



# **Instructional Assistant's Handbook 2011-2012**

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## **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*.....01 776-4534  
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  
Mr. Andrew Neff *Elementary Counselor*.....01 776-4528

# **AMERICAN INTERNATIONAL SCHOOL OF LAGOS**

## **STAFF ASSIGNMENT**

- A. ADMINISTRATIVE STAFF**
- B. ADMINISTRATIVE SUPPORT STAFF**
- C. INSTRUCTIONAL STAFF**
- D. ELEMENTARY SCHOOL PRE-K-5**
- E. MIDDLE SCHOOL 6-12**
- F. ASSOCIATE TEACHERS**
- G. MAINTENANCE STAFF**

## Staff Roster 2011-2012

### Administrative Staff

<u>Name</u>	<u>Position</u>
Timothy Travers	Superintendent
Garth Wyncoll	HS Principal
Justin Smith	ES/MS Principal
Carlos De La Sobera	HS Assistant Principal
Ebele Mbanugo	ES/MS Assistant Principal
John Stewart	Admissions Director & V.I. Campus Technology
Eric Pedersen	Facilities Manger
Tonya Oaks	Business Manager
Gaye Lantz	Curriculum Coordinator
Barry Phipps	HS Counselor
Kelly Metcalf	MS Counselor
Andrew Neff	ES Counselor

### Administrative Support Staff

Sue Stewart	Superintendent's Secretary
Felix Ikenweji	Facilities/Equipment Supervisor- V.I.
Grace Adenusi	Admission/Secretary- V.I.
Bimbo Orogun	HS Secretary- Lekki
Eyitemi Obaide	Registrar- V.I.
Bukola Alabi	HS Registrar- Lekki
Nonso Okika	Network Manager- V.I.
Olugbeminiyi Oladeji	Computer Technician- V.I.
Ben Akanoh	Computer Technician- V.I.
Adeniji Akande	HS Network Manager- Lekki

### Instructional Support

Monday Etuk	Store Keeper
Lateef Balogun	Print Shop Manager
Cosmas Otaru	Machine Operator
Florence Joe-Cobham	Nurse (CRI)- V.I.
TBA	Nurse (CRI)- V.I.
Queen Nwedeke	Nurse (CRI)- Lekki
Ayodele Keshinro	Playground Supervisor

### Elementary School (Pre-K-5)

<u>Teacher</u>	<u>Class</u>	<u>Instructional Assistant</u>
Keshni Maharaj	Pre-Kindergarten	Agnes Ajinwo Roland Etebong Queenlizzy Fashugba
Shannon Smith	Pre-Kindergarten	Yemi Adanike Henry Chimsunum Pauline Nwofia
Annie Thomas	Kindergarten	Andrew Akache
Britte Taylor	Kindergarten	Evelyn Clarke
Manal Ghandour	Kindergarten	Edith Nwude

Debbra Davis	Grade One	Bola Aderin
Deborah Williams	Grade One	Tonye Chris-Ossai
Deborah Brazeau	Grade One	Patricia Nnamdi
Pagia George	Grade Two	Bomi Akpan
Melanie Tolan	Grade Two	Joy Ozugha
Margo Carnahan	Grade Two	Felicia Michael
Andrea Akin	Grade Three	Niyi Yisa
Lindsay Will	Grade Three	Chika Ogbuji
Linda Zook	Grade Three	Segun Olugboye
Maria Dissell	Grade Four	Victoria Oredipe
Henrique Guerreiro	Grade Four	Maureen Ndionyenma
Jane Olson	Grade Four	Sarah Akinrinde
Ann Travers	Grade Four	Ronke Ogunlana
Shawna Carnahan	Grade Five	TBA
Linda Baietto	Grade Five	Niyi Ogunbekun
Bridget Malveaux	Grade Five	Varian Momodu
Liz Lawson	Art	Margaret Omagbemi
Kay Riley	Library	TBA
	Library	Pricilla Alumona
Yetunde Ayoh	French-ES/MS	TBA
Acacia Croft	Spanish-ES/MS	
Anne Idowu	Physical Education-ES/MS	Elkanah Harrison
Bereofori George	Physical Education-ES/MS	
Maria Zarkada	Elementary Music	
Nicole Turcotte	Student Support Services Coordinator	
Jackie Wyncoll	ELL	
Bola Body-Lawson	Elementary Computer	

