



Middle States Association of Colleges and Schools  
Commission on Elementary and Secondary Schools

ACCREDITED

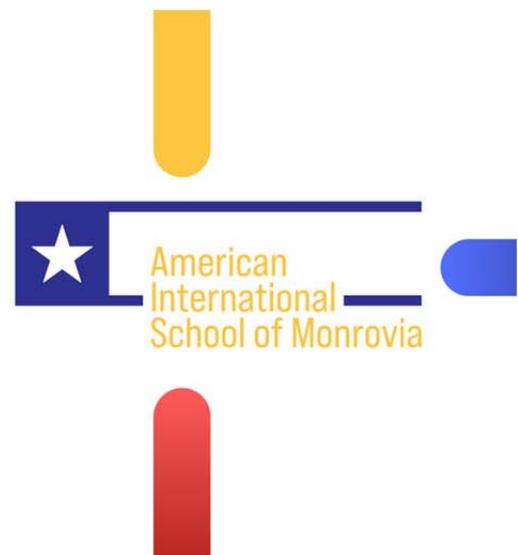


# AIISM Student Handbook

2020-2021



**A**CADEMICS  
**I**NTEGRITY  
**S**ERVICE  
**M**ERIT



## INSTRUCTIONAL GUIDELINES AND OBJECTIVES

*The American International School of Monrovia will strive to provide quality education that will permit and assist every student:*

- To acquire a mastery of the basic academic skills.
- To master verbal and mathematical communication skills.
- To acquire a positive attitude toward learning.
- To acquire the greatest possible understanding and appreciation of oneself and the world around us.
- To acquire an understanding and appreciation of persons belonging to the many social, cultural, and national groups different from his/her own.
- To learn to be a responsible citizen, aware and responsive to the needs of others.
- To understand how to keep healthy-both emotionally and physically.
- To receive the opportunity and the encouragement to be successful and creative in one or more areas.
- To understand and appreciate human achievements in the natural sciences, the social sciences, the humanities, and the arts.
- To prepare for and live in a world of rapid change.
- To require knowledge and skills that will help all students compete in a global economy and allow them to lead lives with integrity and satisfaction both as global citizens but also as individuals.

*To achieve these goals, the curriculum of AISM will reflect the following guidelines:*

- The curriculum will be American, modified where possible to provide as international a perspective as possible.

- The curriculum will provide a rigorous, challenging and consistent program that will capture students' interests but will also prepare them for lifelong learning.
- The curriculum should be complete and balanced within the limitations of resources and facilities.
- The curriculum in each subject should reflect a coherent, orderly progression through the grades.
- Because many students attend our School only a few years, the curriculum should be designed to permit students to enter this School and other schools with minimum academic dislocation.
- Within the limits of our resources, the curriculum should offer special opportunities to meet the needs of all students.
- The curriculum should be enriched by taking full advantage of our situation in an international setting.
- The curriculum should be continuously reviewed by the professional staff and periodically evaluated for the Board to ensure that it meets the needs of our students and in order for it to be improved.

## **GENERAL SCHOOL PROCEDURES**

### **I. Academic Expectations**

The AISM administration and faculty have high expectations for the students. They are expected to meet their responsibilities and take an active role in their education by:

- Arriving to class on time
- Being prepared for class
- Being attentive in class
- Participating in activities
- Completing all assignments

### **II. AISM Student Profile**

**AIMS STUDENT'S ARE:**

- Goal oriented
- Has global awareness: appreciates and respects the values and cultures of others.
- Problem solver
- Critical thinker
- Has communication and participation skills
- Has the ability to access and apply content knowledge
- Self-confident
- Respectable, Accountable, Flexible, and Adaptable
- Has emotional and physical health awareness
- Possesses leadership skills
- Honest and Fair

**III. School Day**

The school day for students is **8:30 a.m.** to **3:30 p.m.** The After School Activities Program (ASAP) runs from 3:45 p.m. until 4:30 p.m.

