

*Celebrating Learning*



**A.A.I.S.**  
**Akhnaton American International School**  
**Middle and High School**  
**Parent / Student Reference Guide**

# **Akhnaton American International School of New Cairo, Egypt**

Akhnaton Street  
New Cairo, Qatamayya  
6<sup>th</sup> Zone, 5<sup>th</sup> Settlement

**Website:** [www.Akhnatonschools.com](http://www.Akhnatonschools.com)

**E-mail:** Akhnatoncollege@live.com

## **Daily Hours of Operation**

Sunday – Thursday

7:45 – 2:45

The contents of this manual, its rules, regulations and bylaws are subject to review and change or amendment at any time during the duration of the academic year or between terms as deemed appropriate and/or necessary by the A.A.I.S. administration, the Ministry of Education and the current accreditation agency by whom A.A.I.S. is accredited. Any changes in the aforementioned will be posted on the school website and written notice will be made to the school community members and stakeholders.

Akhnaton American International School does not discriminate on the basis of race, gender, national, or ethnic origin nor religion in its admissions, educational policies or hiring and dismissal policies.

# *Vision Statement*

**We will carry out our mission with a commitment to create a community of lifelong, successful learners. Successful learners will be able to access information through the appropriate use of written, oral and technological resources. All students will be prepared to apply their knowledge in order to function independently and to contribute to our global society.**

**The school looks to develop students who seek knowledge and understanding of their world, are life-long learners, and take an active interest in events, knowing themselves to be agents of change – individuals who exhibit integrity in thought and conduct understanding that each is accountable for one's actions.**

**By preparing its students for responsible global citizenship through an enlightened program of continuous institutional improvement, A.A.I.S. aspires to be the leading school of its kind in the country.**

# *Mission Statement*

**A.A.I.S. strives to meet the academic, social and emotional needs of all students, regardless their race or creed, to prepare them for success in a rapidly changing world. The school is dedicated to enabling students to think critically and creatively by establishing a strong foundation in academics, the humanities, spiritual education, and physical education. The school, parents and community work in partnership to develop in each student academic excellence, social responsibility and personal integrity.**

# *Beliefs*

- **WE BELIEVE** that education is a lifelong process.
- **WE BELIEVE** that every child is a unique individual with potential for growth.
- **WE BELIEVE** that all people have equal intrinsic worth and should be treated with respect.
- **WE BELIEVE** that it is essential to recruit, develop and retain outstanding personnel.
- **WE BELIEVE** that it is our responsibility to model and address ethical and moral values.
- **WE BELIEVE** that there is importance in developing personal, social responsibility and service to others.
- **WE BELIEVE** that students thrive when they experience success every day.
- **WE BELIEVE** that each school's curriculum must include learning experiences that develop the whole child.
- **WE BELIEVE** that all students should be active and responsible participants in their own learning.
- **WE BELIEVE** that high standards of excellence are necessary to challenge students.
- **WE BELIEVE** that honest on-going and effective communication among all members of the school community promotes trust, partnerships and teamwork.
- **WE BELIEVE** that the local and international qualities within our schools have value and should be respected.
- **WE BELIEVE** that the skills to utilize technology are essential to prepare students for the future.
- **WE BELIEVE** that standards and regulations need to be applied consistently.
- **WE BELIEVE** that vision, continuous planning and implementation, supported by on-going evaluation, shape the future of the organization

**WE BELIEVE** that the active promotion of our services is crucial to the success of the organization.

# *Core Values*

- **Promoting greater awareness, understanding and appreciation of our diverse community**
- **Preparing students through a challenging, integrated academic program**
- **Developing critical thinking**
- **Fostering confidence, independence and self-worth**
- **Maintaining a safe, secure and healthy environment**
- **Developing individuals who demonstrate integrity, respect, responsibility and accountability**
- **Communicating openly for better understanding**
- **Pursuing excellence**

