

AMERICAN INTERNATIONAL SCHOOL OF LAGOS

Middle School Student Handbook

2011/12



Vision Statement

In a world-class educational environment, the American International School of Lagos inspires students to discover their passion for learning, fulfill their potential and become responsible global citizens.

Mission Statement

The American International School of Lagos is committed to providing an exemplary American educational experience with an international perspective that leads to global opportunities. We celebrate the diversity of our student body in a safe and caring environment.

Telephone Directory

School Lines.....01 461-0985
01 461-0987
01 261-7793
01 262-1545

Fax Lines.....01 461-0986
01 261-7794

Administrators

Mr. Timothy Travers *Superintendent*

Mr. Justin Smith *Elementary/Middle School Principal*.....01 776-4526

Mrs. Ebele Mbanugo *Elementary/Middle School Vice Principal*.....01 776-4539

Ms. Kelly Metcalf *Middle School Counselor*.....01 776-4511

Dear Middle School Students and Parents,

It is a pleasure to welcome you to the 2011-12 school year. We have an exciting and exemplary year planned for you. As you are aware, the 6th through 8th grade years mark a special time in your journey from being a child to developing into a young adult. It is our goal to provide an educational experience that compliments your development -one that is enriching and rewarding, as well as being truly unique to your teenage years.

Our Middle School program is designed to highlight the potential in you. Whether through our Scholars period, where you can showcase your individual talents and express your views on certain issues; during Intramurals, where you can work as a team to achieve goals; or through your participation in after-school sports, activities and/or international trips, this year will be both eventful and educational for all of us! I encourage you to take time to familiarize yourself with “our program” so that you are aware of and understand the great opportunities that await you.

Your education is a team effort that will take cooperation and combined efforts from you, your teachers and families. With all of us committed to your education, we can look forward to a successful year!

Sincerely,

Justin Smith
Elementary/Middle School Principal
American International School of Lagos

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Middle School Program

Background

The American International School of Lagos was founded in 1964 to meet the needs of American, Nigerian and international students living in Lagos who desired an American education. AISL was established in cooperation with the American Embassy and the Tacoma School District, a district of 32,000 students in Tacoma, Washington. It has the longest standing school-to-school relationship in the world. AISL has also been hiring teachers out of the Klein School District in Houston, Texas since 1995. In addition to AISL's stateside partners, the school actively recruits from the international school community. These collaborative ventures have resulted in AISL being recognized as an International School of the highest standard. The school moved to its present location on Victoria Island in 1981 and has continued to expand in terms of facilities and student enrollment. AISL enrolls students from ages 4 through 18 in Pre-Kindergarten through to Grade 12.

The Middle School program consists of Grades 6-8. The curriculum is rigorous and AISL students have the opportunity to be academically prepared for their high school years.

Student Body

The American International School of Lagos has the advantage of a wide diversity in its student population. Currently, the AISL student body is made up of 750+ students. Approximately 23% are Americans while Nigerians comprise about 22% of the student body. The balance consists of students from around 53 different countries, enhancing and reflecting the international character of the school.

Accreditation

AISL is fully accredited by the Middle States Association of Colleges and Schools. The re-accreditation self-study was successfully completed during the 2003-2004 school year. The certificate of re-accreditation was awarded in the spring of 2004. Grades 9-12 completed the MS Accreditation through Middle States Association of Colleges and Schools in the spring of 2010. AISL has an on-going review of curricular needs and academic programs.

ELL Level Guidelines

Level 2: If the student has a beginner level of English and is testing > 1 yr below Grade equivalency, he/she requires two ELL courses of study.

Level 1: If the student has an intermediate level of English (at least Grade 5 G.E.) and is testing at G.E. or < 1yr below G.E. the **ELL Exit Checklist** will be given to core teachers by the ELL teacher. Students can only exit the program if the Social Science, Science and Math teachers **agree** that the student is to be exited. The checklist helps to formalize the exit process and will help core teachers to focus on 'ELL-related' criteria.

Students who are ready to exit the ELL program will have most checks in the '**Frequently** and '**Consistently**' columns. However, if say the student's writing is evaluated as being mostly in the 'sometimes' column - that student should probably not be exited. The checklists are not meant as a tool to pressure teachers to agree with an ELL teacher's decision. The goal of the ELL program at AISL is for students to acquire enough English language skills to function independently in mainstream classes. Therefore, core teachers are the best judges of whether the student is ready or not.

If the student is not at grade level but is performing and succeeding in Social Studies or History, Science and Math without difficulties, he/she may be placed into the regular English class and continue with one course of ELL during their Second Language time.

Level 0: If the student is at or above grade level, he/she can be exited completely from the ELL program and is integrated into the general academic program with continued monitoring until independent.

World Language Requirement

A middle school student must pass his/her world language course (French or Spanish) with a minimum of 80% in order to progress to the next level. If the student does not receive an 80%, he/she will have another chance to take the class and learn the basics again. World Language courses are the only courses in middle school that offer this opportunity.

The curriculum for the middle school world language courses is the same as the high school courses, just at a slower pace. Therefore, when a student finishes two years of a world language in middle school, he/she is essentially at the same level as a sophomore in high school. This policy is in place to make sure that students are not pushed through language classes in middle school without achieving the level of mastery necessary and that a solid foundation is formed to prepare the student for the rigor of high school.

Here is the sequence of world language courses starting with level A.

Spanish A	Spanish B	Spanish II	Spanish III
French A	French B	French II	French III

GRADES 6, 7, AND 8 CORE SUBJECT Pathways

Below is the sequence of courses typical for an AISL Middle School.

