

American International School
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Parent/Student Handbook

2018-2019



**Preparing Minds, Transforming Hearts,
Empowering Hands**
To impact the world for Christ

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AIS FOUNDATIONS

AIS History and Profile

The Network of International Christian Schools, Inc. (NICS) had interest in developing a school in the capital city of Ghana since 2002. Talks started in 2003 with land developers and interested parents about starting an international Christian school in Accra. Interest was expressed both from the missionary community as well as the expatriate and Ghanaian communities for a strong academic American curriculum, high-quality, Christian international school. In March 2006 NICS officially announced the opening of the school in the East Legon area of Accra. The school opened in September 2006 with 46 students, from preschool through grade 11. The facility was expanded to a neighboring house in January 2008 to accommodate the expanding high school enrollment. Long-term plans include the construction of a new campus.

AIS achieved candidacy status with Middle States Association (MSA) of Colleges and Schools and the Association of Christian Schools International (ACSI) in May 2009. In the fall of 2016, AIS received full accreditation from MSA and ACSI. Students receive an American high school diploma with all rights and privileges of a fully accredited school. They are well prepared to transfer to other international schools or universities for further studies.

AIS is uniquely committed to producing a school environment that maintains a balance of love and discipline, emphasizing the building of Christian character among our students, while welcoming students and families from all religious and ethnic backgrounds. The family atmosphere of AIS, provided by committed and loving teachers, benefits both the students and families who partner with us in education. AIS believes its students are the leaders of tomorrow and is committed to positively contributing to their development in all areas of life.

Vision Statement

We envision that all American International School students will become vibrant and passionate world changers for Jesus Christ by instilling in them a biblical worldview, personal integrity, and compassionate service.

Mission Statement

The mission of American International School is to prepare minds, transform hearts, and empower hands to impact the world for Jesus Christ.

We will accomplish this mission by:

- Offering an innovative, challenging, and academically excellent program
- Teaching to the individual needs and learning styles of students
- Preparing students for college and 21st century careers
- Creating caring, loving, respectful, encouraging, and safe environments
- Hiring qualified Christian teachers who love the Lord and children
- Educating the whole child (body, mind, and soul)
- Offering a Bible-based educational program built on Christian beliefs and values

- Instilling within students a Biblical worldview
- Creating opportunities for the discipleship and spiritual growth of students
- Nurturing students to obtain Christ-like character and a heart of service
- Engaging students in the world around them by providing community service opportunities
- Cultivating a respect for different cultures, countries, and religions
- Cultivating leadership and empowering students to reach their full potential
- Empowering students to discover and develop their talents and gifts for ministry
- Instilling students with self-discipline and personal responsibility
- Instilling in students a love and desire for lifelong learning

Philosophy of Education

AIS is a school founded upon the belief that God is the source of all truth, and true education is based on His revealed Word, the Bible. AIS is dedicated to establishing a godly environment in which the Bible is actively integrated into all aspects of school life.

AIS believes the purpose of education is to cooperate with parents to develop the knowledge and character that will enable students to fulfill their role within God's plan.

AIS believes that education is characterized by a traditional and well-rounded curriculum coupled with a high expectation for student achievement.

AIS believes that respect for authority is an essential ingredient to quality education and character development. Therefore, our classrooms are controlled with firm, loving discipline.

AIS provides a welcoming environment for our international cultures; we seek to foster positive self-worth and mutual respect.

School Verse

Ephesians 1:17 NKJV "...that the God of our Lord Jesus Christ, the Father of glory, may give to [us] the spirit of wisdom and revelation in the knowledge of Him. ..."

Core Values

Biblically Based: We will operate with a Biblical worldview, based on faith, led by the Holy Spirit, supportive of the local church, in obedience to God's commands to love and disciple all nations, and in accordance to His laws and the laws of man.

Christ-Centered: Our behavior will show that Christ is our Head; our ultimate desire is to honor, glorify and please Him, clearly portraying His attributes, with the final measure of our success shown by our faithfulness to His will.

Caring Community: Through our school, we will give priority to people rather than programs or infrastructures, demonstrating respect, loyalty, support, and cooperation, regardless of cultural differences.

Commitment to Excellence: Our standard for hiring qualified Christian educators and measuring ministry performance as we educate the “whole child” will be the highest reasonable standard.

Expected Student Outcomes

Investigative Learners Who:

- Assess their needs and apply strategies to learn identified concepts and skills
- Formulate positive personal values based upon Biblical principles
- Formulate and pursue realistic goals
- Establish patterns for lifelong learning

Perceptive Thinkers Who:

- Identify, analyze, discriminate, prioritize and apply information
- Utilize multiple frames of reference
- Make responsible decisions
- Apply critical thinking skills to life’s problems

Effective Communicators Who:

- Convey messages clearly and accurately to others
- Understand and use empathy in communicating and dealing with others
- Receive and interpret the messages of others in an effective manner
- Create intellectual, artistic, practical, and physical products
- Reflect the beauty of an intelligent Creator
- Seek the highest standards possible
- Take advantage of emerging technology

Cooperative Contributors Who:

- Develop appropriate skills for personal and social relationships
- Foster, develop, and maintain relationships within varied cultures and diverse settings
- Establish and accomplish effective goals with others

Involved Citizens Who:

- Respect and submit to proper authority
- Demonstrate positive and productive citizenship
- Contribute their time, energies and talents to improve the quality of life in our school, community, and the world
- Show compassion and wisdom to all and especially those less fortunate

ADMISSION POLICIES

AIS offers a full-day preschool for ages 3 and 4, a full-day Kindergarten for age 5, and standard American curriculum for grades 1-12. Children applying for PreK-3, PreK-4, or Kindergarten must be potty-trained and must have turned 3, 4, or 5 respectively by September 1st in order to be considered for enrollment in the program.

Prospective families will be supplied a packet containing the registration form, tuition and fee schedule and payment options. To be considered, the following must be supplied for each student:

- a completed application form containing all requested information
- the student's up-to-date immunization records
- school records (including financial, behavior, and academic records) from current and prior schools
- a photocopy of the child's current passport
- one current passport photo
- the application fee

Once all items are complete, an appointment will be set for admissions testing. Applicable testing fees must be submitted prior to testing. Testing is required to assist the Admissions Committee in determining the student's current level of ability, grade level in which he or she is most likely to be successful within our school program, and potential need for special support services if enrolled. The Admissions Committee considers the full range of information provided in the application packet, so if there is additional information that might be helpful in evaluating the student's readiness to enroll in the AIS program, parents are asked to present that information at the time of application. After the Admissions Committee meets, parents will be notified of the committee's decision and recommendations regarding placement.

AIS does not discriminate against students or families on the basis of cultural, ethnic, or racial origins. The school respects the religious preferences of parents and students; however, all classroom instruction is in the context of the school's stated doctrinal position. Students from other religious backgrounds will not be excused from the religious instruction or activities of the school. The school maintains the right to refuse admission to students not meeting the school's academic requirements or to students displaying a lack of willingness to meet the code of conduct of the school.

AIS is registered with the Ghanaian government as a non-profit international school. The student's father or mother must have a valid visa or other work permit. If the visa is in process, an official letter of explanation from the sponsor may be used. If these requirements are not met, a special letter from the Ghanaian Department of Education is required. A copy of all documentation will be kept in the student's file.

Class sizes are limited to provide effective teacher-student ratios. Qualified students will be accepted in order of their registration. Returning students are given preferred enrollment during the re-enrollment period. When enrollment limits have been reached the qualified student may be placed on the waiting list.

