



**THE AMERICAN INTERNATIONAL SCHOOL OF
LOME**

(A.I.S.L)

Student Parent Handbook

SCHOOL YEAR 2017/2018

The American International School of Lome

Fully accredited by the Middle States Association of Colleges and Schools (MSA)
The American International School of Lome is located in Kegué, a suburb of northern Lomé, Togo.

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September 27, 2017

Dear Students, Parents and Other Community Members,

Welcome to the American International School of Lomé (AISL) and the 2017 – 2018 school year. We have an exciting school year ahead, and we are pleased to have you and your family join our community of learners.

AISL is committed to providing a safe, challenging, and enriching academic environment for its students. Our mission is “to cultivate our students’ intellect and character in a multi-cultural family environment where individual potential, global perspective, and preparation for life-long learning are developed through a flexible academic program”. This mission is realized through AISL’s curriculum, programs, and activities. By working in partnership – students, teachers, parents and staff, we ensure that AISL is a school where its mission is achieved. I believe that we can only gain from our AISL experience in direct proportion to what we put into it. In that regard, everyone is encouraged to get involved in the life of the school.

The AISL Handbook contains important information about the school and its community. Please take the time to familiarize yourself with its contents, which includes information about school programs, rules, and procedures. Review the contents with your child and refer to it when you have a question or concern about AISL. If your question is not addressed, please contact me directly.

All parents and students are asked to return a signed copy of the Handbook Agreement Form, which acknowledges that you have reviewed, understood and agreed to the rules presented in the Handbook.

I look forward to greeting returning families and welcoming new families to our community. If you have questions, concerns or suggestions, my door is always open.

Sincerely,

Daphne J. Neal, Director
SY 2017 - 2018

INTRODUCTION TO THE AMERICAN INTERNATIONAL SCHOOL OF LOME

The American International School of Lomé (AISL) was established in 1967 to meet the needs of Americans residing in Togo. Over the years, the student population has changed, and the school has become more international. Even with this change, the school continues to provide an American style education that enables children to integrate easily, both academically and socially, into another American school, or into another international school with similar requirements. Graduating students are prepared for American colleges and universities.

Foundation Documents

In preparation for the reaccreditation of AISL by the Middle States Association of Schools and Colleges, the mission statement and philosophy were reviewed and revised in 2015.

Mission Statement

The American International School of Lomé is committed to cultivating a student's intellect and character from Nursery to graduation in a multi-cultural family environment where individual potential, global perspective, and preparation for life-long learning are developed through a flexible academic program.

Philosophy

AISL believes in the worth and dignity of all who enter our doors. Our students are treated with respect and as individuals. We consider the development of character to be on par with that of intellect and to fall within our role as educators. Personal integrity, care, and compassion for others, understanding, and respect for differences are promoted in our classes as well as in all our activities. Our goal is to assist each student with developing self-discipline and learning to accept responsibility for his/her actions.

AISL's academic program follows the best of the American model of education and is taught by a team of qualified educators. Research and independent work are prized. Our goal is to instill respect for intellectual integrity and to teach the skills that lead to both creative and critical thinking. We seek to nurture in our students a desire for life-long learning and create an academic base, which will serve as a foundation for survival and success in our ever-changing world. Skills necessary for independent and higher thinking are taught, as is the ethic of taking responsibility for one's learning, one's words, one's actions and even for the practical realization of one's ideas.

Following standards based curriculum, we guide our students from Nursery to graduation as we prepare them for entry to university and beyond. The language of instruction is English, and every opportunity is taken to help students master this language. Our goal is for students, if possible, to graduate fluent in both English and French, the host country language. In general, students are encouraged to achieve excellence whenever possible. The flexibility of our program allows us to offer challenging and meaningful experiences with an awareness of individual differences and personal potential.

Music, sports, art, drama and community service play a role in the whole school program available to each student. While the educational philosophy and curriculum are primarily American, the school is international in its outlook as well as its composition. Our final goal is to prepare our students to become responsible, well--educated citizens with a global perspective and a strong sense of their identity, ready to value others regardless of race, creed or personal lifestyle.