	Subject Group	Grade 6	Grade 7	Grade 8
1	*English	English 6 or ELL 6	English 7 or ELL 7	English 8 or ELL 8
2	*Social Sciences	Social Studies 6	Geography 7	US History 8
3	*Sciences	Science 6	Science 7	Science 8
4	*PE Rotation (See notes below)	PE rotation 6	PE Rotation 7	PE Rotation 8
5	World Language	French A (<i>no exp</i>)	French A (<i>no exp</i>)	* French I (HS Credit) (<i>no exp</i>)
		French B	French B	* French B (<i>Must have completed French A in Gr. 7</i>)
		Spanish A (<i>no exp</i>)	French II	* French II (HS Credit) * French III (HS Credit)
		Spanish B	Spanish A (<i>no exp</i>)	*Spanish I (HS Credit) (<i>no exp</i>)
		ELL 6	Spanish B	* Spanish B (<i>Must have completed Spanish A in Gr. 7</i>)
		ELL 7	ELL 7	* Spanish II (HS Credit)
				ELL 8
6	Math	Math 6	Math 7	Pre Algebra
			Pre Algebra	Algebra I (HS Credit)
7	Arts (Choose one only)	Gr. 6 Band	Concert Band Wind Ensemble	Concert Band Wind Ensemble
		Digital Media	Desktop Publishing / Newspaper	Desktop Publishing / Yearbook and Magazine

Note:

1. (*no exp*) = No experience required
2. PE Rotation = All students will engage in the PE rotation where on 2 days a week they will be in PE and the other days they will be in courses such as Art, Health, Technology, Study Skills and Global Issues. Courses will be determined by grade level.

	Grade 6 Rotation	Grade 7 Rotation	Grade 8 Rotation
Quarter 1	Art, Study Skills, IT	Speech, IT, Art, Health	Art, IT, Health
Quarter 2	Art, Health, IT	Speech, IT, Art, Health	Economics, IT, Art
Quarter 3	Art, Study Skills, Health	Speech, IT, Art, Health	Economics, Health, Art
Quarter 4	Study Skills, IT, Health	Speech, IT, Art, Health	Economics, Health, IT

Homework Policy

Homework is defined as specific tasks assigned by teachers to be completed during non-school hours. The purpose of homework is for practice, preparation, and the extension of the instructional objectives aligned to curriculum. Homework assigned will be at a level that students can complete independently whether done at home or in other educational settings.

Homework can have a positive effect on achievement and character development, and can serve as a link between the school and family. Homework communicates to parents the nature of the learning activity in which the student is involved and provides an opportunity for dialogue between the parent and child.

Purpose of Homework

Homework should:

- Reinforce principles, skills, concepts, and information previously taught in the classroom.
- Be meaningful and appropriate to the ability and instructional level of each student.
- Support creative, logical and analytical thinking.
- Foster self-discipline, self-motivation and how to constructively use time.
- Be adequately explained by the teacher.

Homework Monitoring Systems:

Under the leadership of the principal, each grade level shall adopt homework guidelines. It is expected that the amount of time a student spends on homework be focused.

- A. Middle School, Grades 6 – 8
 - a. Grades 6-8 students should not be assigned more than 90 minutes of combined homework per day.
 - b. Grade-level teachers will work together to ensure that homework is scheduled and communicated to parents on a regular basis either electronically or in writing.
 - c. Grade-level and subject area teachers will work together to ensure that student learning is not formally assessed in more than two content areas per day (excluding standardized tests and mid-term or semester exams).
 - d. Homework will be worth no more than 20% of a student's grade.
 - e. Grade-level teachers will work together to ensure that homework assignments and formal classroom assessments are implemented within the established limits of the homework policy.

Responsibility for Homework:

Teachers are responsible for:

- Communicating homework assignments to students and parents.
- Monitoring the completion of assigned homework.
- Conferring with parents regarding homework concerns.
- Taking into account major after-school events in the school calendar for that grade to ensure students are not overly burdened with homework on the night of a major activity.

Students are responsible for:

- Understanding what the homework is before leaving school.
- Taking home all necessary materials to complete the assignment.
- Working towards the goal of doing homework with a minimum of parental help.

Parents are responsible for:

- Providing encouragement and support, and showing interest in the student's work.
- Assisting student to develop good study habits by providing a comfortable well-lit area away from distractions.
- Encouraging student to set regular time to study.
- Evaluating student's out-of-school activities to be sure the student has sufficient time to study.
- Conferring with teachers regarding homework concerns.

In-class Assessments

The purpose of in-class assessments is to authentically measure what the student knows and should be able to do. Effective assessment displays the actual learning of the child and his/her ability to independently apply this learning through various assignments/activities.

In-class assessments include oral or written exams/tests, quizzes, and performance. Students will be given multiple opportunities to be assessed, so there is an accurate reflection of the individual student's level of mastery of the AISL curriculum standards.

In-class Assessments should be:

- ✓ no less than 50% of a student's total grade.
- ✓ measurements of learning objectives currently taught in class.
- ✓ completed as independently as possible.
- ✓ various in type (e.g., oral, written, labs, etc.).

Responsibility for Assessments:

Teachers are responsible for:

- communicating objectives that are to be assessed in a timely manner.
- providing a rubric, where applicable, describing the meaning of each score.
- conferring with parents regarding assessment concerns.
- taking into account major after-school events in the school calendar for that grade to ensure students are not overly burdened with assessments the next day after a major school-sponsored activity.