# *Expectations*

**The guiding principles of A.A.I.S are expressed in the following four standards, which we expect all students to model and all teachers or staff to nurture.**

## **I. OUTSTANDING BEHAVIOR.**

**Students are expected to show respect to teachers, staff, and other students at all times.**

## **II. ACADEMIC EXCELLENCE**

**We believe that we have the leaders of tomorrow in our school. In order to maximize the opportunity students have at A.A.I.S, it is necessary to give maximum efforts in all school endeavors**

## **III. ENGLISH LANGUAGE**

**English -In order to create and maintain an American School atmosphere in the school, students must speak English on campus at all times with the exception for foreign language, Arabic and Religion classes.**

## **IV. SCHOOL UNIFORM**

**The correct school uniform should be worn at all times except for P.E. or situations approved by the administration.**

# Akhnaton American Language School | 2011-2012

## SEPTEMBER 2011

Su	M	T	W	Th.	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sep. 4 Returning Teachers back  
 Sep. 11 The beginning of the academic year  
 Sep.28 field trip( Discovery)

## MARCH 2012

Su	M	T	W	Th.	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## OCTOBER 2011

Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 1.SAT Exam  
 Oct. 6 Armed Forces Day  
 Oct.9 Cadbury Factory G11  
 Oct.10 Pepsi Factory G12  
 Oct.18 The Egyptian Museum  
 Oct.19 Juhayna Factory G10  
 Oct.27 First Q Exam  
 Oct.31 Halloween

## APRIL 2012

Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr.8 Third Q Exam  
 Apr.16 Sham El Nessim  
 Apr. 25 Sinai Day

## NOVEMBER 2011

Su	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 5. SAT Exam  
 Nov. 6 – 12 Eid El Adha  
 Nov. 24. Thanksgiving Day  
 Nov. 26 Islamic New Year

## MAY 2012

Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May. 1 Labor day  
 May. 5 SAT Exam  
 May 3 Parents meeting

## DECEMBER 2011

Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec.3. SAT Exam  
 Dec.25. Christmas Day  
 Dec.15<sup>th</sup>.Parents meeting

## JUNE 2012

Su	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2. SAT Exam  
 June 6. Final Exams

## JANUARY 2012

Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 1 New Year's Day  
 Jan.11 Second Q Exams  
 Jan. 25-26 National Holiday  
 Jan. 28 SAT Exam  
 Jan 28 Feb 9 Midyear vacation

## JULY 2012

Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

## FEBRUARY 2012

Su	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Feb. 4 Prophet's Birthday  
 Feb.12 Third Quarter  
 Feb 23 Parents meeting

## AUGUST 2012

Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# *Forward*

**Dear Parents and Students,**

**It is our esteemed pleasure to welcome you all to the 2011 / 2012 academic school year at Akhnaton American International School in New Cairo, Egypt.**

**We are most pleased that you have chosen our school as the institution in which to educate your children, and we further welcome you with warm salutations to the new A.A.I.S. school community.**

**So, what is new about Akhnaton American School? As it shall be illustrated in this manual and reference guide, A.A.I.S. has taken a different direction in the form of a new school vision and purpose, coupled with a newly devised school philosophy and accompanying set of beliefs and expectations. These items together translate to a fresh new perspective whereas we at A.A.I.S. will endeavor to impart and instill, within our students, a sense of national pride and favor for the heritage, legacy, history, community, cultures and traditions of the great nation of Egypt. Through this, it is our hope that the graduates of A.A.I.S. will expand on their considerations regarding the personal goals and directions they will aim to achieve, whether these goals include continual educational pursuits or vocational aspirations outside of their homeland, or to utilizing the benefits of their American / international education to contribute to this nation.**

**It is our goal to impart and encourage lauded and celebrated traits in citizenship, values, ethics and decorum to our students, while incorporating these attributes with a tried and tested American course of study to form an optimal, holistic approach to teaching and learning.**