In 2015, we added the Profile of the Graduate to our Foundation Documents. The process was a collaborative effort, created with input from all teachers and reviewed by Grade 12 students. It was then approved formally by the Planning Committee, which was made up of Teacher, Parent, Staff, Student and Board representatives.

Profile of the AISL Graduate

- Is proficient in the English language.
- Is aware of world issues and thinks globally.
- Has a positive attitude.
- Is an independent, critical and creative thinker.
- Has a good work ethic.
- Takes responsibility for learning and actions.
- Can speak in public.
- Has completed the requirements for the AISL high school diploma.
- Is proficient in the use of technology.
- Is prepared for college level work.
- Can make healthy life style choices.
- Is aware of cultural differences.
- Knows how to work in a team.
- Can be a leader.
- Is respectful of self, others and the environment.
- Is tolerant and understanding of others.
- Is intellectually curious.
- Is a problem solver.
- Practices perseverance when facing challenges.
- Is a good citizen.
- Is prepared to make the world a better place.

GENERAL INFORMATION CURRICULUM/INSTRUCTION

AISL is committed to providing a North American standard of education, and the curriculum is that of an American college/university preparatory school. AISL utilizes modern methods of teaching and maintains small classes. Small class sizes result in maximum interaction between students, and between teachers and students creating an enthusiastic and friendly climate for academic achievement. Students are encouraged to use multiple resources and techniques to master skills and acquire new knowledge. Although memorization is sometimes necessary and useful, we help students learn by inquiry, reflection, experiment, and discovery. Homework is given at all levels (except Nursery and Pre-K) but in amounts appropriate for each grade level. Attentive to the learning styles of each pupil, we make a sincere effort to provide remediation and enrichment when needed and to the best of our ability.

ACCREDITATION

AISL is fully accredited from Pre-K through Grade 12 by the Middle States Association of Colleges and Schools. Our accreditation status was renewed in December 2016 after an extensive self-study process and the visit by a team of outside educators who provided validation and feedback to the school regarding its status, progress and development. Our accreditation status is valid until December 2023.

STAFF

For the 2017 – 2018 school year, there are 12 full-time teachers, 1 part-time teacher and 3 teaching assistants. As a general practice, we hire teachers who hold both a degree and professional teaching qualifications from their home countries.

STUDENTS

AISL welcomes children of all nationalities. Our student body is comprised of students whose parents are expatriate residing in Togo for 2-5 years before moving on to other overseas postings. Recently, the school has experienced an increase in the number of students who reside permanently in Togo.

PARENTS

AISL is non-sectarian and invites families of all religious beliefs to enroll in the school. As a school community, we benefit from the representation of various faiths and beliefs in our community to help students understand values in a multi-cultural context.

We believe that successful education is dependent on parent involvement and support. The school is open to parent volunteers and their active participation in their child's education is encouraged.

A School Board of elected parents and community members governs the school. There is a Parent Teacher Organization (PTO) to help with fundraising and other community oriented projects. The PTO is open to all parents.

We ask that parents follow AISL school rules when on school grounds. We also ask parents not to enter the school classrooms during teaching hours. Parents should make an appointment if they wish to meet with a teacher.

BOARD

An elected Board of four to five members governs the school. These are parents of currently enrolled students, although a maximum of two members can be former parents or other community members. The United States Ambassador to Togo appoints one Embassy representative to also serve on the Board. The director serves on the Board in a non-voting position. There are usually two General Assemblies per year to which all parents are invited. One General Assembly is dedicated to elections, if positions are available, (Board members are elected for a two--year term) and the other is for financial reporting.

ADMISSION TO AISL

ADMISSIONS REQUIREMENTS

Students may be enrolled at the American International School of Lomé after completing the requirements for enrollment and receiving approval from the director. Admission is open to students who will benefit from AISL's academic program and whose academic, personal, social and emotional needs can be met by the school's program and services. AISL tests incoming students and may use other screening devices to determine eligibility for enrollment.

At the time of registration, the following original documents must be submitted:

- ❖ All previous school records.
- ❖ Original birth certificate or passport.
- ❖ Any relevant medical records including vaccinations. The following vaccinations must be up to date:

Yellow Fever, Mumps, Measles, Rubella (MMR). Typhoid, Hepatitis B, Meningitis, and DPT.

- ❖ Two recent passport photos.
- ❖ Copy of Carte de séjour for non-Togolese.