**Middle School (6-8)**

Folarin Ejiwunmi	MS ELL
Antoinette Go	MS Instructional Technology
Richard Golub	MS History & Geography
Binu Jacob	MS Math
Chris Mc Bride	MS Science
Dan Mckechnie	MS Social Studies
Terry McKenzie	MS Science
Michael Mitchell	Activities Coordinator/MS Physical Education
Sandra Solano-Mitchell	MS Spanish
Susan Ogunojemite	MS Art
Dominic Okosun	MS Physical Education & Health
Les Olson	MS Math
Kathy Pedersen	MS Math
Bernadine Rambarran	MS English
Gita Thadani	MS French
Brian Vaughn	Elem/MS Band & Choir
Carrie Whitney	MS English

**Substitute Teachers**

Elizabeth Ntan  
TBA

**Associate Teachers**

Kingsley Nkwa	Instrumental Assistant
Bunmi Adenihun	Elementary Science
Nneka Hammond	HS English Language Learners
Patricia Anukwu	African Studies (K-5)
Paola DeLa Sobera	Elementary Spanish
Mabel Anaga	Student Support Services
Chukwudi Asobo	K-2 Computer
Mudirat Logun	French-ES
Adebara Kofoworola	French-ES/MS

**6<sup>th</sup> Grade Instructional Assistant**

Mary Dillibe

**Maintenance Staff**

Adewale Adeosun	Maintenance Staff
Michael Akindolani	Maintenance Staff
Abraham Udo	Maintenance Staff
Allen Ogedengbe	Maintenance Staff
Amah Bernard	Maintenance Staff
Donald Iroegbu	Maintenance Staff
Dapo Kolawole	Maintenance Staff
Andrew Okehie	Plumber
Charles Ekeuhie	Carpenter
Comfort Usen	Maintenance Staff
Elkanah Harrison	Maintenance Staff
Emmanuel Amoni	Maintenance Staff
Geoffrey Ofurum	Carpenter
James Damisah	Maintenance Staff
James Israel	Electrician
James Onyerionwu	Maintenance Staff
Kolade Ajayi	Mechanic-Driver
Sunday Etukudo	Maintenance Staff
Morufu Akanni	Maintenance Staff
Moses Adenugba	Electrician
Moses Ebibi	Maintenance Staff
Noah Adefemi	Maintenance Staff
Victoria Udoh	Maintenance Staff
Samson Awopeju	Maintenance Staff
Sesan Odusolu	Electrician
Stephen Aghighor	Electrician
Stephen Oguchi	Electrician
Emmanuel Abaku	Electrician
Olufemi Olarinde	Electrician
Adedeji Ehinmonrin	Masonry
Evans Dankwah	Driver
Zohou Desire	Driver
Paul Idubor	Driver
Yemisi Pedro	Maintenance Staff

# **AMERICAN INTERNATIONAL SCHOOL**

## **JOB DESCRIPTION**

### **TEACHER ASSISTANT**

#### **JOB SUMMARY**

This position assists a certificated teacher or staff member. The position tutors individually or in small groups; monitors students in classroom, at lunch, on the playground, at the pick up, drop off location, and provides general classroom assistance.

#### **EXAMPLE OF WORK**

The Teacher Assistant performs any of the following duties:

1. Tutors children individually or in small groups on a variety of subjects, compiles, reviews, and records student assignments and progress.
2. Monitors student behavior in the classroom, lunch area, during detention or at recess; disciplines students as necessary. Monitors student entering or leaving the building, between classes.
3. Assist teacher with classroom management; assists in preparing teaching lessons: duplicates, organizes, distributes and files teaching materials.
4. Attends program meetings and workshops as required and/ or requested.
5. Performs related duties as assigned to assist the teachers or administrative staff.

#### **Instructional Assistant Performance Records:**

Outstanding and sub par performance will be documented on the Instructional Assistant Performance Record form. The purpose of the form is to keep a running record of each Instructional Assistants performance during the year. Performance record forms will be used to assist teachers and the administration in filling out an IA's yearly evaluation. Please note that an IA will be terminated if he/she receives three below standard performance forms during the year.



