

### ARTICLE 3 STUDENT (Series 3.000)

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**ADMISSIONS PRIORITY**

The following admissions categories below list the order of priority for applicants. Children of parents employed by the US Embassy/Consulate, AISL Overseas Hire faculty and staff and companies participating in either the Special Assessment or Guaranteed Enrollment plan are given the highest priority. All other admissions are contingent upon available space:

- 1) Children of US Embassy/Consulate employees.
- 2) Children of AISL Overseas Hire certificated faculty and professional staff (as defined in Policy 6.041).
- 3) Children of Companies enrolled under the Traditional Special Assessment program.
- 4) Children of Companies enrolled under active Guarantee Enrollment plans.
- 5) Children of US citizens.
- 6) Children of non-US citizens with siblings presently enrolled in AISL.
- 7) Children of non-US citizens from diplomatic missions.
- 8) Children of non-US citizens whose parent(s) are on expatriate status employed by a US-based company (not covered under Priority 3 or 4).
- 9) Children of AISL Local Hire certificated faculty and support staff (eligibility defined in Policy 6.041, 6.042).
- 10) Children of non-US citizens who were previously enrolled in AISL (seeking readmission).
- 11) Children of non-US citizens who themselves have US citizenship.
- 12) All other non-US citizens.

AISL reserves the right to deny admission to students who have demonstrable special learning, behavioural and/or emotional needs. AISL also reserves the right to deny admission to students who do not achieve an acceptable score on the admissions test.

Independent of admissions category, enrolled students who are in good standing have the highest priority for continued enrollment and places will not be eliminated for these students in order to admit new students.

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REVISED MAY 17, 2000  
REVISED MAY 24, 2005  
REVISED MAY 29, 2006  
REVISED MARCH 20, 2007

**ADMISSION OF STUDENTS ON WAITING LIST**

Once classes have been determined to be full, all future applicants are placed on a waiting list according to Policy 3.000. When space in a class becomes available, students are placed in the appropriate classroom. The waiting list is maintained in a priority manner as to the date of application.

It is the responsibility of the parent/guardian of students on the waiting list to check with the school at least every sixty (60) days regarding admission of their child to the regular school program. Failure to do this will result in the child's name being dropped from the active list.

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REVISED FEBRUARY 11, 1981  
REVISED MARCH 9, 1983  
REVISED JUNE 10, 1987  
REVISED MAY 22, 1991

## **ADMISSIONS REQUIREMENTS/STUDENT PLACEMENT**

Grade placement is based upon age, education needs, and social/emotional maturity.

Students coming from Accredited state-side schools or other American Accredited curriculum schools will gain admission based upon official records from the previous school which show they have been succeeding at or above the average of their classmates. AISL will require entrance testing if the previous grade report is marginal. All other applicants must complete an entrance test.

An applicant will be called in for entrance testing when a vacancy occurs at the appropriate grade level as determined by student age/grade-level guidelines. The entrance test includes assessment in vocabulary, reading comprehension, spelling, mathematics, and written expression. Students are expected to score at or above grade level in all the above areas in order to be granted admission.

It should be noted that AISL does not have special classes for students who have been defined as gifted or who have been diagnosed with specific learning or behavioral disabilities. Neither do AISL provide special instruction to those for whom English is a second language.

In the elementary division of the school, the school generally honors the grade placement of the previous school. However, placement tests may be given to a new student to help determine his/her educational needs. ESL students, upon entering AISL for the first time, are generally tested for placement purposes. The testing is done only for placement and inclusion, not selection or exclusion.

ADOPTED FEBRUARY 6, 1980  
REVISED JANUARY 14, 1997

PRE-KINDERGARTEN ADMISSION

In order to be eligible for the pre-kindergarten class, a child must be four (4) years of age on or before August 31. In addition, the student must successfully pass an admissions screening.