Students are responsible for:

- managing their time to adequately prepare for an assessment.
- taking home all necessary materials to review objectives.
- using homework to practice objectives and skills learned in class.

Parents are responsible for:

- providing encouragement and support, and showing interest in the student's work.
- assisting student to develop good study habits by providing a comfortable well-lit area away from distractions.
- encouraging student to set regular time to study.
- evaluating student's out-of-school activities to be sure the student has sufficient time to study.
- conferring with teachers regarding assessment concerns.

******Extended projects, while valuable learning experiences, do not necessarily indicate a student's individual proficiency; therefore, projects are weighted separately from in-class assessments.***

Calendar

The 181 days in the school year are divided into two semesters for the secondary school, the first from August to December and the second from January to June. Each semester is further divided into two quarters.

APPROVED CALENDAR							AMERICAN INTERNATIONAL SCHOOL OF LAGOS				
TUESDAY, NOVEMBER 23, 2010							2011/2012 SCHOOL YEAR				
	S	M	T	W	TH	F	SA	DATE	ACTIVITIES AND HOLIDAYS	STUDENT DAYS	TEACHER DAYS
AUGUST		1	2	3	4	5	6	9	PD 1, (TEACHERS ONLY, NO STUDENTS)	10	15
	7	8	PD	PD	11	12	13	10	PD.2 TEACHERS ONLY, NO STUDENTS/11-12 TEACHER IN SERVICE		
	14	15	16	17	18	19	20	15	FIRST STUDENT DAY - SCHOOL STARTS		
	21	22	23	24	25	PD	27	26	PD.3 TEACHERS ONLY, NO STUDENTS		
	28	X	X	31				29-30	ID-EL-FITRI - Will be observed when the Government declares holiday for Nigeria (Tentative)		
											22
SEPTEMBER					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		30	NIGERIAN CULTURE DAY		
OCTOBER							1			18	19
	2	X	X	5	6	7	8	3-4	WEEKEND BREAK/NATIONAL NIG. DAY (INDEPENDENCE DAY HOLIDAY)		
	9	10	11	12	13	14	15	21	PD.4 TEACHERS ONLY, NO STUDENTS		
	16	17	18	19	20	PD	X				
	X	24	25	26	27	28	29				
	30	31									
NOVEMBER			1	2	3	4	5			20	20
	X	7	8	9	10	11	12	6	ID-EL-KABIR		
	13	14	15	16	17	18	19	24-27	THANKSGIVING HOLIDAYS		
	20	21	22	23	X	X	X				
DECEMBER	X	28	29	30							
					1	2	3			12	12
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	X	16	WINTER BREAK/DISMISSAL		
	X	X	X	X	X	X	X				
JANUARY	X	X	X	X	X	X	X			17	17
	X	9	10	11	12	13	14	9	SCHOOL RESUMES		
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
	29	30	31								
FEBRUARY					1	2	3	4		19	19
	5	6	X	X	9	10	11				
	12	13	14	15	16	17	18	7-8	ID-MALAMU - Will be observed when the Government declares holiday for Nigeria (tentative)		
	19	20	21	22	23	24	25				
	26	27	28	29							
MARCH					1	2	3			22	22
	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				
APRIL	X	X	X	X	X	X	X	1-9	SPRING BREAK	14	14
	X	X	10	11	12	13	14	10	SCHOOL RESUMES		
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
	29	Y						30	MAKE UP DAY, IF NEEDED)		
MAY			X	7	8	4	5	1	MAY DAY - Will be observed when the Government declares the holiday for Nigeria	22	22
	6	7	8	9	10	11	12				
	13	14	15	16	17	18	X				
	20	21	22	23	24	25	26				
	27	28	29	30	31						
JUNE						1	2			5	5
	3	4	5	6	7	8	9	7	LAST DAY OF SCHOOL FOR BOTH STUDENTS AND TEACHERS		
	10	11	12	13	14	15	16				
	17	18	19	20	21	22	23				
	24	25	26	27	28	29	30				

Y = Built in make up days: 1 days built in to account for unannounced school closure.
 TOTAL STUDENT CONTACT DAYS: 181
 TEACHERS WORK DAYS: 187

MS Rotating Schedule

Classes meet for 65 minutes, four times a week, on a rotating schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday
PERIOD 1 7:30 – 8:35	Group A	Group F	Group E	Group D	Group C
PERIOD 2 8:40 – 9:45	Group B	Group G	Group F	Group E	Group D
MORNING BREAK (15 mins)					
PERIOD 3 10:00 – 11:00	Group C	Group A	Group G	Group F	Group E
PERIOD 4 11:05 – 12:10	Group D	Group B	Group A	Group G	Group F
LUNCH BREAK (35 mins)					
PERIOD 5 12:45 – 1:50	Group E	Group C	Group B	Group A	Group G
PERIOD 6 1:55 – 3:00	Scholars	Group D	Group C	Group B	* Intramurals
DISMISSAL					
After-school Classes 3:20 – 4:20					

Scholars and Intramurals

- *Scholars: This program enhances the middle school experience through small group discussions on relevant topics, assemblies that recognize and build strong character, and through assemblies that allow the students to display individual talent. Students meet in these groups every Monday.*
- *Intramurals: Every Friday afternoon, Middle School students participate in the AISL Intramurals program. Intramurals is a high energy/high participation program that creates an opportunity for students to interact with each other between grade levels. This promotes camaraderie among Middle School students, provides another opportunity for physical activity, and creates a strong identity for the Middle School.*

Students are divided into teams that will be their “houses”. Each house competes with each other in a month long activity, like handball, capture the flag, soccer, etc. and points are tallied each week. After the four weeks, a house winner is announced, and a new game begins.