The school does not have services for students with special needs and reserves the right to deny admission to students whom it feels it cannot serve.

Originals of any documents submitted will be photocopied and returned to the student (or family). Students entering nursery school must be three years of age. Kindergarten students must be five years old by September 30 of the year in which they enroll. In rare

cases, exceptions are possible in Kindergarten with the director's approval for students who turn five by Dec. 31.

Students entering the high school program at AISL (Grades 9 and above) must provide school reports in English or translations (in English) by an accredited translator of all previous school records, starting with Grade 9. The documents will be kept in the students' file along with copies of the records in the original language. These records are necessary for evaluation of credits and to help with college applications.

All students entering Middle or High School must take a placement test in Math and an English language proficiency test.

PAYMENT OF FEES

The Board of Directors establishes the fee schedule, sets tuition for the school and annually publishes a fee payment schedule. **Tuition fees are due and payable at the time of registration.** Payment may be on an annual or semester basis: the first payment is due prior to attendance, whichever financial plan is chosen. **All parents must sign a Tuition Agreement Form, which becomes a binding contract between the parent and the school for the payment of school fees.**

Students whose parents fall behind in the payment of school fees will be requested to stay home until the arrears have been paid.

FACILITIES

AISL is housed in a purpose-built facility located in Kegué, a northern suburb of Lome. The facilities are comprised of eleven (11) classrooms, a multi-purpose room, a computer room, a library, an art room, a music room and a science lab. There is a terrace assembly area, a covered playground and a small basketball court for lower school, as well as a basketball court and soccer field for all ages. There is a large student garden behind the school building. In addition, there is room for expansion.

ORGANIZATION OF AISL

The school is organized into three school levels: Lower, Middle and High, with programs from nursery school to grade 12. When necessary, students will be combined in multi-age groups for classroom and teacher assignments. For the 2017 - 2018 school year, grades nursery through five comprise the lower school, middle school grades six through eight, and high school grades nine through twelve.

YEARLY SCHEDULE

The school year runs from late August until mid-June for a minimum of 180 days for students and a maximum of 190 days for teachers. It is divided into four quarters with a holiday for the Winter Break and another holiday for Spring Break. The school observes Togolese and some American holidays. Students are expected to be present for 85% of the academic year to qualify for promotion to the next grade. High School students must be present for at least 85% of each semester class to receive credit.

DAILY SCHEDULE

Classes begin at 7:30 a.m. Students are expected to be on time to school. There are two breaks during the school day when students eat and play or socialize, recess and lunch.

The school is dismissed at 2:35 p.m. for all students.

Students who sign up for after school activities stay until 3:30 p.m. on the days their chosen activities are offered. Information about activities will be distributed prior to each module.

LATENESS

Students should report to their homeroom teacher at 7:25 AM and be in their respective classroom or first period class by 7:30 am. Lateness is recorded on a student's report card. Parents will be called if students are chronically late.

Students must be picked up on time after school, at the end of activity time or after sports events depending on the schedule for that day. Your child's safety is important to us and we do not want unsupervised students on campus. A staff member is assigned to serve as the after school supervisor. The supervisor will call parents who are late picking up their children. Remember, school is over after your child finishes his/her last scheduled activity.

ABSENCES FROM SCHOOL

When a student must be absent for an unscheduled reason (such as illness), a written excuse or phone call to the school office is needed before attending class upon the student's return. The Management Assistant will then issue an admittance pass for an "excused absence" to the student to give to his/her teachers. Failure to provide a written excuse will be registered as an unexcused absence. In such a case, no credit will be allowed for any schoolwork missed. Students are responsible for making up missed work. Students who have been absent from school for the day will not be permitted to attend after school programs, sports events, parties or other activities that may be sponsored by the school on that day.

SAFETY

Fire and other safety drills are conducted quarterly. School fire extinguishers are checked twice yearly by local fire authorities. The US Embassy advises the school on emergency procedures and conducts whole campus safety advisory visits. The school has a hand held radio for emergency situations. The school also has a Public Address (PA) system to be used in emergency situations and is in contact with nearby police stations, especially in potential crisis situations. In emergency situations, the school stays in close contact with the US Embassy.