ADOPTED FEBRUARY 6, 1980  
REVISED APRIL 15, 1989  
REVISED APRIL 27, 1994  
REVISED FEBRUARY 15, 2000

**RIGHT OF APPEAL**

Parents have the right to appeal in writing to the Board of Directors any decision regarding admission or student placement.

ADOPTED FEBRUARY 6, 1980

**STUDENT PROGRESS**  
**STUDENT EVALUATION**

AISL is committed to continual assessment of student performance and to sharing such pupil appraisal with parents. Reports of pupil progress and performance shall be issued not less than quarterly. For junior high students a mid-term report and end-of-quarter report will be completed for each term.

Parent-teacher conferences are encouraged as an integral component of sharing progress. A written report will be made of any parent-teacher conference, with a copy given to the parent upon request. All parents of elementary students will have a conference scheduled during the first term.

Interim reports will be made whenever a pupil's work becomes unsatisfactory or drops seriously in quality.

**STUDENT PROMOTION**

In general, children will be placed at the course (grade) levels to which they are best adjusted academically, socially, and emotionally. Children will usually progress annually from level to level, spending one year in each level. If, in the opinion of the teachers, guidance counselor, superintendent or his designee and parents, a student would profit more by staying less than one year in a particular level, the student may either be moved ahead a level or be allowed to progress at his or her own rate of development. On the other hand, some children may profit by staying another year at the same level. Likewise, the parents, teacher, counselor and superintendent will confer to make the decision. In the event of a disagreement, the final decision for appropriate class placement is the responsibility of the AISL administration.

ADOPTED FEBRUARY 6, 1980  
REVISED JUNE 10, 1987

## **STUDENT RECORDS**

The administration is responsible to maintain student records covering conduct, attendance, academic achievement, standardized tests and any other material considered appropriate.

Student records will be available for review by the student, parent and the professional staff. The administration may withhold all or part of a student's records from all other personnel or agencies unless given a court order.

Records will be maintained for five years after a student leaves AISL. After that time student information will be posted to a card which will be kept indefinitely. The card should indicate dates of attendance and any school where records were forwarded.

**STUDENT TRANSFER OR WITHDRAWAL**

When a student transfers or withdraws from AISL to enter another school, the student's records will be forwarded upon written request by the parents or the receiving school. Student records will not be forwarded unless all financial obligations to AISL have been fulfilled.

## HOMEWORK POLICY

The Board of Directors of AISL, Nigeria believes that students who are assigned and do homework regularly are able to achieve not only more but more quickly, and that homework provides a useful extension of students' learning opportunities. Homework may be defined as task to be done in students' own time after school hours and is expected at both elementary and secondary levels.

Homework should provide an appropriate challenge for students of all abilities, recognizing individual and group needs.

Properly conceived, carefully designed, presented and monitored by the teacher, homework fosters development of independence, self-discipline and responsibility, and conserves class time for those lessons better taught with close teacher guidance and supervision.

Homework is an integral part of the learning process and presents opportunities for:

- A. practice or drill in those skills already taught
- B. preparation for material to be presented or taught subsequently
- C. extension or transfer of a skill or concept to a new situation
- D. completing assigned work not finished in class

## HOMEWORK GUIDELINES

Use of homework requires cooperation among teachers, students and parents. Homework will be a regular part of each student's school experience. Students should be able to complete the assignments within the guidelines given below:

### Elementary

Homework will be assigned Mondays through Thursdays with weekend homework being at the discretion of individual class teachers.

The following times are recommended daily averages:

- A. grades 1 and 2: 15 to 20 minutes
- B. grades 3 and 4: 30 to 45 minutes
- C. grades 5 and 6: 45 to 60 minutes

The pattern of homework will reflect the balance of subject within the timetable, a possible arrangement might be:

- Monday: Math & English (Spelling, Language & Handwriting), Reading
- Tuesday: English & Social Studies & Music
- Wednesday: Math & Science - Reading
- Thursday: English & Math – French

## **HOMEWORK POLICY**

Communication between tutors and specialist staff is necessary to ensure a well-balanced homework schedule.

