formative and 70% for summative assessments.

Students who leave school before the semester exams are only issued withdrawal grades. Credit is not issued when students do not complete the semester.

Teachers will maintain up-to-date online grading information using the Powerschool Gradebook. AISE advises parents to keep track of their child's academic performance using Powerschool and regular communication with teachers.

### Grade Scale

Students who are enrolled in the American Diploma or IB programs are issued grades that are calculated using percentages and then converted to letter grades based on the following scales:

<b>IB Diploma Courses</b>			<b>American Diploma</b>		
%	Grade	Quality Points	%	Grade	Quality Points
98-100	A+	4	98-100	A+	4
88-97	A	4	93-97	A	4
85-87	A-	4	90-92	A-	4
82-84	B+	3	88-89	B+	3
78-81	B	3	83-87	B	3
75-77	B-	3	80-82	B-	3
72-74	C+	2	78-79	C+	2
68-71	C	2	73-77	C	2
65-67	C-	2	70-72	C-	2
62-64	D+	1	68-69	D+	1
58-61	D	1	63-67	D	1
55-57	D-	1	60-62	D-	1
Below 55	F	0	Below 60	F	0
Withdrew Pass	WP	0	Withdrew Pass	WP	0
Withdrew Fail	WF	0	Withdrew Fail	WF	0

### Withdrawal Quality Points

<b>Withdrew Pass (WP)</b>	<b>0</b>	<b>Withdrew Pass (WP)</b>	<b>0</b>
<b>Withdrew Fail (WF)</b>	<b>0</b>	<b>Withdrew Fail (WF)</b>	<b>0</b>

**Only coursework that is completed at AISE is used to determine a student's grade-point average (GPA).** Credits that are transferred to AISE from another school receive a "P" grade on the transcript and are not used to calculate student GPA unless a student transfers from an **AISE** approved school. **If a student has outstanding fees or has yet to complete CAS requirements, report cards/transcripts/schedules may be withheld pending payment.**



## **Transcript Policy**

Transcripts are school records that are used primarily to apply to universities or summer programs. They are not required for any other purpose. AIS only releases transcripts directly to universities or summer programs. AIS will never release a transcript to a student, parent, or third party, such as an educational agent. This policy is in place to ensure the integrity of our school records.

Should you require that a transcript be sent to a university or summer program, you must email our Registrar in the HS Counseling Office, Ms. Mary Boulus, at [mboulus@aisegypt.com](mailto:mboulus@aisegypt.com). Please note that there is a 3 working days processing time for all transcripts.

## **Academic Review (AR)**

As part of supporting student success, student progress will be reviewed by collaborative teams known as Student Success Teams. There are a variety of interventions that may be put into place to support and encourage the students. Academic Review is one strategy that is used. When a student has a GPA below 2.0 or one or more F's for the term, or have been identified by the Student Success Team, they are placed on Academic Review.

\*Please note that any 11th Grade Full IB student who receives an F or 2 D's in their 11th grade year will have their status in the IB diploma reviewed. Please refer to the IB Policy document for further information.

## Academic Review Eligibility

Tier	Duration	Strategies
Tier 1	1 term	<ul style="list-style-type: none"> <li>• Compulsory attendance to tutoring on Sunday or Monday until 4pm</li> <li>• Notification of parent by email</li> <li>• Restricted participation in extracurricular activities.</li> </ul>
Tier 2	1 term (subject to leadership discretion)	<ul style="list-style-type: none"> <li>• Compulsory attendance to tutoring on Sunday and Monday until 4pm</li> <li>• Parent meeting with AP/Principal</li> <li>• Restricted participation in extracurricular activities.</li> <li>• Academic action plan created for student</li> </ul>
Tier 3	1 term (subject to leadership discretion)	<ul style="list-style-type: none"> <li>• Compulsory attendance to tutoring on Sunday and Monday until 4pm</li> <li>• Compulsory attendance to detention on an additional day of the week</li> <li>• Second parent meeting with AP/Principal</li> <li>• Students cannot participate in extracurricular activities</li> </ul>

Please note that if a student shows sufficient improvement as deemed so by the Academic Board, they have their AR Tier reduced or removed as per the details below.

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

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

Tutoring takes place every Sunday and Monday. We expect that our students will make the best use of this resource. The High School Leadership Team can direct students on Academic Review Tiers 1, 2 or 3 to attend these tutorials in specific subjects.

