AMERICAN INTERNATIONAL
SCHOOL OF CONAKRY

Student / Parent Handbook 2021-2022

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AMERICAN INTERNATIONAL SCHOOL OF CONAKRY

AISC Mission Statement

We develop potential to become intellectually audacious, socially responsible citizens of the world.

AISC Core Values

- Learning is a priority for all children.
- The learning process is both nurtures and challenges.
- Learning is best in a safe and disciplined environment.
- Leveraging emerging technology and communicating in at least two world languages are essential.
- Education is a partnership among parents, the school, and the community.
- All individuals have a right to be treated with respect and dignity, regardless of the differences between them in age, gender, marital status, race, sexuality, religion, culture, language, or disability.
- Diversity matters not in and of itself, but because people matter, and people are infinitely diverse.

AMERICAN INTERNATIONAL SCHOOL OF CONAKRY

Principled Agreements

The rules, procedures, and information in this Student/Parent Handbook are structured according to the school's mission statement and core values and also reflect these four principled agreements. Enrolling in AISC is a statement that the school, the students, and the parents agree on these four principles.

1. **Learning Comes First Principle**
   All activities at school support learning.
2. **Collaborative Stakeholder Principle**
   All stakeholders, students, parents, teachers, and staff, have distinct identities and roles in a collaborative framework.
3. **Good Intent Principle**
   We assume good intent and therefore easily approach others involved when misunderstandings arise to seek clarity first.
4. **Respect Others Principle**
   We respect others and support their learning, safety, and well-being.

AISC Community

The AISC community consists of students, parents, faculty, and staff, who exist within the larger community of Conakry and Guinea. Our pupils come from many different countries in Africa, including Guinea, but also North America, Europe, and Asia. We leverage the resources of Conakry and Guinea to enhance the curriculum and experience of our students by inviting local specialists to present, by taking field trips, and by interacting with other students from other schools through planned activities. Good communication between all stakeholders in the school is something we continually strive towards. The structures within our community are:

- The Students
- The Association
- The Board of Directors
- Parent Teacher Association
- The Faculty
- The Staff

Students

The American International School of Conakry exists for the students; the education of our students is the core activity of our institution, and as such, the wellbeing of our students and their development as lifelong learners is of utmost importance.

Association

All fee-paying parents or guardians of students at AISC are automatically members of the Association. The Association meets twice a year at General Meetings, once in the fall to elect new board members, and once in the spring to approve the annual school budget. By-Laws of the Association are sent to all members by email and are also available in the school office.

Board of Directors

The Association elects from its own membership six Directors for the Board. These seats are for two-year terms, and three are elected annually on a staggered basis. A seventh voting member of the Board is appointed each year by the United States Ambassador. The Director of the school serves as an ex-officio member of the Board, and the faculty and the PTA send one representative each. The duties of the Board of Directors are to set long-term strategic goals, to create school policy, to hire the Director, to prepare the school budget, and oversee its finances.

Parent Teacher Association

The Parent Teacher Association is open to all parents and teachers and provides support for school activities. Members of the PTA help the school organize specific events, such as the talent show, the Cultural Festival, the Spring Sports Tournament, and the drama production. The PTA elects its officers, follows a constitution and has its own budget.

The Faculty

The faculty consists of qualified teachers from a variety of nationalities and backgrounds. The pedagogy of AISC requires a critical mass of English-speaking teachers who are thoroughly inculcated in project-based, learner-centric educational practice. Teaching Assistants (TAs) support the faculty. TAs lovingly work with children, speak English, and assist teachers and students in delivering lessons in the classrooms and supervising activities throughout the school day.

The Staff

Staff supports the educational mission of our institution. The staff is made up of the Director, the Business Manager, the School Accountant, the Registrar, the IT Coordinator, the Executive Assistant to the Director, the Facilities Manager, and custodial staff.