## Instructional Assistant Performance Record

Name of Instructional Assistant \_\_\_\_\_

Person filling out the form \_\_\_\_\_

Type of performance record  Outstanding Achievement  Below Standard

Outstanding Achievement:

- Instruction  Special Project/Assignment  Training
- Other \_\_\_\_\_

Describe the Outstanding Achievement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Below Standard:

- Late/No show (without notice)  Poor Performance/Attitude
- Delinquent of Assigned Duty  Other \_\_\_\_\_

Describe the Below Standard Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person filling the form

\_\_\_\_\_  
Date

**AMERICAN INTERNATIONAL SCHOOL**  
**Instructional Assistant Evaluation Form**

Name \_\_\_\_\_ Assignment \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Position Summary:

Core Responsibilities:	Exceeds Standards	Meets Standards	Below Standards
Assist with small group, on one-on-one, or the entire class as needed			
Assist with clerical work and the preparation for lessons such as copying, setting up, and organizing materials.			
Monitors and redirects student's behavior in a manner agreed upon with the classroom teacher.			
Takes initiative with all classroom responsibilities.			
Arrives and is ready to work at scheduled time. Ensures regular daily attendance and the fulfillment of the designated schedule.			
Uses appropriate language, phrases, and terms at all times.			
Speaks to student using positive statements and in a calm tone.			
When monitoring outdoor activities, places oneself to effectively monitor students' physical and verbal behaviors at all times.			
Completes tasks and errands outside the classroom effectively and in a timely manner.			
Only with the teacher present and upon invitation by the teacher, the teaching assistant speaks to parents/guardians regarding a student's progress or behavior.			

Additional Comments:

Signature of Evaluator \_\_\_\_\_ Title \_\_\_\_\_  
 Signature of Employee \_\_\_\_\_

## ***REPORTING RELATIONSHIPS***

Reports to principal: responsible to assigned teacher.

AFFILIATION

CLASSIFIED SALARY LEVEL

INSTRUCTIONAL ASSISTANT

CLASSIFIED SALARY SCHEDULE LEVEL 1-4

## ***MINIMUM QUALIFICATIONS***

### Education And Experience

College graduate or equivalent and teaching experience in working with school-aged youth, preferably in a classroom setting.

### Allowable Substitution

Alternative combinations of education and experience will be evaluated by the Superintendent for comparability.

### Knowledge, Skill, and Abilities

Knowledge of childhood academic, social, and physical development.

Knowledge of assigned subject areas.

Ability to obtain, clarify, and exchange information.

Ability to organize and coordinate activities with assistance of classroom teacher.

Ability to establish and maintain effective working relationships with a variety of people.

## ***INSTRUCTIONAL ASSISTANT'S RESPONSIBILITIES AND EXPECTATIONS***

### **Maintaining Work Hours**

Instructional Assistants are expected to sign in daily at the office by 7:00 a.m. to begin their duties. The contractual day is from 7:00-2:30 p.m. for elementary and 7:00-3:00 p.m. for secondary school assistants.

Please take into consideration the heavy morning traffic conditions on most main roads when planning departure times from home. In an emergency instructional assistants may only leave prior to assigned work hours with permission from the appropriate elementary or secondary principal.

### **First day of school**

During the first day of classes, please be available to assist the classroom teacher in anyway. Make sure boards are neat and tidy, and that equipment is in place for student use upon youngster's arrival to class.

### **Student movement**

When walking children to specialists make sure lines are straight and youngsters are quiet. Remember there are other classes working all day long. Make sure students are picked up on time from specialists and that you remain with student if an additional adult is needed.

### **Cell phones**

Students have been asked to use cell phones only for emergencies before and after school. It is expected that all adult phones only be used during lunchtime, breaks or before or after school. Cell phones are to be turned off while in the classroom.

### **Expectations for lunch**

Lunch Periods are as follows

K-2	10:45-11:15 am
3-4	11:15-11:45 am
5	11:30-12:00 pm
6-12	12:10-12:50 pm

If you are assigned duty responsibilities during lunch and recess make sure to be in close contact with the students. Kindly refrain from socializing with peers during this time. Remember, student safety is your responsibility. **Be on time to your assigned duty position.**

### **Illness**

If you are ill please notify your classroom teacher and the designated Vice Principal as soon as possible.