## Graduation Requirements

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

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

English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Physical Education/Health	1 credit*
Art (Visual or Performing)	1 credit
Language (Arabic, French or Arabic as a Foreign Language)	4 credits
Electives	4-6 credits

\*All Grade 9 students must take a PE class.

## **Creativity, Activity, and Service (CAS) Requirement**

In order to better prepare our students for university and the world, students must complete 25 CAS hours every year enrolled in AISE. Students are responsible for performing 10 hours of community service each year. The remaining 15 hours of CAS may be split (10 and 5) between the areas of Activity and Creativity. Every student is responsible for completing the hours, receiving verification from the activity leader, and submitting hours to their advisor.

\*Definitions of CAS have been adapted from the International Baccalaureate Organization and can be found here:

[https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=d\\_0\\_casxx\\_gui\\_1503\\_2\\_e&part=2&chapter=3](https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=d_0_casxx_gui_1503_2_e&part=2&chapter=3)

## **Honor Roll**

Scholarship is recognized and encouraged through an academic Dean's List. High Honors and Honors students will be recognized each semester for their academic achievements. The Honor Roll is compiled at the close of each semester using a student's semester grade point average (GPA) calculated by dividing the number of quality points earned by the number of courses taken (7). Students with a GPA of 3.4 - 3.69 will earn Academic Honors. Students with a GPA of 3.7 - 4.0 will earn Academic High Honors. To graduate with Honors a senior must have a 3.3 cumulative GPA.

Note: Only grades earned at AISE are used in determining GPA.

## **Valedictorian and Salutatorian**

In order to qualify as valedictorian or salutatorian, a student must have been enrolled in AISE prior by the start of their junior year. Students are selected for valedictorian and salutatorian based on their cumulative GPA at the end of Semester 2 senior year.

## Attendance

Presence in the classroom provides students with learning experiences that cannot be replaced with notes from fellow classmates or reading the textbook. Attendance is an essential part of the whole learning experience. AISE expects students to be regular in attendance as well as to arrive on time to classes.

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

### Excused and Unexcused Absences

An unexcused absence occurs when a student misses school for reasons not accepted by AISE. These include but are not limited to:

- Holiday travel during scheduled school days
- Missing the bus
- Sleeping in
- Staying home
- Non-recorded Illness
- Tardy
- Truancy

At AISE we are aware that students may have valid reasons for an absence. Parents are encouraged to contact the High School office if a student is going to be absent. A parent **must** contact the High School office within 24 hours after an absence if prior notification was not made. In many cases the High School Office will require supporting evidence such as a medical note. Excused absences include but are not limited to:

- Child illness/injury (if in attendance, students must first visit the AISE Clinic)
- Visa appointments (requires documentation)
- Serious medical conditions
- Death of family member
- Medical/dental appointment which cannot be scheduled before or after school (requires documentation)

The dates of the school vacations are shared with parents at the beginning of the year and are also available to view on the school website. We strongly urge parents to plan family vacations within these dates. Please notify the High School office at least two weeks in advance of any planned and/or prolonged (2 or more days) absence.

### **Requests for exceptions**

All requests for exceptions must be made in writing to the High School Administration within **two weeks** of the prolonged absence. Emergency leave, evacuation or, serious medical conditions or extenuating circumstances will be taken into consideration and reviewed case by case. ***The Principal has the final word on all attendance issues.***

#### **Please note:**

- Students should make medical appointments, travel plans, and other appointments outside of school hours;
- Students who participate in school-sponsored events or activities are expected to attend classes on the day of the event or activity when possible;
- Students who participate in a school trip/event must attend school the day after;
- Students are expected to submit assignments electronically if absent and take exams the day they return to school unless previous arrangements were made with the classroom teacher. If this is a planned absence for National Team or a school trip, students **must** make arrangements with the classroom teacher in advance for work and tests missed.

### **National Representation**

AISE is proud to have a number of students who participate in a variety of athletic teams at the national level. In keeping with the policies of the Egyptian government and AISE, any absences that result from national-level participation by these students will not be counted toward their absences. However, it is the student's responsibility to bring in the appropriate documentation that will identify them as a national level athlete and to keep the High School Office aware in writing of the official dates of absences. All students must sign a National Team agreement with the athletic director before this policy will be put into effect. Once the student, parents, and Principal sign the agreement, the student will be cleared for national representation. Students are still responsible for assignments and assessments missed due to the absence.