**Each classroom at A.A.I.S. is equipped with an air-conditioning unit, a data projection unit, and a Smart Board, one of the latest technological breakthroughs in educational tools... a device that escalates pedagogy the teaching methodology and**

**the learning process to a whole new level, incorporating audio / visual and hands-on applications into each lesson via the ease and convenience of digital technology.**

**A.A.I.S. boasts of two faculty lecture halls and a theatrical repertory and assembly hall, which will pay host to our school-wide assemblies, lectures, dramatic presentations and events of varying sorts, as well as parent meetings, school orientations and the like.**

**The facilities at A.A.I.S. continue to facilitate the learning process and students' physical well-being by way of two, fully equipped science labs (Chemistry and Biology), a health and fitness center, a hand ball court, table tennis room and two swimming pools.**

**Further supporting our core curricular studies, students may attain to a higher appreciation of culture while studying either the French or German languages, potentially broadening the aperture of their own world view while, at once, opening the door to greater future opportunities and possibilities.**

**In closing, it is our hope and very commitment that your child will enjoy his/her educational and social experiences as a student here at A.A.I.S. and we shall further strive to ensure that your child benefits from his/her education here at the school, academically, socially, physically and even spiritually... and once more, we thank you for choosing Akhnaton American International School as the institute in which to educate your child.**

# *Procedures for Student Admission and Enrollment*

Once you and your family have decided that Akhnaton American International School is the institute in which to serve your child's educational and developmental needs, the next step would be to visit our admissions office located on the school site.

The procedure for enrollment is quite simple and consists, firstly, of filling out a formal student application form, which is then submitted to the admissions office.

The next step in the process is for our staff to administer a brief entrance level assessment evaluation to assess your child(ren)'s current level of English reading, writing and arithmetic skills in order to approximate the student's prior knowledge, strengths and weaknesses, so as to appraise how to best meet their specific needs.

Upon the successful completion of the entrance evaluation, you may tender payment of the school tuition within two separate payments to the admissions officer.

# *Accreditation*

**Akhnaton American International School, in keeping with its commitment to delivering excellence in education, has entered into candidacy for re-accreditation through the Advanc-Ed American accreditation agency, an American educational community that specializes in evaluating and commissioning educators and institutes of education for certification of accreditation. What this means for your child is that A.A.I.S. will be held to the same high quality standards of education, administered by qualified educators, that you'd expect in a school or institution governed by U.S. school districts, state and municipal administrations in America.**

**The process of accreditation consists of a critically scrutinizing analysis of the school's curricular, practices, beliefs, site and facilities to ensure that every aspect of the school is in compliance with the standards and quality indicators established by Advanc-Ed.**

# *What does being accredited mean, and why is accreditation important?*

Accreditation, at its essence, is a statement of veracity, a certification of trust. Accreditation informs the public and school community that the accredited institution is fully aligned with, approved of, and to standard with regards to a specific set of standards and quality indicators to ensure that it meets the minimum expectations for safety, quality, curricular standards and uniformed compliance with other accredited schools and learning institutions.

Accreditation is a certification to the public that the school is a trustworthy institution of learning and validates the integrity of a school's programs as well as student transcripts. An accredited school fosters the improvement of the school's programs and operations to support student learning and assures the school community that the school's purposes are appropriate and being accomplished through a viable educational program.

In addition to these, accreditation is a way to manage change through regular assessment, planning, implementation, monitoring and reassessments. It assists the school in establishing its priority areas for improvement as a result of the perpetual accreditation cycle that includes school self-assessment (SA) of the current educational programs for students, insight and perspectives from the visiting committee (Quality Assurance Review Team), and regular school staff assessment of progress through the intervening years between full Self-Assessments (Continual School Improvement).

Students who graduate from an accredited school will find university entry that much easier, as many institutions of higher learning over-seas make graduation from an accredit school a requisite for enrollment.