Grading System

Grades are reported quarterly to students and parents using an A to E system. Any mark below D- is considered failing. Letter grades are entered on the student’s transcript at the end of each semester. The table indicates the letter grades, percents and point values used at AISL.

Progress Reports And Transcripts

The school year is divided into two 90 school day reporting periods (semesters). The first semester ends in December and the second semester ends in June. Grades for the semester are based on student achievement from August to December (1st semester) and January through June (2nd semester).

AISL has a continuous grading system. Progress reports will be provided to students and parents after 45 schools days at mid-term (quarter). The final grade report in each semester is the student’s grade for all work completed during that semester and is entered on the official transcript. Semester grades determine if a student has earned credit for a class. Parents and students are encouraged to use the teachers’ online pages to monitor progress between grading periods. Parents are requested to contact class teachers if they wish to have progress reports for individual classes at any stage throughout the year.

Letter Grade	Percent	Point Value
A	100-94%	4.0
A-	93.9-90%	3.7
B+	89.9-87%	3.3
B	86.9-84%	3.0
B-	83.9-80%	2.7
C+	79.9-77%	2.3
C	76.9-74%	2.0
C-	73.9-70%	1.7
D+	69.9-67%	1.3
D	66.9-64%	1.0
D-	63.9-60%	0.7
E	59.9-0%	0.0

It must be noted that students with outstanding debts, overdue library books or other incomplete or unfinished school matters will not receive their grade reports until they secure clearance. Transcripts will not be issued if the student has outstanding debts or unfinished school business. Students will not receive their Yearbook if there are outstanding debts or lost books. Students and parents will be given this information prior to the last day of the semester.

Honor Roll

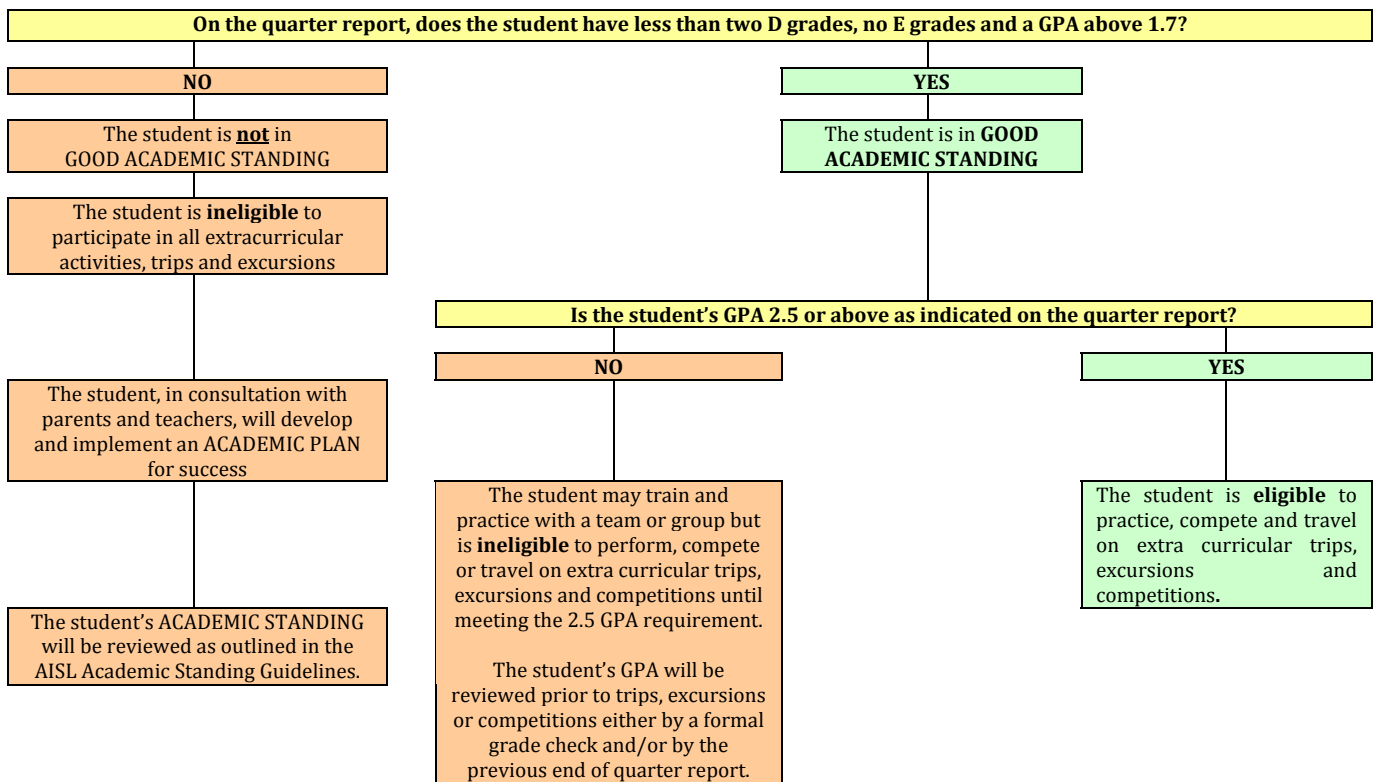
Honor Rolls are compiled at the end of each semester and recognition is given to students. Honor Roll placement is determined by the student’s semester GPA and not the Cumulative GPA.

- High Honors – students with a GPA of 3.5 or higher.
- Honors – students with a GPA of 3.25 to 3.49.
- Honorable Mention – students with a GPA of 3.0 – 3.24.