### **Absences and Course Credit**

For high school students, an absence limit for credit has been set at 15. Any student who exceeds 15 absences in any class **will not be eligible for credit** in that class. In order to be counted present in a class, a student must be in attendance 80% of the class period, unless he/she is excused.

### **Communication of Absences**

To ensure good communication concerning absences, the High School Office sends automated emails to parents regarding student absences. Communication regarding absences from individual courses will be sent at the following benchmarks:

- **5 absences** - the high school office will notify the parents via email
- **7 absences** - the student meets with the counselor to come up with a solution
- **10 absences** - the student and parents will meet with the assistant principal
- **13 absences** - the student and parents will meet with the principal
- **Over 15 absences** - the student can no longer receive credit in the class

Please note that absences are recorded on the students' transcripts and will be reported to universities.

## **Tardies**

AISE teachers will operate a “closed-door” policy. Once the teacher closes the door, class has begun. Should a student arrive after the teacher has closed the door, s/he must request a tardy slip from our student supervisors in Room 328 (Ms. Randa). The tardy will be documented centrally. Once in receipt of a tardy pass, the student should make his/her way immediately to class, submit the pass to the teacher, and join the lesson.

Responses to Students being Tardy PER CLASS (Per Term\*)

- 5 Tardies – Email sent to student and parents with what happens with further tardies
- 8 tardies – Students will meet with the counselor to discuss reasons for tardies
- 10 tardies – Parents meet with the assistant principal and student to come up with a solution to prevent further tardies
- 15 tardies – Full day of in-school suspension (ISS) with a completed assignment submitted to the counselor for reflection by the end of ISS to discuss solutions. Parents will be notified.

\* Tardies are reset every term

## **Late Arrival To School**

If students arrive to school after 8:00 am, they must and report to room 328 to receive a tardy pass . Students may then proceed to their first period class. Late arrival to school is considered a tardy for recording purposes.

## **Early Dismissals**

In the event a student must leave during the school day, the Google form for an early dismissal request must be submitted before 10am indicating the time and reason for the early dismissal. The school secretary will verify the request via a telephone call to the parent/guardian. After verification, the student will receive his/her release form for early dismissal.

For unplanned or emergency dismissals, a parent must come and collect the student from the school.

## **Late Work**

Technology provides several opportunities for students not in attendance to submit work outside of class time. All students are required to submit work by its due date regardless of being in attendance.

- Within a semester, in the event that a student does not submit formative assessments on time, no grade/feedback will be awarded for the first incident (an incomplete will be recorded in the gradebook). If there is a second incident no grade/feedback will be awarded for **formative** assessments (an incomplete will be recorded in the gradebook). The teacher will discuss the pattern with the student warning them that all subsequent incidents will result in zero's being recorded.
- Summative assessments submitted beyond the issued deadline will not be accepted for a grade and result in a zero.

For work ill-suited for electronic submission (e.g., large-scale projects requiring a physical visual, group presentations, etc.), the due date for submission would be the next day in attendance.

# Student Behavior

## Solutions

Solutions to student behavior will be **respectful, reasonable, related and helpful**. The ultimate goal is to develop the characteristics and life skills that enable students to be successful at AISE and beyond.

We will be developing a framework of tiered responses for adults to student behavior based on the belief that all solutions are consequences, not all consequences are solutions. We believe that prevention is a continuous and daily practice and that students should be actively involved in resolving behavioural issues. Teachers are responsible for the majority of responses to behavior however any adult should respond if they witness behaviors that or violate the student commitment:

**As an AISE High School Student, I will conduct myself in a respectful and ethical manner, demonstrating academic honesty at all times.**

## To Be Referred to the Leadership Team

1. Behaviors that impact the physical or psychological safety of the individual or larger community. For example but not limited to:
  - Destruction of property (school and/or student)
  - Failure to report to assigned class (truancy), detention, assembly, meeting, etc.
  - Disrespect to AISE teachers and/or staff, including failure to follow clear and reasonable requests (to include harassment of a teacher or staff member)
  - Fighting
  - Smoking (including e-cigarettes and vapes)
  - Excessive disruptive behavior (habitual defiance, willful disobedience)
  - Blatant disobedience (abusive, belligerent behavior)
  - Intimidation, harassment, or bullying, including cyber bullying
  - Unauthorized use of technology/computers (major – to include but not limited to virus activity, profanity, obscenity, etc.)
  - Sexual harassment of teacher, staff member or student/student's family
2. Violations of the mobile phone policy and repeated use of unauthorized electronic devices in class
3. Refusal/failure to follow a staff member's clear requests and/or instructions