The school employs guards to monitor the entrance and exit by students, staff, and visitors to the school campus. Students may not leave the campus before the official end of school without written permission from the office. All adults - both employees and visitors - sign in and out each time they enter and leave the campus in a visitor/staff log book. Visitors

are issued badges that must be returned to the guards at departure. Students are signed in and out by the guards upon arrival and departure. The daily student attendance list is brought to the office each morning. Lower School students are not allowed to leave with people other than their parents or designated driver without a written note to the office from the parent.

The school employs an after school supervisor who monitors the campus. In general, the after school supervisor does not leave campus until the last child has been picked up. Occasionally, if a parent/driver is very late in picking up a child, the child may be left under the supervision of the guards while waiting for his/her parents or driver. In this case, the after school supervisor leaves a written note informing the administration to that effect.

FIELD TRIP PROCEDURES

AISL encourages field trips as a means establishing a better appreciation for the local and international communities. Field Trips also serve a resource to broaden the educational experiences offered at the school, to provide community service opportunities for our students, and to complement the curriculum. Parents will be notified in advance of all field trips and will be asked to sign a parental permission slip. Parents may be asked to help chaperone field trips. The school usually provides transportation for field trips, but from time-to-time, parents may be asked to assist with transporting students. **If your company or sponsoring organization has a policy, which does not allow your child to use the transportation provided by the school, please inform the school in writing at the beginning of the school year.**

HEALTH

The school asks parents not to send their children to school when they are sick. If a child becomes sick or injured during the school day, the school nurse will call the parents to come and pick up the child. If a small incident/accident occurs on the playground or on the school grounds during the school day that warrants notice, the teacher on duty or the nurse must fill out an accident report, and the parents will be informed.

Medication that needs to be taken during the school day must be given to the school nurse. The school nurse is the only one who, following the parents' instructions, can give medications to students. There is a cupboard and a small refrigerator for the safe storage of medications. The nurse's office has a first aid box in case of need. The school nurse records all consultations, including informal visits to office as well as the administration of medicine, in a daily log. The school nurse also attends all sports events, both on the school campus and away. In the event of large sporting activities other health practitioners may also be asked to lend assistance.

The school has working relations with certain clinics, doctors, dentists, and pharmacies. For specific details, please ask the school's Management Assistant. However, all parents are asked to inform us of the name of their consulting physician at the time of registration and to keep this information up to date each year. In an emergency, and in the absence of this information or if both the family doctor and parent are unavailable for immediate

consultation, the school reserves the right to take the child to consult the school designated doctor, clinic, or pharmacy. The school will always call the parents and/or family doctor first before choosing this option, if the information is readily available. Both the office and the school nurse have copies of students' personal and medical files. In cases where teachers should also be made aware of a student's medical situations, the information will be shared either orally or in written in a manner which protects the confidentiality of the student and respects the parents' wishes.

The school requests all students bring their own drinking water to school. The school also has safe drinking water for sale and for emergency use.

All families are required to have current health forms and immunization records on file at the school. Newly admitted students must provide proof of a physical examination from a medical doctor along with the health and immunization forms. The physical should be less than 6 months old.

In addition, middle and high school students who wish to participate in the after school sports program must have had a recent physical examination (less than six months old) and it must be presented to the coach of the team, prior to the first practice. The school nurse will verify that the physical has taken place and clear the student to participate in the sports activity.

DISCIPLINE

AISL feels that students should, be responsible for their actions and behavior in a manner appropriate to their age and it places emphasis on learning cooperation and mutual respect.

Because our student body is small, discipline is taught by example - that is modeling, discussion, and explanation. However, students are expected to comply with a basic list of regulations. Please refer to the following pages for school rules and the dress code.

AISL believes that students must accept the responsibility for conducting themselves in a manner that is considered acceptable by the school and the community. No one has the right to interfere with the learning of another student. Emphasis is placed on respect for the rights of others.

Discipline is administered according to the severity of the inappropriate behavior and ranges from talking to the student to suspension or expulsion from school.

As educators, we believe our role is to provide the best framework in which students can be industrious, alert, conscientious, enthusiastic, supportive of each other, respectful to everyone and successful both academically and socially. Additionally we seek to develop students who will positively contribute to a peaceful school, community and global society.