Academic Standing And Extracurricular Eligibility

Overview Flowchart

This flow chart is to be used in conjunction with the AISL Academic Standing Guidelines outlined below.



Academic Standing Guidelines

Students are in **GOOD ACADEMIC STANDING** if their quarter report card indicates that:

- Their GPA is at or above 2.50
- They do not have any Es
- They do not have more than one D

Students are **NOT IN GOOD ACADEMIC STANDING** if their quarter report card indicates that:

- Their GPA has fallen below 1.70 (C- average) and/or
- They have received two or more Ds or an E in any subject area.
- Students who are not in good academic standing will be expected to leave school immediately after classes unless attending academic support options with AISL staff.

Students are in good academic standing, but **PARTIALLY ELIGIBLE** if their quarter report card indicates that:

- Their GPA is between 2.50 and 1.70
- They do not have more than one D and no Es

Time frame for the review of a student's academic standing:

- Students not in good academic standing or partially eligible will remain so until the next reporting period unless the student to the counselor requests a review of academic standing. A review may be requested 5 weeks into the quarter.
 - A student's academic standing will be made on an a case by case basis and will take into consideration a student's **commitment to learning** through such indicators as:
 - Number of subjects of concern
 - Commitment to in-class learning opportunities
 - Commitment to out-of-class learning expectations and opportunities
 - Commitment to available support structures in an attempt to overcome academic needs
 - General progress and improvement as indicated by class grades.
- A student's academic standing carries over into the next school year.

Students who are not in good academic standing the **first time** will:

- Meet with the MS Counselor to make a Success Plan that is signed by the Counselor, all teachers, a parent, and the principal.
- Receive Weekly Grade Checks that are signed by all teachers and a parent.
- 8th grade students will be assigned a Scholar group for the entire quarter that focuses on academic improvement.

Students who are not in good academic standing for a **second quarter in a row** will:

- Require a MANDATORY meeting with the MS Counselor, parents and all of the student's teachers.

Students who are not in good academic standing for a **third quarter in a row** will:

- Require a MANDATORY meeting with the MS Counselor and Principal to discuss whether AISL is the most appropriate setting to meet the needs of the student.
- Discuss the possibility of retention due to not mastering the subject content for the grade level.

Extracurricular Eligibility Guidelines

Any student who is PARTIALLY ELIGIBLE is permitted to train and practice as part of an AISL team or group but they are NOT ineligible to compete, or attend AISL trips, tours, excursions or student led organization events (NJHS, Student Senate, etc.) until they are in GOOD ACADEMIC STANDING. They may be selected as part of a team or extracurricular activity however; competition, trip and tour eligibility is dependant upon a grade check prior to the event.

Any student who is **NOT IN GOOD ACADEMIC STANDING** is not eligible to be involved in training, practices, athletic and international trips, or student led organization events (NJHS, Student Senate, etc.) until the student regains good academic standing and will be no sooner than week 6 in a quarter following an end of quarter report.

Prior to any non-refundable travel arrangements and competitions a grade check will be performed by the MS counselor to determine eligibility. It must be noted that an "incomplete" grade will be considered a failing grade until all work is submitted.

Any student, who is in good academic standing and has a GPA of 2.50 or higher at the end of the quarter report, has full eligibility to participate in extracurricular activities, competitions, trips and tours.

Transferring to Other Schools

Parents and students are asked not to give requests for recommendations directly to staff members. Students and parents are asked to adhere to the following process to ensure the efficient transfer of student records. *AISL does not guarantee the arrival of these documents if there are less than 2 weeks before the deadline.*

Step 1: The parent meets with the **MS Counselor** with **all** application forms, transcript requests, deadlines, email addresses, etc. The counselor and parent will review all application forms to establish what is required from AISL.

Note: Teachers will use only the AISL Recommendation forms when writing recommendations. *AISL common recommendations have been created taking into consideration the information requested from a wide array of private school applications, including the Common Recommendation forms.* Due to confidentiality requirements, students waive all rights to access the teacher recommendations.

Step 2: The student will complete the Student Questionnaire to assist in the creation of the School Recommendation.

Step 3: The MS Counselor will work with the teachers, registrar and the schools to which the student is applying in order to ensure all necessary documents arrive before the deadline and in an acceptable manner. The letters of recommendation and records are emailed directly to the schools. It must be noted that some, but very few, schools request a hard copy of these documents to be sent directly from AISL. In this case, AISL will send the documents by DHL directly to the school, and parents will be charged accordingly.

Any queries regarding applications to school outside AISL are to be directed to the **MS Counselor**.

Admissions Testing for Schools Outside AISL

AISL does not provide proctoring services for students choosing to attend other schools. Parents will need to make arrangements with agencies such as the British Council to supervise the students as they sit for these exams and to forward the exam papers to the relevant schools. Please see the **MS Counselor** for help with entrance exams.

Code of Conduct

Class Attendance

There is a direct correlation between class attendance and academic performance. It is very important that students attend class on a regular basis.

Absence from School

Parents must email, call or write a note if a student is absent from school. Students must be in attendance at school during the day in order to participate in practices, games or performances.

Checking Out of School During the School Day

If you need to leave school between the hours of 7:30 AM and 3:00 PM (doctor's appointment, etc.), it is required that you checkout. To do this, you need to bring a note detailing the reason for your early dismissal and the time and date of your early release. Submit this note to the Registrar's office before school. The Registrar will then give you a checkout slip. This slip is shown to your teacher, and they will let you out at the appropriate time.