**Solutions:** To be determined by the Leadership Team depending the severity of the situation. Solutions could include but are not limited to communication with parents, referral to counseling, placement on behavior probation (see page 22), detention, in-school suspension, out-of-school suspension, recommendation to director for exclusion/expulsion, or involvement of external authorities.

***\*All OSS and Behavior Probation referrals will be reported to colleges and universities.***

### **Immediate Exclusion/Expulsion Offenses:**

These offenses are *extremely* serious and will not be tolerated at AISE. Parents will be notified immediately by the High School Principal or Assistant Principal when a student commits any of the acts or acts similar in severity to those listed below, and the student will receive the appropriate consequence as judiciously and quickly as possible. AISE's Director will be involved in all cases involving offenses of this nature. Law enforcement officials may be notified. Examples of these offenses are (but are not restricted to):

1. Drugs/Illegal Substances
2. Explosives (to include bomb threats)
3. Weapons possession
4. Arson
5. Acts of extreme violence

### **Behavior Probation (BP)**

When a student receives a minimum of 5 referrals from two or more teachers, parents will be notified of a warning of placement on behavior probation. The student will meet with the counselor and the assistant principal to come up with possible solutions. When a student receives a minimum of 10 referrals from three or more teachers, 2 ISSs, or 1 OSS, they will be placed on Behavior Probation Tier 1. At this point parents will attend a meeting with the Leadership Team. The Leadership Team will analyze a student's improvement during this probationary period, and if a student continues to have major and minor offenses, s/he will continue on Tier 1 or be elevated to Tier 2. Parents will be brought in for a second meeting with the Leadership Team, and if the student continues to have behavior infractions, the student will risk Tier 3 (please see table below for Tier Information).

The consequences of being on Behavior Probation can include exclusion from extracurricular activities, practicing with sports teams and attending associated tournaments. **All behavior probation referrals are reported to colleges and universities.** The purpose of placing students on these probations is to encourage students to improve student behavior. Removal from Behavior Probation is contingent upon a behavior review by the Leadership Team. **All decisions regarding probation are at the discretion of the High School Leadership Team.**



## Behavior Probation Tiers

Tier Level	Duration	Consequences	Possible Interventions
Tier 1	9 weeks (subject to leadership discretion)	<ul style="list-style-type: none"> <li>Meeting arranged with parents and AP/P</li> <li>Documented placement in student file</li> <li>Exclusion from extracurricular activities</li> <li>Exclusion from field trips and tournaments*</li> <li>Monthly meeting with AP/P</li> </ul>	<ul style="list-style-type: none"> <li>Student meeting with counselor</li> <li>Behavior Contract</li> <li>Assign a mentor</li> </ul>
Tier 2	9 weeks (subject to leadership discretion)	<ul style="list-style-type: none"> <li>Meeting arranged with parents and AP/P</li> <li>Documented placement in student file</li> <li>Exclusion from extracurricular activities</li> <li>Exclusion from field trips and tournaments</li> <li>Continued monthly meetings with AP/P</li> <li>Any further offences lead to one ISS and one OSS to be run consecutively. Upon return to school, student is to be accompanied by a parent for a meeting</li> </ul>	<ul style="list-style-type: none"> <li>Student meeting with counselor</li> <li>Behavior Contract developed/revise d</li> <li>Assign a mentor</li> </ul>
Tier 3	9 weeks (subject to leadership discretion )	<ul style="list-style-type: none"> <li>Meeting arranged with parents and AP/P</li> <li>Documented placement in student file</li> <li>Exclusion from extracurricular activities</li> <li>Exclusion from field trips and tournaments</li> <li>Continued monthly meetings with AP/P</li> <li>Student file presented to Director</li> <li>Additional offenses can carry up to 5 days OSS. Upon return to school, student is to be accompanied by a parent for a meeting</li> </ul>	<ul style="list-style-type: none"> <li>Student meeting with counselor</li> <li>Behavior Contract developed/revise d</li> <li>Regular meetings with assigned mentor</li> </ul>

\*To be determined by the Leadership Team

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

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

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

## Student Appeals Process

AISE students are encouraged to learn and employ positive and mature conflict resolution skills. When disagreements arise between students and faculty, students should follow these procedures:

1. Disobedience and arguing will not further your cause. Honor the staff member's discipline policies and their application.
2. Approach the staff member at an appropriate time and request a meeting. This should be done in a mature, respectful manner with the goal of resolving the conflict.
3. If the student has followed the above guidelines and a solution cannot be reached, the student is encouraged to approach a member of the Leadership Team or Counseling Office for assistance.