### Junior High

Homework will usually be assigned Monday through Friday. Up to 2 - 2 1/2 hours of homework per night may be slightly more. With the exception of math, homework assignments that are anticipated to take longer than 20 minutes to complete will not be due the following day.

### Homework and Absence

A student is responsible for making up homework missed through absence. It is the student's responsibility to ask if there have been assignments during their absence. The time allowed for this is equivalent to the number of days absent. Assignments prior to expected absences will not normally be given.

### Homework and Vacations

Homework will not normally be given during vacations. Optional assignments may be available upon parental request.

### Responsibility for Homework

Teachers are responsible for:

- communicating homework expectations to students and parents
- assigning, monitoring, correcting, acknowledging and returning student homework in a timely manner
- conferring with parents regarding homework concerns

Students are responsible for:

- understanding the homework assignment(s) before leaving school
- taking home all necessary materials to complete the assignment
- scheduling time for homework that is compatible with family and/or after school activities
- 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 students to develop good study habits by providing a comfortable, well-lit area away from distractions
- encouraging students to set a regular time for studying
- evaluating student out of school activities to be sure the student has sufficient study time
- conferring with teachers regarding homework concerns

ADOPTED APRIL 20, 1988

REVISED MARCH 15, 2005

**SCHOOL HOURS**

Daily school hours are established prior to the beginning of each school year by the Superintendent in consultation with the Board of Directors.

ADOPTED APRIL 20, 1988  
REVISED MARCH 15, 2005

**SCHOOL VISITORS**

Any visitors to the American International School (parents, new students, former students, business sales persons, drivers, etc.) must initially report to the main office. The administrative office personnel will assist the visitors in expediting their purpose of the visit.

The school is a place of business and one that is attending to the educational needs of its students. Under no circumstances should any visitor be on school grounds for purpose other than school business. Violation of this policy will necessitate removal from the school's premises by appropriate authorities.

**FIELD TRIPS**

The Board of Directors of the American International School of Lagos considers school-sponsored individual student and student group trips as part of the educational program and recognizes that opening the community and world around us as an environment for learning enhances and reinforces classroom instruction.

A field trip is a school-supervised activity involving one or more students investigating or participating in real and life-like experiences away from the classroom. All field trips must be well planned and adequately supervised.

The Board of Directors, Superintendent, or teacher in conjunction with an administrator, shall have the right to cancel any field trip at any time.

The Superintendent of Schools shall develop regulations pertaining to the organization, procedures and supervision of field trips.

**ADMINISTRATIVE, FACULTY AND CLASSROOM TRIPS ABROAD**

The administration will submit an Annual Plan, through the Curriculum and Finance Committees, for review and approval by the Board at the September meeting. The plan should include the following:

- Proposal
  - Justification
  - Number of students
  - Number of faculty attending
  - Administrators attending
  - Destination
  - Departure Date
  - Return Date
  - Cost
1. Significant changes in the Annual Plan should be approved by the Board prior to making commitments. The Annual Plan should be revised with changes highlighted, and submitted for Board approval. (Significant changes would include but are not limited to new trips, increased number of faculty, changes in administrators making the trip.)
  2. Upon return from travel, the participant will submit a written or oral report to the Superintendent. The report will provide information regarding the purpose, value, and outcome of the travel experience. In the case of the Superintendent, he or she shall report to the Board during the Superintendent's comments at the first Board meeting following his or her return.

### INSTRUCTIONAL FIELD TRIPS

An instructional field trip is a school-supervised activity involving one or more students investigating or participating in educational experiences away from the school campus. All instructional field trips must be valuable educational experiences and must be consistent with the learning objectives of the instructional program.

This field trip regulation will apply to all students pre-kindergarten through grade 9 involved in classroom and other school-related activities.

A signed Parent/Guardian Consent Form for Instructional Field Trips shall be required for each student attending the instructional field trips.