We encourage you to bring the note the day before the absence, but we know that emergencies arise, so emails and phone calls to the registrar will be accepted. You must obtain a **checkout slip** from the registrar or you will not be allowed to leave class.

If you come back to school the same day, you will need to sign in with the Registrar, and they will initial the slip. This will allow you back into class.

If you do not return to school the same day, you do not need to check-in with the slip, just proceed to class as normal.

No student may leave campus without parent permission and a written release by the MS Registrar. Either the student's parent or adult designate must sign the "Early Release of Student" checkout sheet at the MS Registrar's desk prior to the student being dismissed from school.

Going to the Nurse

Students who become ill during the day must report to the school nurse. The nurse will contact the parents if the student needs to be sent home. The nurse will give a note to take to the MS Registrar stating the reason the student is going home, and who will be picking up the student.

Preapproval for Absence

Parents and students wishing to request approval for a student to be absent for an extended period (e.g., family emergency, extended illness) are required to complete a "Preapproved Absence Form" prior to the student's first day of absence from school. This request must be made to the MS Principal either in a written note or via email.

Absences, other than a medical emergency or death in the family, requires the parents to provide a written request 5 days prior to the first day of absence for the principal to review. The student will take the Preapproved Absence form to each of his/her teachers to be signed; after which, it will be taken to the MS Principal for approval.

Please remember that these absences may negatively affect the student's grades during the grading period. Students missing labs, concerts or projects may receive a zero if the absence is due to the extension of a holiday. Students missing a final exam will have their final grade negatively impacted, unless the Principal has approved prior arrangements.

Preapproval for School-Sponsored Activities

School-sponsored activities (field trips, competitions, etc.) also require a Preapproved Absence Form to be completed prior to the student participating in the activity. Students are expected to be in attendance preceding such activities and on the days immediately following such activities (unless given permission by the principal). **Students are not to be absent from classes on the day of travel, nor are they to be absent from classes on the day immediately following return to school.**

Assignments and Attendance

Students returning after absences will be given sufficient time to complete missed assignments and tests. Make-up time is usually equivalent to the number of missed class periods in a given class. Students representing AISL at official school-sponsored activities will be given make up time equivalent to the number of missed periods.

Students who are truant from class or who are removed from class for inappropriate behavior may not be allowed to make up work. It is the student's responsibility to contact the teacher/s to find out what assignments or tests were missed. Students will make up tests at the teacher's convenience. Students are responsible to schedule test time with the teacher/s.

Visitors

A guest form must be filled out, signed by the host's parent and **approved** by the principal 5 school days prior to the student/visitor wishing to visit AISL. This includes former AISL students. All visitors are required to check in with the security guards and then proceed to the school office. Visitors must be appropriately dressed and must adhere to AISL policies and regulations. **The MS principal will have final approval for all visitors wishing to visit classrooms. Any visitor who has not followed this procedure will be taken to the front gate to wait for his/her driver. All visitors must meet with the MS Principal before going into the school area. No former AISL students are allowed on campus before 3:15p.m.**

The AISL student host is responsible for the guest while on campus and for advising the guest that he/she is expected to abide by the same regulations that apply to AISL students.

AISL Citizen Expectations

Area of School	Respect	Responsibility	Fair	Caring	Trustworthy
Classroom	-Wait your turn to speak -Be a good listener -Use polite manners -Treat others as you would like to be treated	-Keep hands/feet to self -Follow Directions -Do your best -Bring completed work to class	-Take turns -Share classroom materials	-Help others do their best -Keep your classroom tidy and clean	-Tell the truth -Do your work -Respect other peoples' property
Lunch Tables	-Use good table manners -Quiet voices in the courtyard	-Don't waste food. -Throw your garbage away -Sit and eat your lunch for at least 10 min.	-Take your turn in the lunch line	-Leave lunch tables better than the way you found them	-Walk at all times in the lunch area, including to and from the playground
Playground	-Greet AISL citizens with a smile or by saying hello -Follow all adult directions -Use respectful language	-Pick-up trash as you see it -Walk to and from the field	-Play by the rules -Take turns when playing	-Help others who need it -Return lost items to the Hub -Solve problems with others	-Return borrowed equipment -Stay in the supervised playground area
Bathroom	-Use a quiet voice -Give others privacy	-Flush the toilet when finished -Throw paper towels in dust bin after using them -Turn off water when finished	-Wait your turn	-Report maintenance problems to your teacher or administrators	-Clean-up spills -Return to class quickly
Assembly	-Listen when the speaker is talking -Keep your hands and feet to yourself	-Sit facing the presentation -Walk with your class to and from assemblies	-Sit in your designated area	-Welcome new students to AISL -Provide space for others	-Arrive on time

Progressive Discipline System

All staff will enforce a Progressive Discipline System. Discipline will be maintained on a building-wide basis, as well as in the classroom. Building and classroom rules will be reviewed with the students at the beginning of the school year and reviewed throughout the year. AISL has a set of expectations for all its students. School Board Policy 3.801 list several behaviors that are unacceptable and interfere with learning. When such disruptions occur, teachers and administrators have adopted a process that encourages students to learn from their mistakes and begin to take responsibility for their own actions. The **Progressive Discipline System (PDS)** and **Consequence Scale** are as follows:

- **Proximity/Non-verbal** – Moving toward a student or standing within 5 feet of them to silently communicate the message that he or she needs to get on-task or stop the behavior.
- **Verbal Warning** – Telling the student they need to get back on-task or stop the behavior.
- **Lunch/Recess Detention** – The student will eat his or her lunch and spend recess in a detention room rather than with his or her classmates. Parent communication will be made in writing, by email, or through a phone call.
- **After-School Detention for 45 min.** – The student will be sent to a detention room after school. A staff member prior to the detention will make parent communication.
- **Friday School for 2 hours** – The student will be sent to a detention room on Friday. A school administrator prior to the detention will make parent communication.
- **A school administrator prior to the In/Out of school suspension will contact the parent.** **Only tests and projects can be made up for credit after an out-of-school suspension.*

Consequence Scale

The Administrator will use his/her discretion on a case-by-case basis depending upon the nature and circumstances of the individual incident. Please see an explanation of codes in the Action Code list below.