AISC Staff

Title	Name	Email	Phone Number
Director	Mark Dempsey	director@aisconakry.org	654 28 22 22
Business Manager	Foromou Konomo	business@aisconakry.org	
Human Resources / Executive Assistant	Michel Kamano	exec@aisconakry.org	654 28 45 25
Accountant	Safiatou Balde	accounting@aisconakry.org	654 25 55 01
Registrar	Minkael Cisse	office@aisconakry.org	654 28 45 30
IT Coordinator	Mamadou Traore	edtech@aisconakry.org	654 28 45 29
Facilities Manager	Oumar Diakité	facilities@aisconakry.org	654 25 55 06
Procurement Officer / Webmaster	Abdourahamane Toure	procurement@aisconakry.org	654 25 55 10

List of Faculty 2021-2022

Sheila Torres	K & 1 Teacher	storres@aisconakry.org	654 25 55 09
Ontrance Senzanje	Grade 2	osenzanje@aisconakry.org	
Yaye Barry	Grade 3 & 4 Teacher	ybarry@aisconakry.org	654 25 55 02
Meg Savane	Grades 5 Teacher	msavane@aisconakry.org	628 89 46 29
Krista Sylla	M.S Science & Social Studies	ksylla@aisconakry.org	656 05 31 78
Allen Mba Obame	Music Teacher	aobame@aisconakry.org	655 22 61 66
Bintya Camara	French Teacher	bicamara@aisconakry.org	655 22 61 55
Mamadouba Daffe	French Teacher	mdaffe@aisconakry.org	
Jaleesa Parks	M.S. Math Teacher	jparks@aisconakry.org	624 34 50 84
Winnehl Tubman	M.S. & H.S. Teacher	wtubman@aisconakry.org	657 26 91 32
Noah Whitney	M.S. & H.S. Teacher	nwhitney@aisconakry.org	664 54 74 92
Rokiatou Coulibaly	Dramatic Arts Teacher	rcoulibaly@aisconakry.org	654 25 55 03
Maurice Traore	P.E. Teacher	mtraore@aisconakry.org	655 20 20 13
Gifty Allen	H.S. English Teacher	gallen@aisconakry.org	654 25 55 00
David Senzanje	H.S. Math Teacher	dsenzanje@aisconakry.org	
Roseline Leno	Teaching Assistant	rleno@aisconakry.org	622 25 90 36
Anaclet Kpoghomou	Teaching Assistant	akpoghomou@aisconakry.org	654 39 94 68
Awa Kaloga	Teaching Assistant	akaloga@aisconakry.org	
Mamadou Diallo	Teaching Assistant	mbdiallo@aisconakry.org	
Moustapha Toure	Teaching Assistant	mtoure@aisconakry.org	
Mariama Aboubakar-Balde	Teaching Assistant	maboubakar@aisconakry.org	

Accreditation and Memberships

Middle States Association of Colleges and Schools (MSA)
AISC is the only school in Guinea accredited by MSA and the only accredited English-medium school in the country. In 2017, we received accreditation for Grades Pre-K-10; in 2018, we were accredited to Grade 11; and in 2021, AISC graduated its second 12th-grade students with an AISC High School Diploma.

United States Department of State
AISC was founded in 1963 to provide education by curricula, methods, and practices employed in the United States of America for children of American parents or guardians residing in Guinea. Students from other countries are granted admission as space is available. It is a private, non-profit school that is not directed by the U.S. government, but enjoys privileges as a recognized school serving the American community in Guinea and is included in the portfolio of schools supported by the Office of Overseas Schools of the U.S. Department of State.

Association of International Schools in Africa (AISA)
AISC is a full participating member of the voluntary association, AISA. As such, AISC sends faculty to AISA conferences and professional development workshops, serves on committees with other international schools in Africa, and benefits from a range of activities.

International Schools Services (ISS)
AISC contracts with ISS, based in Princeton, New Jersey (USA), is contracted by AISC for teacher and administrator recruitment. ISS stages virtual and in-person recruitment conferences over the course of the year and throughout the world representing a wide-reaching international community.

Measure of Academic Progress (MAP) Testing Services
MAP is an internationally normed computer-based test. MAP tests help teachers understand individual student's academic progress and give individualized information to help students in the classroom. AISC students complete MAP tests in mathematics, reading, and language usage and science as appropriate, and are administered on our campus three times a year for all our students from Kindergarten on up.

The College Board
The College Board is an organization that sponsors the SAT (Scholastic Aptitude Test) and the TOEFL (Test of English as a Foreign Language). The SAT is required to attend many American colleges and universities around the globe. The TOEFL is required for students who wish to study at American universities and colleges, but do not speak English as a mother tongue. AISC is a testing center for these tests.

Curriculum

AISC's experienced teaching faculty are diligently working to develop curriculum incorporating Physical Education and Music into the academic schedule this year and working with a new schedule that includes an additional hour of instruction in the regular school day.

AISC has blended classrooms with mixed grades in the Middle School and combined grades in Primary School classes dependent upon enrollment. Class sizes are relatively low to allow for adequate space in classrooms as well as personalized classroom experiences.

AISC as an American International School

AISC delivers an American-style education in an international context. Not only do we educate through the medium of the English language, but we embrace principles common in American schools. Our education is learner-centric and project-based. Students are asked to think critically from a young age and to discover knowledge through its application solving real problems. Living in Guinea with an international population affords rich opportunities to explore our world through an expanded international perspective, which we particularly leverage in our social studies program.

AERO Standards

AISC follows the AERO Standards framework. AERO (American Education Reaches Out) was developed by educators in American International schools to establish a common framework for curriculum for students who are global nomads, traveling from one international school to another, or for those who are temporarily abroad and intend to return home to the United States. As such, AERO Standards have been developed to ensure *portability*, and harmonize with Common Core curriculum, Advanced Placement, and other international curricula such as International Baccalaureate.
Links to the standards themselves can be found at www.projectearo.org and below.

AERO English Language Arts Common Core Plus
AERO Mathematics Common Core +
AERO Social Studies
AERO Fine Arts
AERO French (Modern) Language for French as a Second/Foreign Language learners and
Common European Framework of Languages for French as a Mother Tongue/First Language learners
Next Generation Science Standards
SHAPE Physical Education Standards

Assessment at AISC

Primary School families will receive a standards-based report card twice a year, one after each semester and a Progress Report after the first and third quarters. Middle School and High School families will similarly receive a percentage-based Report Card using a common grade scale after the first semester and at the end of the year. Families will also receive a Progress Report after the first and third quarters in October and March.

ADMISSION

AISC was established to deliver American-style education to the children of Americans in Guinea and children of other nationalities, space permitting.

The following documents are required for admission:

1. Birth certificate
2. Copy of parent or legal guardian's passport or National ID

3. School records from previous schools
4. Any standardized test scores
5. Medical history including list of medications
6. Immunization records
7. Maps to home and parent's office(s)
8. Emergency contact information
9. Registration form

Children enrolling in Pre-K in August shall be four years of age on or before September 30th of that year; children enrolling in Kindergarten in August shall be five years of age on or before September 30th of that year; and children enrolling in the First Grade in August shall be six years of age on or before September 30th of that year and must produce proof that they have completed a full year of Kindergarten to be considered for admission to the First Grade.

Tuition

To serve our diverse population of students, AISC has a three-tiered scale of tuition, for Host Country Nationals and American Missionaries, for Third Country Nationals with no education allowance, and for those who receive a corporate or diplomatic allowance.

Fees and Tuition

Fees 2021-2022	
New Student Registration Fee: This fee is a one-time only fee	$ 1200
Annual Capital Fees per student	$ 1000
Association Fee per family:	$10
English as another Language	$ 800 per semester
Learning Support	$ 2000 per year

Tuition 2021-2022			
	PK-5	6-8	9-12
Host Country National and American Missionary	$ 11,476	$ 11,800	$ 12,448
Foreign National No Education Allowance	$ 12,740	$ 13,750	$ 14,892
Corporate/Diplomatic Allowance	$ 18,500	$ 18,500	$ 20,750

Sibling Discount: AISC is pleased to offer the following discount rate on tuition to siblings:

- Full tuition for your oldest child;
- 10% discount for your second and younger child;
- 15% discount for your third and younger child;
- 20% discount for your fourth and younger child as well as for each of your children beyond the fourth.

Tuition may be paid in GNF or USD and is due on the first day of school. After 30 days, a 5% late fee is assessed, and after 60 days, a 10% late fee. If tuition has not been paid in 90 days, the student will be withdrawn from school.

Any bank or transfer fees will be paid by the issuer.

AISC allows tuition payment in two installments, with half due the first day of school, and the second half due on February 1, without any interest charged. Other payment plans are to be broached with the School Director who has the authority to approve them.

Late Enrollment & Withdrawal

The tuition for any enrollment after the first day of school is prorated by semester. Late enrollment pays full tuition for any attended semester.

Attendance

Regular attendance is required. Students must be present in school to achieve maximum growth. We strongly urge parents to consult the AISC school calendar before booking vacations to avoid absence from school due to vacations. Doctor appointments are to be scheduled outside of school hours whenever possible.

Students who are absent due to travel will not be given work to do while they are away; they must make up for the work missed when they come back, during recess, lunch, or after school.

If your child must be absent, please email office@aisconakry.org, to inform us of his/her absence and the reason for it by 8h30 the morning of the absence.

Any student absent 20% of the school year will be promoted to the next year only with approval from the Director.

Length of School Day

PK-12:
Monday-Thursday: 8h-15h30
Friday: 8h-12h30

The campus is open from 7h30 every morning to allow children time to greet their friends, settle in, and begin lessons promptly at 8h. Students must be in their classrooms by 8h.

There is no supervision of students beyond 3:30pm, so we ask that you arrange prompt afternoon pick-ups.

Expectations for Behavior

AISC's expectations for behavior are based on the Principled Agreement, the **Respect Others Principle:**

> We respect others and support their learning, safety, and well-being.

Enrollment at AISC carries the obligation to adhere to this principle. The following rules clarify specific expectations for behavior.

1. Polite and respectful behavior is always expected.
2. Actions which hurt other people or damage school property, its natural environment, or the belongings of others, are not tolerated. Parents are financially responsible for damage caused to school property by their children.
3. Dress and appearance should be clean and appropriate to the school environment.
4. All members of the school community respect the personal dignity of others, regardless of race, language, age, culture, gender, sexual orientation, social or economic differences.
5. Bullying in any form will not be tolerated. Bullying is repeated intentional action or behavior that can have a negative impact physically, mentally, emotionally, or socially, on the target. Students who are involved in bullying can be asked to leave AISC.
6. AISC has the right to remove a student who is a serious, continuing impediment to the learning, safety, or well-being of others. The school board will be involved in such a decision.

Substance Abuse

The American International School of Conakry is a drug-free and tobacco-less workplace. Neither employees nor students may unlawfully manufacture, distribute, dispense, sell, possess, or use any controlled or illegal substances on school property. Immediate action such as suspension or dismissal will be taken against employees and students for violation of this policy.

Alcohol may be permitted on campus for adult functions, approved by the AISC School Board or Director.

Faculty/Staff Responsibilities for Supervision

A member of faculty or staff supervises students always during the school day. During recess and breaks, faculty and or staff members are assigned the explicit duty to supervise students and are the ultimate authority. Verbal or physical abuse and/or failure to heed the authority of the supervising adult may result in a student losing playground or break privileges.

All serious infractions or incidences of negative student behavior are documented in writing by staff and reported to the Director immediately after the incident. Serious issues of negative behavior will be reported to parents within 24 hours of the incident.

Clothing for School

All students will follow the school dress code. Dress must be comfortable and appropriate for the learning environment and climate.

- Clothes are to be clean and in good condition.
- No bare shoulders.
- No bare midriffs.
- Shorts and dresses are to be no shorter than mid-thigh length.
- Offensive slogans and vulgarities printed on clothing are not allowed.
- While wearing leggings, shirts or tunics must be long enough to cover the derriere.
- Lower School pupils are to wear shoes that lace or buckle and securely protect toe, heel, and ankle to avoid injury on the playground (no flip-flops).
- Pupils are to be properly dressed for PE:
    - Sports shoes;
    - Socks;
    - No jewelry;
    - No blue jeans;
    - No skirts or dresses;
    - Flexible (not too tight) sports pants or shorts;
    - Swimming suit during swimming unit.

All Pre-K, Kindergarten and First Grade students are to bring an extra pair of clothes (underpants, pants, shirt, socks) in a pillowcase with their name clearly marked on it. These items will be kept in the classroom by the teacher and used in case of soiled clothing.

Students in violation of the dress code will be asked to correct the infraction by changing clothes. If no clothes are available, then the student will be sent to the school office and families will be called to bring the proper clothing to school so the child can return to class. The student will be kept at the school office and counted absent for classes missed until the proper clothing is worn.

Students not attired properly for PE will sit out the class and be recorded as not participating.

Child Protection at AISC

As an American school in an international setting, AISC adheres to child protection standards of the United States. AISC follows guidelines prepared by AISA (Association of International Schools in Africa) in its Child Protection Handbook. All IAC employees are required to immediately report concerns or suspicions of child abuse or neglect to the Director, including concerns about one child abusing another, or abuse by AISC staff or faculty. The Director is required to act on all such notifications.

The ASIA Child Protection Handbook is in the AISC Library where all community members have access.

Bullying

At AISC, we consider bullying, unwanted, aggressive behavior among school-age children, to be a form of child abuse. Bullying involves a real or perceived power imbalance that is repeated or has the

potential to be repeated, over time. Bullying can take many forms: verbal, emotional, sexual, sexist, physical, cyber (including social websites, mobile phones, text messages, photographs, and email), racial, religious, cultural, homophobic, special educational needs and disability.

Teasing, name-calling, taunting and threatening to cause harm are examples of verbal bullying. Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public are examples of emotional bullying. Physical bullying includes hitting, spitting at, kicking, tripping, or pushing another, locking someone in a closet or classroom, and taking, hiding, or breaking someone's belongings. Sexual bullying focuses on a person's physical appearance, body parts, sexual orientation, or sexual activity. Examples of sexual bullying are making sexual jokes, comments or gestures, spreading sexual rumors (in person, by text message or online), showing someone inappropriate pictures or videos of a sexual nature, touching, grabbing or pinching someone in a threatening way, pulling at someone's clothing, and asking someone to go out repeatedly, even after the person has said no. Cyberbullying is any form of bullying that takes place using electronic devices such as telephones, computers or tablets and are communicated on social media sites, through text messages or chat rooms. Impersonating someone else, defaming someone's reputation, disclosing personal information about someone without his consent, are all forms of cyberbullying.
None of these examples are tolerated at AISC.

If bullying is observed, reported, or suspected, the following rules apply:

Procedures

- Adults, teachers and / or staff, will take witness statements and gather evidence from a variety of sources with a minimum of delay to substantiate or disprove claims.
- A description of the incident will be documented and submitted to the Director.
- Students who are alleged to be perpetrators of bullying will always be interviewed formally by a teacher or the Director. The version of events will be listened to and noted in writing.
- Where incidents of cyberbullying are reported, even if it is outside of school hours, the school will intervene, investigate, and deal with the alleged incident.
- Disciplinary action, in line with the school's established range of sanctions, will be taken where necessary. Such action may include letters or meetings with parents, internal suspension, or expulsion from school. Expulsion from school requires action from the Board of Directors.

The description of what constitutes mild or serious bullying depends on the context and is unique to each situation. In general, we will use the following levels as a guide when dealing with incidents involving bullying:

Low-Level (One-off instances of mild verbal or cyberbullying, no physical activity): Teachers deal with the matter and note it in writing. The Director is informed and if necessary, interviews victim, bully, and witnesses.

Medium-Level (Any repeated incident of bullying and any physical manifestations of bullying): Teacher informs the Director who contacts parents of the victim and of the bully for an interview.

High-Level (Any egregious form of any kind of bullying that is particularly hurtful; repeated bullying that has not stopped): Teacher informs the Director who contacts parents/authorities for a

conference. The School Board will also be informed as to prepare for possible internal suspension or expulsion.

Follow-Up

It is important not only that the victim feels they are receiving support, that they feel safe and comfortable, but also that the suspected bullies have had a fair hearing. The Director will follow up each case to ascertain if there have been any consequences or re-occurrences.

Prevention

Teaching how to prevent bullying is a key activity.

We use the following methods for helping children understand what bullying is, how to recognize it, and how to prevent it, as considered appropriate and relevant by the teacher. These activities may include:

- Displaying in Lower School classrooms (and referring to in assemblies) versions of The Golden Rule: "Treat others as you would have them treat you," and further, "Be kind, be gentle, be honest, respect property, work hard, be a good listener";
- Signing a behavior contract;
- Writing stories or poems or drawing pictures about bullying;
- Sharing stories about bullying;
- Making up role plays;
- Discussions in literature, historical events, current affairs;
- Anti-bullying week;
- Visual Listening Tree in Upper School, detailing who to talk to if concerned;
- Engaging outside experts in person and/or through online programs to deliver cyber bullying workshops to students.

Raising Awareness

Awareness is raised through training and/or focused faculty meetings. Child Protection and Anti-Bullying courses are made available to staff through the various programs, including professional development workshops and online courses such as stopbullying.gov. Pupils are made aware through assemblies, special focus weeks, curriculum content and talks from outside agencies.

A complete procedural manual about Bullying at AISC and how it is handled is available to any parent requesting it by asking the Director.

Communication

All parents are invited to contact their child's teacher for any reason concerning their child's well-being. Teachers share with parents their preferred method of communication (email, telephone, agenda), and parents are encouraged to communicate freely, requesting an appointment with the teacher directly. In addition, the school Director welcomes parents to share concerns and ideas and is available by email, telephone, and in person.

AISC uses the following official communication platforms:

Friday Notes

The Director produces a weekly newsletter, *Friday Notes*, to inform the AISC community of events at school. This is sent home as a hard copy and sent as an email attachment.

School Website, etc.
The school website, www.aisconakry.org, is our main interface with the wider public.

Our **School Facebook Page** **https://www.facebook.com/aisconakry/** and **LinkedIn Page** https://www.linkedin.com/company/american-international-school-of-conakry **a**llow us to post day-to-day stories and videos

Our **School You Tube Channel** allows us to post longer videos to those who subscribe.

Please alert your child's teacher or the Registrar if you do not wish your child's image to appear on these platforms.

Coffee with the Director
Once a month, parents are invited to share a morning coffee or tea with the Director and members of faculty and staff. The opportunity to gather at school with each other allows a free-flow of information.

Disagreements

As in any organization, disagreements occur that need to be addressed. The best way to ensure that solutions are found is to resolve issues in an efficient manner, following prescribed lines of communication. As do other good schools around the globe, AISC follows this protocol to ensure that problems result in satisfactory solutions. All members of the school community adhere to the *Good Intent Principle*, namely, we assume good intent and therefore easily approach others involved to seek clarity first when misunderstandings arise.

In any situation, effort must be made to:

1. Gain first-hand information;
2. Get the complete story;
3. Achieve a quick response.

All parents sending their children to AISC agree to follow this protocol, outlined according to situations described here:

Parent identifies a concern involving child's day-to-day education, classroom activities, relationships, or requirements:

1. A parent discusses their concern directly with the teacher, with the aim of finding resolution. This discussion is documented by the teacher, and signed by both parent and teacher.
2. If a resolution is not found, the parent brings the concern to the Director. The Director reviews the documentation of meeting with the teacher and parent, speaks directly to the teacher and to the parent. The Director documents this process, which is signed by the Director, the parent, and the teacher.

3. If a resolution at this point has not been accomplished, the parent contacts the Board of Directors in writing. The Board will review the existing documentation, meet with the parent and director to determine satisfactory resolution. This process is documented and signed by a board member, parent, and Director.

PRACTICAL INFORMATION ABOUT DAILY PROCEDURES

Transportation, Drop-Off, and Pick-Up

AISC offers a school bus service by a trusted vendor, CABCO, for an optional fee. Students using the school bus are picked up from home and taken to school, and at the end of the day, returned home. The bus has a driver who has been trained and certified for safety, and an accompanying adult always. A schedule is prepared by CABCO, and students are to be ready for pick-up in the mornings by the required time. The accompanying adult is always available by telephone and text message. Parents choosing to use the school bus service may begin at any time during the school year and are to contact Mr. Cissé at office@aisconakry.org for more information.

To ensure the safety of students who are dropped off in the morning and picked up in the afternoon by individual cars, the following rules apply.

1. School gates open at 7h30; children are to be dropped off no earlier than 7h30.
2. All children will be dropped off at the school gate where a guard is stationed.
3. No child will be dropped off before arriving at the school gate unless accompanied by a guard or AISC staff or faculty member.
4. Parents, drivers, and other adults are not to leave their cars, and may not accompany their child to class in the mornings unless they have made an appointment to see a teacher or staff member on campus.
5. All cars arriving to drop off or pick up students are to keep to the right of the school drive.
6. The first car in line is to stop at the white line painted on the ground (ca. 10 meters before the gate) and wait for a guard to motion the car forward.
7. Jumping the line (or queue) is strictly forbidden.
8. Parents having an appointment at school are to park on the unpaved area beyond the gate before leaving their car.
9. All cars in line will face forward and have a driver in them to advance.

During drop-off and pick-up times, from 7h30 to 8h, and at 15h30, traffic at school is heavy, and we must ensure our full focus on the safety of the children. For this reason, parents are not allowed on campus from 7h30-8h and at 15h30.

School Supplies

AISC believes that education to lead a powerful life requires learning and practicing preparedness. Students are expected to be ready for class every day with a basic set of supplies including writing utensils and notebooks. Individual teachers prepare a list of further required items their students need to bring to school, and the school sends this list to families before the beginning of school.

All students are expected to bring their book bag (backpack or other) and at least one reusable, unbreakable water bottle to school every day.

Food and Drink on Campus

Lunch: AISC contracts lunch service and can offer a hot, nutritious lunch prepared on school premises every day for 35,000 GNF. Students May buy lunch daily as they wish, or buy lunch for the year. The menu for the coming week is published in *Friday Notes*.

Pupils in Lower School buying the school lunch are served small portions but are encouraged to ask for second helpings. Pupils in Upper School buying the school lunch are served larger portions, but may not have seconds.

During lunchtime, students may eat food from home. **All lunches delivered to school must arrive by 11h45.** When lunch arrives late, students go hungry, and lose out on their recess time.

AISC offers freshly made chilled flavored "teas" during lunch breaks to all students, free of charge.

Water: AISC has its own deep well, and the water is tested twice a week by US Embassy personnel. Our water is potable. Children are to fill their water bottles using the refrigerated dispensers located in their classroom buildings.

No Single-Use Plastic

Single-use plastic bags, containers, and juice boxes are not allowed on campus. If children wish to drink a flavored drink from home, they are asked to bring a second water bottle with this drink, to avoid using single-use plastic drink boxes.

Food or drink in single-use plastic containers will be confiscated by the teacher and returned to the child at the end of the day to take home.

Parties

We celebrate birthdays happily, but ask that you follow these guidelines.

- First, request permission from the school teacher, who will determine what time the celebration can take place.
- Cupcakes are allowed, but no birthday cake.
    - Classrooms are not set up with knives, plates, and forks, and cutting a cake, plating it, and giving all children a fork is time-consuming and messy.
    - Cupcakes are clean, require no cutting, and are easy to distribute and eat.
- Single-use plastics are not allowed on campus, so plastic knives, plates, forks, and cups are not allowed.

School is not the place to distribute birthday invitations for outside birthday parties unless the whole class — every single child — is invited.

Homework

Homework is at the discretion of the teacher. The rule of thumb for how much homework is appropriate is ten minutes per grade in school. Therefore, a first-grader can expect to receive 10 minutes of homework, a second-grader, 20, a third-grader, 30 minutes, and so forth, on up to a senior in high school, a 12th-grader, having 120 minutes, or two hours, per night. If your child consistently receives significantly more homework than this, please communicate with the class teacher in Lower School and the Divisional Head of Upper School.

Informational Technology (IT) at AISC

The school has a number of portable laptop computers and iPads that students may use while at school. Many different subjects use technology, and AISC students are often using the computers, monitored by teachers and the IT Coordinator. All parents sign approval to use school computers and allow their children to have school-generated email addresses (studentname@aisconakry.org). These email addresses allow the students to log onto educational platforms that develop and practice skills in all subjects.

Telephones

Students may bring their own personal telephones to school, but the following rules must be followed:

- Telephones, including headphones, are not to be used or seen during class time except by express authorization of the teacher.
- Headphones are not to be used at all while speaking to another; if spoken to by any adult or child, faculty member, administrator, or fellow student, students are to remove headphones immediately and without being asked to do so.
- Telephones will not be used to watch, download, send, or share any inappropriate material whatsoever, as defined in the Bullying section of this Handbook.
- Failure to follow these rules will result in the phone being confiscated by the teacher and/or Director, to be returned only to the parent who will be called into school to pick it up.

Sickness while at School

Every day, AISC has a School Nurse on campus. Students who seem to be ill should not be sent to school. If your child becomes ill at school, the School Nurse will see her/him and assess the course of action. Parents will be notified by telephone, first, of serious events. All parents sign a form allowing or denying the School Nurse to treat. In all cases, a report is made and sent to the parents.
With a fever of 38 degrees C or vomiting, families will be notified and asked to take the child home. For minor injuries, the School Nurse cleans and dresses scrapes from the playground, allows the child to rest a bit, and then generally sends him or her back to class.

Every child should have a medical file at school with the name of a secondary emergency contact and phone number to call in case of medical need. This person should not be a paid employee or nanny.

In serious cases of medical emergency, the school will notify the parent or named guardian/second adult, and transport the child to a local hospital.

Medical Waiver to Participate in Activities

Conditions such as Asthma, heart arrhythmia, etc., which affect the ability to participate in physical activity must be recorded and verified by a medical doctor and on file in our school records. If your child's activities must be limited because of medical reasons, we must have a doctor-certified medical waiver on file.

Dispensing Medication

The only person authorized to dispense medication on campus is our full-time school nurse. If your child needs to have medicine dispensed during the school day, the school must be informed and arrangements made. Absent the school nurse; the school will not dispense medication.

Emergency Protocols

In case of civil disturbance during the school day, AISC will hold all pupils on campus until it is safe for parents to come to school to pick them up, or safe for the school bus to depart.

If a civil disturbance is expected, the school decides as to whether or not to hold classes. This decision is made by the School Director and the President of the School Board, considering several factors, such as:

- What does the American Embassy know and share about the situation?
- What do local news accounts say?
- What do other sources (parents sending their notices from security companies, etc.) say?
- What has history shown us?

If the decision is to not open school the next day, the Registrar will notify parents by email message. For school closures, we will initiate our Blended Learning protocols for each grade.

If school closure exceeds five days, makeup days will be used by taking vacation days, Saturdays, or establishing blended learning protocols to ensure that all pupils receive the equivalent of 180 instructional days during the year.