The building administrator/principal has the responsibility to carry out or cause to carry out the provisions of this regulation.

Any variations from this regulation, or any interpretation, should be cleared with and approved in writing by the Superintendent or his designee.

## **ATTENDANCE**

The learning experiences which take place in the classroom environment are a meaningful and essential part of the educational program. Time lost from class due to absence is irretrievable, particularly in terms of lost opportunity for the interaction and exchange of ideas and information between students and teachers. Attempting to retrieve past assignments is not a satisfactory substitute for time spent in the classroom. Furthermore, it is unfair to other students who have made the effort to be in attendance thus impeding the progress of the entire class. Therefore, the following attendance policy will determine whether a student will receive credit for classes attended at AISL.

A student may not be absent for more than ten (10) days during any trimester (grading period). For Junior High students, a student may not be absent for more than twelve (12) days during any semester. Absences will be defined as any time the student is not in class during the instructional day. The accumulation of more than ten (10) days in a trimester or twelve (12) days in a semester for non-attendance in any one trimester/or semester will be considered reason for the student not receiving credit for that grading period. The superintendent will evaluate on a case by case basis to determine whether credit should be granted and/or whether other penalties (i.e. non participation in after school activities) should be administered. Absences from trimester to trimester are non-accumulative.

It is assumed that the same number of days absent within the allowed ten (10) or twelve (12) days is a reasonable time frame within which the missed work can be made up. It is the responsibility of the students to arrange with the teachers to make up work missed.

Serious or prolonged illnesses that require constant medical supervision will be evaluated on a case by case basis. A medical doctor must certify each of these exceptions of prolonged illness and will be the only exception to the above policy.

A note signed by the parent or guardian giving the dates is required upon return to school.

EFFECTIVE NOVEMBER 30, 1987  
REVISED DECEMBER 11, 1991  
REVISED JANUARY 1994  
REVISED JANUARY 25, 2000  
REVISED MARCH 15, 2005  
REVISED OCTOBER 17, 2006

**ELEMENTARY SCHOOL ABSENCES**

Elementary students returning to school after being absent must bring a dated, signed note from their parent or guardian detailing the reason for their absence. This note shall be given to their grade teacher. The absence shall be noted and the excuse filed.

If the child will be absent because of a prolonged illness, immediate contact should be made with the school to insure that the child's classroom progress will not be greatly impeded.

ADOPTED FEBRUARY 6, 1980  
REVISED AUGUST 12, 1981  
REVISED JUNE 10, 1987  
REVISED MARCH 15, 2005

## SECONDARY SCHOOL ABSENCES

Upon returning to school after being absent, all secondary students are to report to the office for a re-entry slip. They should have a dated signed note from their parent or guardian detailing the reason for their absence. On presentation of their note, they will be given a re-entry slip. The re-entry slip will have the time of the day issued and the initials of the person issuing it. All teachers are expected to initial the slip when the student returns to class. Students are to leave their re-entry slip with their last period teacher.

If the child will be absent because of a prolonged illness, immediate contact should be made with the school to insure that the child's classroom progress will not be greatly impeded.

Parents who are planning to take their children out of school for other than illness and family emergencies should collect an absence request form from the attendance officer. The forms should be completed and returned to the principal at least 1 week prior to the requested absence. The principal will determine whether the absence is to be considered excused or unexcused, and will communicate the decision back to the parents and to the teachers. Absences will be considered "excused" if the reason for the absence is personal illness, bereavement, religious obligations, and others as determined by the principal.

An unexcused re-entry will not allow a student to make up work missed. Students arriving in class without a re-entry slip after being absent should be sent to the office for clearance.

The procedures above will also be followed by students who are tardy to school. Only the teacher/s affected will have to initial the tardy slip. "Tardy" is defined as arriving in a class within ten minutes after the tardy bell rings. If the student arrives unexcused after ten minutes, the tardy becomes an absence.