INFRACTION	Number of Incidents and Recommended Action					
	1	2	3	4	5	6
Arson	ES4W	EXP				
Assault and battery of a staff member	ES1S	EXP				
Assault and battery on another student	ES1S	EXP				
Possession of a gun in the school	EXP					
Possession of drugs in the school	ES1S	EXP				
Possession of alcohol in the school	ES1S	EXP				
Possession of tobacco / smoking	ESIW	ES1Q	ES1S	EXP		
Fighting (physical)	ES2D	ES3D	ES1W	ES1Q	EXP	
Fighting (verbal)	STCF/PARE	DET2	SS	ES3D		
Vandalism	ES2D	ES1W	ES1Q	EXP		
Graffiti on school property	ES2D	ES1W	ES1Q	EXP		
Forgery of school records	ES2W	ES1Q	EXP			
Theft	ES2D	ES1W	ES4W	ES1Q	EXP	
Insubordination	DET2	SS	ES1D	ES2D	ES3D	ES1W
Using offensive language / gestures	DET45	DET2	SS	ES2D	ES3D	ES1W
Inappropriate / Offensive Behavior	SS	ES2D	ES1W	ES1Q	EXP	
Disrupting a class	REM1	DET45	DET2	SS	ES1D	ES3D
Unsafe behavior/Rough housing	ES1D	ES2D	ES3D	ES1W	ES1S	EXP
Bullying and harassment	STCF/PARE & DET2	ES2D	ES3D	ES1W	EXP	
Disrespect to a staff member	STCF/PARE/ DET 2	ES1D	ES1W	ES1Q	EXP	
Truant from class	SS	ES1D	ES3D	ES1W	ES1Q	ES1S
Truant from school	SS/ACTR	ES1W	ES1Q	EXP		
Perpetual tardiness to a class	DET45	DET45	DET45	DET2	SS	ES1
Dress code violations	CLCH	Lunch D	DET45	DET2	CALL & SS	
Public Display of Affection	CALL / ES1D	ES3D	ES1W	ES1Q		
Plagiarism	TEAC/CALL/DET2	ES1D	ES1W	ES1Q		
Cheating	TEAC/CALL/DET2	ES1D	ES1W	ES1Q		
Out of Bounds	DET1	DET2	SS	ES1D		

ACTION CODES

CLCH	Parents contact for clothing change	ES1D	Externally suspended 1 day
STCF	Student conference	ES2D	Externally suspended 2 days
TEAC	Teacher conference	ES3D	Externally suspended 3 days
CCF	Counselor Conference	ES4D	Externally suspended 4 days
CALL	Telephone call to parents	ES1W	Externally suspended 1 week
PARE	Parent conference	ES2W	Externally suspended 2 weeks
Lunch D	Lunch Detention	ES3W	Externally suspended 3 weeks
DET45	Detention 45-minutes	ES1Q	Externally suspended 1 Quarter (10 weeks)
DET2	Detention 2 hours (on Friday)	ES1S	Externally suspended 1 Semester (20 weeks)
SS	Saturday School	EXP	Expelled from School

Tardiness

Punctuality to school and class minimizes disruptions to instruction and student learning. Students arriving **AFTER** the bell rings are considered tardy. Students who are tardy must serve an after-school detention. Frequent tardiness to school or class will result in progressive discipline consequences.

Students who are tardy to a class during a final exam may be prohibited from taking the exam, and this may result in failing the class.

Students who are more than 15-minutes late to class without a pass are considered truant.

Academic Honesty

American International School of Lagos believes that education is a shared responsibility among parents, student, staff, and the Board. The school also believes that honesty and integrity are vital to this responsibility. Students are responsible to apply with honesty and integrity in the academic environment. Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or a skill that he or she does not possess, or work that is not his/her own.

Academic Dishonesty

The following are examples of academic dishonesty and are subject to disciplinary action.

- Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aids, or another student's assistance to complete a test, a project, or other assignment in a way other than what the teacher expressly permitted. Unless the teacher otherwise directs, individuals are to complete all assignments.
- Looking at another student's test, answer sheet, or other materials.
- Talking during a test.
- Copying from or allowing another student to copy from a test, homework, or other course work, that is not intended to be collective in nature.
- Tampering with an instructor's record of grades or scores.
- Abusing the privilege of Internet access as stated in the AISL Rules and Code of Ethics for Computer Users.
- Accessing, deleting, modifying, transferring, or receiving computerized files without authorization of the teacher. Although a student may authorize another student to copy or transfer electronic files, this action is considered cheating if effected without teacher permission.
- Plagiarizing materials (i.e., taking the specific or general substance of another person work and offering it as one's own work without giving credit to the original author). Plagiarizing encompasses the following:
 - omitting quotation marks from directly quoted material.
 - omitting bibliographic references.
 - paraphrasing an author without giving credit to that author for use of his or her ideas.