Emergency Leave may not be used to extend holiday, vacation, or break period during the first or last of the student year.

### **Communication**

If a concern arises among colleagues, best practice is to discuss the issues with your grade level team and the classroom teacher. If the situation is not resolved the next step is to discuss the problem with the designated principal for an expeditious resolution to the problem.

### **Printing**

Remember the print shop has walk in hours from Elementary (7-8 a.m.) and Secondary (8:55-9:45) Plan ahead. Remember to sign in your request on the counter in the

workroom. Politely requesting assistance is much more effective than screaming and/or demanding immediate help. Your lack of timeliness is not their fault.

### **Staff Apparel**

Please remember our professional responsibility to model for our youngsters appropriate dress at all times on campus. As a reminder, spaghetti straps, backless tops, and shorts above finger tip length are not acceptable attire for the school day.

### **Recess**

Teaching assistants will be scheduled throughout the year on a rotating basis for the purpose of maintaining a safe and orderly play environment for our youngsters. It is of critical importance that the following expectations be met:

- Be vigilant! Pay attention to what is happening on the playground.
- Be at assigned station on time, no exceptions
- If you are going to be absent or late in coming to school for any reason and are unable to make your assigned responsibility, call AYO at 08087127898 at least 1 hour prior so he will be able to schedule someone else to be in position.
- When bringing students outside, ensure that they are orderly and are seated at their assigned tables for lunch.
- Make sure to continually rove in your assigned area. Ensure each child eats each or her lunch first, then cleans up before dismissal to play 10 minutes minimum.
- REMEMBER: We are supervising students to keep them safe and orderly; therefore, this is not an appropriate time for adult socializing.
- Please maintain the up to date schedule in your handbook for your information.

### **Tutoring on Campus**

Instructional Assistants choosing to tutor are expected to follow the guidelines listed below. Failing to do so will result in a discontinuation of their tutoring privileges on campus and the incident will be documented on their evaluation.

- On campus tutoring is allowed between 2:30-4:15. The Vice Principal will designate the tutoring rooms that are available for use.
- All tutoring **must take place** in the designated rooms or at the picnic tables in the second courtyard.
- All communication with a child's teacher relating to tutoring must be conducted before or after school or at the teacher's convenience.
- Tutors must registrar their tutoring sessions with the Vice Principal using the Tutor registration form found in this handbook.
- Solicitation of students for tutoring is strictly prohibited, doing so will cause a tutor to forfeit his/her ability to tutor on campus.
- Instructional assistants tutoring students from their class are not allowed to discuss a child's classroom progress with parents. This is the job of the classroom teacher.
- Tutors are responsible for delivering their students to parents, nannies, or escorting them to the front gate.



**Tutoring Registration Form**

Name of Tutor: \_\_\_\_\_

Position at AISL \_\_\_\_\_

Student's Name	Grade/Teacher	Days Tutored	Time
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			

I, \_\_\_\_\_, verify that the information I provided is true and correct. I also understand the rules that have been set by the AISL administration and agree to abide by them. I agree to report any added or discontinued tutoring services that occur as soon as possible to the Assistant Principal. I understand that my failure to meet the requirements set forth by administration will cause me to lose my tutoring privileges on campus and that my actions will be documented in my performance evaluation.

\_\_\_\_\_  
Tutor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Principal's Signature

\_\_\_\_\_  
Date

# Instructional Assistant Supervision Schedule 2011/2012

## **Jobs:**

**Staircase Supervisor-** monitoring travel up and down the stairs in the morning before school. Elementary students are not allowed up stairs unless they are with an adult or have a specific reason to go up to see a teacher. Middle school students are allowed to go to their lockers on the third floor at 7:20 am. Elementary students may go to their classrooms when the first bell rings at 7:25.