## Dress Code: the AISE Uniform Policy

All AISE students are expected to be properly groomed for school and to wear the school uniform daily unless otherwise announced by the High School office. Themed days are not dress down days; students are expected to be in themed apparel or the proper school uniform. **All AIS school uniform apparel should be purchased from the school store.**

The school uniform must be worn at all times and consists of:

- **NAVY BLUE** dress pants, skirts or shorts (Official - from store)
- Official AIS school uniform polo shirt

\*The cover-up used for cold weather will be either the official outerwear cover-up that is available at the school store or official class cover-up approved by the Leadership Team. An official AISE polo shirt must be worn underneath.

During PE classes, the uniform\* consists of:

- Navy blue shorts or warm-up pants.
- AIS school PE shirt.

\*Cannot be worn during any other period of the day.

*Seniors:* As a **privilege**, seniors may wear their special uniform polo shirt and jacket, approved by the Leadership Team. Juniors must submit this shirt and jacket design for approval in the spring semester before their senior year. The uniform polo shirt must display the **AISE** logo on the left of the shirt and must be worn with official school dress pants, skirts or shorts. This privilege can be removed from individuals who do not live up to the high expectations we have for our seniors.

Seniors have the **privilege** of attending school out of uniform on Thursdays. However, dress during these days should reflect a decorum appropriate to learning as determined by the High School Leadership Team. Because this is a privilege, it can be revoked, either at the individual level or class-wide, at the discretion of the Leadership Team, for reasons pertaining to dress or behavior.

All clothing should be made of a solid material that covers neck to knee to include shoulders. The leadership team reserves final judgement on all clothing that might detract from AISE beliefs.

Solutions to being out of uniform include:

- Students can call home to bring uniform
- Borrowing uniform from the office
- Purchasing uniform from the uniform store
- Exclusion from the classroom
- In-school suspension
- Habitual defiance of school dress code may result in loss of dress down privilege, exclusion, and parent involvement

## **Parent/Teacher Communications**

Requests for meetings with teachers must be scheduled at least one day in advance. Parents should expect a reply within 48 hours of contacting the school. If a reply is not received within 48 hours, parents are encouraged to contact the High School Office. **Teachers are not available for drop-in appointments.**

## **AISE/Home Communication**

As nearly all communications sent from the AISE High School will be electronic, it is imperative that parents ensure that mobiles and emails are updated at the start of each year. If either changes it is the responsibility of parents to notify the High School Office administrator, Ms. Ghada. In addition to communicating by phone and email with parents the High School will also utilize the school website at [www.aisegypt.com](http://www.aisegypt.com), Instagram, the high school YouTube channel and traditional paper-based communication.

Proactive and preventative communication regarding behavior, attendance and academic progress is advised. Parents are essential to the academic and behavioral success of AISE students. We encourage parents to communicate with classroom teachers early and often.

## **Counseling Services**

AISE Counselors provide services to enhance personal and academic achievement and development. The counselors help with course selection, testing information for the PSAT, SAT, ACT, MAP, and TOEFL tests, career selection, scholarships, graduation, information about college entrance, letters of recommendation, personal concerns, curriculum information and study skills assistance. Counselors are available to meet individually with students and parents by appointment.

## Technology Code of Conduct

The American International School in Egypt has a Technology Code of Conduct for its students that details appropriate school behavior and sets expectations for students. Because the Internet and related network activities are used routinely at AISE, the school's Code of Conduct applies to all network activities. We believe the Technology Code of Conduct is an extension of the school's policies.

### 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.
- 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.
- Use appropriate language.
- 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 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.

### Solutions

- 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.