Consequences for Academic Dishonesty

Academic dishonesty will be dealt with on a case-by-case basis. Possible consequence may include loss of credit or failing grade for a test or assignment, restrictive testing environment, administrative referral, parent conference, class or school suspension.

Alcohol, Tobacco, and Other Drug Use

A student shall not possess, use, sell, distribute, attempt to distribute, be under the influence of or show evidence of having used any alcohol, illegal drug or controlled substances or item that is purported to be an illegal drug or controlled substance or hallucinogen.

Possession or use of tobacco products is not permitted in school buildings, on school property, in school owned or contracted vehicles or at off-campus events.

School officials in charge will immediately remove anyone under the influence of alcohol or drugs from contact with other students and shall notify the parent or legal guardian.

Search

The school has the right to conduct a reasonable search of lockers and school bags if there is due cause or suspicious circumstances.

Lockers

Students are responsible for the safe keeping of their belongings and textbooks. They are not to bring expensive personal items or large sums of cash to school. If a student brings a backpack or bag to school, it is to be locked in the locker. Backpacks and/or bags are not to be left on the floor in the locker area, P.E. locker room, or outside the band room door. All backpacks and bags are to be placed in lockers.

Cell Phones

Cell phones are to be used for emergencies on the way to school or after school. Cell phone usage is not allowed during school hours: 7:30 AM – 3:00 PM. Cell phones must be turned off in the classroom. Classroom teachers will confiscate cell phones used in class and a parent/guardian must come to school to retrieve the phone. Cumulative violations will follow the Progressive Discipline System.

Parents are to call the school office if their student needs to be reached during the school day.

Computer And Internet Use

AISL students have access to technology for educational purposes. Students need to be aware that system operators can access user files and user account activities. Inappropriate use by a user will result in consequences ranging from cancellation of the privilege of use to suspension or expulsion. Please refer to *User Awareness and Appropriate Use Guidelines* in the American International School of Lagos Policy Manuel (4300 Series), located on the AISL website, for a further description.

Dress Code

(The Administration reserves the right to determine if the student meets AISL Dress Standards). Students who do not meet the expectations listed below are to be sent directly to the MS Vice Principal for appropriate action following the Progressive Discipline System.

All clothing items need to be free of brand markings.

Appropriate Shirts/Top: Colors – Navy blue, red and white polos.

- Boys: Polo tops – not baggy, must fit the person or white button down Oxford shirts (long and short sleeves) – not baggy, must fit the person. **Undershirts may not be larger than the main shirt nor may they be a different color from the AISL colors (red, white, and navy blue).*
- Girls: Polo tops – not tight, must fit the person or white button down Oxford shirts (long and short sleeves) – not tight, must fit the person. **Tanks worn under tops may not be larger than the main shirt nor may they be a different color from the AISL colors (red, white, and navy blue).*

Appropriate Pants, Walking shorts, and skirts: Colors: navy blue and khaki. Must fit at the waist and no low rise cuts. Cargo style bottoms may not be worn.

- Boys: Long pants or walking-length shorts (knee length)
- Girls: Walking-length shorts (knee length), long pants or pleated, non-pleated skirts (A-Line) and skorts (must fit at the waist and no more than 2 finger widths above the knee)

Appropriate Sweatshirts/Sweaters/Sweater Vests: Colors: Navy blue, red and white. Must be a solid color; zip, button, and pullovers are acceptable; no hats are hoods can be worn during the school day. No visible graphics, printing, pictures or logos.

Approved Shoes (Boys & Girls) Trainers/sandals with back, dress shoes, no flip flops, shoes must match

Socks (Boys & Girls) Colors: Black, navy, or white only – must match

Approved Belts (Boys & Girls) Colors: Solid color Brown or black leather belts. No belts with studs, large buckles, sparkles, or holes all the way around the belt.

Miscellaneous (Boys & Girls): No chains hanging from wallets or belt loops. Sunglasses should not be worn in classrooms. No hats or bandanas. Hair accessories should be limited to 1 or 2 barrettes or a hair band that holds the hair off the face and not used for decoration. No T-shirts except during PE class.

PE (Boys & Girls) Black or navy knee length shorts, white T-Shirt, round neck (**P.E. uniforms must only be worn during P.E. class, not during other classes**).

Swimming: Must bring a clean towel daily.

- Girls- one-piece navy or cobalt blue swimming suit with a navy or black swimming cap.
- Boys- Solid navy blue or black swimming trunks.

Band: Black slacks/long skirt, white shirt/blouse, and dress shoes. No logos on any of the items.

Spirit Day Dress: AISL-sponsored activity T-Shirt (e.g., class trips, Run for a Cure, Intramurals). Blue Jeans – no holes, rips, writing, sparkles, graphics, metal studs. Must be plain blue jeans, appropriate-length skirt and shorts (no more than two-finger widths above the knee).

Where you can find these items in Lagos:

The School Kit Shop

Victoria Island: Shop 1 (1st Floor) Pinky Blue Mall, 21B, Idowu Martins Street off Adeola Odeku Street, 01-7378431

Ikeja: Shop 9, Adebola Shopping Mall, 53 Isaac John Street Ikeja GRA, 01-7378432

United Uniforms

Road 5, Block J54, Ikota Shopping Complex, VGC Lekki

Acknowledgement of Review

By signing this sheet, my parent(s) and I have acknowledged reading and understanding the standards outlined in this document.

***Please return to your scholars teacher by Wednesday, August 17.

Student Name (printed):

Parent Name (printed):

Student Signature:

Parent Signature:

Date

Date