Thank you for considering the American International School of Lagos (AISL) for your child’s education. We hope to welcome you to the AISL Community. At AISL teachers work in close partnership with families to ensure that the time spent with your children is of the highest quality.

The information contained in this handbook will provide you with information on AISL’s application and enrollment process and on the services available.

Details on how to apply, including our online application and required documents, can be found in the Admissions section of our school website: www.aislagos.org
MISSION STATEMENT
AISL seeks to deliver a balanced and rigorous American international education, and provide students with the tools, confidence, and motivation to excel in the face of challenges and their own life-long learning. AISL will inspire our students to think critically about what they learn by searching for what constitutes true knowledge. Building upon this, we will promote personal responsibility, leadership development, and the joy of service. We will provide our students opportunities to reach their own personal level of excellence within a highly regarded educational program focused on academics, physical education, visual and performing arts, technology, service, leadership, and global citizenship. As an integral part of the strategic planning process, we refocused AISL’s mission and vision to reflect the renewed purpose and direction of our school while keeping us grounded in the values that we have built our school on over the last 50 years.

VISION STATEMENT
EXCELLENCE * ENGAGEMENT * INNOVATION * COMMUNITY
At AISL, we hold ourselves responsible to every child who joins our community. We want to create an environment in which students want to come to school to learn, teachers want to teach, and parents want to support their children’s education. AISL strives for educational excellence in all that we do through engagement, innovation, and a world-class American international education that graduates students ready for college, careers, and life.

STATEMENT OF PURPOSE
The primary purpose of the American International School of Lagos is to serve the educational needs of the international community of Lagos. We are a co-educational and no-sectarian institution that welcomes students of all nationalities, races, religions and cultures. We recognize the value of the diversity of the school and the admission policies are designed to maintain an appropriate balance of diversity and preserve our fundamental identity as an American International School. AISL does not discriminate on the basis of race, color, religion or sex.

ADMISSIONS PRIORITY
Our admissions priorities are guided by our founding mission to serve the educational needs of children of Americans and other foreign nationals on temporary assignments in Lagos. Applicants are classified by the following Categories with priority for admission given in that order.

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 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. Dependents of US State Department and Consular employees, AISL overseas hire faculty and staff, and Special Assessment companies.
2. Dependents of Guaranteed Enrollment Plan companies.
3. Dependents of US citizens who are on expatriate assignment in Nigeria.
4. Dependents of non-US citizens who are on expatriate assignment in Nigeria.
5. Siblings and previously enrolled students.
6. Dependents of US citizens who are permanent residents of Nigeria.
7. Dependents of non-US citizens who are permanent residents of Nigeria.

Dependents of AISL alumni (being defined as someone who attended AISL for at least two full years) will be entitled to be considered for admission at one category higher than their current level to a maximum of category 4.

In order to ensure the international character of our student body, to maintain an appropriate balance and preserve the fundamental identity of the school, we will limit the enrollment of any single nationality group to fewer than 30% (except US Citizens on temporary assignment in Lagos).
All students applying to AISL must meet our entrance requirements irrespective of priority category or guaranteed enrollment status.

AISL does not have special classes, staff or resources to provide educational support for students with moderate to severe learning difficulties; student identified as eligible for special education services, as well as students who have been identified as having Specific Learning Disabilities (SLD), Emotional or Behavioral Disabilities (EBD), Mild/Moderate/Severe Intellectual Disability, Auditory Impairment or Visual Impairment.

Due to this, AISL reserves the right to deny admission to students who have demonstrable special learning, behavioral and/or emotional needs. It reserves the right to deny admission to students who do not achieve an acceptable score on the admissions test. Potential students who are in this category should contact the school as part of their decision to come to AISL.

AISL may provide student support services for AISL students who meet our entrance criteria, but are not meeting AISL grade level standards. Elementary students who are granted admission, but are identified as needing Academic or English Language support, will be required to follow programs in these areas as defined and provided by the school. Middle/High School students who are granted admission, but are identified as needing English Language support, will be required to follow the programs in this area defined and provided by the school. Families will be charged for these services.