## *The School Website*

**The school website contains the most current information pertaining to school news, events, activities, field outings, tests and assessments, accreditation, etc. as well as general information regarding curricular matters, syllabi, teacher information, enrollment procedures, and more. Please refer to the Akhnaton School website regularly to stay apprised on the latest information and facts regarding the school.**

# *Middle and High School Grading Scale*

<i>Percentage Range</i>	<i>Letter Grade</i>	<i>GPA Value</i>
<b>98 – 100</b>	<b>A+</b>	<b>4.3</b>
<b>93 – 97</b>	<b>A</b>	<b>4.0</b>
<b>90 – 92</b>	<b>A-</b>	<b>3.7</b>
<b>87 – 89</b>	<b>B+</b>	<b>3.3</b>
<b>83 – 86</b>	<b>B</b>	<b>3.0</b>
<b>80 – 82</b>	<b>B-</b>	<b>2.7</b>
<b>77 – 79</b>	<b>C+</b>	<b>2.3</b>
<b>73 – 76</b>	<b>C</b>	<b>2.0</b>
<b>70 – 72</b>	<b>C-</b>	<b>1.7</b>
<b>67 – 69</b>	<b>D+</b>	<b>1.3</b>
<b>63 – 66</b>	<b>D</b>	<b>1.0</b>
<b>60 – 62</b>	<b>D-</b>	<b>0.7</b>
<b>0 – 59</b>	<b>F</b>	<b>0</b>

**Any student who fails 3 or more core subjects within a single academic term will have failed to have met the minimum requirements in order to be promoted to the next grade for the following term and will have to repeat the failed term again the following academic year.**

**Students who fail to achieve and maintain a GPA of 2.0 in any core subject will be placed under academic probation.**

# *High School*

## *Grade Distribution*

<i>Class work and Participation</i>	<b>15</b>
<i>Assignment</i>	<b>10</b>
<i>Attendance</i>	<b>15</b>
<i>Projects</i>	<b>15</b>
<i>Quizzes</i>	<b>15</b>
<i>Quarter Exam</i>	<b>30</b>

# *Academic Distinctions*

**Students who have attained to a GPA between 3.50 and 3.749 are placed on the Honor Roll. Those students who have earned a GPA of 3.75 or higher are to be placed on the High Honor Roll.**

**The Honor Roll list will be posted at the close of each academic quarter and students will be honored formally during the morning line-up in view of the whole of the school.**

# *Parent - Teacher Communication*

It is our primary aim, at A.A.I.S., to provide our students with a quality educational experience within a wholesome environment, which relies heavily upon the interaction between both the school and home. This communication helps establish a relationship that may result in better student achievements.

The school schedules a parent-teacher conference that will be conducted three times per year, immediately following the semester exams and the distribution of report cards, so as to offer, both parents and teachers, an opportunity to voice any concerns regarding your child (ren).

On occasion, a parent may be requested, by the administration, to attend a one-one counseling session concerning their child.

If a parent would like to meet with their child (ren)'s teacher(s), he/she should feel free to call the school administration (principal's office) at 01063281349 to arrange for a formal meeting via appointment.

Note: A.A.I.S. maintains an "open door" policy regarding the meeting with both teachers and administrative staff in that both will gladly make themselves available for meetings and discussions regarding their children. However, it is to be noted that such meetings can and will only take place by way of pre-appointment in order to ensure that all parents and community members receive a fair opportunity to voice their concerns. We appreciate your understanding in this regard.