## **Mobile and Device Policy**

All classes and teachers are gravitating toward a technology-centered approach to teaching and learning. The power, efficiency and speed of technology permits greater depth and refined delivery of content for students. Wireless devices inside classrooms are essential for student learning and skill development. Many texts are provided electronically to students, and assessment delivery as well as online submissions are an essential part of our teaching and learning programs. Storing and sharing documents, presenting and submitting documents, reviewing and editing documents, annotations and assignment completion - these require far greater technological facilitation than mobile phones permit. Accordingly, beginning Fall 2019, all students are required to bring with them, as part of their daily school supplies, a wireless device (tablet w/keyboard or laptop). Under this policy, mobile phones will not be considered a “device” and are not suitable substitutes for the functionality and efficiency of a laptop or tablet.

More simply stated, all students are required to bring a device (tablet w/keyboard or laptop) to class in order to fully and actively participate. Adherence to this policy is paramount for student success. If students do not bring a proper device to school, they will be asked to complete an alternative assignment and solutions at the discretion of the Leadership Team will be decided upon if it becomes a habitual problem.

Mobile phones are not to be seen between 8 am and 3 pm on campus. At the first offense, If a phone is seen, the phone will be confiscated and returned to the student at the end of the day from the Leadership Team after a parent is contacted. At the second offense and for further offense, the phone will be given to a parent.

AISE encourages the use of appropriate technology during school hours. Students are required to possess a school approved device (i.e. laptop, iPad) for education purposes. However, phones and smartwatches, and other smartwear, are not part of those acceptable devices. Therefore, we highly discourage phones and smartwear to be brought to school at all. All phones and smartwear are not to be used or visible anywhere in school between the hours of 8:00 am – 3:00 pm. If brought to campus, phones and smartwear should be turned off and secured in the student’s bag.

If a student has possession of a phone/smartwear between 8:00 am - 3:00 pm the following consequences will apply.

1. First offense - Student's phone/smartwear will be confiscated and turned into the high school office until the end of the school day.
2. Second and subsequent offenses - Student's phone/smartwear will be confiscated and turned into the high school office and a parent/guardian must come to the school to pick it up.

High school students will still have access to a school phone in the high school office in order to communicate with parents during their lunch time or after school.

## **Extracurricular Program**

High school students are encouraged to become involved in some of the many and varied athletic and extracurricular activities available. The High School Leadership Team in consultation with the Director of Athletics and Activities and the Student Council develops and supervises the activities program. After-hours activities are scheduled throughout the year. Students may choose from athletics, MUN, NHS, community service groups, student government, and fine and performing arts activities and performances. Many are open to all interested students, some are class-related, and others are by audition, tryout or have specific criteria for membership.

## **Extracurricular Activities Eligibility/Ineligibility**

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

In order to participate on an AISE athletic team or in an extracurricular activity, students must have satisfied all of the academic eligibility requirements prior to participation (weekly grade sheets are used to determine eligibility). A student will be considered "ineligible" to participate on an athletic team or in an extracurricular activity if they:

- Are on Academic Review. The Discipline Committee will determine whether a student on behavior probation will be allowed to represent AISE at on- and off-campus events.
- Have multiple unexcused absences or chronic tardiness as determined by the leadership team.
- Are absent for any part of the academic day on which they are participating in an athletic or extracurricular school activity.

Note: Teachers must approve all students who wish to participate in an extracurricular event that requires them to miss school. Approval must be granted prior to submitting a deposit. All final matters regarding eligibility will be at the discretion of the Leadership Team.

## Field Trips

AISE encourages its staff and students to take advantage of the educational value of a school trip. Educational field trips are defined as any travel away from the school site that is done during or outside school hours.

Students may participate in school trips, athletic and/or cultural, **for a total of ten school days**. Total days include athletic and cultural activities as well as tournaments and conferences (e.g. ISAC, OASIS and MUN) hosted by AISE.

In case classroom teachers determine that a student's behavior, attendance or academic performance does not warrant him/her to participate in a school trip, this student will remain at school to do the work. This work will be done in a supervised classroom.

### **Student Requirements (In order to attend a school field trip)**

- Maintain an overall GPA of 2.0 or higher, which is calculated at the beginning of each grading term.
- Be passing all classes at the end of the preceding grading term (No F's).
- Be on target for graduation with respect to credits.
- Verification by classroom teachers as to behavior, attendance or academic performance one week prior to travel.
- Verification by Assistant Principal as to good attendance and behavior.
- Tuition fees must be current.