**Floor Supervisor:** monitoring students on floor levels (2<sup>nd</sup> or 3<sup>rd</sup>) during morning duty. No elementary students should be on your floor before 7:25 unless they are with an adult or have a specific reason for their visit. Floor monitors should patrol the floor by walking around during their duty. After school the floor monitor needs to check to see if any students are lingering on their floor

**Courtyard Supervisor:** An instructional assistant will monitor the students that are in the main courtyard. Those monitoring this area need to make sure that students are not running in the courtyard, playing rough, or swinging their backpack/bag. After school, the courtyard supervisor needs to ensure that students are going where they need to be and keep them from playing/congregating in the courtyard.

**Big Toy/Field/New Court:** All three of these positions require the supervisor to ensure that students are playing safely in these areas.

**Front Gate:** Two supervisors are needed to supervise the gate area. One assistant should stand outside of the gate to control the release of the students to the adult picking them up. Another supervisor should be just inside the sliding gate monitoring the release of students and the students waiting to be released.

## Group One: First Trimester (August 16<sup>th</sup>-November 5<sup>th</sup>)

### Morning Duty (7:00-7:25):

Staircase 1 (next to front office):	Agnes
Staircase 2 (next to staff bathrooms/Kindergartens):	Andrew
Staircase 3 (next to band/music room):	Margaret
2 <sup>nd</sup> Floor:	Niyi Y.
3 <sup>rd</sup> Floor:	Varian
Main Courtyard	Bola A.
Second Courtyard	Mary/Patricia
Big Toy:	Edith
Field:	Ayo
Sports Court:	Sarah A. and Evelyn

After School (2:10-2:30)

Front Gate:  
2<sup>nd</sup> Floor:  
3<sup>rd</sup> Floor:  
Courtyard:  
Big Toy:  
Field:

Margaret & Niyi Y.  
Chika  
Varian  
Bomi  
Roland  
Ayo

**Group Two: Second Trimester (November 8<sup>th</sup>-February 18<sup>th</sup>)**

Morning Duty (7:00-7:25):

Staircase 1 (next to front office):  
Staircase 2 (next to staff bathrooms/Kindergartens):  
Staircase 3 (next to band/music room):  
2<sup>nd</sup> Floor:  
3<sup>rd</sup> Floor:  
Main Courtyard  
Second Courtyard  
Big Toy:  
Field:  
Sports Court:

Queen Lizzy  
Victoria  
Bomi  
Felicia  
Niyi O.  
Bola A.  
Andrew & Roland  
Henry  
Ayo  
Sarah A. and Tonye

After School (2:10-2:30)

Front Gate:  
2<sup>nd</sup> Floor:  
3<sup>rd</sup> Floor:  
Courtyard:  
Big Toy:  
Field:

Segun & Ronke O.  
Felicia  
Varian  
Pauline  
Evelyn  
Ayo

**Group Three: Third Trimester (February 21<sup>st</sup>-June 2<sup>nd</sup>)**

Morning Duty (7:00-7:25):

Staircase 1 (next to front office):  
Staircase 2 (next to staff bathrooms/Kindergartens):  
Staircase 3 (next to band/music room):  
2<sup>nd</sup> Floor:  
3<sup>rd</sup> Floor:  
Main Courtyard  
2<sup>nd</sup> Courtyard  
Big Toy:  
Field:  
Sports Court :

Henry  
Yemi  
Patricia  
Maureen  
Akintayo  
Bola A.  
Margaret & Roland  
Pauline  
Ayo  
Sarah A. and Joy

After School (2:10-2:30)

Front Gate:  
2<sup>nd</sup> Floor:  
3<sup>rd</sup> Floor:  
Courtyard:  
Big Toy:  
Field:

Joy & Niyi O.  
Chika  
Akintayo  
Edith  
Roland  
Ayo

## Extended Duty 2011-2012

### ***First Trimester***

#### Morning (6:30-7:25)

Main Gate (6:30-7:00)/2<sup>nd</sup> Courtyard  
Main Courtyard  
2<sup>nd</sup> Courtyard  
Field  
Big Toy  
Sports Court

Patricia  
Bola  
Mary  
Ayo  
Edith  
Sarah & Evelyn

#### Afternoon\* (2:30-4:30)

Main Gate  
Main Courtyard  
2<sup>nd</sup> Courtyard  
Field

Edith  
Pauline  
Roland  
Ayo

### ***Second Trimester***

#### Morning (6:30-7:25)

Main Gate (6:30-7:00)/2<sup>nd</sup> Courtyard  
Main Courtyard  
2<sup>nd</sup> Courtyard  
Field  
Big Toy  
Sports Court