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REVISED AUGUST 12, 1981  
REVISED JUNE 10, 1987  
REVISED NOVEMBER 1996  
REVISED MARCH 15, 2005

## ATTENDANCE AND TARDINESS RECORDS

Attendance records and tardiness shall be a part of the reporting to parents at mid-term and at the end of grading periods. It may also be reported at other times as deemed necessary. Students who exhibit habitual absences or tardiness may be required to have a conference with their parents (guardian) and the school administration.

Students who have been absent from school for prolonged periods of time, i.e. illness, bereavement, etc. are required to make up missed work when they return to school. They will have the same number of days to make up the work as they were out.

A student who misses more than 10 days of classroom instruction during any trimester or 12 days of classroom instruction during any semester excused or unexcused, will not be eligible for the honor roll for that term. A student who misses more than 15 days in any one term, excused or unexcused, will receive a "Pass" or "Fail" grade, based upon the amount and quality of the completed work.

If a student is absent more than 12 school days because of early departure, etc. a written report will be entered on the report card so stating the condition for that term.

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REVISED AUGUST 12, 1981  
REVISED JUNE 10, 1987  
REVISED JANUARY 14, 1997  
REVISED MARCH 15, 2005  
REVISED OCTOBER 17, 2006

**ATTENDANCE FOR CREDIT** (Secondary School)

In order to earn a credit in a given subject area, a student in grades PreK-6 must:

- A. be enrolled and in attendance at AISL no less than 49 days in each grading period of approximately 59 days.

In order to earn a credit in a given subject area, a student in grades 7-9 must:

- B. be enrolled and in attendance at AISL no less than 77 days in each grading period of approximately 90 days.
- C. If enrolling after the middle of a grading period, present a certified transcript of their attendance for the present grading period from their previous school.
- D. Make up missed work to meet teacher requirements.

If one or more of the above conditions is not met, a student may enroll at AISL but it is understood that credit will not be granted.

All evaluation of the non-credit class(es) may be given using these marks:  
P = Passing (Entered Term Late) or E = Failing

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REVISED JUNE 1, 1988  
REVISED MARCH 15, 2005  
REVISED OCTOBER 17, 2006

**LEAVING SCHOOL GROUND--CLOSED CAMPUS**

No student is permitted to leave the school grounds during school hours without the approval of the administration. Parents must request in writing that their child be allowed to leave the campus during school hours. Teachers shall not send students off campus without the written consent of parents and administration approval. Violations of the closed-campus policy are considered truancy and constitute grounds for suspension.

ADOPTED FEBRUARY 6, 1980  
REVISED MARCH 15, 2005

## **STUDENT DISCIPLINE**

Discipline problems at AISL are few, and it is expected that all students, in most instances, will be able to abide happily and comfortably within the basic rules of conduct laid down by the school. (See Student/Conduct Policy 3.601 and AISL Expectations)

There may be times when a student needs to be reminded of the responsibility he/she has toward the school as a whole as well as to him/herself as an individual, and there must be some sensible rules for dealing with such reminders.

In dealing with student behavior in the classroom, teachers must always be assured of support – from the Principal, the Superintendent and the School Board – for reasonable rules set within the framework of the overall policies applying to conduct. Conversely, teachers are expected to treat each student with respect, courtesy, and consideration. Students have the right to be told clearly what the rules are; and they have the right to appeal to higher authority (Principal in the first instance) if they feel they have been dealt with unfairly or have not been given an objective hearing. It should, however, be pointed out to students that school procedures must be obeyed. The people in charge of the school have the authority to carry out their tasks for the benefit of all concerned, and it is for this reason that the school Board delegates to the Superintendent and his/her professional staff the task of setting specific guidelines for discipline and punishment. *Interpretation and implementation of these guidelines is at the discretion of the administration and School Board.*

In the documentation of offence(s) will be collected on an AISL Discipline Referral that will be signed by student, parents, teachers and administrator. A copy will be retained in a central file in the Main office. Parents, teachers and administration will be issued a copy for their records.