**IV. After School Activities Program (ASAP)**

The school organizes an After School Activities Program for students in Pre-Kinder and higher. These activities are scheduled each afternoon from 3:45 p.m.-4:30 p.m. Most activities change on a quarterly basis, and students are encouraged to change activities in order to experience a wide-range of opportunities.

**Students who are on campus must be supervised at all times. Only students registered for and participating in an activity may remain on campus after 3:30 p.m. All other students must either be picked up by their parents or take the bus service home.**

**V. School Dismissal and Pick-up**

- Please make certain that your child is picked up from school at the appropriate dismissal time.
- Please keep in mind that young children may become upset if they are not picked up on time.
- Kindly call the school's office if you will be late.

- All Pre-Kinder students must be picked up from our gate by a registered adult. Older siblings (under 18 years old) may not pick up Pre-Kinder students.
- No student of any grade level is permitted to go home with another student unless the parent has sent in written permission beforehand or called the school's office to inform the office.
- Students are not permitted to make calls from the School Office at dismissal time to make their social plans. All students are told to go home first and then make their plans with their parents.

**NO student is permitted to stay after school unless they are involved in an after-school activity or sport. Students must be picked up promptly when the activity ends.**

## **VI. Attendance**

In order to be successful in their educational program, students need to attend classes every day. While an occasional absence will not affect a student's development, repeated or extended absences may. It is expected that parents plan holidays around the school calendar in order to convey the message to students and teachers, that you, as parents value their work and efforts. If a student is absent for more than 10 days in a semester, they may not be able to receive academic credit for that semester.

- **Absences:** When your child is absent from school, please call the school early in the day to inform us that this is the case. For security reasons we want to ensure that your child is safe and not unattended between home and school.
- **Tardiness:** Parents must ensure that students arrive at school no later than 8:20 a.m. for grade level homeroom. Classes begin at 8:30 a.m. promptly.
- **Planned Absence:** Planned absences while school is in session are highly discouraged. If the necessity arises, parents are asked to give the office and teachers several days' notice.
- **Vacations and Other Extended Absences:** Parents are encouraged to arrange their vacations to coincide with the school's calendar. When this is impossible, parents are asked to notify the office and teachers immediately to arrange assignments for the expected time of absence. It is the responsibility of the students and parents to ensure that any material missed during the absence is covered. Teachers are not required to take more than normal time to assist the student in make-up work. **A student will not be**

**readmitted to school following an absence without a note from the parents. This note is to be turned in to the office. When a child is tardy they will also need to report to the office first or they will not be admitted to the classroom.**

### **VII. Class Preparation**

Students are expected to arrive to every class prepared. This includes bringing textbooks, notebooks, pens and/or pencils, homework, gym clothes, and any other materials assigned by the teacher. Consequences for failure to be prepared are at the discretion of the individual teacher.

### **VIII. Homework Policy – General**

- Pre - Kinder/Kinder - may have homework on occasion
- Grades 1-3 15 - 30 minutes per night
- Grades 4-5 30 - 45 minutes per night
- Grade 6 45 - 60 minutes per night
- Grade 7 1 - 1 1/2 hours a night
- Grades 8 -10 1 1/2 - 2 hours a night

#### **\*Please note:**

- **ESL students may need more time to complete their assignments, but should never spend more than 1 hour per night.**
- **Students taking online courses may be required to work extra time on assignments and/or lessons at home.**
- **High School students who participate in independent study courses are expected to spend approximately 60 to 80 minutes each day on each course.**

### **IX. Grading**

**Pre-Kinder/Kinder:** The report reflects three areas of growth: intellectual, social and emotional.

**Grades 1 – 4:** The report is an attempt to individualize the reporting so that it reflects the child’s progress in relation to individual ability and effort. Marks used are “above grade level”, “at grade level”, and “below grade level”, also “outstanding”, “satisfactory”, and “needs improvement”. Please note that these are “criteria based” and vary based on student performance.

**Grades 5 and higher:** Students receive academic grades depending on the individual subject areas.

## GRADING SCALE

Letter Grade	Numerical Equivalent	
A+	97 - 100	Excellent
A	93 - 96	
A-	90 - 92	
B+	87 - 89	Above Grade Level
B	83 - 86	
B-	80 - 82	
C+	77 - 79	At Grade Level
C	73 - 76	
C-	70 - 72	
D+	67 - 69	Below Grade Level
D	63 - 66	
D-	60 - 62	
F	Below 60	Unsatisfactory

There are three trimesters of approximately 13 weeks in length. Report cards are sent home at the end of each marking period. Reporting students' progress is enhanced by parent conferences throughout the school year.

Progress reports will be issued to all students at the midpoint of each quarter regardless of how the student is performing in class.

### **X. Jupiter Online Learning Portal**

The American International School of Monrovia uses Jupiter for both parent communication, and for an "open grade book". This allows communication and discussion between the home and school, while also allowing students, and parents, to see how they are learning and progressing.

All parents, and students, are expected to use Jupiter to facilitate positive communication between the home and school regarding their students' performance.

Teachers will explain, and letters will be sent home advising parents and students on how to use Jupiter, to enhance their students' learning experiences.

## **XI. Student-Led Goal Setting Conferences**

Student-Led Goal Setting Conferences are scheduled following the distribution of the first and third trimesters. Students are encouraged to lead the academic conference. This is a time for parents, students, and teachers to talk about student progress and to plan strategies to help students be more successful. Parents are also encouraged to schedule conferences at any time during the year if they feel there is a need to do so.

### **OPEN HOUSE**

Open House is scheduled in September and is a time for parents to visit the school on a less formal basis. Teachers will have children's work on display as well as materials used for daily instruction. Open House is not a time for parents to discuss their own children and their progress. Individual conferences may be scheduled with the teacher at any other time to meet this objective.

## **XII. Medical Emergencies**

First Aid for minor scratches, cuts, bruises, etc. will be administered by a teacher or front office. In the case where a student is injured, but it is not a medical emergency, parents will be contacted to come to school and take the child home or to a doctor and/or a clinic for further evaluation.

**It is very important that parents make sure that emergency contact numbers are current.**

### **MEDICATIONS**

If it is necessary for your child to take medication while at school, please do the following:

- a. Send a written note to the office informing us that this is necessary.
- b. Give the precise medication, time, and amount that should be taken.
- c. State that you are giving school personnel authorization to administer the medication.

**Otherwise, students should not be taking any kind of medication at school.**

**If you have any questions or comments, please advise the school nurse at ["nurse@aismorovia.com."](mailto:nurse@aismorovia.com) The nurse may also be reached via Jupiter.**

### **XIII. Classroom Events**

Activities other than those considered part of the curriculum will be kept to a minimum. For example, birthday parties during academic hours are prohibited. AISM must maintain the integrity of the curriculum. It is asked that classroom events be approved in advance by the **Teacher and Director.**

### **XIV. School Phone**

The phone is for the use of school employees and for school business only. Students may use the office phone only in the case of an emergency. Forgetting something at home is not an emergency and parents are requested to help teach their students to be responsible by NOT bringing work they left at home.

### **XV. Student Dress Code**

- Students may wear any color athletic shoes or the traditional black or brown shoes. **Sandals (flip-flops) or bare feet are not acceptable.**
- Shorts may be worn. However, they must be of appropriate length (no more than 6 inches above the knee)
- Students are expected to have appropriate clothing for physical education classes. Students are also expected to exhibit good hygiene.
- Hats may not be worn in the building.

### **XVI. Cell phones/Personal Laptops/Electronics**

The use of cell phones, personal laptops/electronics are prohibited in the **school buildings** at all times. Students may carry a cell phone, but it must be turned off during **class time**. Cell phone/laptop/electronics not issued by the school are not authorized to be on the school's content filter. Parents are asked to remind students to keep cell phones in a safe place. **AISM cannot be responsible for lost/stolen/misplaced electronics.**

### **Chromebooks**

Chromebooks, which run Google operating system, were chosen for the American International School of Monrovia because of our use of their applications for education. Google Apps is also GDPR compliant. These devices are listed below, and parents can (but are not required to) purchase these Chromebook units (on their own over the summer) to assist their students' learning, both at home and at school.



Brand	Model	Price from:	Website
1. Acer	R751T-C4XP	\$349	<a href="#">Acer Chromebook Spin</a>
2. ASUS	C213SA-YS02	\$349	<a href="#">Asus Chromebook Flip</a>
3. Dell	3189 Edu 2in1	\$349	<a href="#">Dell 2 in 1 Chromebook</a>

**XVII. Discipline Policy**

The purpose of the Discipline Policy is to create an effective learning environment in which the rights of everyone are respected and the needs of all are fulfilled. The goal of the disciplinary system at AISM is to stimulate self-discipline through reflection on how individual actions affect others and to establish procedures on dealing with breaches of expected conduct.

● **GENERAL CONDUCT**

Students enrolled in the school shall conduct themselves in a manner, which will bring credit to themselves and the school. Conduct expectations have been established with the intent to guarantee the welfare and safety of everyone. Guidelines are designed to help promote responsibility, reasonable order, and the good citizenship skills of each student.

● **CITIZENSHIP CODE**

The American International School of Monrovia promotes an environment where everyone is expected to be a good citizen and is appreciated regardless of race, religion, personal beliefs or individual differences. All members of the school community are expected to be respectful at all times.

## ● RESPECTING OTHERS

AISM strives to provide a safe and supportive environment for all of its students. Therefore, the following behavioral expectations have been established.

Fighting and/or physically abusing another person are subject to a minimum of one-day suspension.

It is also always inappropriate to:

- Harm another person verbally
- Use language which is considered offensive on campus
- Take something that belongs to someone else
- Cheat, copy, and/or plagiarize
- Vandalize the school environment.

## STUDENT 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 Monrovia.
2. To learn in a safe environment
3. Appropriate dialogue with teachers, counselors, administrators and other school personnel
4. Protection from discrimination and harassment
5. Due process procedures regarding their alleged involvement in an incident of misconduct

## STUDENTS' RESPONSIBILITIES

Rights come with responsibilities. Students are responsible to:

1. Attend school regularly, be punctual, and abide by school and class rules
2. Be prepared to learn and do your best
3. Meet academic expectations
4. Be kind, respectful of people, property, and the rights of others
5. Cooperate with school staff at all times

## ● DISCIPLINARY PROCEDURES

When students are disciplined in the classroom or are referred to the office for disciplinary reasons, the student shall be:

- Advised as to the particular misconduct and the basis for accusation
- Given an opportunity to explain his/her version of the situation prior to any action being taken.

All staff, including the Director, will apply these procedures.

#### ● **CORRECTIVE ACTIONS**

Corrective actions are at the discretion of the Director, but generally will follow the following steps. Repeated misbehaviors will be treated more seriously.

- First offense: verbal warning, and possible further consequences as deemed necessary by teacher and/or director.
- Second offense: meeting with director, and parents contacted.
- Third offense: one-day suspension.
- In the event of cheating, a student will not receive credit for the assignment or test.

#### ● **PARENTAL/GUARDIAN NOTIFICATION**

A parent or guardian will be contacted in a timely fashion, informing them when corrective measures have been taken that involve loss of privileges, time outs, in school suspensions or other similar actions. If a child is to be suspended from school, notification to the parent is required prior to implementation.

#### ● **EXCEPTION TO THE PROCEDURES**

It is understood that immediate removal from the school premises without benefit of the above procedures may be initiated by school personnel, should a student's continued presence in the school pose a danger to persons or property, or be an ongoing threat of disruption to the academic process. The parent or guardian shall be so notified immediately by the Director or designee.

### ***AISM 2020 - 2021*** **ADMINISTRATION**



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