RESPONSIBILITY FOR PERSONAL PROPERTY

Students are responsible for items they bring to school. Book bags, water bottles, lunch boxes and book bags should be kept out of the walkways, and hallways, and should not be left unattended anywhere on campus. Parents and students should label all items to help to insure their identification. Parents can assist the school by instructing their children to take responsibility for their personal items, as this is an important life skill.

HIGH SCHOOL PROGRAM

AISL is fully accredited with its own credit and requirement system for graduation with an AISL diploma.

HIGH SCHOOL GRADUATION REQUIREMENTS, CREDITS AND GRADE DESIGNATION

High School Program (Grades 9-12): The high school program of studies allows students to meet the requirements for obtaining a **standard American High School diploma**, following the Carnegie system of credits used in the United States and other American curriculum schools throughout the world. A minimum of 24 credits is required for an **AISL High School Diploma**. These credits should consist of:

AISL Graduation Requirements

Number of credits	Subject Area
4	English
4	Social Studies/ History
4	Science
4	Mathematics
4	Foreign Language
2	Physical Education
2 each	Information Technology/Music/Art
	Additional courses will satisfy the remainder of credits necessary for graduation

HIGH SCHOOL CREDIT INFORMATION

Credit is only awarded when a student receives a passing grade (60% a D- or higher) in a class. Students who audit a course will not receive credit for the class. However, students may take courses for pass/fail credit with permission from the Administration. Credit can be withheld on the basis of poor class or school attendance. When this is likely, both the student and the parent will be notified in writing as early as possible.

The Administration is granted the right and the responsibility to interpret, to adjust, or to waive certain graduation requirements taking into consideration the individual

educational needs of a student or if the school is unable to offer a course deemed needed for graduation.

HIGH SCHOOL GRADE DESIGNATION

In order to qualify for the AISL Diploma, students are expected to obtain a minimum of 24 units of credit. The following minimum credits must be obtained for grade designation. In order to have:

- **Sophomore standing** (grade 10) a student should have accumulated 5 credits.
- **Junior standing** (grade 11) a student should have accumulated 12 credits.
- **Senior standing** (grade 12) a student should have accumulated 18 credits.

A student must be enrolled on a full-time basis to attend AISL. In the rare instance where a student cannot engage in full-time study, special arrangements must be agreed upon between the student, parents and the Administration. The special agreement must be made in writing. A student must attend AISL for the entire senior year (grade 12) in order to be eligible for an AISL Diploma. It is rare that a transfer student can enter AISL during the senior year (grade 12).

PHYSICAL EDUCATION

Physical education is an important part of a student's overall education at an American school. It is a mandatory curricular class at every grade level for all students enrolled at AISL. Students who are temporarily unable to participate in physical education class for medical reasons are required to bring a medical excuse signed by a doctor. Failure to meet P.E. class requirements will result in a lowered grade. Or, in the case of high school students, failure to comply with class requirements will result in fewer credits toward graduation. The P.E. instructor is skilled at involving students at all levels of physical coordination in his classes.

Students are expected to bring a change of clothing from home for P.E. class. T-shirts, shorts, sun screen for those who need it and hats are recommended and students are required to wear tennis shoes or footwear appropriate for playing sports. P.E. clothing should be labeled with the student's name and taken home and laundered and returned clean for the next P.E. class. Students are also expected to bring bottled water and a towel along with their regular P.E. uniform in the requested color for their grade level.

STUDENT PROGRESS REPORTS

Report cards are issued at the end of each quarter. Interim reports may be sent home at mid-quarter if a student is demonstrating academic difficulty. Parents are invited to participate in Parent Teacher Conferences scheduled for all students at the end of the first and third quarters to discuss these reports. Parents will be invited to special conferences at the end of the second quarter if their children are experiencing difficulty with their studies. AISL welcomes parents to come to school to meet the teachers to discuss concerns at any time during the school year. Just call the office and make an appointment.

SCHOOL TESTING

Achievement tests are normally administered to students each year. These tests are designed to give parents and teachers baseline information about how the student is progressing in his/her academic achievement. The test is useful when interpreted over a period of several years so the individual student's progress and development can be tracked and the curriculum adjusted as needed.