Roland  
Bola  
Andrew  
Ayo  
Henry  
Sarah & Tonye

#### Afternoon\* (2:30-4:30)

Main Gate  
Main Courtyard  
2<sup>nd</sup> Courtyard  
Field

Yemi  
Chika  
Roland  
Ayo

### ***Third Trimester***

#### Morning (6:30-7:25)

Main Gate (6:30-7:00)/2<sup>nd</sup> Courtyard  
Main Courtyard  
2<sup>nd</sup> Courtyard  
Field  
Big Toy  
Sports Court

Margaret  
Bola  
Roland  
Ayo  
Pauline  
Sarah & Joy

#### Afternoon\* (2:30-4:30)

Main Gate  
Main Courtyard  
2<sup>nd</sup> Courtyard  
Field

Priscilla  
Evelyn  
Andrew  
Ayo

\*Afternoon Duty- though you are assigned an area, it is important that you are patrolling in and around your area. The purpose of this supervision time is to assist students in being in the correct location. The afternoon duty requires that you are asking students, 'Where are you supposed to be right now?' and then making sure that students go to that area. If a student is not in a supervised activity, he/she needs to be waiting for his/her ride at the front gate.



## AISL Citizen Expectations

Area of School	Respect	Responsibility	Fair	Caring	Trustworthy
Classroom	<ul style="list-style-type: none"> <li>-Wait your turn to speak</li> <li>-Be a good listener</li> <li>-Use polite manners</li> <li>-Treat others as you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands/feet to self</li> <li>-Follow Directions</li> <li>-Do your best</li> <li>-Bring completed work to class</li> </ul>	<ul style="list-style-type: none"> <li>-Take turns</li> <li>-Share classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>-Help others do their best</li> <li>-Keep your classroom tidy and clean</li> </ul>	<ul style="list-style-type: none"> <li>-Tell the truth</li> <li>-Do your work</li> <li>-Respect other peoples' property</li> </ul>
Lunch Tables	<ul style="list-style-type: none"> <li>-Use good table manners</li> <li>-Quiet voices in the courtyard</li> </ul>	<ul style="list-style-type: none"> <li>-Don't waste food</li> <li>-Throw your garbage away</li> <li>-Sit and eat your lunch for at least 10 min.</li> </ul>	<ul style="list-style-type: none"> <li>-Take your turn in the lunch line</li> </ul>	<ul style="list-style-type: none"> <li>-Leave lunch tables better than the way you found them</li> </ul>	<ul style="list-style-type: none"> <li>-Walk at all times in the lunch area, including to and from the playground</li> </ul>
Playground	<ul style="list-style-type: none"> <li>-Greet AISL citizens with a smile or by saying hello</li> <li>-Follow all adult directions</li> <li>-Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>-Pick-up trash as you see it</li> <li>-Walk to and from the field</li> </ul>	<ul style="list-style-type: none"> <li>-Play by the rules</li> <li>-Take turns when playing</li> </ul>	<ul style="list-style-type: none"> <li>-Help others who need it</li> <li>-Return lost items to the hub</li> <li>-Solve problems with others</li> </ul>	<ul style="list-style-type: none"> <li>-Return borrowed equipment</li> <li>-Stay in the supervised playground area</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>-Use a quiet voice</li> <li>-Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Flush the toilet when finished</li> <li>-Throw paper towels in dust bin after using them</li> <li>-Turn-off water when finished</li> </ul>	<ul style="list-style-type: none"> <li>-Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>-Report maintenance problems to your teacher or administrators</li> </ul>	<ul style="list-style-type: none"> <li>-Clean-up spills</li> <li>-Return to class quickly</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>-Listen when the speaker is talking</li> <li>-Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Sit facing the presentation</li> <li>-Walk with your class to and from assemblies</li> </ul>	<ul style="list-style-type: none"> <li>-Sit in your designated area</li> </ul>	<ul style="list-style-type: none"> <li>-Welcome new students to AISL</li> <li>-Provide space for others</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time</li> </ul>
Hallways/ Stairwells	<ul style="list-style-type: none"> <li>-Use quiet voices</li> <li>-Greet AISL citizens in passing with a hello or smile</li> </ul>	<ul style="list-style-type: none"> <li>-Walk at all times in stairwells and hallways</li> <li>-Walk on the right</li> <li>-Carry all bags in the stairwells</li> </ul>	<ul style="list-style-type: none"> <li>-Walk in a single file line</li> </ul>	<ul style="list-style-type: none"> <li>-Give priority to lower grades to pass</li> <li>-Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>-Go directly to your destination</li> </ul>