# *Academic Probation*

**Any student failing to maintain a GPA of 2.0 or above will be subject to Academic Probation. What this means is that the student will be placed under academic vigilance to facilitate the reestablishment of that student onto a path back toward academic progress and toward working and studying at an acceptable level and avoiding potential failure.**

**Whenever academic probation is assigned to a student, the parents of that student will be called in for a conference with the child's teacher(s) and the section principal. At this point, the reasons for the recommendation/mandate of probation will be discussed, along with the course of action to be implemented toward rectifying the matter. The teacher/principal will often, if available, recommend remedial services that may or may not be provided by the school at the time of assignment and / or off campus, private tutelage, which will generally have to be sought out and provided by the parents, as there is no existing program that offers this service at present at A.A.I.S.**

**Additionally, a student assigned to probation will be monitored**

**The wisdom behind academic probation is simply to help prevent failure. By the time a student approaches a 2.0 GPA, he/she is descending toward a below average grade, and there exists a potential that this may further deteriorate to possible failure. For this reason, academic probation is a preventative measure and should not be looked upon as a sign of failure, but rather a tool utilized to facilitate and maintain success. In case that the student did not achieve the required score the school may ask the student to leave.**

## *Alternatives to Failure / Retention*

**Students who, in spite of probationary vigilance and preventative measures, come to fail any core subject, will be offered an opportunity to make up for this failure by way of their attendance and successful completion of a summer school course. Note that the summer school option is to be reserved for students who have earned a failing grade in a core subject course and may not be taken to improve passing grades earned during the course of the school year. Student who will not pass the makeup exams for one or more subjects will not be promoted to the next academic level.**

# *Attendance Policy*

**The habit of regular and faithful attendance is paramount to a successful school career. Irregular attendance hinders the learning process and creates an unnecessary burden for both students and teachers alike.**

**Students are to be excused from attending school only in the event of personal illness or family emergencies; this would require a certified Medical note to be submitted upon return to the school. The school administration reserves the right to refuse acceptance of medical excuses. The student is required to makeup all assignments missed during his/her absence.**

**For extended leaves of absence, students of middle and high school, and the parents of elementary students are to arrange for homework to be done outside of school and submitted upon arrival back thereto.**

**Any student unable to participate in the P.E. sessions for any reason must present a note signed by a physician giving reason for their non-participation. Please note that the maximum days of absence is 15 continuous days or 30 separate days after which students will be dismissed from the school.**

# *Tardiness*

**It is the students' responsibility to be at school and in class, ready to receive instruction, on time. Students who are late for school must report to the office before reporting to class. If a student arrives at school after 8:00am, a parent phone call to the office is then required stating the reason for the lateness. Excused lateness will only be granted in cases of emergencies. Constant tardiness is to be interpreted as a sign of lack of respect for the school and dedication to one's education.**

# *Policy for Dismissal*

**Students are not permitted to leave the school on their own accord prior to the close of the school day once they have arrived for any reason. Students in need of early dismissal are required to bring a note from their parent requesting early release. The parent is required, then, to pick up and sign out the student in the office.**

**After the school-wide dismissal of students at 2:45, providing there are no after school activities, all students are required to leave off the school premises and move to board their respective buses or personal transport. Students who will opt not to utilize the school transportation are requested to have a parent sent to the office at the beginning of the academic year.**

# *School Closure*

**The school will provide parents with any necessary emergency closure information. Students will remain on campus until released by school authorities and should be picked up by their parents or designated parties. Written permission is required for the release of a student to anyone other than the parent or other designated parties. Students must remain at school until such time as received by their parent or authorized persons.**

**Note: The school will not be responsible for those children not received by a parent or authorized persons after 3:15.**

# *Text Books*

Students are issued text books at the beginning of the academic year. Text books will be marked by the book store officer and given to students in class. Students are required to write their names in the designated place found in the inside cover of the text, which is issued to avoid any conflicts when the text books are returned at the end of the school year.

Each student is responsible for keeping track of his/her books and keeping them in good condition. At the closure of the school year, only books in very good condition will be accepted by the school administration. Any damaged or lost books will be charged to the students and the student's records will not be registered until payment has been made in full.