On-going assessment in each classroom is the responsibility of the classroom teacher. Observations and testing help provide data for individual student achievement and development in each subject area. Assessment can include, but is not limited to, observation, project work, reports (oral or written), homework, quizzes, tests, formal exams and anecdotal records.

HOMEWORK

The purpose of homework is to develop a student's ability to study independently and to reinforce skills learned in the classroom. It also

Some homework is required of all students in grade one through twelve. The amount of homework and the content of the homework are left to the discretion of the teacher.

SUPPLIES

All students in Nursery through Grade 12 are responsible for providing their own school supplies. This list will be available in the office at the end of the school year for the next year and will be sent home at the beginning of each new school year. School supplies for Middle and High School students include a calculator and a flash drive (USB key). (For High school students the flash drive should be 2G for classes and 16 for Educational Technology class.)

1. Students do need to bring clearly labeled bottled water to drink every day. Filtered water is available for students.
2. Appropriate shoes and clothing, labeled with the student's name, on the day your child has PE.
3. Money to purchase a snack at school. Snacks are available at the break. Lunch may be ordered monthly from the school canteen. A monthly menu will be sent home. Please pay at the Business Office.
4. Most textbooks are lent to the students for their use, but must be returned at the end of the year. Students who fail to return their textbooks will not receive their report cards until they have paid for the missing book. On occasion, some textbooks must be bought by the students/parents.

AFTER SCHOOL ACTIVITIES

AISL offers three modules of activities and or sports after school. These activities and sports take place from 2:35 – 3:35 p.m. on Mondays, Wednesday, Thursday and Friday. Some activities and sports change each module. Some activities are free, and some are for a fee. An activity sheet is sent home at the beginning of each module with details and a sign-up sheet. After school activities and sports. Please make sure your children return these activity sheets in a timely manner in order to participate in the program.

COMMUNITY SERVICE

AISL students are expected to participate in community service projects and activities from time to time. School-wide community service projects will be identified each year and expectations about student participation will be clearly defined. Parents are encouraged to inform the school regarding potential community service projects and activities. All high school students are required to do a minimum of 15 hours of community service per school year. The entire school participates in community service on Dr. Martin Luther King, Jr. Day each January. This activity day is called “A Day of Service”.

AISL GAZETTE

This is the monthly newsletter that provides information about events and news concerning AISL and its community. Please read it carefully as it is our most important method of communicating with parents. This year we plan sending the newsletter home electronically as well as in paper form with the students.

DISCIPLINE RULES

❖ GENERAL RULES

- **RESPECT YOURSELF**
- **RESPECT OTHERS**
- **RESPECT THE SCHOOL ENVIRONMENT**

DISCIPLINE CODE:

Minor Misconduct:

1. Students experiencing problems at recess/on the playground/outside the classroom should see the teacher on duty. Students should not go directly to the Director.
2. The duty teacher should resolve the problem. Contact should also be made with the child's homeroom teacher. Good communication between staff members will help the child correct his/her behavior.
3. A teacher receiving information about a problem with a child in another class should consult with the homeroom teacher of the child who is having difficulty.
4. If the problem is considered serious, it should be referred to the Director.

SERIOUS MISCONDUCT:

The following are classified as "serious misconduct" and should be referred to the Director.

1. Defiance or refusal to respect the authority of a staff or faculty member.
2. Fighting, hazing, threatening to do harm
3. Peer harassment (Bullying).
4. Assault or battery upon any school employee or student
5. Willful damage to school property
6. Possession or use of weapons or dangerous instruments
7. Swearing, lewd or obscene conduct (language, action, gestures, clothing)

8. Theft or extortion
9. Drug abuse or distribution (including smoking)
10. Alcohol consumption or distribution
11. Chronic minor incidents such as lateness, skipping class, absenteeism
12. Harassment of any kind (including sexual) directed towards a school employee or another student.
13. Academic dishonesty/plagiarism (All High school and Middle School students are required to sign an academic honesty policy.)

CONSEQUENCES FOR SERIOUS MISCONDUCT:

Depending on severity of the offense, “serious misconduct” may result in an immediate suspension from school. The Director will determine the length of the suspension. If longer than one week the director must consult a disciplinary committee of teachers. Parents will be notified when a student is referred to the office for repeated “serious” misconduct.