## **AISL Schoolwide 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. The **Progressive Discipline System (PDS)** is 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.

**Processing/Time-out** – The student will be sent to a buddy room for a time to reflect on his or her actions and make a written plan for better choices in the future. Five-minute time-out will be given in non-classroom settings. Parent communication will be made in writing, by e-mail, or through a phone call.

**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. Parent communication will be made by a staff member prior to the detention.

**Friday School for 2 hours** – The student will be sent to a detention room on Friday. Parent communication will be made by a school administrator prior to the detention.

**In/Out of school suspension**- The parent will be contacted by a school administrator prior to the suspension.

All discipline is noted on a Discipline Referral Form. Please review the form with your child, sign it and return it the following day. **Students who do not return signed discipline forms may be assigned an additional lunch/recess detention.**

The discipline system is progressive and will be based on the Consequence Scale below:

<b>Consequence Scale</b>	
<b>Violation</b>	<b>Starting Point on PDS/Person Issuing</b>
Classroom Disturbance	Proximity/Non-verbal Teacher/Supervisor
Running in hallways or courtyard	Time-out or return and try again Teacher/Supervisor
Foul/Abusive Language	Processing Teacher/Supervisor
Shoving/Rough Housing	Lunch Detention Teacher/Supervisor
Non-compliance/insubordination	After School Detention Teacher/Supervisor
Cumulative Violations	Office Referral w/ minimum of Friday School
Sexual Harassment	Office Referral w/ minimum of an After School Detention
Harassment/Bullying	Office Referral w/ minimum of After School Detention
Assault/Fighting	Office Referral w/ minimum of Friday School
Theft	Office Referral w/ Minimum of Friday School

## When, Where, and What Students can do...

### Before school

- **6:30-7:00 am** – Students arriving through the front gate must wait in the front gate seating area. Students arriving through the back gate must wait on the bleachers.
- **7:00-7:25 am** – Ground floor, Courtyard, Field, picnic tables.

### Sports Court and Field

- Play games in designated areas.
- Do not enter resident area or the garage.
- Store backpacks, lunches, and other personal belongings in designated areas and lockers.
- Take at least 10 minutes to eat lunch before starting play activities.
- Sit on benches or steps while eating lunch.
- Play in areas only supervised by adults.
- Enter the gym, stage, pool area and annex only for class and supervised activities. **Gym is off limits during lunch unless otherwise authorized (rainy days).**
- Stay on the picnic side of the back gate during recess and lunch times.
- Use the gym bathrooms during recess and lunch times.
- Follow posted Big Toy safety rules.
- Play ball games on basketball court, tennis court, or field.
- Use handrails in courtyard safely. Do not play or hang on handrails.

### Transitions

- Go with a staff member or take a pass when going to the health clinic.
- Use a pass when out of class without a staff member (library, office, bathroom, clinic or errand).
- Walk on outdoor red and gray areas.
- Walk quietly to the right on stairwells and corridors.
- Return to classroom and lockers only when bell rings.
- Go to food court during scheduled lunch only, not during passing time.

### After School

#### • Elementary

**2:10-2:25 pm.** Courtyard only. Student may not play in the food court area. Secondary students are still in classes in the Annex.

**2:25-3:25 pm.** All students must be in a supervised school activity (club, team sport, activity) Elementary students not engaged in one of the above must go to the library.

**3:30-4:30 pm.** Library. No elementary student can be on the field, sports court, picnic benches or courtyard.

#### • Secondary (Middle and High School)

**3:00- 3:30pm.** Students may sit at the picnic tables, career/counseling center or study in the library. Students may play on the sports court only if it is not being used by elementary activities.