### **Student Responsibilities on Field Trips**

- Students are reminded that a field trip is an extension of the school day and all school policies and rules apply.
- Students are required to wear their school uniform unless given permission not to do so by the Principal.
- During free time students must be in groups of two or more.
- During overnight trips no male students may ever enter a female student's room and no female students may ever enter a male student's room.
- The curfew will be set by the trip sponsor and will not be open to negotiation.
- Students must be in their rooms at curfew time and no students will be allowed to leave their assigned rooms after curfew.
- The trip sponsor may set additional rules and regulations to address the idiosyncrasies of specific trips or locations. Students must comply with these rules and regulations.
- Students must sign and turn into the trip sponsor the Field Trip Permission Form and Medical Release Form, signed by their parent or guardian, or they will not be allowed to participate in the trip.
- Students participating in a field trip are expected to be in full attendance on the school day of and following the trip. Failure to do so may result in being declared ineligible to participate in future field trips.
- Students must travel both to and from the field trip location under the supervision of a chaperone. Requests to do otherwise will only be considered if they have permission

from the Principal, who will have confirmed this with the parent, by phone or in person at least one day prior to the beginning of the field trip.

Note:

If students do not meet the behavior expectations of field trips, they may be issued a travel ban for up to one year.

## **Additional Information**

### **Dining Hall-Food Services**

Food carts are available to students to purchase food items. A student lunch program is provided at AISE. The dining hall and gazebo are off-limits to students except during the lunch period or unless they have permission to enter those areas. If students participate in after-school activities, it is advisable for them to bring additional food items. Purchasing food is never an excuse to be tardy.

### **Fund-Raising Activities**

AISE students, faculty members, staff members, and parents may not conduct any fundraising activities within the school without the prior approval of the AISE administration. AISE students, faculty members, staff members, and parents may not use the school's name in relation to any fundraising activity without the prior written consent of the Director. AISE students, faculty members, staff members, and parents may not represent the school without the approval of the school administration.

### **Food Policy**

- The teacher has discretion to permit food in their classrooms.
- Students are expected to clean up after themselves.
- Students should not be tardy to class due to purchasing food. If this is a regular occurrence, food purchases may be restricted during passing periods for individuals or groups of students.
- Students may not order food from outside restaurants for delivery during the school day. Food may only be purchased from approved food vendors within the school.

### **Bus Behavior**

Bus transportation is an extension of AISE and all behavior on school transportation is subject to the AISE High School Code of Conduct.

Violating the Transportation Code of Conduct will result in the following minimum consequences:

- 1<sup>st</sup> offense: Verbal warning to the student and a written warning emailed to the parents
- 2<sup>nd</sup> offense: One week suspension from all AISE transportation
- 3<sup>rd</sup> offense: Bus suspension for a period equal to one semester



## **Library and Technology Center**

The library and technology center is open from 8:05 am to 3:45 pm each school day. During the school day, when classes are in session, students must have a pass from a teacher or come with their class and teacher. Quiet voices and respectful behavior are expected. Consideration and respect must be shown to other students, staff and the facility. All other school rules apply in the library and technology center.

## **Lockers**

School locks and lockers may be requested from the High School Office. Students should use their assigned locker only. If the student has lost a lock, a payment of 35 LE must be made to the Business Office.

## **Lost and Found**

A Lost and Found area is located in the guardhouse at Gate 1. Any student property found on campus or on buses is turned in to the Lost and Found. The High School Leadership is not responsible for lost items.

## **Student Council**

The High School Student Council works as a student government. Elected members of the AISE Student Council develop student leadership, learn and apply democratic decision-making principles and procedures and provide service to the school, faculty and student body. All activities are subject to the Principal's approval.

## **Textbooks**

Teachers will issue textbooks to students. Each teacher maintains a list of issued textbooks with identification numbers. If a textbook is lost or damaged, the student is responsible for reimbursing the school. To obtain another book, payment for the replacement must be made. In the event a student has a delinquent textbook fee, AISE will not release school records. This policy includes student transcripts and report cards.

## **Visitors and Guests**

Guests of AISE students are welcome to visit the campus after school. Prior arrangements, however, must be made through the High School Office. All visitors to high school register at the gate and with the High School Office. A visitor pass must be visible at all times.