SOME SPECIFIC RULES

1. No running in the school building, especially on the stairs.
2. No chewing gum, candy or bubble gum allowed in school. No soda except for special teacher approved events.
3. Students may not use the computer room unless a member of staff is supervising the room. Students found in the computer room without an adult will lose the privilege of using the computer lab.
4. Students may not be in classrooms without a supervising teacher present.
5. Students must adhere to the Technology Use Policy.
6. Students are expected to have access to a printer at home and print out their own homework.
7. Telephone use: The telephone is for school business ONLY. Students may only use the telephone for true emergencies. The Director is the only one who may give permission for students to use the telephone. In case of the director’s absence a teacher or the school secretary may give permission. Plan ahead and make social or lunch arrangements ahead of time.
8. Electronics: Cell phones and other electronics such as computers, music devices, etc. MUST BE shut off during school hours. Students may use their electronics for educational purposes if given permission and/or supervised by a teacher. Students

may use their electronics after school, if they are not in a class or in a school activity. Cell phones/electronic devices will be confiscated if they ring or are seen in any class between the hours of 7:30 AM to 2:35 PM. When taken away from a student, the electronic device will be taken to the Director. The first time the item is confiscated the student should retrieve it from the director at the end of the school day. A note will be placed in the student's file. The second time an electronic item is confiscated it will only be returned to a parent and a note will be placed in the student's file.

9. Students should not bring items to school that distract attention from learning, such as electronic games, MP3 players, Ipads, and iPhones. Laptop computers should only be brought to campus for educational purposes, and students and their parents must assume responsibility for them. I-Pods and Ipads should only be used wherever and whenever appropriately supervised during the instructional day by a teacher. Students should not wear headphones of any type on campus during the school day, unless they are being used for educational purposes. AISL recommends that electronic devices not be brought to school, but if they are, and they become lost or stolen (no matter where they were stored), AISL will not be held liable or responsible. AISL administration and faculty have the right to question students regarding their use of electronic devices and to confiscate items in question.
10. Students are encouraged to speak in English in the building at all times, so that they will improve their language skills and not cause division among students by excluding others. Students may speak other languages during lunch and recess.
11. There should be no food or drinks (except water) in the classrooms. This rule applies to all students except Nursery through Kindergarten students who eat with their teachers and assistants in their homerooms. Other exceptions include supervised working meetings called by a teacher. Otherwise all food and drink should be consumed **on the terrace.**
12. Students must be under a teacher's supervision at all times. Teachers should not leave students unattended in their classrooms at any time.
13. No lower school students are allowed on the second floor of the school building unless accompanied by a staff member.

DRESS CODE

The American International School of Lomé does not have uniforms. Students and school personnel are to dress in a reasonable and modest manner. The dress should be casual and comfortable clothing and not a distracting factor to the learning environment. Students are responsible for observing basic standards of cleanliness and grooming, and are expected to dress appropriately for school. The Administration will make the final decision and could require a student to change clothing or return home to change into more appropriate attire. The school dress code is as follows:

1. Clothing with obscene (explicit or implicit) suggestive or otherwise inappropriate sayings may not be worn.
2. Clothing should not have alcohol, tobacco or drug messages.
3. Any clothing that is disruptive to the school environment will not be tolerated.
4. For reasons of safety no jewelry should be worn during PE classes.
5. Shorts, skirts, and side and back slits in skirts must reach the knee. No short shorts or short skirts.
6. Dress modestly: no cleavage showing, no midriff showing; be mindful of low cut armholes in blouses/shirts.
7. Undergarments should not show.
8. Skin-tight shirts and leggings should not be worn to P.E. class.
9. Hats should not be worn in the building.

Students not in compliance with the school's dress code will be directed to cover the infringement or to change into appropriate clothing. Failure to adequately cover or change will result in the student being sent home. Once the student is dressed appropriately, he/she may return to school.

AISL ACADEMIC HONESTY POLICY

AISL takes academic honesty very seriously. All Middle and High School students (grades 6-12) are required to sign an Academic Honesty Policy Agreement. The teacher keeps a copy of this document and gives a copy to the student for reference.