FINANCIAL POLICIES

Financial Agreement

When you enroll your child in AIS, you enter into an agreement. You agree to pay the tuition bills that enable AIS to maintain its financial commitments. School fees and tuition are calculated in US dollars and should be paid in advance using our payment options.

Tuition and Fees

A fee schedule is published for each school year. It lists the current rates for application, registration, tuition, and other fees. Fees are nonrefundable; these are clearly stated on the fee schedule. The schedule also provides information regarding payment options. Any questions should be addressed to the school's Business Manager.

Due Dates

Payment due dates are listed on the fee schedule sheet. It is the responsibility of the parent/guardian to ensure the timely payment of all account balances, even if payment is made by a third party. If account balances cannot be paid in full, an appointment must be made before payment is due with the Business Manager. Balances unresolved after discussion will incur late fees. Failure to communicate may result in the suspension of the student. AIS will deliver no recommendations, transcripts, diplomas, or grade reports until the balance on the student's account has been paid in full. Students may not begin a new academic year until balances from the previous year have been paid.

Withdrawal/Refund Policy

Withdrawal from AIS for any reason must be transacted through the school office by the parent or legal guardian. A withdrawal form must be completed. All monies owed the school must be paid before the withdrawal is complete and records released. Invoices are prorated on a quarterly basis only. Once the quarter has begun, no refunds will be given for that quarter. For instance, if the child leaves 4 days into the second quarter, only amounts paid for the 2nd semester can be refunded. All fees that are labeled as non-refundable on the fee schedule including the application and registration fees **will not be refunded under any circumstances**. Transferred records usually require recommendations and classroom summaries; for this reason, we ask for a two-week notice to withdraw a student.

Outstanding Balance

Students with outstanding balances on the family's account will not be permitted to sit for final exams. All balances must be completely paid and/or arrangements made with the AIS Financial Office at least 24 hours in advance of final exams in order for students to be eligible to sit for final exams. Any final exams not taken will result in the student receiving a zero on that exam and this will be reflected on the students' permanent record. No official student records will be given to students or families of students until all outstanding balances have been settled with the AIS Finance Office.

APPEARANCE POLICIES

General Appearance Policies

- Modesty is our standard.
- Shirts may be purchased in the school store.
- Shoes should provide support and be appropriate for an academic setting. Flip-Flops may not be worn. During rainy season, it is helpful for students to have an extra pair of 'clean' shoes for indoors.
- Students will be expected to wear AIS PE uniforms and sturdy shoes for physical activities. Uniforms may be purchased in the school store.
- At no time should undergarments be exposed.
- Hair is to be well groomed.
- Body piercing/visible tattoos are discouraged and subject to administrative discretion.
- Personal grooming should be done in private.

Ladies

- Trousers, shorts, skirts, dresses, or jumpers in the tan khaki color must be worn. These may be ordered in the school store. *
- Hemlines of dresses, skirts, shorts, and shorts are to be no shorter than two inches above the top of the knee when standing. Slits in dresses and skirts are to meet the same criteria as skirt length.
- Make-up should be natural and not excessive.

Exceptions: Various off-campus activities may require dress other than school uniforms. The following guidelines will apply to these situations:

- No bare midriff at any time whether you are standing, bending, or sitting; your top garment and your bottom garment must overlap.
- No dresses or tops with open backs.
- No low-cut blouses, tops, or dresses. All blouses and shirts are to be properly buttoned. Straps should be at least two inches in width.
- Should be free of insignias or emblems that cover large areas of the garment.
- Garments should not be frayed or dirty.

Gentlemen

- Trousers or shorts in the tan khaki color must be worn. These may be ordered in the school store. *
- Hemlines of shorts are to be no shorter than two inches above the top of the knee when standing.
- Trousers and shorts should be worn at the natural waistline. Belts may be required.

Exceptions: Various off-campus activities may require dress other than school uniforms. The following guidelines will apply to these situations:

- Garments should be free of insignias or emblems that convey inappropriate or offensive messages.
- Trousers or shorts should be worn so that undergarments are not showing.

- Garments should not be frayed or dirty.

Students are permitted to bring sweaters to wear over their uniform. However, these must not contain any offensive images, symbols, or words. Students must demonstrate that they are wearing their school uniform polo-type shirt underneath when requested by any staff member. Any other items of clothing including but not limited to: hats, scarves, and other coverings are subject to teacher and administrative discretion. No garment with inappropriate or offensive symbolism or imagery is allowed.

**Shirts must be purchased from school store. Further questions concerning this can be answered in the school office.*

ATTENDANCE POLICIES

Privilege of Attendance

Parents and guardians recognize that their child's attendance at American International School (AIS) is a privilege and not a right. If the child's conduct, academic progress, or cooperation with the school's authorities fails to meet the school's requirements, AIS reserves the right to terminate the child's enrollment. Likewise, parents and guardians pledge their support and cooperation with the school administration's policies and procedures regarding their child. In the event that parents cannot continue to support the school, they agree to withdraw their child from AIS in a quiet and orderly fashion.

Parents understand any concerns or complaints should be brought only to the parties with the authority to effectively address the situation and should not be discussed with the general public. The school administration will work diligently with the parents to listen to concerns and try to resolve any confusion, conflicts or disputes. However, if the parties cannot reach an agreeable solution, the final decision regarding the child's continued enrollment rests solely with the school administration.

Daily Schedule

Arrival

All students should be dropped off at the school no later than 7:45 am and no earlier than 7:30 am. Parents and legal guardians should bring the Preschool, and Kindergarten children to their rooms to check in. Students in 1st through 5th grades are to report to the Pavilion with their book bags where they will be dismissed to go to their classes. Middle school and high school students are to go to the Pavilion or Library and will be dismissed to class at 7:50 am; elementary students are dismissed to class at 7:55 am. Prompt arrival to class is expected and required.

Dismissal

School is dismissed at 3:00 pm each day. If the students remain on campus, whether in the classrooms or outside, at 3:20 pm, they are to immediately proceed to the waiting area by the school store. Drivers should not be waiting for students to play. All students should leave the campus by 3:30 pm unless they are involved in an extracurricular activity.

NOTE: All drivers should submit their driver's license to the office to have a color copy made. It is the parent's responsibility to notify the child's teacher and the school office if there is an individual who is NOT allowed to pick up a child. Written notice must be provided if there is a change in pick up or transportation arrangements.

Early Dismissal

All students must have a written note of permission from parent/guardian when early dismissal is necessary. Elementary students must be signed out in the office by parent/guardian or driver. Middle school and high school students may sign themselves out as long as they have provided a written permission note that CLEARLY states mode of transportation to be used.

Absences

AIS is legally responsible to keep accurate attendance records. Attendance is part of the requirement for completing a grade level and advancing to the next. At the high school level, adequate attendance is necessary for earning course credits and meeting graduation requirements. Phone calls to the office on the morning of the absence are appreciated. Students returning from absences should bring a note from their parent or guardian and doctor when needed with an explanation. Notes should be submitted to the office for the attendance records within in one week of return or they will may not be accepted.

Excused Absences

An excused absence is one for which the student is permitted to make up missed assignments for full credit within a specified period of time. Following are reasons for school absence that may be excused:

- Death in the family
- Illness of the student
- Dental or medical appointment, with accompanying note
- Government requirements
- Absences pre-arranged and approved with the school administration
- Participation in a school sponsored activity

Unexcused Absences

All absences by default are considered unexcused unless the previous criteria are met. If the absence is determined to be unexcused, no credit will be given for missed schoolwork. Unexcused 'lates' will result in consequences under the attendance and/or discipline plans and count as an unexcused absence.

Students who are absent (excused or unexcused) more than 10 classes in a semester may not be eligible for a credit in any subject unless special consultation has been made with administration and teachers. In lower grades, excessive absences throughout the school year could be cause for retention in a grade level. Showing up late for the beginning of the semester constitutes an unexcused absence.

Make-Up Work

Students are responsible to make up work during excused absences. If prior arrangements have been made with the teacher, they may have to meet for a short time after school or during a study hall. Students who are absent several days near the end of the marking period will need to make an extra effort to finish missed work quickly. Extenuating circumstances should be discussed with the administration.

The student will be allowed the number of days absent PLUS ONE to make up work from excused absences. Therefore, a student who is absent 3 days, has 4 days to finish the work.

In grades K through 5, the parent is responsible for getting the child's make-up assignments from the teacher for extended illness. The student may have to spend extra time with the

teacher or tutor after extended illness. If an older sibling is to pick up the missed work, a note should be sent to the lead teacher *in the morning*.

For grades 6-12, after a singular absence, the student should pick up the missing work list from all teachers the day of his/her return to school. Assignments which were due the day of the illness should be handed in upon return. For extended illness, make-up work should be requested no later than 9:30 am for pick up at the main office the next morning. For prearranged approved absences, teachers should be provided at least a week's notice to compile the appropriate make-up work for the absences.

Tardiness

If a student is late to school, the student should check in at the office. Habitual tardiness will result in disciplinary measures and unexcused absences.

ACADEMIC POLICIES

Sycamore Education

AIS has adopted Sycamore Education online student information system (SIS) to enhance and consolidate academic recordkeeping and school-home communications. Parents and students can access current information regarding school attendance, class assignments, and grades. Individual access codes insure confidentiality of specific learner data. In addition, this program includes a communications feature by which parents and teachers can share questions and information. Sycamore access may be suspended for students whose school fees are not current.

Grading Scale and Attribute Codes

Pre-Kindergarten-2nd Grade Grading Scale

- 1 – Beginning
- 2 – Developing
- 3 – Developing Satisfactorily
- 4 – Independently/Consistently
- N/A – Not Yet Assessed

Grades 3-5 Grading Scale

Letter Grade	Percentage Point Scale	What Does It Mean?
A	90-100	My child understands the content, AND/OR my child completed the assignment with <i>excellent</i> results.
B	80-89	My child <i>mostly</i> understands the content, AND/OR my child completed the assignment with <i>good</i> results.
C	70-79	My child understands <i>some</i> of the content, AND/OR my child did <i>not</i> put his/her best effort into the assignment.
D	60-69	My child does <i>not</i> understand the content and needs to ask for help, AND/OR my child did <i>not</i> complete all of the assignment or it is not acceptable. My child did <i>not</i> put his/her best effort into the assignment.
F	Below 60	

In addition to academic grades, the elementary report card includes attribute codes, as listed below, to measure development of social skills and progress in special subjects.

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Grades 6-12 Grading Scale

Letter Grade	Percentage
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59-0

Academic Progress

High school students earn credits by semester. To receive credit for completion of a course, a student must earn an average grade of 60% for each semester. Students in grades 9–12 with an average grade in any required course that is less than 60% during a semester will need to repeat that semester of the course.

Middle school students who do not pass three core subjects will not be promoted to the next grade. Elementary students may be held back if they have not made satisfactory progress in the core areas of reading/language arts and mathematics.

Progress Reports

Halfway through the first quarter, all students will receive progress reports from each teacher. Parent/teacher conferences will take place soon after the end of the quarter. Elementary parents will meet with the classroom teacher. Middle and high school parents will meet with the grade team. Sign up guidelines will be explained in the weekly newsletter. Parents may request a conference or a progress report during any quarter.

Report Cards

Report cards are issued quarterly for elementary and middle school students. Because high school students earn credits by semester, high school students receive report cards only at the end of each semester. Student's grades can be easily monitored through Sycamore Education online. A letter of acknowledgement is sent home with each report card; parents

are asked to sign and return this letter acknowledging receipt of the report card. Report cards and official records will not be issued until all financial obligations are up to date.

Honor Roll

The AIS Honor Roll recognizes students annually who have achieved excellence in all areas of their academic pursuits for each quarter. To earn a place on the "A" Honor Roll, a student must have no grade below "A" on the quarterly grades. To earn a place on the "A/B" Honor Roll, a student must have no grade below "B" on the quarterly grades.

Special Services

These services entail additional fees

A student may need assistance beyond the parameters of the regular classroom setting in order to perform to his or her full potential. AIS offers a limited number of enrollments to students who require support services to enable these students to develop their abilities and learn to perform successfully within the academic setting. A student who has been identified through formal testing may be eligible to participate in this program; parents should submit documentation at the time of application to the school. A student whose admissions test scores fall outside of the range for the requested grade level but shows other strengths may be admitted with the requirement to receive support services. In addition to special needs support, AIS offers additional services for English Language Learners (ELL) whose first language is not English to assist them with their language acquisition.

Homework

Homework reinforces daily work. It is not a punishment. Homework will be qualitative and appropriate for the level of learning of each child. Even when there is no extra daily assignment, however, parents are encouraged to read with their child or spend extra time in helping the student in areas suggested by the teacher.

Achievement Testing

Achievement testing is done for grades 1 through 10 three times each year using Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP). This standardized online assessment provides immediate results that measure each student's academic progress and allows teachers to plan lessons that build on student strengths and develop areas in which students need additional work. Test administration dates will be announced during the school year. Although the school provides information and teachers confer with parents concerning student results, parents may visit NWEA.org at any time for help with interpreting results.

Transcripts and Records

A school transcript provides an official record of the individual's educational coursework. Requests for transcripts and other student records must be made in writing and should be submitted at least two weeks in advance. Requests for official documents and information for college applications should be submitted to the Guidance Counsellor two weeks in advance.

High School Requirements

Grading Weights

High School Course Average Percentages

Semester 1 Averages	Semester 2 Averages
Quarter 1 =20%	Quarter 3 =20%
Quarter 2 =20%	Quarter 4 =20%
Semester Exam= 10%	Semester Exam =10%

Graduation Honors

Grade Point Average (GPA) is the average of grades from all high school coursework and is reported on the student's official transcript. The GPA, with course load taken into consideration, is used to determine the following graduation honors:

- Eligible students must have attended AIS for at least 2 full years
- Valedictorian: Highest GPA in the Senior class
- Salutatorian: Second Highest GPA in the Senior class
- Honors: Cumulative GPA of 3.85 or higher

Questions and Answers about Honors and Advanced Placement (AP) Courses

What is the difference between an Honors and AP class?

HONORS COURSES are developed locally by teachers to meet the needs of talented & gifted students. An Honors class parallels the curriculum offered in the corresponding regular class but may cover additional topics or some topics in greater depth. The amount of work expected in an Honors course will also vary and may be more demanding. Honors courses may be organized as separate classes, or as extra projects or seminars supplementing a regular course. Depending on nature of class, honors class will require two of the following:

- A project
- Research Paper
- Write/design Community Service plan or project
- Read extra book with discussion, paper, or test

An ADVANCED PLACEMENT (AP) course must be approved by The College Board - (www.collegeboard.org). It is a course designed to prepare students to take The College Board-sponsored Advanced Placement (AP) exam. These national curricula are developed by both high school and college teachers under the auspices of The College Board. Most universities award college credit based on AP exam scores.

During late May of each year, placement exams and/or teacher recommendations will be used in screening students for AP/Honors classes. Students will be notified if they are accepted into an AP/Honors course for the following year before they leave school for the summer break.

Due to the rigorous nature of Honors and AP classes, AIS awards a weighted grade point of an additional 0.5 credit (e.g. A=4.5) for honors classes and a weighted grade point of an additional 1.0 credit (e.g. A=5.0) for AP classes. These added grade points can boost a

student's GPA giving them a competitive advantage for admission into colleges and universities as well as the possibility to earn university credit (for AP courses) while in High School as well as increased scholarship opportunities.

What courses are available at AIS with Honors and AP distinctions?

Honors*

Honors American Literature
 Honors World Literature
 Honors Economics
 Honors American Government
 Honors Physics
 Honors British Literature

AP*

AP World Literature
 AP Calculus AB
 AP European History

* *There are more options available through our online extension school, NorthStar Academy. These may include an additional fee.*

What are the admissions criteria and prerequisites for Honors and AP classes?

Honors and AP courses are offered at AIS as scheduling and qualified staff are available. AIS cannot guarantee that each of the listed courses will be offered every year. If we cannot offer the course and it is not a required course, you may opt to take the course (at an additional discounted cost) via NorthStar Academy, AIS' online school option.

Each Honors and AP class has its own prerequisites and criteria for enrollment. The following is a brief description for each of the various disciplines.

AP CALCULUS

- Pre-Calculus Teacher Recommendation
- C or better in Pre-Calculus required

HONORS AND AP LITERATURE (available to students in 11th and 12th grade)

- Previous English Teacher's Recommendation
- Students must maintain a "B" or better grade in their previous Language Arts course

HONORS AMERICAN GOVERNMENT

- Previous Social Studies Teacher's Recommendation
- Students must maintain a "B" or better grade in their previous Social Studies course.

HONORS ECONOMICS

- Previous Social Studies Teacher's Recommendation
- Students must maintain a "B" or better grade in their previous Social Studies course.

AP EUROPEAN HISTORY

- Previous Social Studies Teacher's Recommendation
- Students must maintain at least a "B" or better grade in their previous Social Studies class.
- Student must complete the assigned summer reading and assignment.

HONORS PHYSICS

- Previous Science Teacher's Recommendation
- Students must maintain a "B" or better grade in their previous Science course.

What are the pros and cons of Honors/AP classes?**PRO:**

Students have the opportunity to challenge themselves in a more demanding class.

Honors/AP classes expose students to information that they might otherwise not encounter in high school. Students who score at least a 3 out of 5 points on Advanced Placement exams may earn advanced standing or college credit when they enroll in a university. College and university admissions departments usually look favorably on students who take more challenging programs.

CON:

Honors and AP classes have a significantly heavier workload and may increase student stress and minimize time for other activities. Students should expect at least ONE hour of homework for an honors class and up to TWO hours of homework for an AP class for each hour of class time.

Taking multiple Honors/AP classes at the same time while engaging in extracurricular activities is not necessarily recommended.

What is necessary to be successful in an Honors or AP course?

In order to be successful in an Honors/AP course, the student must be an independent worker as well as an independent thinker who is highly motivated, self-sufficient, and responsible to turn in work promptly. Time management skills are essential. As students enter high school, there are increased demands on the students' time both academically and socially. The time involved in extracurricular activities must also be taken into consideration. The addition of each Honors/AP class increases the overall intellectual and emotional demand on the student. Completion of summer assignments prior to school starting may be required.

How many Honors/AP classes should a student attempt at one time?

We advise students to take no more than two Honors or AP classes simultaneously. If students are involved in athletics or another extracurricular activity, less than two advanced courses may be appropriate.

Is it better to take an Honors/AP class and earn a lower grade or take the regular class and earn a higher grade?

This is a difficult question which has no single answer. When colleges make admissions decisions, they look at a variety of factors including grades, rigor of classes taken, test scores, extracurricular activities, teacher recommendations, and student essays. Various institutions weigh each of the factors differently. When deciding about which particular class to take, students need to approach the decision on a case-by-case basis. Careful consideration of all the advice above and an appointment with the school counselor together are the best ways to answer this question.

Can I opt out of taking an Honors Class once I have started it?

In order to maintain a high level of academic integrity, students who are accepted into an honors course may not leave it, with the exception of the initial add/drop period for all classes.

Online Learning/Independent Courses

In order to allow students to progress in the most beneficial way, online learning or independent courses may be given/taken upon approval. Courses that are available through the regular AIS schedule cannot be taken online unless there is a scheduling conflict. Online learning will be available through NorthStar Academy, an extension of AIS and a ministry of NICS. Requests must be submitted to the administration for approval. An approved online learning supervisor or proctor will be assigned to supervise the student's work.

Online course fees will be charged for each online course if it is being taken for credit recovery or if the course is not offered by AIS. No fee will be charged for courses offered at AIS for which the student has a scheduling conflict. An additional book fee will be charged for AP courses. However, if a student does not complete an online course or fails the online course, the full cost of the course will be charged to the student's account. If the student does not complete the coursework within the allowed time frame, and must apply for an extension, the student will also be responsible for any extension fees charged by NorthStar.

Class Standing

At the high school level (grades 9-12), class standing depends on the number of course credits the student has earned. A yearlong class is worth one credit generally and a semester long class is worth one-half credit. The following class standing list shows the number of credits required to advance to each high school class level:

- Freshman 0–6 credits
- Sophomore 7–12 credits
- Junior 13–18 credits
- Senior 19 and above

Graduation Requirements

Any student with an outstanding balance due to the school will not be permitted to participate in the graduation ceremony and will not receive a diploma or any official records from the school (e.g. transcripts).

In order to graduate with an American high school diploma, a student must complete a minimum number of credits and these credits must include a prescribed set of course requirements. Some American colleges and universities require more coursework than the standard high school diploma minimum. The following chart shows the minimum requirements to earn a high school diploma at AIS and the additional coursework required for college-bound students. The AIS program is designed to facilitate completion of the Honors Diploma.

A student with up to 1.0 credits remaining (not completed) will be permitted to participate in the graduation ceremony with his/her classmates. The student will not receive an actual diploma until the credit has been completed. The student will have up to 12-months to complete the remaining credit through NorthStar Academy, as an extension of American International School. The 12-month time frame begins on the day following the last scheduled day of school. This must be pre-approved by the administration. Transcripts may be issued to

the student reflective of actual credits complete, but the transcript will indicate that “*The Student Did Not Graduate*”.

College Preparatory High School Diploma (25 Credits)

Subject	Credits Required
English	4
Math	3
Social Studies	3 If planning to attend college in the USA, students must have US History, US Government, and Economics
Science	3
Bible	4* *Students must take Bible each year they have attended AIS (Explain with a note)
Physical Education	1
Foreign Language	2
Health	.5
Fine Arts	1
Information Technology	1
Electives	2.5 or 5.5 *see note for Bible credits

Honors High School Diploma (28 Credits)

- 3.5 GPA or Higher
- 2 Credits of AP or Honors Courses

Subject	Credits Required
English	4
Math	4
Social Studies	4 If planning to attend college in the USA, student must have US History, Government and Economics
Science	4
Bible	4* *Students must take Bible each year they have attended AIS (Explain with a note)
Physical Education	1
Foreign Language	3
Health	.5
Fine Arts	1
Information Technology	1
Electives	1.5 or 5.5 *see note for Bible credits

*Note: Bible credits are required for each year in attendance at AIS. For example, if the student only attends AIS in their senior year (12th grade), only 1 Bible credit is required. This would increase the necessary credits in Electives in order to achieve the required number of credits to graduate. Any other course offered would count towards Elective credit.

Following are the course offerings and additional information regarding specific requirements for each high school subject area. Course offerings may vary from year to year depending on the faculty and the number of students interested in certain elective courses.

Course Offerings
(‡ indicates required course)

Mathematics	Science	Social Studies	Language Arts
Algebra I‡	Biology ‡	World History 1 ‡	English ‡
Algebra II ‡	Chemistry ‡	World History 2 ‡	American Literature ‡
Geometry ‡	Physics*	US History** ‡	World Literature ‡
Pre-Calculus		Government ‡ (1 semester)	British Literature ‡
AP Calculus		Economics ‡ (1 semester)	AP Literature
		Contemporary World	
		AP European	

*Note: *Physics* can be substituted for any of the other required sciences.

**Note: *US History, Government, and Economics* is required only if the student plans to attend university in the US. For those not planning to attend university in the US, other Social Studies courses may be taken.

PE/Health	Foreign Language	Fine Arts	Computer	Bible	Other Electives
Health‡	French I‡	Choir	Applications ‡	Bible 9‡	Service Learning
PE‡ (2 semesters)	French II‡	Piano	Programming	Bible 10‡	Study Skills
	French III	Painting/Drawing		Bible 11‡	Adolescent Skills
	French IV	2-D Art		Bible 12‡	Psychology
		3-D Art			Public Speaking
		Advanced Art			College Prep.

When students transfer into AIS during high school, administration examines the transcripts from their previous school to determine how credits earned align with AIS graduation requirements. Incoming students' class standings will be determined based on the credits transferred in.

AIS makes every effort to offer all required courses each school year so that students may graduate at the earliest possible date. ELL students are not encouraged to take Foreign Language classes at the same time they are enrolled in ELL instruction. They may earn their foreign language credit by taking the College Board foreign language test for their native language or coming to the school with language credits.

Drop/Add Course Policy

Course selection should be made with careful consideration. Students and parents should be familiar with requirements for graduation and college entrance. Schedules should be finalized by the end of the second week of school. It is rare that a student should require a class change. **REQUIRED CORE COURSES CANNOT BE DROPPED.** A request to drop/add a course does not constitute approval. Final approval to add/drop will be granted by the

Principal under specific circumstances. Requests can be made under the following circumstances:

- The change is necessary to meet graduation requirements
- A prerequisite course is missing
- Credit has already been granted for the course
- There is a medical reason for the change
- An error occurred in placement or registration

Final Exams

Students in grades 9–12 will be required to take cumulative semester final exams unless they meet exam exemption requirements. They will be administered during regularly scheduled school hours. Grades for the exams will be calculated as 20% of the semester average for high school students. Students in the middle school will take quarter exams that are calculated as part of the quarter grade. Missing semester and quarter exams is a serious event. Parents are strongly discouraged from taking students out of school early for holidays and therefore missing these exams.

Attempts will be made to accommodate students who are seriously ill; however, if a student misses the regularly scheduled exam, he/she will *not* take that exam. Another exam will be constructed by the teacher for this purpose.

Semester/Final Exam Exemption Requirements

Students in grades 9-12 at American International School have the opportunity to exempt their final exams by demonstrating excellence in all areas of their academic life. This privilege is offered to all high school students during the second semester but is only offered to seniors during first semester. Listed below are the criteria to be able to exempt any exam.

FOR SENIORS:

Seniors will be allowed to exempt mid-term exams in December as well as final exams in May if they qualify. In order for a senior to qualify to exempt the exam in December, they must:

- Have no grade lower than an “A-“ in the course by the end of the first semester.
- Have no more than two (2) unexcused absences in the first or second quarters
- Students must have no more than one disciplinary consequence in a semester.
- Participate in all Community Service Day(s)
- Inform the teacher of their intent to exempt the exam at least 1 week in advance

In order for a senior to qualify to exempt the second semester final exam, they must:

- Have no grade lower than an “A-“ in the course by the end of the fourth quarter
- Have no more than two (2) unexcused absences in the third and fourth quarters
- Students must have no more than one disciplinary consequence in a semester.
- Participate in all Community Service Day(s)
- Inform the teacher of their intent to exempt the exam at least 1 week in advance
- Have all necessary graduation paperwork submitted to the office

FOR 9th-11th GRADERS:

Underclassmen will be able to exempt ONLY the final exam for the second semester if they qualify. In order to qualify, underclassmen must:

- Have no grade lower than an “A-“ in the course by the end of the fourth quarter
- Have no more than two (2) unexcused absences in the third and fourth quarters
- Participate in all Community Service Day(s)
- Inform the teacher of their intent to exempt the exam at least 1 week in advance
- Students must have no more than one disciplinary consequence in a semester.

Secondary Late Work Policy

Students are expected to be responsible and turn in work on time for each class. Work is considered late if a student does not have it in class when a teacher asks for it.

Daily homework

1 lesson late: -20%

2-5 lessons late: -40%

More than 5 lessons late: No Credit

Projects or large assignments

1 lesson late: -10%

2 lessons late: -20%

3 lessons late: -30%

4 lessons late: -40%

More than 4 lessons late: -50%

Teachers will also follow the Tutorial Policy, the relevant parts of which are detailed below:

1. Teachers will require students to attend a tutorial if they have any missing assignments more than one class late.
2. Teachers should arrange the time and place of each tutorial appointment with the student.
3. Tutorials can be scheduled during lunch, advisory, or after school (during the teacher’s normal tutorial session).
4. If a student brings the missing assignment to the tutorial session, the student does not need to stay for the session.
5. Teachers will notify parents of the tutorial session and should give at least 24 hours notice for after-school sessions, if possible.
6. If a student fails to attend a required tutorial the student will receive a discipline referral and will be assigned a second tutorial session.
7. If a student still fails to attend the second tutorial, they will receive another referral, parents will be notified, and the grade will be registered in Sycamore as a missing until the student brings the work to class, or the catch-up deadline has passed resulting in a zero for the assignment.