# *Library Use*

**The library is open and available for students if they wish to do research, check out books or learn library skills. Additionally, each grade will have a scheduled library course whereas reading, research skills, reference source skills and library cataloging/usage will be taught. Students are to abide by the library VALUES at all times.**

# *Cafeteria and Canteen*

**There will be a canteen and leisure deck area available for students to eat during the lunch periods. The canteen will offer healthy snacks, juices and milk etc. for sale. Students are responsible for maintaining a clean and litter-free environment. There will be waste receptacles available near the canteen and its area to facilitate the maintenance of a tidy and clean environment.**

# *Field Trips*

**School or section-wide field trips will be conducted each quarter. Other field outings may be arranged by individual teachers or classes as appropriate. Field outings and excursions may be done for educational value exclusively or for entertainment, however, the preference is that any excursion done for entertainment would contain some educational worth.**

**School administration will send a permission slip home for the parent to sign before s/he takes the class on an outing off campus. Please be certain that any fees to be paid are done as prior to the deadline announced for each trip. If fees are not paid before the stated deadline, your child will be ineligible to attend the excursion and will be asked to remain home or picked up from school on the day of the trip.**

# *Bus Code*

**While in transport via the school bus, students are to sit in their assigned seats. Talking should be maintained at a reasonable volume. Eating and drinking are not permitted on the buses for everyone's safety. The bus driver and matrons are to be obeyed at all times while boarding, riding and exiting the bus.**

**Busing is generally provided door to door, however the school reserves the right to apply restrictions as it deems appropriate. Students not contracting the bus services are not eligible to ride the buses.**

# *Extra-curricular Activities*

In addition to the core and elective subjects offered at Akhnaton American International School, it is considerably important and highly essential that students also engage in extra-curricular studies and activities, so that they might learn new skills and broaden their educational and social experiences and horizons. In answer to this need, A.A.I.S. is offering – in addition to the normally scheduled elective courses – a range of activities for students to choose from and engage in.

The following is a list of activities that may be offered for students to choose from. Students are to select one activity from those offered, the duration of which will last for one quarter, at the end of which they will be given the opportunity to choose another activity, allowing for four different activities per academic term.

*Some of the activities students may select include those from the following:*

**Domestic Science**

**Arts and Crafts**

**Swimming**

**Ballet**

**Football**

**IT Computer Club**

**Music Club**

**Sports Club**

**Drama and Theater**

# *Emergencies*

**It is of paramount importance that the school is able to contact the parents and guardians of students in cases of emergencies. Please insure that the student medical information form is filled out at the opening of each school year and that it is kept current and updated as needed.**

# *Safety*

**A.A.I.S. conducts both planned and random fire and earthquake drills throughout the academic year. These are conducted for the awareness and safety of both students and school staff and personnel.**

# *Medications*

**The law requires that students not carry medications nor keep them in their possession in any way (on their person or within a school bag or locker) during the school day. All medications must be given to the class teacher/school nurse or physician with a parental note stating the purpose of the medication, when it is to be administered, the precise dosage of a single administration, and the times and amount to be administered daily. Any prescription medication must be accompanied by a physician's order and the parent's authorization for the school's medical personnel to administer it. (Forms are available in the school office.)**

# *Smoke Free Campus*

**A policy has been adopted at A.A.I.S., which declares the school to be a smoke free zone. This policy bans smoking and the use of tobacco products of any sort in or on school facilities and premises. This ban extends to all school personnel and students, owned or contracted transport and on field trips or during any school sponsored events, either on or off campus.**

# *Lost and Found*

**If students lose something they should check with the Lost and Found. To minimize loss in general, personal items and effects should be labeled with the students' full name and grade level. A.A.I.S. discourages students from bringing any personal items of particularly high monetary or sentimental value to school, as the school staff and administration will assume no responsibility for the loss of such items.**

# *Dress Code*

Students are required to wear the complete school uniform at all times whenever they are on campus. Changing on campus into an out of uniform dress is not permitted. Students are to bear in mind the following considerations concerning the dress code at A.A.I.S.:

- The wearing of cosmetics and make-up is forbidden
- Jewelry is not allowed
- Painted and polished nails are not allowed, and nails are to be trimmed to a conservative length and clean
- Writing or drawing on the school uniform is prohibited
- No conspicuous earrings for girls.
- No visible tattoos or piercings
- No flip-flops or open-toe sandals.
- No hats in the building
- Tailored alterations to the school uniform for reasons other than to effectuate an appropriate fit are unauthorized and not allowed
- Girls hair should not hang below the shoulders and should be, otherwise, tied up or clipped
- Boys hair is to be kept neat and trimmed so that the ears are visible and the back of the hair doesn't extend passed neither the shirt collar, nor the bangs over the eyes. Hair is to be free from gel or spray
- The school uniform is to be cleaned and pressed/ironed
- The school uniform is to be a proper fit, never to appear tattered or worn. It should be free of holes, rips and any stains.

Students are expected to dress up for assemblies, festivals and other public gatherings as appropriate. Students are further required to wear the school uniform during outings and field trips unless specifically directed otherwise.

# *Disciplinary Reprobation*

**When infractions of school rules occur, an effort will be made to give students logical consequences. Such measures are meant to raise the child's awareness, to help him/her reflect on his/her deed and the effect it has had, and to make amends for it in constructive ways.**

# *Detentions*

**In the upper grades, detentions may be given if work is incomplete or if a child has broken a rule, the consequence for which would best be served after school.**

# *Behavioral Probation*

**A student may be placed on probation if she/he has demonstrated a consistently poor effort to conduct him/herself and has demonstrated unacceptable behavior. The probation is meant to bring about a measurable and lasting, positive change.**

**The student's parents will be advised verbally and in writing about**

- **The tenets and conditions of the probation**
- **The length of the probationary period, and**
- **Expected changes in behavior or work needing to be done.**

**Records will be kept in the student's file in the office.**

**Failure to satisfy the terms of the probation may result in expulsion from the school.**

# *Suspension and Expulsion*

**A student may be suspended from school as a result of a serious infraction of school rules or several such infractions, for example: skipping class, the intended damaging of school property or any inappropriate behavior. An in-house suspension may be given, isolating the student from his/her class. The suspension serves as a warning that if matters do not improve, expulsion may follow.**

**Expelling a student is a very serious matter. It requires careful deliberations and discussions with the student's parents and the case review and agreement of the management/Board of Directors, who will thoroughly review the matter before reaching a decision.**

# *Playground Safety and Bullying*

**The school endeavors to make the building and the playgrounds a safe place for children to work, learn and play. There are boundary lines on the playground indicating off-limit areas. There will be assigned teaching staff offering supervision on the playgrounds during scheduled breaks. Children must remain within the designated recreational areas in plain view of the supervising teachers at all times during recess. First and second graders must have their class teachers or assistant teachers with them during recesses.**

**Bullying will not be tolerated at A.A.I.S. The school reserves the right to remove any individuals from the premises who prove to be a threat to others.**

**A.A.I.S.**  
**Statement of Contractual Accord**

I, the parent of \_\_\_\_\_, grade \_\_\_\_\_, have thoroughly read and understood the entries and rules stated within this book (*A.A.I.S. Parent / Student Reference Guide*), issued in accordance with the 2011–2012 academic term at A.A.I.S. Further, I have reviewed this manual with my child, and he/she has agreed to the terms, rules, and student expectations further stated herein.

I understand that there exists specific channels for communication, grievances and suggestions and that the staff and administration reserve the right to deny parents an audience for expressing these if these channels are not appropriately utilized.

I further understand and agree that all meetings with teachers and administrators are to be prearranged through the administrative assistants and that I am not to contact teachers or administrators directly via private lines save expressed, direct permission from the teacher/administrator has been given.

Parent/Guardian signature

\_\_\_\_\_

Student signature \_\_\_\_\_

Note: The signature of both fields is required in order to effectuate enrollment of your child at A.A.I.S.