All students are expected to follow a code of academic honesty. Academic honesty is understood to mean that all work that students submit to their teachers, as their own work must be their own **original** work. It is important for students to understand that intellectual or academic honesty is vital to true academic progress and learning, and that the school will not tolerate acts of academic dishonesty.

Copying anyone's work (including homework), cheating on tests, or plagiarizing written responses is a breach of academic honesty and will be treated as such by teachers and the administration of AISL.

At AISL we understand plagiarism to be presenting someone else's work as your own. This can be the work of a fellow student, work taken from the Internet or any printed source. It includes copying answers from textbooks or other school material. The work of others must be acknowledged in writing. Students will be taught the appropriate ways to acknowledge sources of information.

The consequences for academic dishonesty are as follows:

Students found cheating or plagiarizing will get a zero on the work submitted. The director/administration, as well as the student's parents, will be informed and a note will be placed in the file.

Students found cheating or plagiarizing for a second time will get a zero on the work submitted, but will also be suspended for one day. The parents will be called in for a conference to discuss the incident and a note will be placed in the student's file.

Students found cheating or plagiarizing for a third time will get a zero on the work submitted, will be suspended, a note will be placed in the student's file, and he/she will be placed on academic probation. The director will determine the terms of the academic probation.

(Students in grades 6 -12 must sign and return the **AISL ACADEMIC HONESTY POLICY** form in this handbook and return to their homeroom teacher.)

AISL STAFF FOR THE 2017 – 2018 SCHOOL YEAR

Daphne J. Neal	Director
Clement Ketor	Business Manager
Beauty H-Afanou	Management Assistant
John Eklu	Office Manager
Lucas Atsu	Copy Clerk
Akiliesso Aliti	Art
Maxime Libya	French & PE
Robert Ezeani	Information Technology
Prisca Laba	Librarian
Adelaide Monye	Nurse
Eyram Folly-Klan	Nursery
Rose Akandi-Agbodzi	Nursery Assistant
Julia D. Austin	Pre K & K
Mireille Akoubia	Pre K & K Assistant
Cristina Maiorino	Grades 1 - 3
Lauren L. Elliott	Grades 4/5
Nadia Adamou	Grades 1-5 Assistant
William Barlow	Language Arts/ English
Jean-Louis Manga	Mathematics
John Amouzou	Science
James Dolecki	Social Studies/History
Adovi,Kpakpo	Custodian
Ayivon,Thomas	Custodian
Hountodji,Thomas	Custodian
Akogo,Komi	Custodian
Abali,Michel	Gardener
Wobadan,Kossi	Guard
Kutsika,Koffi	Guard
Zibilinou,Afo	Guard

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I have read and understand the consequences of academic dishonesty at AISL.

Student's Name Printed:
Student Signature:
Date:

**American International School of Lomé
Student - Parent Handbook**

A Home-School Partnership

It is our firm belief that students at the **American International School of Lomé** will be best served when the school can work together in partnership with parents. At AISL, we encourage and strongly believe in the effectiveness of a home-school partnership. Parents and students must show that commitment by signing the acknowledgement and agreement section at the bottom of the page.

Here are some other ways that parents can assist with this partnership:

- Ensure that your child arrives at school on time each day.
- Send your child to school dressed appropriately.
- Ensure that your child gets plenty of rest each night (at least 8 hours).
- Provide school supplies and re-supply them as needed.
- Guide your child with nightly homework. DO NOT do it for them. Give them a chance to try the homework and then assist him or her with it.
- Provide a quiet place and set a time each night for your child to do his/her homework.
- Ensure your child is picked up promptly after school or at the conclusion of after school activities each day.
- Have reference books, reading books and a dictionary available in your home.
- If you have concerns about your child, **first consult with the teacher**,
- Read this Handbook with understanding, especially sections on attendance, dress code, academic honesty, appropriate use of computers/internet, and the discipline code.

ACKNOWLEDGEMENT AND AGREEMENT

We have read the AISL Student-Parent Handbook. We appreciate the importance of working together with the school to achieve the greatest possible level of success. We have read thoroughly and understand the information within the document, including policies, rules and guidelines. Our signatures below indicate we agree to abide by the policies, rules and guidelines contained in the AISL Handbook.

Parent signature:	Date:
Student signature:	Date: