

AISB

AMERICAN INTERNATIONAL SCHOOL OF BAMAKO



Secondary School
Parent and Student Handbook
2011-12

SECONDARY SCHOOL HANDBOOK

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I. Introduction

a. AISB Faculty and Staff

Administration and Office

Caroline Jacoby - Director
cjacoby@aisbmali.org

Randy Neen – Secondary Principal
rneen@aisbmali.org

Kadiatou Kamano – Business Manager
kkamano@aisbmali.org

Assetou Konipo – Chief Accountant
akonipo@aisbmali.org

Oumou Drame – Receptionist
odrame@aisbmali.org

Cisse Sacko – Administrative Assistant
csacko@aisbmali.org

Sushma Singh – Registrar
ssingh@aisbmali.org

Cisse Sissoko – School Nurse
csissoko@aisbmali.org

Secondary Faculty

Barbara Alonzo – MS Advanced French / HS Advanced French / Spanish

Ousmane Barry – MS Advanced French / HS AP French

Paul Chandler – MS Language Arts & Humanities / Music

Calley Connelly – MS Math / HS Math

Cindy Cleary – School Counselor

Hans DeJong – MS Science / HS Science

Anna Erickson – MS Language Arts - Humanities

Nat Erickson – Technology Coordinator / Yearbook

Paula Fury – ESOL

Mel Keirl – Activities Director / PE

Gina Krause – Drama / Speech

Robin Pascucci – HS English

Jonathon Pennington – HS Social Studies / Health

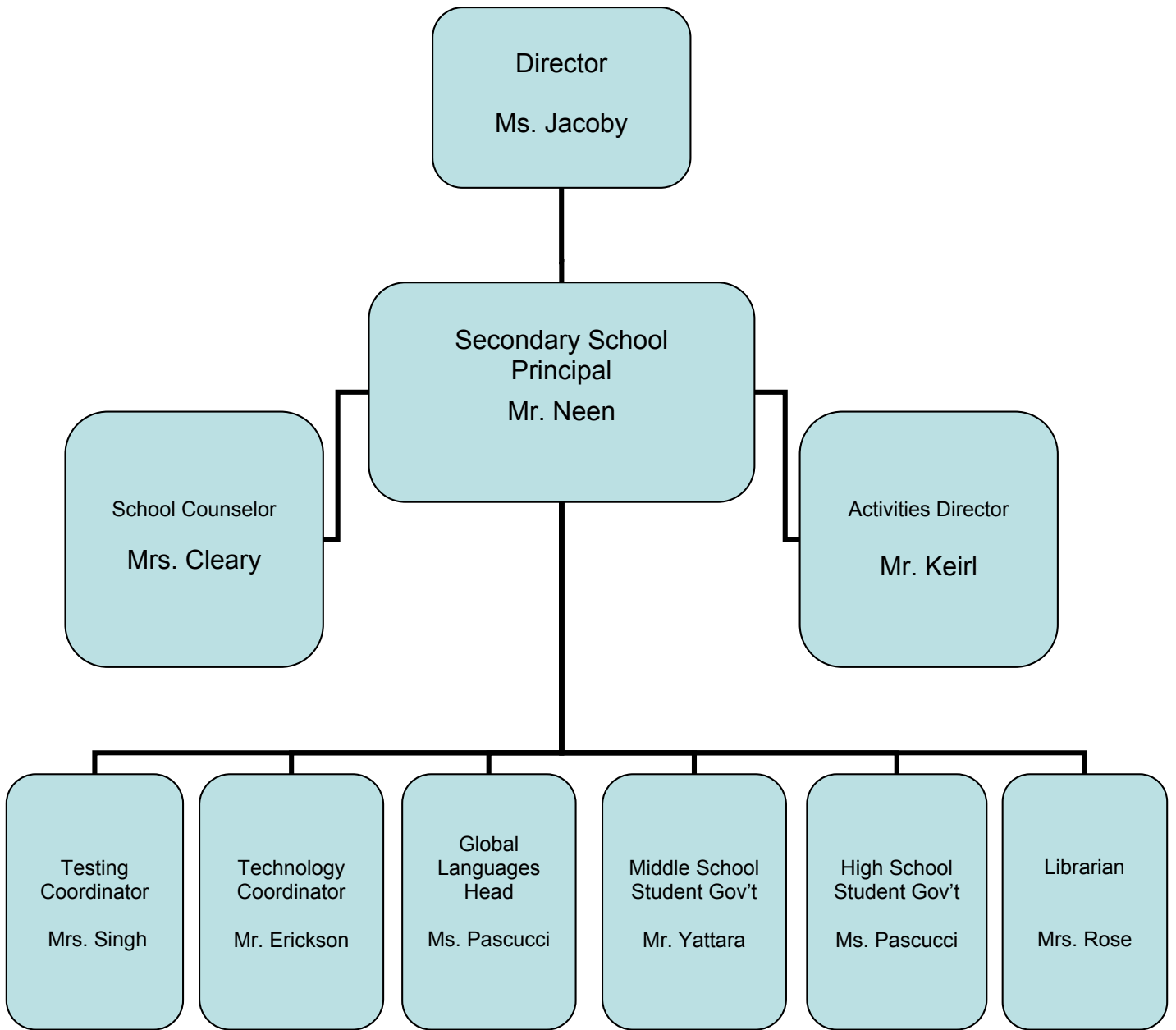
Babette Porter – ESOL

Sushma Singh – HS Psychology

Molly Shabica – MS Math / MS Science

Abdel Yattara – MS Standard French / HS Standard French

b. Secondary School Organization for AISB



c. **AISB Mission Statement**

The American International School of Bamako is committed to providing a challenging, enriching, English-language American-based educational program which encompasses holistic student development in a nurturing, student-centered, multi-cultural environment.

The American International School of Bamako (AISB) is a non-sectarian, non-profit, privately-funded, tuition-based, Pre-Kindergarten through Twelfth Grade School operating under the sponsorship of the American Embassy. Accordingly, the school is based upon the American Educational System, is organized in a manner consistent with comparable schools, and the basic school program is taught in English. However, the school has inherent international qualities due to its setting in the Republic of Mali, in French-speaking Africa, and due to the diverse international backgrounds of the school population. Modifications to the basic American program have been made to complement the school's international setting and population. These modifications may include but are not limited to, French Language instruction, English as a Second Language instruction, and inclusion of Malian culture, history and geography in the curriculum.

d. Description of the School

Established in 1977, the **American International School of Bamako (AISB)** is an independent, coeducational, private school which offers a full U.S. educational program for students in Pre-Kindergarten through Grade 12, with English as the medium of instruction. Serving both the American and International communities, AISB's student body represents more than 25 nations. The school year is divided into 2 semesters.

A 9-member Board of Directors governs the school, with seven members elected by the AISB Association. There is one appointed representative of the U.S. Embassy, and the School Director serves on the Board as a non-voting member. Membership in the Association is automatically conferred on the parents or guardians of children enrolled in the school and to all professional staff. Parents and members of the school's professional staff are encouraged to attend the regular monthly meetings. AISB is fully accredited by the **Middle States Association of Schools and Colleges**.

e. AISB's Philosophical Approach

All students at AISB will have an equal opportunity for education consistent with their individual capabilities and within the scope of the school's resources. A child's development should be progressive with emphasis on socialization skills in the early years, concrete operations in the primary school years, and advancement toward abstract thinking as the child grows older. AISB provides an education with a strong foundation in basic skills including receptive and expressive communication skills and problem solving. Effective communication skills must be demonstrated on all school levels and in all areas of study. AISB strives to empower students to be contributing members of the international community, show respect for different genders, races, creeds and cultures and enable students to envision new possibilities in an ever-changing world.

f. Beliefs Statement

At AISB we hold certain beliefs to be true. These beliefs guide teachers in the presentation of curriculum content, are integral in creating the learning environment of the school, and are the driving force for the Board in establishing and implementing policies and practices.

At AISB:

We are a community of learners in which education is a cooperative endeavor involving students, parents, staff and teachers.

We believe in encouraging resourcefulness, creativity and self-expression.

We will give our students the tools necessary to become life-long learners.

We believe each person is a unique individual with dignity and worth.

We believe in providing a supportive and safe learning environment.

We believe our students should develop an awareness of and a respect for different cultures, locally and globally.

g. Expected Personal Growth Outcomes

AISB recognizes that the education of students is much broader than the academic content that is determined by the curriculum. The classroom and campus atmosphere, the style of teacher interaction with the students, and the expectations placed on the students produce a long-term impact which will be reflected in the character traits that our students will hold as adults in the larger world. With these Expected Personal Growth Outcomes, AISB strives to create students who will in the future be:

- Responsible and involved global citizens able to adapt in a rapidly changing world
- Respectful of self, others and diverse cultures.
- Physically, mentally and emotionally healthy
- Able to express themselves clearly and logically
- Independent thinkers
- Logical problem solvers
- Self-directed and self-confident learners
- Compassionate
- Inquisitive explorers
- Appreciative of the arts

How we achieve these outcomes:

Social Growth:

In all aspects of the school community we provide opportunities to introduce, re-enforce, and clarify values. School activities are designed to foster responsible social interaction in an atmosphere of mutual respect, friendship, and understanding. The school encourages development of, respect for, and involvement in one's community. Exposure to cultural pluralism enhances the students' international awareness.

Cultural Growth:

Through the daily experience of its cultural diversity, AISB encourages students to think of themselves as citizens of the world. They are helped to understand and appreciate the cultural, social, economic, and political ideas and practices of their home countries. They are encouraged to appreciate and participate in the arts and literature of all cultures, particularly those of Africa and more specifically those of their host country, Mali.

Physical Growth:

Students are instilled with a high regard for physical and mental health in order to lead energetic wholesome and productive lives. AISB provides support as each child is constantly adjusting to his/her own developmental changes. AISB promotes an understanding and acceptance of one's body, as gained through study and various experiences in the areas of health, physical education, and the life sciences.

Intellectual Growth:

Emphasis is given to the development of personal values and thought processes which allow students to think and express themselves clearly and logically. Problem-solving, independent thinking, exploration, self-expression, and experimentation are facilitated with the use of contemporary materials and current technological tools. Educational theories are constantly being explored by the students, staff, and community in order to determine those which are best for AISB.

Personal growth:

Each child is encouraged to develop his/her own personality in a positive way. The school acknowledges that the emotional development of a child depends on self-respect and respect for others. AISB strives to create an atmosphere of respect in order to prepare each student for his/her personal experimentation and challenges. The school recognizes each student as a unique individual with dignity and worth.

AISB presents a unique learning experience. Education is a cooperative endeavor involving children, professional educators, parents, and the community. Children need to be challenged in the classroom and then assisted and encouraged to meet the challenges in a creative way. Each child will be helped to meet his/her full potential with the support of the school community.

h. Facilities

The new campus includes the following secondary school facilities: spacious classrooms, student lounge areas, two science labs, two computer labs, wireless campus capability, library, large playing field, basketball / volleyball courts, performing and visual arts center, and a cafeteria.

II. Communication at AISB

Strong communication links between home and school are a vital aspect of an effective school. At AISB, we strive to maintain open channels of communication regarding students and issues of importance to the school and to parents. Effective communication is the responsibility of every member of the school community.

The Director and the Principal want parents to feel they are welcome at any time to share any question or concern they may have. We practice an “Open Door Policy” at AISB, however, for your convenience, we encourage parents to make an appointment through the school secretary.

a. AISB Communication Protocol – For Parents

The administration and teaching staff want parents to seek our understanding of concerns about any aspect of the school. Please contact the relevant teacher(s) directly to express your thoughts or suggestions. If the issue continues, please contact the Director of AISB, Ms. Caroline Jacoby. For matters regarding finance, facilities, community relations, academics or other school related items, also contact Ms. Jacoby.

Finally, in the unlikely event that the teachers, Principal or Director are unable to resolve the issue at hand after following the communication protocol, an appeal can be made to the School Board as per Board Policy.

At AISB we are committed to keeping the faculty, parents, and students communicating and working together, enabling the best learning experiences possible for each student.

b. Communication from AISB

Open House: Early in the fall, the Secondary School hosts an Open House - the opportunity for parents to tour the school and meet our faculty. This is also the time to receive insights into your child's curriculum, get copies of course syllabi and to ask any questions you may have regarding the educational program.

Principal's Blog – The blog will provide commentary and news regarding AISB Secondary School activities that have recently taken place or that will take place in the future, on a weekly basis. College counseling information can also be found on the site. Students and parents will have access to the blog by using the AISB website and clicking on the Principal's Blog link.

Email - AISB Communication notices will be sent to parents via email to provide updates and information. Please ensure that your current email address is on file at the office.

Principal's Coffee (Middle School & High School) – This is a chance for the principal to present information and ideas regarding the Secondary School. This is also a chance to meet with the principal as a group and share ideas on educational issues.

The School Newsletter - The focal point of the AISB communication system is the school newsletter. This publication is full of information about upcoming events, special accomplishments, and ongoing school-wide activities.

Parent Teacher Conferences: Twice a year, parents are invited to attend individual conferences with their child's teachers. The conference experience is the best opportunity for collaborative efforts between parents and teachers in support of student learning. These conferences occur immediately following the first and third reporting periods.

Notes, Emails and Telephone Calls: Teachers will contact the parents through these methods, as needed. Parents are welcome to use the same methods to contact the teacher. If necessary, a meeting can be scheduled either through the teacher or school secretary.

Progress Reports: Secondary school teachers may send home progress reports throughout the year in response to student needs. These reports are meant to keep parents aware of any concerns about progress, or any positive change in the progress students are making between major reporting periods. At the mid-quarter point, progress reports will be sent home for all students whose progress level is a C- or below or where there is a teacher. With this continued parent / teacher communication, parents have a chance to help support their child at home, prior to the arrival of the official report card.

Report Cards: Report cards are sent home at the end of each quarter, four times a year.

Report card end of quarter dates for the 2011-12 school year are:

1st Quarter: Nov. 10th
3rd Quarter: March 30th

2nd Quarter: Jan. 27th
4th Quarter: June 8th

III. Secondary Program

The school day begins at 7:30 a.m. and ends at 2:30 p.m. Many Secondary School students stay on campus after dismissal to participate in after-school activities. Students may work after school hours until 3:30pm at the AISB Library, Monday through Thursday. A low teacher-student ratio allows for meeting individual student needs. A variety of elective classes are offered to provide a well-rounded program. In addition, students benefit socially from being a part of the Secondary School community.

a. Middle School

Philosophy:

AISB Middle School combines a solid academic curriculum with a wide range of supplementary student activities. The Middle School program focuses on providing developmentally appropriate challenges in cognitive, social, emotional, physical and moral development.

Course of Study:

All students will take the following classes both semesters each year:

English/Language Arts
Social Studies
Mathematics
Science
French (standard, advanced, or enriched)
Physical Education

Students will also be offered the following subjects for at least one semester each year:

Art
Drama
Music
Technology
Spanish (gr. 7/8 elective)
Health (6th grade only)
Study Skills (6th grade only).

b. High School

Philosophy:

ASIB High School provides a solid academic program while promoting personal growth for all students. Our welcoming community and talented teaching staff provide the opportunity for all students to reach their full academic potential. Our aim is to create an environment of high achievement without antagonistic competitiveness, where academic rigor and creativity are celebrated side by side.

AISB High School provides a core college preparatory curriculum to prepare students for further study. It also offers a broad range of options enhanced with an international perspective, including fine arts (music, art, and theater), foreign languages (French and Spanish) as well as courses in computer science. ESOL support is also offered students enrolled in the ESOL program.

Semester exams for all core academic subjects as well those specials where the teacher deems an exam is needed will be held in January. These exams will be worth 20% of the 1st semester grade. Final exams are held in June and are also worth 20% of the grade.

Course Offerings: *Courses subject to change due to program and student needs.

ENGLISH

English 9
English 10
English 11
English 12
AP English Language
Journalism (Semester elective)
Creative Writing (Semester elective)
Speech (Semester elective)

MATHEMATICS

Algebra 1
Geometry
Algebra 2
Pre-Calculus
Liberal Arts Math
AP Calculus

SOCIAL STUDIES

World History
AP Human Geography
AP World History
International Relations (Semester elective)
Economics (Semester elective)
Psychology (Semester elective)
African Studies (Semester elective)

PHYSICAL ED/HEALTH

Physical Education required for 1.5 credits over 4 years
Health (.5 credit) required

SCIENCE

Conceptual Physics
Chemistry
Biology
AP Biology

WORLD LANGUAGE

French 1 (Standard)
French 2 (Standard)
French 3 (Advanced)
French 4 (Advanced)
AP French
French African Literature
Spanish 1 & 2 (Semester elective)

FINE ARTS (all one semester classes)

Art Foundations 1 & 2
Studio Art 1& 2
Theater Arts 1 & 2
Introductory Music
Advanced Music
Malian Music & Movement
Music Recording and Composition

TECHNOLOGY

Technology Modules 1 & 2 (Semester electives)

PUBLICATIONS

Yearbook/Publications

c. Curriculum Information

i. Art

Students in grades 6-8 participate in art classes each year. High school students have the opportunity to take intermediate and advanced art classes depending on their interest. The Art curriculum is based on art production, art history, criticism/analysis and aesthetics. Art lessons will incorporate art skills and techniques. Students will apply skills in a unique, creative manner.

ii. Computers and Technology

The secondary campus houses a Mac Mini (dual platform) and Mobile Macbook computer lab. It is available during school hours. Educational applications of computer technology are taught to middle school students and advanced computer module classes such as web page design and animation are offered for high school students.

iii. English

English courses are designed to teach literacy in reading, writing, listening and speaking, and learn literary analysis and appreciation. Students develop understanding and skills, at increasing levels of sophistication and depth.

iv. English for Speakers of Other Languages (ESOL)

Non-native English speakers are assessed using the IDEA English proficiency tests upon admission to AISB. By family request and/or teacher referral and based on test results, a student may be placed in the ESOL program. Because the object of ESOL is understanding and applying English, standard grades will be awarded for ESOL classes,

but may not be for other subjects for the first quarter or possibly more, depending on the individual's progress toward language acquisition and fluency.

The ESOL program includes a daily ESOL class, and possibly other modified subjects. The ESOL curriculum aims to develop basic language skills to enable the quick development of listening and speaking skills, followed by reading and writing. The ESOL course helps students to participate successfully in the classroom in English comprehension, literacy, and oral proficiency. Once proficiency levels have been reached, it will be recommended that the student be exited from the ESOL program.

Note: A special services fee is charged for ESOL support. Please refer to the school fee schedule for information.

v. Global Languages

Middle school students attend French language classes each year based on their developmental level. High school students must complete 2 years of French, which is offered at differing levels to meet the needs of our students. Spanish is offered to both MS and HS students as an elective. HS Language credit is not given for Spanish classes due to it being a semester course.

vi. Health

Students take Health in sixth and ninth grades. In sixth grade, Health is two lessons per week for one semester, and in ninth grade it is a full semester course. Both are required courses. Students learn about healthy habits, nutrition, sex education, as well as physical and emotional well-being.

vii. Mathematics

Students solidify their mathematical foundation through skill development and application in grade 6 and Algebra is offered in grade 8. High school students follow a traditional sequence of courses beginning with Geometry or Algebra in grade 9 and conclude with Calculus in grade 12.

viii. Performing Arts

Students in grades 6-8 participate in both music and drama classes each year. High school students can expand their expertise with courses that both challenge and developing their skills in performing arts. These courses range from Composition and Recording to Theater Arts.

ix. Physical Education

Students in grades 6-8 have P.E. classes for the entire school year. The high school physical education requirements include 3 semesters of P.E. between the 9th and 12th grades. The program includes fitness, motor skill development, skill development as it relates to individual and team sports, and sportsmanship. **A school PE uniform and sport shoes are required to participate in PE.** The uniform can be purchased at the AISB store. A student can be excused from PE

class for a day with a medical practitioner's note. If the absence is for a prolonged period, an explanatory note from a recognized medical practitioner is necessary.

x. Science

Students study the traditional disciplines of science in a thorough and sequential fashion. Physical Science, Life Sciences and Earth Sciences are all included in the program, usually with a particular emphasis at each grade level. Skills include using the scientific method, developing a keen sense of inquiry, observation and discovery. HS science courses include Physics, Chemistry, and Biology.

xi. Social Studies

In Social Studies courses, students develop skills in the various fields of this discipline. Students study history, geography, economics, environmental and social issues, and develop their ability to do research and analyze events and issues from differing perspectives. They write research-based essays, and engage in group and individual projects of various kinds, enabling them to better understand the course content while increasing their written, oral, listening, reading, analytical, presentation, technological, and organizational skills.

xii. Study Hall

Study Hall is intended to be a focused study opportunity. Study Hall is available to all HS students, which enables them to develop good study habits and academic discipline. High school students may be scheduled to have one additional study period depending on student schedules and academic credits needed. The Principal's recommendation is necessary to obtain a study hall period.

d. Advanced Placement (AP) Courses

AISB offers a variety of Advanced Placement courses. AP courses are much more rigorous than general course offerings. At the conclusion of AP classes, AP tests are offered at the cost of the student. Colleges may grant advanced standing & credit depending upon exam grades.

e. Graduation Requirements

To graduate, a student must meet attendance, community service, subject, and credit requirements. Students must earn at least 23 credits over four years of high school. One credit is earned for the successful completion of each one-year course. The courses listed are the minimum requirements for graduation. Students wishing to pursue a post-secondary school education are strongly encouraged to take additional academic courses. A student normally is enrolled in seven courses each year, thus earning 7 credits/units per year. Occasionally, a student in grade 11 or 12 may take a study period with no credit.

The AISB School Board has mandated 20 hours of Community Service per student, per year of attendance. These CS hours must be completed by the end of each academic school year. Non-completion will result in a student not getting credit for the school year.

Required Graduation Credits:

English	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Foreign Language	2.0 credits
Fine Arts	2.0 credits
Physical Education	1.5 credits
Health	0.5 credit
Technology	0.5 credit
Electives	3.5 credits (options or extra core courses)

Total: 23.0 Credits

Community Service Requirement of 20 hours per year while attending AISB to be completed each year of attendance.

IV. Academic Expectations and Progress

a. Grading and G.P.A.

A student's grade point average (GPA) is determined using a 4.00 point system. All courses are included in the determination of a GPA. Students are expected to maintain a minimum GPA of 1.70 each semester. Grades earned are worth the following points:

<u>Percent</u>		<u>Grade Point</u>		<u>Percent</u>		<u>Grade Point</u>
93-100%	A	4.00		73-76 %	C	2.00
90-92 %	A-	3.70		70-72 %	C-	1.70
87-89 %	B+	3.35		67-69 %	D+	1.35
83-86 %	B	3.00		63-66 %	D	1.00
80-82 %	B-	2.70		60-62 %	D-	0.70
77-79 %	C+	2.35		0 - 59 %	F	0.00

b. Grade Point Average and the Honor Roll

A grade point average is calculated by totaling the grade points and dividing by the total number of units carried. The academic honor roll is based on a student's grade point average for each semester. Students with GPA's of 4.0 are designated as "Principal's Honor Roll". Students with GPA's from 3.5-3.99 are designated as "Honor Roll". Students with GPA's of 3.25-3.49 will receive "Honorable Mention". Students will receive honor roll certificates each semester in which they qualify.

c. Incomplete Grades

A grade of incomplete (I) may be issued on a report card in rare cases where illness or other unforeseen circumstances have prevented a student from completing required work. For classes in which an 'I' grade has been issued, a student has two weeks from the end of the term to submit necessary work to determine a letter grade. Under review of the Principal, this duration may be extended depending on the situation. Failure to submit necessary work within the mandated two-week period will result in a grade being issued which assigns zero credit for missing work.

d. Academic Probation

Students are expected to maintain a minimum grade point average of 1.70 each quarter. Students who do not are placed on academic probation. Students on academic probation are notified of this, and regular contact between student, teacher, counselor and parents will be one of the measures used to help ensure improvement. Should the student not improve sufficiently to be removed from academic probation after two quarters, the school may conclude that it cannot meet the student's needs, and recommend his or her withdrawal from AISB.

e. ESOL Grade

Middle and High School ESOL students may be given an "ESL" grade in any course, as they progress towards English language proficiency. Generally, this may be the grade awarded for two quarters, but occasionally it may continue through the third quarter report. Until the student acquires sufficient fluency to meet course expectations, this is likely to be the grade assigned. Comments about student progress will be given. The grade will also state that the course has been modified.

f. Homework

Homework is to be expected, through which independent study and learning skills are developed. These are meaningful educational activities based on the need for review, practice, and further development of learning.

The amount and complexity of homework increases from grade to grade. The length of daily and weekly homework assignments may fluctuate based on the nature and number of courses. Homework assignments may be of a long-term or short-term nature. Students are expected to complete and turn in homework assignments by the due date (at the beginning of class).

On average, Middle School students may expect 1 - 2 hours of homework each evening and high school students can expect 2 - 3 hours of homework nightly. Additional time will be needed outside school hours for the student to be successful in an AP course and on the AP external exam. The consequence of incomplete homework will be a minimum of 10% per day. Individual teachers have the right to increase this penalty which will be detailed in the course syllabus.

g. Standardized Testing

Twice a year the Measure of Academic Progress (MAP), an adaptive computer-based achievement test, is administered to students in grades three through ten. Student results, along with a brief explanation on how to interpret the scores, are sent to parents when the school receives them.

AISB is a certified SAT and ACT testing center. Students can register for these exams online on the related websites. PSAT exams are given to all grade 11 students. Grade 9 and 10 students may also write the PSAT exam if requested by the parent / guardian.

Teachers use grades to better understand students' strengths and to more adequately identify and provide support for students' learning challenges. The administration and School Board may utilize the results of standardized tests to compare how our students achieved in relation to similar schools.

h. AISB School Counseling Protocol

What is School Counseling?

School counseling is provided for students with academic, emotional, disruptive or dangerous behavior. The school counselor may be the first accessible person in the school for students to go to. A faculty member can recommend students for counseling if problems are suspected. Students can also take initiative and visit the counselor when they feel the need to do so.

For whom is it intended?

School counseling is mainly for students about whom there are immediate or multiple concerns. Parents might be included in the conversation or on strategies for improvement.

Parents and Students Responsibility

Students and parents are expected to follow up with the school counselor's recommendations. Students can be brought to see the school counselor as a part of the educational program; following up is the student's and parent's responsibility.

Students and/or parents should follow the line of communications if they have a complaint. The first concerns should be addressed directly with the counselor.

i. College / University Counseling

The AISB college and career guidance program aims to help students make more informed and better educational and career choices. Among other things, the program offers information on high school course offerings, career options, the type of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities that are associated with their field of interest. The program also provides teachers, administrators, and parents with information they can use to support students' career exploration and postsecondary educational opportunities.

j. Confidential Student Records Policy

Confidentiality

The Counselor keeps a confidential record of their counseling activities accessible by the director only. With parent's/student's approval information can be shared with the faculty. Strategies for improvement may be shared with faculty when the concern is strictly academic.

706.1 Confidential Student Records

Student evaluations performed and reports generated outside the school, whether requested by the school or submitted voluntarily, will be shared with the administration and the student's teachers. These evaluations, as well as any other anecdotal information provided by the parents, will be treated with confidentiality and kept in a secure location. When the student leaves the school any and all copies of the outside evaluations and anecdotal reports will be returned to the parents; no copies will be kept with the student's regular school records.

V. Activities

a. After-School Activities Program

AISB offers an After School Activities Program, charging a small fee for most activities. Our Student Activities Coordinator presents a variety of activities in which students from pre-kindergarten through grade twelve may choose to participate. These activities are scheduled for one hour each week, Monday through Thursday for one quarter at a time. New sessions are offered each quarter. For questions regarding the program, call our Activities Coordinator, Mel Kierl at 2022-4738 or send an email to mkierl@aisbmali.org

b. AISB Sports Program

Each school year is divided into three sport seasons that run independent from the regular after school activities. The sports offered are volleyball, basketball, and soccer. Each sport can have games on three different levels; intramural games within the school, games against other schools or clubs in Bamako, and against other American and International Schools in the region of North West Africa in annual WAISAL tournaments. To be eligible to participate in any of the AISB Sports Program activities, students must maintain a 2.0 GPA in their academic courses and must not have a “D” or an “F” in any class in the last reporting term (either progress report or report card). Students having a “D” or an “F” are not allowed to participate in the sports program activities until they have their grades to an acceptable level. A teacher note stating such will be sufficient for future participation. Unacceptable behavior or other discipline infractions within the school may also cause a student to be suspended or removed from an activity immediately.

c. Art, Drama and Music Productions

The art, drama and music departments at AISB present a variety of performances during the school year at both the elementary and secondary levels. Secondary students have the opportunity to participate in two major drama productions a year. An annual art show features the year’s production of students’ visual arts. Music performances by AISB students take place throughout the year. U.N. Day, the International Festival and Africa Day are enriched by musical and theatrical arts performances, often involving various creative groups at the school.

d. Student Council

AISB Secondary Student Council is a volunteer organization for Middle School (grade 6-8) and High School (grade 9-12) students. Students involved in the student council choose the President, Vice-President, Secretary, Treasurer, and grade representatives. The organization's goal is to develop and facilitate non-academic activities for AISB secondary school students.

e. International Trips

AISB has several opportunities for students to participate in international competitions and activities such as MUN, MathCounts, and various athletic tournaments.

To be able to participate in school sponsored travels abroad and in WAISAL sport tournaments, students must maintain a 2.0 GPA and must not be

carrying a grade lower than a C- in any class on their last report card, progress report, or at the time of travel. If a student has more than 12 absences in a semester or excessive tardies, then a special administrative permission is required to travel. Behavior and discipline issues may also prohibit students from traveling even if their grades meet travel requirements.

Students are expected to attend all classes on the school day(s) prior to departure, and the school day(s) after arriving back in Bamako. Participating in a school-sponsored trip does not excuse a student's absence prior to or after traveling, independent of the time they depart or arrive. It is the student's responsibility to have all the required travel documents in order prior to departure. AISB will facilitate travel visas when needed. Students failing to provide these documents or removing themselves from the trip for personal reasons, risk losing the paid fee to cover cancellation penalties and other payments made.

f. WAISAL

AISB is a member of WAISAL, the West African International Schools Activities League. Each year AISB participates in sporting events hosted by other American International schools in West Africa.

Only students who are registered for the after school sports team of that season, and who have attended at least 85% of the practices are eligible to travel to a WAISAL tournament.

Traveling to a tournament will only happen if the minimum number of students needed for a complete sports team sign up on time.

NOTE: To be able to participate in team competition, students must maintain a 2.0 GPA and must not be carrying a "D" or "F" in any class prior to traveling.

g. Model United Nations

The Model United Nations club (MUN) is an academic simulation of the United Nations that aims to educate participants about civics, effective communication, globalization and multilateral diplomacy. Participants research a country, take on roles as diplomats, investigate international issues, debate, deliberate, consult, and then develop solutions to world problems. The research is then put to good use as the club travels internationally to attend a regional MUN conference.

h. Computer Lab Availability

The secondary computer lab is available to secondary students from 7:15am-7:25am and after school until 3:30pm. There is a qualified technology person available for support if needed. Computers in the Library are also available during these same hours. The secondary computer lab is not available to students after 3:30pm unless a specific supervised activity is organized.

i. Parent Teacher Organization (PTO)

The Parent Teacher Organization works on activities throughout the year to help raise funds for special projects to support the school and the children. Money raised goes back into activities and special purchases for the school. The P.T.O. strives to include all parents in our school community and everyone is welcome to get involved.

j. Community Celebrations

AISB sponsors a variety of events during the year for the school community. Each October AISB celebrates the multicultural diversity of our student body through *United Nations Day*, with a special assembly featuring music, drama, parades, and a cultural food festival. Also in October The PTO organizes the *Halloween Carnival*. In the early spring, the school will host *International Carnival*, featuring games, a raffle with prizes, student performances, a costume parade, and great food provided by international booths. Finally, the year comes to a close with a celebration of *Africa Day* in May.

VI. School Routines

a. Appointments

Appointments to talk with teachers may be made to discuss a student's progress at any time throughout the year. To make an appointment, contact the main office or contact the teacher directly by email. Please do not arrive unannounced as the teacher may not have time due to other scheduled duties. AISB contact number: 2022-4738.

b. Attendance

The school year contains 176 instructional days. A student will make maximum educational progress when attending school daily. Days away from school can be detrimental to the natural sequence and continuity of learning. Family vacations should be planned to coincide with school vacations. When this is not possible, the student will be responsible for making up any missed work. If a child will be missing school for any reason, it is the responsibility of the parent to inform the school and their child's teachers. Please give teachers as much notice as possible in requesting student work. Students should complete any work that is planned during their absence prior to departure. Any homework given by the teacher and not completed on their return will be deducted 10% per day as per the homework policy.

In the event of illness or family emergency, student absences will be excused. Whenever a student is absent from school, parents must inform the school office by phone or email. If there is no contact from a parent/guardian, an 'unexcused absence' will be recorded, which is reflected on the student's final transcript. If a student arrives late to school, they must check in at the office first.

Absences are excused only for the following reasons:

1. Illness or medical needs as reported by a medical practitioner.
2. Religious observances.
3. School sponsored or approved activities (Administration approval needed)
4. Family emergencies.

Please note: according to board policy, "students absent more than 10% of the class time during a year shall be promoted only upon the approval of the Director".

c. Absence and Extra-Curricular Activities

A student absent from school is not eligible to participate in extracurricular activities on that day unless given special permission by the administration.

d. After School Hours

Students may not remain on campus after school unless they are with a teacher or involved in an after-school activity. After 2:30, there is no scheduled supervision on campus except for those students enrolled in the after school activities program or for students who have specifically gained permission for other school-related purposes.

e. Change of Address or Contact Info

Please contact the Main Office with a change of address, email contact, and/or telephone number. It is important to keep the school informed of any changes so that parents can be contacted in case of an emergency.

f. Daily Breaks

Students have a morning break each day. Students can use this time to relax, get organized or have a snack. The AISB daily lunch period is 40 minutes. The computer lab and library are available during these breaks.

g. Emergency Procedures

Fire drills and emergency procedures are practiced periodically so that students have the opportunity to learn efficient safety procedures. In the event of an actual emergency, the school will provide information regarding the incident for parents as soon as possible.

e. Library Facility

AISB has a collection of approximately 12,000 volumes, and a variety of magazines and video materials available. Secondary students may use the library during break times and after school as well as during the school day. The library is open from 7:30 - 3:30, Monday through Friday. A librarian and an assistant are employed to assist students in the library. Students may checkout library books for a maximum of two weeks. If more time is needed they may check ask the librarian for an additional two week checkout period if the book has not been requested.

f. Medical Information

Students with particular medical needs, including daily medications, medical conditions and allergies must be identified by parents, in writing. AISB must have relevant medical information in order to respond quickly and effectively in case of emergencies, or to ensure the student's health is not jeopardized through a lack of information available.

g. Field Trips

Field trips are a vital part of the curriculum of AISB. All such trips are educational in nature and related to the course of instruction. Each trip site will be fully researched by an AISB faculty member prior to visiting the site with students. All field trips are supervised by the subject area teachers and written permission from parents is required for participation. A teacher / student ratio of 10-1 will be met on all field trips.

h. Guardianship, Parent Absences

Should a business trip or family emergency take all parents / legal guardians out of the country, we request that the school be notified as soon as possible. A letter to the school indicating the following information is needed:

1. The name of the guardian (and how that person can be reached during the school day) who will have primary responsibility for the care of the child(ren).
2. Contact information: where parents can be reached in case of emergency: telephone number, fax number, e-mail.
3. Any special information that may be important for the office to have, including the dates of parents' absence from home.

i. Lost and Found Items

Any unidentified / unclaimed items left on school grounds are taken to lost and found box, located in the Secondary School locker area. For small items, such as rings and lockets and all items of value, inquiries can be made in the main office. All items remaining in the lost and found are given to a local charity at the beginning of each quarter.

j. Lunches and Snacks

Hot lunches and snacks are available for secondary students at a reasonable cost. Students can purchase tickets from the Main Office to be used to pay for recess snacks and/or lunch. Students must sign up for lunch the day before. Students may also bring a lunch or snack from home. Filtered water is available at school. Students should have their own water bottles to refill from water coolers on campus.

k. Materials, Supplies and Computers at Home

The school provides all necessary books and some supplies used in the classroom such as scissors, rulers, glue, markers and construction paper. Students must provide their own stationary supplies: binders, folders, lined paper, calculators, pens and pencils. Our school store has stationery items for sale during the year. We also recommend the following materials are available at home: colored pencils and markers, scissors, a ruler, a dictionary, thesaurus, a computer and internet access.

Secondary students need their own calculators (please see the Math and Science teachers for specific details of which type to purchase). Use of computers at home is the norm, and students need to be responsible for printing their work in time to meet due dates. Should a problem occur with your home printer or computer, please send a parent- signed note to the teacher. Otherwise, students will be held accountable and their results may indicate a lack of punctuality in meeting a deadline. Problems with technology (computers, printers, internet) are not a legitimate excuse for long-term projects that have been given over an extended period of time.

l. School Hours

School hours for secondary students at AISB are 7:30am to 2:30pm. Elementary classes end at 2:15pm and Pre-Kindergarten students attend school from 7:30am to 11:25am (PK3) or 12:25pm (PK4). The school office is open from 7:15am - 3:30pm Monday through Friday. After School Activities run from 2:30pm – 3:30pm, after which the late buses depart. Students are not permitted on campus prior to 7:00am due to lack of available supervision.

m. Security

AISB utilizes the commercial security firm used and recommended by the U.S. Embassy in Bamako. There is one entrance to each campus of the

school. The school is monitored by security guards 24 hours a day. To enhance awareness and security, students, parents, and school employees have identification badges and visitors to AISB must check in at the front gate to receive a visitor's pass.

n. Transportation

AISB employs six full-time professional, certified drivers. Bus transportation is available for students who require the service. The bus has one pick up time, scheduled to arrive at AISB before 7:30am when classes begin, and four drop off times, leaving school after: 11:30am and 12:30pm for the Pre-Kindergarten students, 2:40pm following school and 3:30pm following the after school activities program. A fee is charged for bus services. Refer to the school fee schedule for exact amount. If a student is going home in a different vehicle than normal, the school asks that the student bring a note from home. Without this, students will not normally be allowed to change their routines.

Students who use this service are expected to practice safety and behave with respect at all times. Transportation service is considered a privilege and should be treated as such.

o. Telephones

The school telephone is for school business. The school phone is not available for personal use. In cases of emergency, students are allowed to use the phone with the permission of the office receptionist. Students must make arrangements for visiting friends or staying after school before the school day begins. Notes from home giving permission for this are required.

Cell phones, if brought to school, are the responsibility of the student. AISB does not take responsibility for personal items that students bring to school. Cell phones need to be turned off and kept in lockers or backpacks during the day and are not to be seen or have their power on during class.

p. Visitors

All visitors beyond the normal drop-off and pick-up times must check in at the front gate for a visitor's badge and then go directly to the office upon arriving at the school. If students wish to have a student visitor, arrangements must be made with the teacher and the director or principal at least 2 days before the visit. A visit may be for one day only.

q. Water

Clean, filtered, drinking water is provided to students free of charge by AISB. There are several water stations located throughout the school. Because of the extreme temperatures experienced here in Mali, students are encouraged to drink water throughout the day to keep hydrated. Students may also bring their own water to school in a non-breakable container for consumption/refills.

r. Withdrawal from School

Parents should inform the office at least 30 days in advance when a student is planning to withdraw from AISB. Once the withdrawal date is confirmed, the school will prepare report cards and other official documents. All textbooks and other school materials must be returned to the school. Teachers and the librarian must verify that this has been completed.

Note: The departing student will be charged replacement costs for all missing materials.

When all obligations have been met, the student is cleared for withdrawal and school records will then be released. If an official transcript is required, please notify the principal or director one month ahead of the departure date. Be sure to provide a forwarding address and the complete address of any other educational institution to which you would like official records to be sent.

s. Yearbooks

A yearbook is created with photos and information about classes and events throughout the school year. These are distributed to each child in June. There may be a small fee to obtain the yearbook. If you move, be sure to provide a forwarding address so the yearbook can be sent to you.

VII. Rights, Responsibilities, and Rules

a. Code of Conduct

AISB is a community of individuals who live and interact effectively because of mutual respect, shared rights and accepted responsibilities. No student can exercise his/her rights unless he/she also exercises self-discipline, not allowing his/her own actions to infringe upon the rights of others. The responsibility to respect the rights of others is essential for the community.

Rights: Each student has the right to the following:

1. A meaningful education based on high academic standards which meet the individual needs of the student, within the limitations of the American International School of Bamako.
2. Physical safety and protection of their property, including the right to use school facilities kept in clean, reasonable working condition.
3. Appropriate dialogue with and treatment by teachers, administrators and other school personnel.
4. Protection from discrimination, prejudice or harassment of any kind.

Responsibilities: Each student shall be responsible for their own personal conduct and for contributing to a positive school environment by maintaining order, self-discipline and consideration for the rights and property of others.

Each student has the **responsibility** to:

1. Respect the rights of others.
2. Maintain neat and clean personal attire and personal hygiene.
3. Respect the property of others, including keeping all books, facilities and school materials, equipment, and resources in good condition.

4. Refrain from fighting, disruptive behavior, acting in such a manner as to risk injury to others, using threats or intimidation against others, theft, or any other unlawful activity.
5. Refrain from possession, use, or transmission of any alcoholic beverage, tobacco product, drug or other controlled or illegal substance.
6. Be prompt to school and to classes. Refrain from tardiness, unexcused or excessive absences, or other inappropriate classroom behavior which diminishes the rights and opportunities of others to receive a quality education.

b. Leadership, Service, Character

The following guidelines articulate our expectations for all students in terms of developing the qualities of leadership, service and character:

Leadership

The student who exercises leadership:

1. is resourceful in proposing new problems, applying principles and making suggestions
2. demonstrates initiative in promoting school activities.
3. exercises influence on peers in upholding school ideals.
4. contributes ideas that improve the civic life of the school.
5. is able to delegate responsibilities.
6. exemplifies positive attitudes.
7. inspires positive behavior in others.
8. demonstrates academic initiative.
9. successfully upholds school expectations in everyday interactions, in positions of responsibility, and without prodding or reminders, demonstrates qualities of reliability and dependability.
10. is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

1. is willing to uphold scholarship and maintain a loyal school attitude.
2. participates in meaningful outside community service activity.
3. volunteers dependable and cheerful assistance, is gladly available, and is willing to sacrifice personal time to offer assistance and support to others.
4. works well with others and cooperates equally in both a leader and follower role.
5. is willing to take on difficult or inconspicuous responsibilities, without necessarily receiving any recognition or praise.
6. cheerfully and enthusiastically renders any requested service to the school.
7. does committee work, and/or attends meetings without complaint and with a positive attitude.
8. shows courtesy and caring by respectfully assisting visitors, teachers, and fellow students.

Character

The student of character:

1. takes criticism willingly and accepts recommendations for improvement graciously, from teachers and from peers.
2. consistently exemplifies desirable qualities of behavior (e.g. cheerfulness, friendliness, poise, optimism, and emotional stability).
3. upholds principles of morality and ethics.
4. cooperates by complying with school regulations and expectations.
5. demonstrates the highest standards of honesty and reliability.
6. shows courtesy, concern, empathy and respect for others.
7. observes instructions and rules inside and outside the classroom.
8. uses their powers of concentration and perseverance in learning.
9. manifests truthfulness in obedience to rules, avoiding cheating in written, examined or any other form of student work.
10. demonstrates unwillingness to profit by the mistakes of others.
11. actively helps others to believe in and demonstrate the above qualities.

c. Academic Honesty Agreement

Secondary school students need to realize the value and importance of academic honesty. Please be aware that your enrollment in AISB indicates that you have read this carefully, understand what constitutes academic dishonesty and are prepared to bear the consequences should you engage in its practice.

I. Common forms of Academic Dishonesty:

A. Plagiarism: The use of another person's ideas, expressions or writing as if it is your own.

- Copying verbatim - this is the most common form. It consists of an individual copying the words, expressions or ideas directly from another source (e.g. book, article, lab report, friend) without giving proper credit by properly citing the source.

- Use of an idea - the adaptation of an idea from another source without giving by properly citing the source. (e.g. when asked to write a short story you borrow an idea from a TV program, video, article, classmate).

B. Sharing Ideas in Test Situations or for Assignments: such as during take-home exams, or asking/telling students what is on a test or quiz they missed, sending electronic files to be used by another student as if it were their own work, or receiving them and using them as if they are your own work.

C. Cheating on Tests and Quizzes: e.g. bringing answers or notes into the test room to be used in any manner whatsoever during the test or quiz, copying answers from another student, and unauthorized use of notes or technology during a test or quiz.

D. Copying Homework from any other source.

E. Taking Credit for Work You Did Not Do

F. Unauthorized Photocopying (or providing material to be copied), Theft, and/or Unauthorized Distribution of Tests and/or Quizzes: considered very serious offenses and will automatically result in second offense consequences.

II. What Happens When a Student is Involved in Academic Dishonesty?

We expect all students to do their own work and not copy from a resource book, another student, or any other source without teacher approval. Students who knowingly or willingly provide their work to other students will be held to the same standards and face the same consequences.

This includes all homework, assignments in class, and tests. All cases of academic dishonesty will be reported to the Principal.

The sanctions that follow each occurrence of an offense are designed to be guidelines for the administration. In the event of circumstances where the incident is considered grievous due to flagrant and purposeful behavior, the administration reserves the right to respond in a more stringent manner.

- **First Offense** – Student discusses the offense with the principal. Parents are contacted and apprised of the incident. A grade of zero is issued for the assignment or test. A detention(s) may be given if deemed appropriate.

- **Second Offense** – Possible in-school suspension. Parent Conference. A grade of zero is issued for the assignment or test. Removal from any position of honor or leadership in club or class office. Suspension from any athletic team or WAISAL event for a period of one quarter or season.

- **Third Offense** - Recommendation for long-term suspension or expulsion.

III. How Can I Avoid It?

Ask your teacher what is acceptable and permissible in any given situation if you are unsure. Give credit where credit is due: cite your sources. Learn how to make proper citations, insert quotations correctly into your writing, and prepare a correct bibliography. It has been done correctly by millions of other students the world over. You can do this, too. Be successful as a result of your own efforts.

d. Behavior Expectations

Students are expected to comply with the school expectations as outlined in the Code of Conduct. We strive to provide a positive environment for our students' personal, social, emotional and intellectual development. Learning takes precedence over every other activity at school.

1. ***We expect all students to respect and act respectfully toward other students, visitors, school employees and other persons.***

2. ***We expect all students to give their best effort in the classroom, in preparing for tests and assignments, and on homework.***

Students who are not displaying appropriate effort, completing assignments, or performing to their individual level of ability will meet with the teacher. If there is no improvement, the parents and the principal will be notified and conferences may be held.

3. *We expect all students to be in class on time.*

A student is considered tardy when he or she arrives after the scheduled start of class. It is disrespectful to the teacher and fellow students to arrive late. If a student is late to class without a justifiable excuse (ie: note from another teacher, note from the Principal) the student will receive an 'unexcused'. The teacher has the right to exclude the student from activities that have already started or give a '0' score for an assignment that was missed during that class. Teachers may require the student to serve a detention for each unexcused tardy. More than three unexcused tardies in a semester will result in a more lengthy detention or in-school suspension and a letter home.

4. *We expect all students to attend all classes while at school. A student who misses a class must have a note from the principal, counselor, nurse, or office.*

Students who cut a class will serve a detention assigned by the principal and a letter will be sent home. Students will not receive credit for any classes missed. Three cut classes in a semester will lead to an in-school suspension.

5. *We expect all students to stay on the school grounds from the time they arrive in the morning until classes end in the afternoon. Students cannot leave school property without a note from the office.*

Students who leave campus without permission will serve a detention and a letter will be sent home. Further violations in a semester will lead to an in-school suspension.

6. *We expect all students to refrain from possessing or using tobacco while at school or a school-sponsored activity.*

Students who possess tobacco will be given a warning that tobacco is not allowed at school or a school-sponsored event. Students who use tobacco will serve a detention and a letter will be sent home. A second occurrence will lead to a detention and a parental conference. A third occurrence will result in suspension.

7. *We expect all students to refrain from possessing, using, or being under the influence of alcoholic beverages while at school or at school-sponsored events.*

Students who possess, use, or are under the influence of alcoholic beverages will be suspended and a parent conference will be held. Repeated occurrences may lead to expulsion.

8. *We expect all students to refrain from possessing, using, or being under the influence of illegal drugs either on or off campus.*

Students who possess, use, or are under the influence of illegal drugs will be suspended. A parent conference will be held where a contract will be signed governing future testing and drug counseling. Violation of the contract will lead to expulsion.

9. *We expect all students to respect the property of others at all times.*

Students who steal or are in possession of stolen property will be suspended and a parent conference will be held. Repeated violations may lead to expulsion. Students must ask for permission if borrowing items from others, including the teacher. Items taken without permission are considered stolen. Depending on the nature of the item, there will be serious consequences for this.

10. *We expect all students to refrain from physically harming or threatening to harm each other.*

Students who physically harm or threaten to harm another student(s) either on school grounds, at school-sponsored events or following a school-related event may be required to serve detention, be suspended, or even expelled. The punishment will depend on the gravity of the offense, the threat or injury to the other party, and any past history of violent behavior. Any fighting involving weapons or the threat of weapons will be dealt with severely.

11. *We expect all students to do their own work.*

Cases of academic dishonesty or plagiarism will be reported to the principal and the student's parents. The student will lose credit for the particular assignment or test. Repeated infractions will result in suspension and possible expulsion.

12. *We expect students to refrain from public displays of affection.*

Students who engage in public displays of affection such as prolonged or obviously romantic hugging and kissing will be alerted to their inappropriate behavior. Repeated behavior will result in a parental conference and possible detention or suspension.

e. Alcohol and Drug Use by Students

The American International School Bamako is located in an environment where religious and cultural factors need to be respected. Furthermore, AISB recognizes its responsibility to provide an environment for its students that is conducive to learning. Therefore, AISB prohibits the consumption of alcoholic beverages by students on campus, at school events, and on school-sponsored trips. Likewise, illegal drug use on or off campus will not be tolerated.

i. Prohibitions

No student is allowed to: use, transmit, possess, or be under the influence of an alcoholic beverage or prohibited substance on the school campus, at a school event or on a school-sponsored trip:

1. Any controlled substance or dangerous drug as defined by either U.S. or Malian law, including but not limited to marijuana, hashish, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate;
2. Any locally available pharmaceutical drug, without the knowledge and permission of parents;
3. Any glue, aerosol paint, or any other volatile chemical substance for the purpose of inhalation;
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs, unless prescribed by a qualified medical physician.

The possession, transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is prohibited under this policy, on or off campus.

ii. Violations

The possession, use, transmittal or the attempted possession, use or transmittal of alcoholic beverages by students on the school campus, at a school function, or on school-sponsored trips will result in

disciplinary action, the exact nature of which will be determined by the administration. Such disciplinary action may include, but not be limited to: exclusion from extra-curricular activities, community service, weekend academic sessions, in-school suspension, out of school suspension, and expulsion.

Students who violate substance or alcohol rules will be immediately suspended from classes while consideration is given as to whether or not the student's enrollment will be continued, and if so, under what conditions.

iii. Student Searches

In carrying out the American International School Bamako policy on alcohol and drug use, searches may be made of students, their possessions and their lockers at the discretion of the administration, given probable cause for suspicion that any part of this policy has been violated.

Any student found to be in possession of an alcoholic beverage or controlled substance will be immediately subject to disciplinary action by the administration. Such action may include expulsion. In cases of expulsion the student has the right to appeal the decision to the Board. The decision of the Board is final.

Quoted Board Policies Concerning Student Discipline

719 SUSPENSION

A student may be suspended for a period of up to one week by the Director. This period may be extended with the approval of the Board of Directors. The Director is responsible for contacting the parent or guardian and chairman immediately after a student is suspended. For each suspension, a letter must be sent to the home and a copy to the Chairman of the Board of Directors listing the reasons for suspension, period of suspension, instructions to be followed by the student during the suspension period, and a request for the parent or guardian to confer with the Director. While under suspension, the student shall not attend or participate in any activity sponsored by the school. A suspended student shall not be re-admitted to the school unless he is accompanied by a parent or guardian. (Adopted: 11/96)

720 EXPULSION

The Director shall have the authority to expel students in the case of very serious and/or chronic offenses. This action shall be taken only after due consideration and consultation with the Principal, appropriate teacher(s) and/or school employee(s), the parent(s) or guardian, and the student.

The Board shall receive written notice of all expulsions prior to, or concurrent with the expulsion. The parents shall have the right to appeal the decision of the Director to the Board. The appeal must be in writing and addressed to the Chairman of the Board. (See also Policy 901.2 Section 9)

Forfeiture of Tuition: If a student is suspended or expelled, tuition for the period of suspension or for the remainder of the semester after expulsion shall not be refunded. (See also Policy 1013.11 Section 10) (Adopted: 11/96) (Revised 1.04)

f. Building Rules

1. There should be no running or playing outdoor games (e.g. "tag") inside the building.
2. Lockers should be kept tidy and be locked at all times.
3. No valuables should be left in unlocked lockers or bags.
4. Lockers must be left empty and open during school holidays.
5. No bags should be left on the floor in the hallways or student lounge areas. All bags should be left in lockers or in cubbies.
6. Students are expected to treat school property with respect. No vandalism of any kind will be tolerated.
7. Replace what you move or remove: desks, chairs, trash cans, etc.
8. All garbage, leftover food included, must be put in the trash cans provided.
9. Students are asked to walk, not run, between classes and buildings.
10. Music devices (ie: Ipods) and mobile / cell phones are not allowed to be used during school hours (7:00am-2:30pm) without consent from the principal.

g. Forbidden Items on Campus

The following items are not allowed on campus:

- Matches/lighters
- Skateboards and Scooters
- Any replica of a weapon
- Toys, electronic games, or any items which may disrupt school activities
- Weapons, including any type of knife, gun, object or device intended to inflict harm.
- Any other article that is deemed inappropriate by the school administration.

h. Secondary Dress Code (adopted May 29, 2009)

Student dress should reflect the notion that school is a place where students are learning both academic and social skills. AISB expects that all students will use common sense and good taste in their dress for school.

Guidelines:

1. Personal appearance should be neat and clean. Secondary students need to shower regularly to avoid body odor.
2. Shirts, skirts, dresses, or shorts must be an appropriate length (top and bottom) as determined by local customs and standards outlined by the administration.
3. Clothing must cover underclothing and the midriff - no bare bellies.
4. Halter tops, tube tops, and body suits are not appropriate for school.
5. Sleeveless undershirts cannot be worn by themselves.
6. Footwear must be worn at all times.
7. Clothing may not contain designs or writing which promote or suggest substance abuse, prejudice, hatred or violence.
8. Extremely baggy pants and/or underwear showing are not allowed. Pants and shorts must be worn above the hips.
9. Clothing and accessories, including haircuts and body piercings other than earrings, may not be offensive or distracting to students or teachers.
10. **For Physical Education:** An AISB PE uniform (shirt and shorts) is mandatory and can be purchased at the school store. Socks and sneakers are also required.

Failure to adhere to the following guidelines will result in requiring students to change clothes or to be sent home from school to change. The clothes can be safety pinned, sewn or replaced with other clothing from home or the office.

Decisions regarding the appropriateness of clothing, footwear and accessories will be made by the Principal and/or their appointed designee. The administration reserves the right to grant medical exceptions.

Items deemed inappropriate will be brought to the parent's attention for corrective action. Continued violations of the dress code will subject the student to more severe disciplinary action from the school.

i. Discrimination and Harassment

AISB is committed to maintaining a school that is free from discrimination and harassment of any student or employee for any reason. Students and all AISB employees enjoy the right to study and work in an environment free from harassment. Any kind of discrimination or harassment is not tolerated as it jeopardizes the harmonious relationships necessary for the effective operation of the school.

Discrimination includes any action or negative attitude toward another person, based on gender, race, religion, or sexual orientation, that may deprive an individual of their full rights as a fully respected member of the AISB community.

Harassment includes hostile, intimidating, or offensive actions and verbal and non-verbal expressions related to an individual's gender, race, religion, or sexual orientation. Harassment also includes verbal or non-verbal intimidation or bullying of another person for any reason whatsoever.

j. Technology Use Guidelines and Policy

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply.

i. Network Use

The network is provided for students to conduct research, store and process data and communicate with others. Access to network service is given with an understanding that users will act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility.

Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards in an honorable and respectable manner. Beyond the clarification of such standards, the school cannot be held responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Within reason and the discretion of the AISB administration, freedom of speech and access to information will be honored.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

ii. Network Manners

Users of the Internet are expected to practice good network manners.

Unacceptable network manners would include:

- Sending or displaying offensive messages or pictures
- Using obscene language, including all swear words
- Harassing, insulting or attacking others
- Damaging computers, computer systems, software, or computer networks
- Accessing and/or altering another person's folder or file without their permission
- Copying someone else's work, including web site information
- Using another's id/password

iii. Technology Use Agreement

The following is the Technology Use Agreement that each student and their parents sign in order for the student to use technology at AISB.

Acceptable Use Agreement for Students

The American International School of Bamako provides a wide range of computer and technology resources to its students for the purpose of advancing the educational mission of the School. As a user of School computers, you are expected to review and understand the Acceptable Use Procedures. You are expected to:

1. Protect your login information from others. Do not use other users' passwords.
2. Exercise good judgment. School computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
3. Not use social networking or live streaming sites during school hours. This includes sites such as Facebook, YouTube, MSN Messenger, Skype etc., unless for class work and with the permission of your teacher.
4. Respect school property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
5. Not add or delete software on school computers. Get permission to download large files. Streaming audio or video is prohibited.
6. Register personal laptops with the Network Administrator and Internet use will be monitored.
7. Not use school computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.

8. Notify an adult whenever coming across information or messages that seem inappropriate. Accessing or processing inappropriate material is a violation of school policies.
9. Be ethical and courteous. Sending hate, harassing, obscene, or discriminatory remarks is a violation of school policy Number 721.
10. Respect copyright laws and avoid plagiarism.
11. Not give out any personal information over the Internet.

Violation of any of the above conditions of use may be cause for disciplinary action. Violations may constitute cause for revocation of access privileges, suspension of access to School computers, other school disciplinary action, and/or appropriate legal action.

iv. Adult Guidance in Usage

During school, teachers will guide students toward appropriate materials. Outside of school, families bare the same responsibility for guidance, much as they would exercise with other information source such as television, telephone, movies, and other potentially offensive media.

VIII. Other

a. Secondary School Supply List - 2011/2012

7 3-Ring Binders
Pens (blue, black, red)
Pencils
Erasers
Sharpeners
Coloring pencils
Highlighter
Scissors
Ruler
Protractor
Compass
Notebook
Grid paper
Calculator: Middle School - Regular or TI-30XS and High School TI -84
USB Flash Drive (~512MB)
English Dictionary & Thesaurus
School Sized Back Pack/Book Bag
AISB P.E. Uniform (T-shirt & shorts) plus tennis shoes

Recommended for Home

- Computer and printer
- Access to the Internet for research and assignment purposes.