Breaches of discipline shall be dealt with using a progressively harsh punishment which appropriately meets the seriousness of the offence. Disciplinary measures in order of severity are:

1. *Detention of student*

Detention may be imposed by the faculty or administration, and parents must be notified one day prior.

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STUDENT DISCIPLINE

2. *Disciplinary probation of student*

Students may be placed on disciplinary probation following a conference between the student, parent(s) or guardian, and the administration.

3. *Suspension of student*

Behavior that is of a serious nature and/or that consistently deviates from accepted standards as judged by the administration will lead to suspensions from one (1) to five (5) school days by the Principal. A suspended student cannot return to school until a conference is held between the administration, the student, and the parent(s) or guardian. Work missed during suspensions must be made up, but cannot qualify for credit.

4. *Expulsion of student*

Very serious and/or chronic offences may lead to expulsion. This action shall only be taken after due consideration and consultation between the Principal of the School involved, the Superintendent, the student, and the parent(s) or guardian. The Board shall receive written notice of all expulsions prior to, or concurrent with, the expulsion.

**Forfeiture of Tuition:**

If a student is suspended or expelled, tuition for the period of suspension or for the remainder of the term after expulsion cannot be refunded.

## STUDENT CONDUCT

Students of AISL are expected to behave in a socially accepted manner at school and at school-related extra-curricular activities, irrespective of location. Respect of others, their property and self should be practiced throughout the school day and during AISL sponsored events. The following behaviors are considered unacceptable and interfere with the learning environment and the welfare of others. Such acts (**including but not limited to**) are considered sufficient cause for suspension or expulsion from AISL:

1. Criminal activities including, but not limited to: possession and/or use of lethal weapons, extortion, theft, vandalism, and black market activities.
2. Violation of Policy 1.900 Tobacco, Alcohol and Drug
3. Conduct or appearance which disrupts, impedes, or interferes with the operation of the school.
  - A. Intimidation
  - B. Threats by word or deed
  - C. Bullying
  - D. Fighting
  - E. Excessive vulgarism
  - F. Violation of AISL Dress Code
4. Disobedience of an order of a teacher, administrator, or other school authority
5. Violation of Policy 4.300 Information Technology
6. Violation of Policy 3.700 Attendance

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REVISED JUNE 10, 1987  
REVISED March 15, 2005

**APPEALS**

A hearing to appeal a decision to expel a student will be conducted in the following manner:

1. A student and/or his parents or guardian may request the Superintendent to arrange a hearing before the School Board's Executive Committee to appeal any disciplinary decision made by the administration involving expulsion of that student. Appeals must be delivered in writing to the President of the School Board within five (5) working days from the day that the expulsion decision is communicated by the administration to the student, or parents and/or guardian.
2. The appellant will be notified in writing of the time, date and place of the hearing.
3. The President, or in his absence the Vice President, of the School Board shall moderate the proceedings.
4. A minimum of -three members of the Executive Committee (comprised of the voting members of the School Board, either elected or appointed) must be present throughout the hearing.
5. The hearing shall be in a closed session of the Executive Committee unless all parties agree to an open session.
6. The appellant is responsible for presenting his case to the Executive Committee (copies of any relevant documents will be supplied in advance).
7. The Superintendent will present his/her findings to the Executive Committee (copies of any relevant documents will be supplied in advance).
8. The appellant will present their summation and final comments.
9. The Executive Committee will meet in a closed session excluding all other parties and the Superintendent to evaluate the case and arrive at a decision.
10. All parties will be notified of the final decision of the Executive Committee in writing within five days from the date of the hearing.

11. The Executive Committee is responsible for keeping a record of the hearing.
12. The decision by the Executive Committee of the School Board from the appeals hearing is binding and no further appeal is available.

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REVISED MARCH 15, 2005