**3:30-4:30pm.** Supervised clubs, athletics, activities, or library. Any student not in a supervised activity must leave campus or wait in the sitting area at the front gate. No secondary student may be at, or play on the Big Toy before, during or after school.

- **All students – Elementary and Secondary**

**4:30 pm.** Any student not participating in a Saturday sport practice must leave school, or stay in the front gate waiting area. All students waiting for their Saturday sports coach must sit on bleachers at the field.

All students must leave AISL when their practices or activity ends, (AISL or Saturday sports sponsored).

**4:00 p.m.** Food court closes.

**Saturdays**

- Remain with parent or adult in designated areas. Pool is open for community swim from 8:00-4:00 pm only during Saturday sports when reserved.
- The conference room will be opened to residents and activity groups if reserved.
- Enter upper level of the school only when accompanied by an adult.

**Sundays**

- Campus is closed (**no exceptions**).

# **DRESS CODE 2011 - 2012**

## **APPROVED AISL DRESS STANDARD**

*All clothing items need to be free of visible emblems and brand markings*

### **APPROPRIATE SHIRTS/TOPS**

#### **BOYS**

**Colors – Navy blue, White, Red**

- Long or short sleeved
- Polo tops – not baggy, must fit the person
- Oxford button down – not baggy, must fit the person
- Spirit T-Shirt – designated spirit days only

#### **GIRLS**

**Colors – Navy blue, White, Red**

- Polo tops – not baggy, must fit the person
- Peter Pan type polo shirt
- Oxford button down – not baggy, must fit the person
- Spirit T-Shirt – designated spirit days only

**APPROPRIATE PANTS** must fit at the waist. Cargo style bottoms are not acceptable, shorts, skirts and skorts length must be an appropriate length.

#### **BOYS**

**Colors – Navy blue, Khaki**

- Walking length shorts
- Pleated or non-pleated chino style pants (no sagging)

#### **GIRLS**

**Colors – Navy blue, Khaki**

- Walking length shorts
- Pleated or non-pleated Chino style pants
- Capri pants
- Pleated or non-pleated skirt and skorts

**APPROPRIATE SWEATSHIRTS AND SWEATER** must be a solid color; zip, button, and pull over are acceptable. Hoods are not allowed

**Colors – Navy blue, Red and White**

- No graphics, printing, pictures or logos but AISL sweatshirt with the AISL logo is permitted.
- Zipper or pull over (no hoods)

### **APPROVED SHOES (BOYS & GIRLS)**

- Trainers/sandals with back
- Dress shoes,
- No flip flops/sandals, “cros” without backs
- Shoes must match

### **SOCKS (BOYS & GIRLS)**

- Black or white only – must match

### **APPROVED BELTS (BOYS & GIRLS)**

- Colors: Red, Navy blue, White, Black, Khaki, Brown or Black leather (Solid color)
- No belts with studs, sparkles, holes all the way around the belt, or large buckles

## **MISCELLANEOUS (BOYS & GIRLS)**

- No chains hanging from wallets or belt loops
- Sunglasses should not be worn in classrooms
- No hats
- No bandanas
- Hair accessories should be limited to combs, 1 or 2 barrettes or a hair band that hold the hair off the face – and not used for decoration
- No T-shirts except during PE class
- Undershirts must be the same color as the uniform top being worn

## **PE (BOYS & GIRLS)**

- Black or navy knee length shorts
- White T-Shirt, round neck
- Athletic shoes

For elementary students: only may wear their PE outfit (shorts & white T-shirt) on the day they have PE, but they need to bring a clean shirt to wear after their class. Secondary students may only wear P.E uniform during assigned P.E class.

## **SWIMMING**

- Girls - one piece: navy or cobalt blue swimming suit with a navy or black swimming cap
- Boy – solid navy blue or black swimming trunks
- Must bring a clean towel daily

## **BAND**

- Black slacks/long skirt, white shirt/blouse
- No logo on any of the items

### **Where you can find these items in Lagos:**

#### **The School Kit Shop**

Victoria Island

Shop 1 (1<sup>st</sup> 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

**Administration reserves the right to determine if the student meets AISL Dress Standards.**