DISCIPLINE POLICIES

Philosophy of Discipline

Listed below is our philosophy of discipline:

1. We believe that discipline should be focused on the heart and is part of the process of making disciples. Discipline is God-ordained in the life of a Christian. Proverbs 3:11–12 states, “My son, do not despise the chastening of the Lord, nor detest His correction; for whom the Lord loves He corrects.” AIS understands that this is a progressive process whereby God gradually transforms each child’s heart through instruction, training, and correction. Discipline includes acknowledging and rewarding student’s efforts to exhibit sound character. It also focuses on the immediate correction of inappropriate behaviors so that a student can learn and therefore grow in their relationship with others and the Lord. When discipline is necessary, AIS’s discipline standards are enforced prayerfully, lovingly, and consistently by communication with students and parents using biblical guidelines to bring about correction and change of heart. The policies are also in place to ensure that a proper learning environment exists for all students.
2. We believe that discipline should be bible-based and is necessary for the benefit of each student as well as the school. Discipline establishes order and boundaries in which the student finds security while maturing and learning responsibility. (Proverbs 22:6, Hebrews 12:5–6)
3. We believe that it should be the goal of every student to seek self-discipline. Students should think about their choices before they make them and take responsibility for their choices and accept consequences for those that are inappropriate. It is our desire that students develop integrity, initiative, self-control, obedience, a respect and honor for authority, dependability, a love for others and most importantly a love for the Lord Jesus Christ. (Ecclesiastes 9:10, Matthew 5:34–37, Romans 13:13, Romans 14:12, Ephesians 2:10, Colossians 3:23–24)
4. We believe that attendance at AIS is a privilege, not a right. A student’s honesty, repentance, and cooperation in the discipline process say much about whether he or she wants to be a student at AIS. Even though parents may personally believe differently, while enrolled at AIS, all students are expected to refrain from activities or behaviors on and off campus that impugn the reputation of AIS or negatively impact the safety or the well-being of other students. Failure to do so could result in dismissal from school.
5. We believe that discipline is ultimately the responsibility of the parent. The school is here to partner with parents in their discipline. If the school and home are not working together on discipline, whatever the school does will not be as effective. The school considers as grounds for student expulsion any action by a student and/or guardian that seriously interferes with the school’s ability to accomplish its mission. (Deuteronomy 6:4–9, Proverbs 10:8, Ephesians 6:4, I Timothy 3:4–5 and 12)

Elementary and Secondary Discipline

AIS is a Christ-centered community of students, faculty, staff, and parents who desire to provide a safe, peaceful, and loving environment that promotes learning and develops character. We hope to instill godly character in the lives of our students, so they will develop

into leaders who will influence the world as role models of the Christian faith. In an effort to develop godly character, age-appropriate student discipline plans have been developed. The disciplinary plans are necessary for the orderly operation of the school, for personal physical safety, for establishing an atmosphere conducive for learning, and for developing godly leaders. In addition to the stated plan, teachers and administrators of the school are granted full discretion in the discipline of students and that stated consequences of misbehavior may be altered due to circumstances.

AIS Elementary School Rules

At the elementary level we always strive to do our BEST.

- Be prepared
- Ensure safety
- Show respect.
- Take responsibility

Elementary Discipline Plan

1. Students will earn Eagle Dollars when they show any of the five traits of excellence. Students will lose Eagle Dollars when they break the school rules (B.E.S.T.).
2. For every 100 E\$ earned, students will be given a ticket to vote on the school-wide party. Students must have received at least 2 tickets to attend the party.
3. When one of the party options has 50 votes, the party will be held the following week. At the end of the day Friday, if any students have not earned at least 20/200 E\$, they will not be invited to the party; they will go to detention.
4. Every classroom teacher has a management system that correlates with the E\$ system. For example, students can opt to buy treats with the extra dollars they earn.

Training for Excellence

1. What is INTEGRITY?
 - Doing the right thing when no one is looking.
 - Being honest no matter what.
2. What is INITIATIVE?
 - Doing what needs to be done before you are asked.
3. What is PERSEVERANCE?
 - Never giving up.
4. What is HUMILITY?
 - Thinking of others more than myself.
5. What is DILIGENCE?
 - Trying my BEST.

The Roles of the Stakeholders

As a learning community, we believe parents and several others play essential roles in the discipline of our children.

Parents

Parents are expected to be familiar with and support the discipline plan. As communication between parents and teachers is essential to the academic and social development of children, parents are expected to support open lines of communication and stay abreast of their child's/children's academic and behavioral status.

Teachers

Each teacher has a set of disciplinary and general classroom procedures used in the classroom. Each procedure is taught and practiced ensuring that each child fully understands them. Teachers will model appropriate behavior and give regular attention to developing acceptable behaviors in students. As they provide instruction using a variety of teaching methods, they have accepted responsibility to guide the behaviors of ALL students in the school setting, including those outside their regular classes. In order to support student learning and behavior, teachers will communicate with parents regularly.

Other School Staff

All staff at AIS (including administrators, office staff, para-professionals, coaches, and custodial staff) are also expected to maintain a firm commitment to providing a healthy educational community for all learners. In view of this, these staff members are familiar with the school wide behavior expectations and must take responsibility for positively and consistently directing the behavior of ALL students in the school environment.

Students of AIS

Students are expected to behave appropriately in all areas of the school, taking responsibility for their learning and behavior choices. They must comply with all school staff member requests and make behavioral choices that contribute to their safety and the safety of others. They are expected to abide by these guidelines in all they do on the school campus in order to create a peaceful and productive learning environment.

Our objective is to produce responsible students who make good choices. However, during this learning process, it may be necessary for students to be referred to the school Administration. If a student is referred for displaying undesired behavior, Eagle Dollars may be deducted, and parents will be contacted.

Students have the opportunity to earn back any Eagle Dollars they may have lost due to challenging behaviors. Bonus Eagle Dollars are discretionary and can be handed out by any teacher or school staff for actions they believe to be going above and beyond what is typically expected of a student. It is very helpful for parents to consistently ask their child/children about their Eagle Dollar status.

The following list of common behaviors that may be displayed by elementary students are examples and does not include all behaviors students may display. Please know that if a student displays any behavior not listed below, the principal or administrator will use their discretion to place that behavior at an appropriate level with appropriate consequences. This could include in-school suspension (ISS) or general suspension, depending on their grade

level and the severity of the infraction. While on any form of suspension, students may not attend normal class and school activities with the exception of Chapel.

Consequences for Undesired Behavior

Students will need to earn at least 20 E\$/200 E\$ to attend the Eagle Party. Students should only be earning E\$ for showing excellence and choosing to act with *integrity, initiative, perseverance, humility* and *diligence*. Students will lose E\$ for the following infractions:

Lower Elementary (LE)

Amount Lost	Infraction
Under 5 E\$	Not being prepared Not using time wisely Talking at inappropriate times Not following directions Not keeping one's area clean
5-10 E\$	Any inappropriate physical contact Swearing or inappropriate language Throwing objects Refusing to do work Leaving classroom without permission

Upper Elementary (UE)

Amount Lost	Infraction
10 E\$	Not following directions Not using time wisely Not being prepared
20 E\$	Unkind treatment of peers Talking at inappropriate times Throwing objects
50-100 E\$	Improper physical contact Disrespect towards an adult Bullying/Continuous unkind treatment of peers Leaving classroom without permission Swearing or inappropriate language Cheating/plagiarism Intentional destruction of property

Students will be sent to the Principal's Office with a referral sheet when they choose to do any of the Level 2 (LE) or Level 3 (UE) infractions.

Teachers have a classroom behavior plan in place that includes using Eagle Dollars. Plans include whole class, groups/tables, and individual consequences/rewards system.

Secondary Discipline Plan

Character traits and behaviors to be developed

- Humility
- Initiative
- Perseverance

- Integrity
- Diligence

Rewards

1. Accolades given by teachers when students exhibit the above traits (on the accolade form check off the trait and explain how it was shown).
2. After a certain period of time, students can choose rewards that they have earned from their **accolades**. (For example: homework pass or dress down day pass).
3. At end of each quarter, a reward is given to students based on how few **referrals** they received throughout the quarter.

Discipline Levels

Level 1: Classroom Management Behaviors

These consist of behaviors which go against the rules of the classroom. For example, missing materials, excessive talking, or improper use of electronics in the classroom. These in-classroom behaviors should be dealt with as part of the individual teacher's plan for their classroom.