Fees will be determined by AISL administration and are dependent on the level of support provided.

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.

**REVISED MAY 27, 2014**

**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, and students have met the requirements of Policies 3.000 and 3.102, students are placed in the appropriate classroom. The waiting list is maintained in a priority manner as to the date of application and priority listings.

At the time of placing a new applicant student to the waiting list, it is the responsibility of AISL to provide the respective parent/guardian with copies of AISL Policies 3.000 through 3.104 inclusive.

Once an applicant is within one year of eligibility for entry it is the responsibility of the parent/guardian of students on the waiting list to check with the school at least every 6 months 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.

**REVISED FEBRUARY 22, 2011**

**APPLICATION REQUIREMENTS**

**Application Fee**

A non-refundable application fee of $701 per student is due upon submission of the application. This may be paid in USD or Naira via bank transfer, POS (point of service) or check. USD checks must be drawn on a U.S. bank. An application will not be processed until the application fee has been received.

**Forms and Documents**

- A completed online application to include:
- A copy of immunization records
• A copy of the applicant’s birth certificate or a copy of the page in the applicant’s passport on which the date of birth is recorded
• A recent passport photo of the applicant
• Copy of parent’s STR Visa or Cerpac for proof of expatriate assignment if applicant is to be considered for enrollment in category 3 and 4
• Copy of parent’s/guardian’s U.S. passport for proof of American citizenship if applicant is to be considered for enrollment in category 6

Academic Records
• A minimum of two (2) years of the most recent school records (where the student is old enough to possess them), showing courses taken and results. High School applicants must provide official transcripts of all their semesters completed and all work in progress at the time of application. School reports from non-English speaking schools must be officially translated into English.
• Students in Pre-K - 5th grades need to complete a confidential “School Report”.
• Students in 6th - 12th grades will need to have their current administrator/counselor, math, and English teacher fill out the confidential forms.
• Standardized achievement tests and/or psychological - educational evaluations must be submitted. Failure to disclose these records at the time of application may result in misappropriate grade placement, academic difficulties and ultimately in a request to withdraw from AISL.

THE APPLICATION PROCESS

Application Review
The Director of Admissions will review the application and contact you if further information is required and/or documents are missing. When an application is complete, and if there is an opening in the appropriate grade level, AISL’s Admissions Committee will review the application.

Student Assessment
An applicant may be called in for an entrance assessment when a vacancy occurs at the appropriate grade level as determined by the student age/grade level guidelines. The entrance assessment may include: assessment in the basic skills, vocabulary, reading comprehension, spelling, mathematics and written expression. Students are expected to score at or above grade level in the above areas in order to be granted admission.

Student Waiting List
If an application meets admission requirements, but the applicant is applying for enrollment in a grade that is full, then that applicant will be placed on the student waiting list. Because of AISL’s Admission Policy, an applicant’s position on the student wait list may change if there are subsequent applications from families from other categories. If a place becomes available, parents are notified and receive an offer of placement.

Admission Timeline
AISL’s school year begins in early August and ends in early June. Applicants seeking admission to AISL are encouraged to apply as early as possible, as the school may be at capacity in certain grade levels.

An application will not be processed and reviewed by the Admissions Committee until the Director of Admissions has received all the necessary documents. When school is in session, and when an application is complete, the expected processing time is three to five working days.

Offer of Admission
If space is available, and your child meets all admission criteria as determined by the Admissions Committee, the Director of Admissions will email you with an offer of admission. Note that certain conditions may apply if a provisional offer of admission is made.
**Deny Placement**
An applicant may be denied admission when there are concerns about academic, social or emotional stability and when AISL is unable to offer a program to adequately meet an individual student’s learning needs.

**Key Information when Applying to AISL**
- When you transfer to AISL, remember to carry school records with you and do not put them in your shipment. You should be prepared to provide complete information about your child’s previous educational experience. School records and reports are essential in the enrollment process and applicants need to be aware that failure to provide these documents will delay the process of application and enrollment.
- Applicants must provide records from their two most recent school years. If no school records are available for Pre-Kindergarten or Kindergarten students, please request that the previous school supply a letter indicating the year(s) the student attended and the student’s progress.
- If records are in a language other than English, please have the records translated into English and include the certified translation with the official school record.
- In addition to school records, a confidential school report must accompany an application for Preschool to Grade 5. Middle and High school students need to have the confidential school report for grades 6 to 12 completed by the school counselor, Math and English teacher.
- For High School applicants, unofficial transcripts may be submitted initially; however, we do require official transcripts from the previous school attended for the purpose of transferring credits.

**GRADE LEVEL PLACEMENT DECISIONS**

**From a U.S. Based System**
Students who enter from schools with a primarily U.S. based curriculum are placed with their age group, provided they have successfully completed the appropriate number of years in school. The U.S. system of education usually calls for one year of Kindergarten at age 5 for a total of 13 years of school. University entrance is normally at age 18. Students who enter from U.S. curriculum schools or from other international schools with the same calendar will be placed on the basis of past school records, number of years in school and age.

**From a British Based System**
Students who have attended reception and are about to begin Year 1 in a British system, and are 5 years old by August 31 of the current year will be placed in Kindergarten at AISL. Year 2 students who are 6 years old by August 31 of the current year will be placed in Grade 1 at AISL. Thereafter applicants will be placed according to age and the number of years that the school records indicate the student has been in school. If you have questions or need clarification, look at the “School System Comparison Chart”.

**From Schools with Different Calendars**
In most cases, students coming from schools where the academic year does not correspond with AISL’s August - June calendar (e.g. South Africa, Australia, South Korea) will continue in the same grade level when they enter AISL (e.g. a child who has completed grade 4 in Australia and arrives midway through our school year will complete the rest of the year in 4th grade before moving onto 5th grade).

**AISL MINIMUM AGE REQUIREMENT FOR GRADE LEVEL ENTRY 2020-2021**
In order to enter the designated grade level, the child’s birthday must fall on or before the date indicated below:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Age</th>
<th>Birthdate (on or before)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-School 2022-23</td>
<td>3</td>
<td>August 31 2019</td>
</tr>
<tr>
<td>Pre-School 2021-2022</td>
<td>3</td>
<td>August 31, 2018</td>
</tr>
<tr>
<td>----------------------</td>
<td>---</td>
<td>----------------</td>
</tr>
<tr>
<td>Pre-School</td>
<td>3</td>
<td>August 31, 2017</td>
</tr>
<tr>
<td>Pre-Kindergarten</td>
<td>4</td>
<td>August 31, 2016</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>5</td>
<td>August 31, 2015</td>
</tr>
<tr>
<td>Grade 1</td>
<td>6</td>
<td>August 31, 2014</td>
</tr>
<tr>
<td>Grade 2</td>
<td>7</td>
<td>August 31, 2013</td>
</tr>
<tr>
<td>Grade 3</td>
<td>8</td>
<td>August 31, 2012</td>
</tr>
<tr>
<td>Grade 4</td>
<td>9</td>
<td>August 31, 2011</td>
</tr>
<tr>
<td>Grade 5</td>
<td>10</td>
<td>August 31, 2010</td>
</tr>
<tr>
<td>Grade 6</td>
<td>11</td>
<td>August 31, 2009</td>
</tr>
<tr>
<td>Grade 7</td>
<td>12</td>
<td>August 31, 2008</td>
</tr>
<tr>
<td>Grade 8</td>
<td>13</td>
<td>August 31, 2007</td>
</tr>
<tr>
<td>Grade 9</td>
<td>14</td>
<td>August 31, 2006</td>
</tr>
<tr>
<td>Grade 10</td>
<td>15</td>
<td>August 31, 2005</td>
</tr>
<tr>
<td>Grade 11</td>
<td>16</td>
<td>August 31, 2004</td>
</tr>
<tr>
<td>Grade 12</td>
<td>17</td>
<td>August 31, 2003</td>
</tr>
</tbody>
</table>

**For Early Childhood**
Your child must:
• Be toilet-trained
• Have reached a sufficient level of independence to separate from parents/caregivers
• Have sufficient skills to interact appropriately with same age children
• Be able to listen and follow directions with guidance

**For Grades 1–12**
The final decision for grade level placement is based on the student’s date of birth and last grade completed.

**STUDENT PLACEMENT**
Policy 3.102
Grade placement is based upon age, education needs, and social/emotional maturity. In general, students should be no more than one year older or younger than the average for their grade and must have every opportunity to successfully satisfy AISL graduation requirements before their 20th birthday.

Students coming from accredited US schools or other American accredited curriculum schools will generally be accepted based upon official records from the previous school which show they have been succeeding at or above the average of their classmates. Students whose records give insufficient information or show areas of specific concern may be required to sit for further admissions screening prior to an admission’s decision being made. Additional screening tests will only take place once all previous required documentation has been received and reviewed. AISL reserves the right to assess all applicants.

**ADMISSION TO NON-NATIVE SPEAKERS OF ENGLISH**
Non-native speakers of English who are not fluent in English may be admitted if space is available in the ELL
(English Language Learners) program. In the secondary school, admission to the ELL program is dependent upon the applicant’s ability to achieve a sufficient score on the English language placement examination that will give him/her every chance of successfully completing the ELL program by the end of Grade 8. It must be understood that to matriculate to grade 9, an ELL student must read and write at a 8th grade level, based on standardized testing under- taken at AISL.

**STUDENT SUPPORT PROGRAM**

All students are expected to meet AISL curriculum standards. The student support program will assist classroom teachers with differentiating instruction and when requested, assistance may be provided to modify instructional methods, environmental conditions, and testing administration. The student support program does not modify the curriculum content.

In some cases, students recommended may be receiving services as an alternative to a specialist subject.

**Admission to students who have completed a grade level using a different Academic Calendar**

Students who have successfully completed a grade level at a school that uses a January – December academic calendar year will generally be placed in the grade they have just completed if they are being admitted during Semester 2.

**REVISED FEBRUARY 22, 2011**

**GRADE SPECIFIC ADMISSIONS REQUIREMENTS**

**Admission to Preschool**

Admission to the Preschool is determined by age and through assessment of the applicant’s readiness to benefit from the AISL Preschool program. To meet the age requirement, applicants must be three years old on or before August 31st for the school year they wish to enroll.

*Policy 3.103*

**Admission to Pre-Kindergarten**

Admission to the Pre-Kindergarten is determined by age and through assessment of the applicant’s readiness to benefit from the AISL Pre-Kindergarten program. To meet the age requirement, applicants must be four years old on or before August 31st for the school year they wish to enroll.

**Admission to Kindergarten**

Admission to Kindergarten is determined by the age and through assessment of the applicant’s readiness to benefit from the AISL Kindergarten program. To meet the age requirement, applicants must be five years old on or before August 31st of the year they wish to enroll.

**Admission to Grade 1**

Admission to first grade is determined by age, readiness and AISL assessment. To meet the age requirement, applicants must be six years old on or before August 31st of the school year they wish to enroll and/or successfully completed the AISL kindergarten program or its equivalent, as determined by AISL.

**Admission to Grades 2 - 5**

Admission to the Elementary School in grades 2 – 5 is generally based on previous school records and AISL assessment results. Students who have attended a school with an American or similar curriculum will be placed in the grade following the highest grade successfully completed. AISL reserves the right to place students in the appropriate grade based on previous school records, assessment results, and age appropriateness.
**Admission to Grades 6 - 8**
Admission to Middle School in grades 6 - 8 is based on previous school records and AISL assessment results. Students who have attended a school with an American or similar curriculum will generally be placed in the grade following the highest grade successfully completed. Diagnostic tests in some subject areas such as Math, French and Spanish may be given to determine placement in appropriate class levels.

**Admission to Grades 9 - 12**
High School students in grades 9 - 12 wishing to be considered for admission to AISL must be in a position to successfully complete a college preparatory academic program in order to earn the AISL diploma. For entry into the IB Diploma Program in Grade 11, students must demonstrate appropriate proficiency in writing, reading and mathematics. A student must be able to achieve all academic and non-academic requirements before their 20th birthday.

High school students will be placed in a particular grade based on the number of credits earned toward graduation.

**Number of High School Credits and Class Placement**
The high school counselor will determine credit allocation, appropriate grade, and class placement through a careful review of school records for students coming from schools that use grading and evaluation systems that differ from those used at AISL.

<table>
<thead>
<tr>
<th>Below 7</th>
<th>(Including 1 in English and Math)</th>
<th>9th Grade (Freshman)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 to 13.5</td>
<td>(Including 2 in English and Math)</td>
<td>10th Grade (Sophomore)</td>
</tr>
<tr>
<td>14 to 19</td>
<td>(Including 3 in English and Math)</td>
<td>11th Grade (Junior)</td>
</tr>
<tr>
<td>20+ credits</td>
<td>(Including 4 in English and Math)</td>
<td>12th Grade (Senior)</td>
</tr>
</tbody>
</table>

**Note:** Students must earn a total of twenty-six (26) credits and complete all the Creativity, Activity and Service Learning (CAS-L) requirements as indicated in the CAS-L handbook. In the case of IB students, successful completion of the Creativity, Activity and Service (CAS) is also required in addition to the 26 credits.

**Deadline for High School Enrollment Credit**
Students in grades 9-12 who enroll at AISL after the 12th day of the semester will not receive credit, unless the student is transferring into AISL from an accredited high school. Students must provide current semester withdrawal information with current grades prior to admission review.

**REVISED SEPTEMBER 24, 2019**

**SCHOOL FEES**
Annual school fees consist of tuition, capital fee and a one-time registration fee. Students meeting admission criteria will be invoiced immediately upon acceptance.

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>$700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee (one time only, payable upon admission)</td>
<td>$13,998</td>
</tr>
<tr>
<td>Capital Improvement Fee - suspended 2020-2021 only (normally $3,182 annual)</td>
<td>$0</td>
</tr>
<tr>
<td>Preschool &amp; Pre-Kindergarten Program</td>
<td>$17,638</td>
</tr>
<tr>
<td>Kindergarten - 4th Grade (Elementary School) and 5th Grade (Middle School)</td>
<td>$21,653</td>
</tr>
<tr>
<td>6th - 8th Grade (Middle School)</td>
<td>$28,049</td>
</tr>
<tr>
<td>9th - 12th Grade (High School)</td>
<td>$32,165</td>
</tr>
<tr>
<td>English Language Learners (ELL) and Learning Support</td>
<td>$6,920</td>
</tr>
<tr>
<td>Special Assessment Fee (International Oil Companies and U.S. Consulate only)</td>
<td>$10,487</td>
</tr>
</tbody>
</table>

**STUDENT FEES**
The board makes every effort to avoid tuition and/or fee increases or, if an increase is necessary, to keep the increase to a minimum. However, the Board reserves the right to raise the tuition and/or fee levels on an annual basis as program considerations and financial conditions require.

In addition to tuition, the school assesses the following fees:
- Application Fee (payable upon submission of application)
- Registration Fee (one-time fee applicable to new students)
- Special Assessment Fee (applicable only to Companies who have agreed to pay this fee for their sponsored students)

Tuition and fees are set by the Board at the conclusion of the budget process (per Policy 10.105 & 10.106). The rates for the coming school year are communicated to the community after the School’s Annual General Meeting in May.

Tuition and fees are denominated in US dollars but may be paid in US Dollars or Naira.

**TUITION**
There are different tuition rates depending on the grade the child is enrolled. The rate structure is:
- Preschool to Pre-Kindergarten
- Kindergarten to 5th Grade
- 6th grade to 8th grade
- 9th grade to 12th grade

**TUITION PAYMENT TERMS AND DEADLINE**
1. The following forms of tuition payments are acceptable:
   b. Point of Service “POS” payments at the Business Office (subject to a 0.0075% surcharge - max of N1,200)
   c. Wire transfer (payer responsible for all transfer fees)
   d. Payment in Naira is (Exchange rate set by the School and provided at the time of payment)
2. For all returning students, (those who have indicated on the Survey of Intent that they are returning), tuition and fee invoices are prepared by the Business Office and sent to the designated responsible party in May. Payment is due within 30 days of issue. A late fee of 1% per month is charged if the invoice is not settled by the due date.
3. For pre-enrolled new students, tuition and fee invoices are prepared and issued by the Business Office upon notification by the Admissions Office of the students’ acceptance and sent to the designated responsible party. Payment is due within 30 days of issue. A late fee of 1% per month is charged if the invoice is not settled by the due date.
4. All enrolled students are billed for the full year’s tuition.
5. For those students whose tuition is paid by their parents’ employer/company, the full payment (100% of the tuition and other relevant fees) is payable by the due date.
6. For those students whose tuition is paid by their parents (“private-pay”), as indicated on the enrollment form, tuition may be paid in installments. There are three installment plans - Semester, Quarter and
Monthly. The surcharge for entering into each installment plan for the 2020-2021 school year is as follows: $250, $350 and $500 respectively. Private-pay parents electing to pay in installments are required to complete and submit an agreement to the Business Office before the 1st installment is due. The Business Office will send a reminder prior to the subsequent due date; however, it is the parent’s responsibility to make installment payments on time. A late fee of 1.5% per month is charged if the invoice is not settled by the due date.

7. The School reserves the right to automatically enroll a student into a default installment plan (quarter plan), if the tuition and fees are still outstanding after the due date and no installment plan has been entered into.

8. For any student enrolling after the beginning of the first semester, tuition will be billed for the semesters the student will attend in that school year (either in full or for the initial semester). All other relevant fees will be billed in full.

**LATE PAYMENT**
Failure to pay tuition billed by the due date will result in the assessment of a late penalty fee, which is 1% per month of the outstanding balance. This fee will be assessed retroactively for any returned checks.

The School reserves the right to offer this place to another prospective student one week before the start of the semester.

**OTHER STUDENT FEES: APPLICATION FEE**
This is a non-refundable fee that must accompany the Application for Admission for each prospective new student. This is a non-recurring fee. However, if a former student re-enrolls in the school, a new application is required and the fee will be charged again unless the re-enrollment occurs within the same school year.

**REGISTRATION FEE**
This is a non-refundable fee that is charged in the first year that the student is enrolled in the School. Full payment is due with the first tuition payment. This fee is charged per student, not per family. This is a non-recurring fee.

**ADOPTEO May 23, 2006**

**SPECIAL ASSESSMENT FEE**
The School assesses this fee to certain Companies who sponsor large numbers of students in the school. The fee is assessed annually for each student enrolled. The full fee is charged for students who enroll at any time during the school year. The fee is non refundable.

By accepting this fee payment, the School guarantees a place in the school at any time during the school year to students who have met the admission requirements from these sponsoring companies.

**SPECIAL FEES**
In addition to regular tuition fees, application fees, and registration fees charged to each student as described in Policy 10.400. Student Fees, special fees may be charged for certain programs and activities. These fees may include but are not limited to:

- Band equipment rental
- Library fines
- Individual and class photographs
- After-school Activities
- Field Trips
- International Trips

Fees will be set by the appropriate faculty and/or administrator and approved by the Superintendent.
Fees collected may be used to directly offset the cost of the activity (i.e. payments to after-school activity instructors, field trips), or may be directed to the Annual Operating Budget, as appropriate.

### School Hours

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre - School &amp; Pre - Kindergarten</td>
<td>7:30am - 12:30pm</td>
</tr>
<tr>
<td>Kindergarten - Grade 4</td>
<td>7:30am - 2:30pm</td>
</tr>
<tr>
<td>Middle School</td>
<td>7:30am – 3:00pm</td>
</tr>
<tr>
<td>High School</td>
<td>7:30am – 3:00pm</td>
</tr>
</tbody>
</table>

### Vehicle Permits

A vehicle sticker will be issued to allow access to campus parking. Parents must pick up their permits in person at the school. Please note that a vehicle sticker will not be issued until a student has been accepted for enrollment. Our front desk receptionist will assist in issuing you a vehicle permit sticker.

### Parents, Drivers, and Nannies Identification

All visitors to AISL must present an ID to our security personnel at the front gate in order to gain entry to our campus. AISL parents will have an ID card that is issued by the school after a student is enrolled.

Parents need to complete an ID application form for themselves, drivers and nannies and have their photos taken in the main office.

### Photo ID

Please visit our Main Office. Our front desk receptionist will assist you in creating your ID badge.

### PlusPortals

New parents and students will have access to PlusPortals. PlusPortals is a learning management system, which provides a platform for communication that both parents and students can benefit from. Among other important information, PlusPortals provides information about attendance and grades. Parents can also access class pages, such as SeeSaw and GoogleSites from PlusPortals.

PlusPortals accounts will be created and activated on the first day of school attendance. New high school and middle school students will learn how to access these accounts in their Advisory classes. Elementary students learn to access these accounts at different times during the year depending upon their grade. New parents will receive information and assistance accessing these accounts soon after their child begins attending AISL.

### Weekly Newsletter

AISL’s main source of communication on upcoming events and items of celebration is the weekly newsletter, which is emailed to families each Friday.

### AISL Elementary School Uniform Expectations

*All clothing items need to be free of visible emblems and brand markings.
**Students use PE uniforms ½ of all school days.

<table>
<thead>
<tr>
<th>Appropriate Shirts/Tops</th>
<th>Appropriate Sweatshirts and Sweaters</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Colors - Navy blue, White, Red</td>
<td>• Solid Colors – Navy blue, Red and White</td>
</tr>
<tr>
<td>• Long or short sleeved</td>
<td>• Zipper, buttons or pullover</td>
</tr>
<tr>
<td>• Polo tops</td>
<td>• No graphics, printing, pictures or logos but AISL sweatshirt with the AISL logo is</td>
</tr>
<tr>
<td>• Oxford button down</td>
<td></td>
</tr>
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- Spirit T-Shirt - Fridays and designated spirit days only

**Appropriate Pants/Bottoms - Boys**
- Colors – Navy blue, Khaki
- Walking length shorts
- Pleated or non-pleated chino style pants (no cargo pockets)

**Appropriate Belts**
- Colors – Red, Navy blue, White Khaki, Brown or Black leather (solid color)

**Appropriate Pants/Bottoms - Girls**
- Colors – Navy blue and khaki
- Walking length shorts
- Pleated or non-pleated Chino style pants (no cargo pockets)
- Capri pants
  Pleated or non-pleated skirts or skorts

**Appropriate Shoes and Socks**
- Tennis/athletic shoes
- Sandals with back; no flip flops/sandals, “Crocs” without backs
- Dress shoes
- White, black, or navy blue socks preferred. Crew sock length or below are acceptable

**Physical Education (PE) Uniform**
- Solid black or navy colored shorts
- Red T-shirt
- Athletic shoes and running or crew length socks

**Miscellaneous**
- Hats are required for PE and recess, but not to be worn in classrooms
- Natural hair colors only (no green, blue, pink, etc.)

**Swimming - Boys**
- Swimming trunks
- Must bring a clean towel daily during swimming units

**Swimming - Girls**
- One piece swimming suit
- Must bring a clean towel daily during swimming units

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**Where You Can Find these Items in Lagos:**

**The School Kit Shop**
Website: www.schoolkitsng.com Email: info@schoolkitsng.com
- Lekki Phase 1: 64B, Fola Osibo Street, Lekki Phase 1, Lagos Tel: 08077162755
- Ikeja: Shop 9, Adebola Shopping Mall, Isaac John Street, Ikeja GRA, Lagos Tel: 08077162412
- Ikota – Ajah: F168/189, Road 6, Ikota Shopping Complex, Ikota, Ajah, Lagos Tel: 08090249438
- Head Office: 8B, Residence Road, Gbagada Phase 2, Lagos

**United Uniforms**
Email: UnitedUniforms@live.co.uk
Tel: 01 - 454 5240 / 08032615117 / 08056695555

**Middle School (MS Explicitly) and High School (HS Explicitly) Uniform Expectations**
The intent of the AISL MA and HS uniform expectations are to ensure that all the students are “conservatively” attired in a manner befitting the AISL private school setting. Upon arrival, throughout the day and when departing, students are to be suitably attired in the required uniform items outlined below with the optional uniform items a matter of choice. All clothing items need to be free of overt brand markings.
### Appropriate Shirts/Top
- Colors - Navy blue, white, red
- Shirts may be a “Polo” top or Oxford style
- Shirts must not be baggy nor tight
- Shirts may have long or short sleeves
- Undershirts, if worn, may not be larger than the main shirt nor may they be a different color from the AISL colors white and navy blue

### Appropriate Pants, Walking Shorts, and Skirts
- Colors – Navy blue or khaki chino pants only; khaki or navy blue skirts. Khaki may be within the range of colors indicated her (dark khaki to light khaki).
- **Long blue pants are permitted for high school but must NOT be denim material.** They must be chinos and cannot be tight fitting. Navy blue chino shorts are also acceptable.
  - Must fit at the waist with no low-rise cuts.
  - Cargo style bottoms may not be worn
  - Pants must not be baggy or tight fitting.
  - Boys and Girls: Long pants or knee length walking-length shorts to the fingertips (no more than 2 inches above the knee).
  - Girls: Skirts (A-Line) and skorts must fit at the waist and to the fingertips (no more than 2 inches above the knee).
  - No stretchy or clingy fabrics. No leggings or any other tight or figure hugging trousers will be allowed.
  - The criteria to determine whether trousers are to big will be the “pencil test” which is defined thus: If a pencil can be dropped without interruption from the waistband, down the leg of the trouser to the floor, then it is possible for the trousers to be worn so long as they meet all other criteria.

### Approved Shoes and Socks
- Matching runners, sandals with backs, dress shoes
- For health and safety reasons flip-flops are not appropriate school attire.
- **Matching black, navy, or white socks only**

### Approved Belts
- Colors: Solid dark color brown or black leather belts.
- No belts with studs, large buckles, sparkles, or holes all the way

### Miscellaneous
- No chains hanging from wallets or belt loops.
- Sunglasses may not be worn in classrooms.
- No bandanas. Appropriate hats may be worn while students are outside the classroom.
- No T-shirts except during PE class or on designated Free Dress Days.
- Appropriate sweatshirts/sweaters/sweater vests. Colors: solid colored navy blue, khaki or white only. Zipper and pullovers are acceptable however, hoods may not be worn (though they may be part of the pullover).
- No graphics, printing, pictures or logos. Students must be wearing a standard collared shirt/top under sweatshirts and sweaters.

### Hair
- Students should maintain neat and well-groomed hair at all times.
- Students are expected to keep hair alterations to natural colors.

### PE
- Black or navy knee length shorts, red T-shirt, round neck. **Red is preferred and white will be phased out in 2020-2021**
- 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 black, navy or cobalt swimming suit with a navy or black swimming cap.
- Boys – solid navy blue or black swimming trunks.

### Spirit and Free Dress Days
- On designated days, students may choose to wear spirit dress consisting of approved AISL spirit dress consisting of approved AISL spirit T-shirts, or collared house polos.
- Uniform pants, shorts and skirts are required
Band (Band students only Concert attire)
- Black slacks/long skirt, white shirt/blouse. No logo on any of the items

on Spirit Days
- On Free Dress Days students may wear jeans that do not have holes, rips, writing, sparkles, graphics or metal studs. Tank tops, spaghetti straps, high cut shorts and dresses, jeggins or slogans on clothing that can be deemed offensive or inappropriate to the school setting do not meet the intent of the AISL uniform expectations and must not be worn.

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