Level 2: Repeated or Significant Behavioral Problems

This level is when students repeatedly ignore classroom or other school rules or do so in a significant way.

Examples:

- Breaking classroom rules multiple times in one class period
- Teasing, rudeness, unkindness toward other students
- Disrespect toward teachers
- Improper physical touch
- Dress Code Violations
- Vulgarity/Obscenity
- Copying Work/Allowing Work to Be Copied
- Breaking School Lunch/After School/Before School Rules

See consequences section below for details of consequences. Teachers should input a Level 2 referral when students reach this level.

Level 3: Repeated Significant or Major Behavioral Problems

This next level of discipline covers major problems and repeated significant problems.

Examples:

- Deception/Manipulation
- Cheating or Plagiarism on a Major Assignment/Test
- Indiscreet/Sensual Behavior (Inappropriate Sexual Contact, Nudity, Sexual Promiscuity, Possession of Pornographic Materials)
- Stealing/Theft
- Gang Membership/Criminal Activity
- Possession or use of illegal drugs or alcohol
- Bullying/Cyberbullying

- Vandalism
- Possession of Firearms or Lethal Weapons
- Skipping Class/School Event

Process:

- Teacher will input a Level 3 referral and must notify discipline managers.
- The administration will institute a discipline penalty corresponding to the level of severity/repetition of the incident.

All Level 3 Infractions will require an in-person meeting with the student, parent(s)/guardian and administrator.

Consequences

1. Natural consequences for classroom behavior issues determined by the teacher for level one infractions.
2. **Consequences for higher level referral behaviors:**
 - After 5 (High School) or 10 (Middle School) Level 2 referrals, students will receive a detention. The following consequences will occur on the same intervals in a quarter.
 - Detention*
 - Work Detail
 - ISS
 - Saturday School
 - OSS (1 and 2 day)

Expulsion will be considered by administration on a case by case basis, once students have clearly demonstrated a lack of willingness to abide by the rules of AIS and other disciplinary options have been exhausted.

**While in detention, all students will be required to create a behavior contract in which they identify specific actions or behaviors which they must demonstrate/change in order to help them.*

**All penalties are at the discretion of the school administration*

Definitions or Explanations of Terms Included in the Discipline Plans

Cyberbullying is using the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person. It includes, but is not limited to threats, sexual remarks, pejorative labels, posting false statements as facts, and ganging up on victims making them the subject of ridicule and humiliation.

Sexual Harassment or abuse includes any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, inappropriate verbal comments, sexual name calling, pressure to engage in sexual activity, and unwanted body contact.

Detention: Students serve an after-school detention. After-school or work detail detentions will last for one hour from 3:10-4:10pm. After-school detentions will be served in a designated

classroom. After-school detentions will be served within a week of a particular point level being reached.

After-School Work Detail: Students may serve an after-school work detail. Work detail will be from 3:10-4:10 pm the day after the point level is reached. Students will be involved in doing various simple cleaning jobs or manual labor projects around campus.

Saturday School: Will be held one Saturday a month if needed. Students will attend Saturday school from 8:30 am until 12:00 pm. It will serve as an academic make-up time as well as a disciplinary consequence. The cost for Saturday School is \$25.00 US dollars.

In-School Suspension is a day in which the student will be separated from their classmates. Students will complete work given to them by their teachers during the day.

Out-of-School Suspension: Students serving an out-of-school suspension will not be allowed on campus for a designated period of time. This includes participation in or attendance in any extracurricular activities.

Probation and Behavior Contract: When a Secondary student reaches the Yellow Level he or she will be placed on probation and put on a behavior contract. There will also be a conference between the student, the parents or guardian, and the School Principal or School Director. During probation, students will not be allowed to participate in any extracurricular activities. The behavior contract is a written plan that will enable the student to know expectations for him or her to remain a student at AIS and help them move toward the Yellow or Green Levels.

GENERAL POLICIES

Acceptable Use Agreement

Internet access is coordinated through the AIS school network. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the equipment, computer, and network resources. Students or staff knowingly violating the terms of this policy or agreement will be dealt with according to the student or staff discipline policies of American International School, Accra, and/or civil authorities, and such activities may result in termination of their account/access and/or expulsion from school or termination of employment.

When signed, this document becomes a legally binding contract and indicates the person who has signed this form has read the terms and conditions carefully and understands their significance. All staff of American International School, Accra are expected to follow this policy and will be required to sign this agreement.

Terms and Conditions

The use of equipment, computers, network resources, and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, faculty, and staff of American International School, Accra, may deny, revoke, or suspend specific user accounts/access.

ACCEPTABLE USE

The use of your account and/or access must be consistent with the education objectives of AIS.

1. To transmit or knowingly receive any materials in violation of any United States, Ghanaian, or AIS regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
2. Commercial activities, product advertising, political lobbying, and extensive personal use are prohibited
3. Use of other organization networks or computing resources must comply with rules appropriate to that network.

NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Never send, or encourage others to send, abusive messages.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material, or images. Illegal activities of any kind are strictly forbidden.

- Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally.
3. Electronic mail. Electronic mail (e-mail) is not guaranteed to be private. Network or other computer use, or storage areas are and will be treated as school property. Computers, files, and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users. Messages relating to or in support of illegal activities must be reported to the authorities.
 4. Do not use computers or the network in such a way that you would disrupt the use by other people. Talk, Write, and Chat commands may be intrusive and should only be used after receiving permission from the other party. Chain letters and Inter-Relay chat are misuses of the system.
 5. Permission of the supervising staff member must be obtained before downloading large files.

SERVICES

AIS makes no warranties of any kind, whether expressed or implied, for the service it is providing.

1. AIS will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or user errors, or omissions.
2. Use of any information obtained via the information system is at your own risk. AIS specifically denies any responsibility for the accuracy of information obtained through its services.

SECURITY

Security on our computer system is a high priority due to the large number of users.

1. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator or faculty member.
2. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.

1. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.
2. Any problems, which arise from the use of an account, are the liability or responsibility of the account holder or user. All account holders or users hereby release AIS from any and all claims or damages or any nature arising from their access, use, or inability to access services.

AIS Internet Use Guidelines

Please follow the guidelines below while accessing the Internet through the AIS network:

- Use of school computers and internet access is a privilege not a right.
- The Internet at AIS is primarily for Email, NorthStar classes, research, and other school-related tasks. Social media is prohibited for students unless granted permission.
- High school students may use the computer in the library for research and to check email during the school day by seeking permission from their teacher.
- Middle school and elementary students may use the library computers during the school day for research with their class under the supervision of their classroom teacher or independently with special permission given by the classroom teacher in conjunction with library staff.
- Secondary students (grades 6-12) may use the library computers after school from 3:15 until 4:15. Computers in the library will be available on a first come, first served basis.
- Students are requested to provide their own media to store their work.
- Only students who have turned in a signed Acceptable Use Policy (AUP) will be allowed to use school computers.
- All internet activities are logged and monitored by the AIS IT department. Abuse of internet privileges will result in loss of internet access. Abuse includes but is not limited to hacking, visiting inappropriate websites, using unreasonable amounts of bandwidth, or cheating. If you think someone knows your password, you **MUST** come to the AIS IT department to have your password reset.
- It is forbidden to download any proprietary information, or software that is protected by copyright and other laws protecting intellectual property without properly paying/purchasing. This includes, but is not limited to movies, music, games, and photos.
- No student is allowed to download, install, or use additional software.
- Users must not download or install any program on the school computer without the permission of the AIS IT Department. All programs necessary for the computer should be installed only by AIS IT personnel.

Campus Safety and Health

AIS is committed to maintaining a safe and secure learning environment. We partner with area emergency preparedness agencies to ensure that our facilities and procedures meet recommended guidelines.

All parents and visitors are asked to sign in at the school office whenever present on campus other than normal school drop off and pick up times.

Periodic emergency preparedness drills are conducted on campus to insure students, faculty, and staff are familiar with proper procedures in the event of an emergency.

Should your child experience a medical emergency, the school must have up-to-date emergency contact information on file for you. Please submit any changes to the school office, so the contact list can be kept current. Also, if your child experiences a medical condition that may limit his ability to participate fully in school activities please contact the school (front office manager) with this information.

Chapel

Chapel is held weekly. The chapels are an exciting time of worship, prayer, and a Bible message applicable to the lives of the students. Students are encouraged to share their gifts and talents and frequently help lead the chapel activities. Parents are invited to attend chapels.

Computers, Phones, and Electronics

During the school day, personal computers, phones, and other electronic devices may be used before and after school, or with the express permission of the classroom teacher for purposes of meeting the requirements of class assignments. At all other times, these items should be placed in the off position and put away. Any equipment brought to school is the student's responsibility; the school is not responsible for loss or damage to equipment brought in by students.

When permitted to utilize these devices, internet access is only allowed with teacher permission and teacher-approved websites. All aspects of the Acceptable Use Policy (AUP) apply.

Extracurricular Activities

AIS offers students an opportunity to participate in a variety of extracurricular activities, including After School Activities, athletics, Student Council, drama, and community service opportunities. Students must meet and maintain eligibility requirements, including academic and behavior expectations, in order to participate.

A student wishing to participate in extracurricular activities must be at school for four periods/blocks on the day of the planned activity. A student who is away from school due to a school-sponsored project or field trip may participate. A student who checks out due to illness may not return and participate in extracurricular activities.

Library Use

AIS offers a library for student use. The children's section specializes in materials appropriate for young readers. The library includes books and resources for students both for enjoyment and educational pursuits. The reference section contains materials to assist with research projects. Use of the library is a privilege. Students are expected to follow all directions of the librarian regarding conduct, use and care of selected materials, and check-out and return of books. The cost, plus shipping of lost or damaged books will be billed to the student's account.

Lockers

Each student in the middle school and high school is assigned a locker for storing books, supplies, and personal items. The student is responsible for maintaining his or her own locker. Each locker is secured with a combination lock; this combination should not be shared and should not be kept where others can obtain the information. Valuable items and items belonging to other individuals should not be stored in the locker. The locker is to be kept

clean. In particular, food is not to be left in the locker overnight. No permanent decorations or alterations are allowed. Lockers are subject to teacher or administration inspection at any time. AIS is not responsible for lost or stolen items.

Lunches and Snacks

Hot lunches are available for purchase through the school. The school sends home a monthly menu for placing orders and submitting payments prior to each new month. Students may bring their own lunches with them to school, but please note that refrigeration services are not available. Elementary students also have a snack break built into their class schedules. Nutritious snacks and beverages are encouraged. A limited selection of snacks is available for purchase at the school store.

Student Drivers

The administration may occasionally allow student driving. It is a privilege that needs to be approved by administration. Student drivers must leave a copy of their driver's license in the office. Extra riders will be forbidden unless written parental notes attend the driver and the riders. Phone calls will be inadequate.

Textbook Policy

All textbooks and teaching materials are the property of AIS and are only loaned to the student for school use. Textbooks MUST be covered at all times and are not to be marked in for any reason. Students are to use all books responsibly and keep them in excellent condition. The cost, plus shipping of lost or damaged books will be added to the student's account.

Transportation

Transportation to and from school via contracted transportation is available for an additional fee. All other students are expected to make transportation arrangements that provide on-time arrival for the start of the school day and timely departure at the end of the school day. The school must be notified of the transportation arrangements in order to ensure that students are dismissed according to parent wishes. Any changes in these arrangements must be communicated to the school in writing, and any time a student rides with a non-family member, AIS needs to have a written note explaining this. Without the note, the child will be sent home the typical way. Emergencies can be handled through the office.

At times students will be transported by school vehicle or by transportation arranged by the school for special educational field trips or other school events. Permission slips will be sent home for parent approval prior to these activities.

In all situations, when students are traveling on vehicles provided by the school, students are expected to abide by the instructions of the driver and/or other adult chaperones. Students are to remain seated with seatbelts (when available) fastened and conduct themselves with the same decorum as expected when on campus. The discipline plan remains in force during off campus field trips.

PARENT COMMUNICATION AND PARTICIPATION

Education is a partnership between the school and the home. Communication between parents and the school is essential to supporting students in their success.

Parents are encouraged to contact their children's teachers via email or phone with any questions they may have or information they wish to share. The student agenda and Sycamore Education provide other means of daily communication between teachers and parents. Early in the school year, a formal parent-teacher conference period is set aside on the school calendar. However, throughout the year teachers are pleased to set appointments to meet in person with parents to discuss student progress and goals.

To keep parents informed and up-to-date, the school sends parents a regular email newsletter containing announcements and news. Additional messages may be transmitted via email or in printed materials sent home with students. In the event of an emergency, the school will communicate with parents through a combination of telephone, text message, and email to insure information is received in a timely manner. Please notify the school office immediately of any changes in your contact information.

Parents are welcome and encouraged to become involved in AIS activities. The Parent-Teacher Organization (PTO) is an organization with regularly scheduled meetings and events engaging the families of the school community and support the mission of the school. Please ask at the school office for current contact information regarding the PTO. Classroom parent volunteers aid the teachers and broaden the activities available to the children through the gift of parent talents and interests; your child's teacher would be glad to speak with you about this opportunity. Parents can also participate in the school by attending weekly chapel services, Open House events, the Christmas program, spring program, awards and graduation ceremonies, and other school functions that occur during the school year.

Academic Communication

Grades K–5

Teachers will be communicating with parents frequently by sending home the student folders with completed class work. These folders may also contain written communication on various activities for the week. Each teacher has his/her own method. Some send the papers home daily; others do it weekly.

Grades 6–12

Each student will be given an AIS Student Agenda. All assignments will be written in this agenda daily by each student. Parents are asked to reference this agenda, as well as Sycamore Education, for upcoming assignments. Please communicate with your child's teachers whether you prefer to receive emails, phone messages, or written notes.

Resolving Differences with School Personnel

AIS strives to promote healthy unity and partnerships between its parents and the school personnel. If any parent has a disagreement with the school and/or personnel, they are

encouraged to go to the person with whom the problem is to try to resolve the issue at that level. If they are not satisfied with the results, they are encouraged to go to the next level, whether it is the School Principal or the Senior Administrator. We want parents to know that there is an open-door policy to ask or comment on anything regarding their child's experience at AIS. We follow the Matthew 18:15-18 principle to involve only those necessary to resolve a problem. If the parents are still not satisfied with the results of meeting with the school director, they have the right to file a grievance. The issue will be investigated and communicated back with the parent to help resolve the issue from the NICS Home Office. For a full copy of the grievance procedures please contact the school office.

Handbook Disclaimer

The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students. Parents and students are expected to adhere to any changes that are made to the handbook during the course of the year. Failure to adhere to the changed policies may result in termination of enrollment.