



Parent Partnership
IN LEARNING



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OVERVIEW AND HISTORY



2007 - Photo of President Sirleaf Johnson and others
Re-opening the new AISM Campus



2020 - Photo of the AISM Campus

The American International School of Monrovia AISM, formerly known as the American Cooperative School, has a rich history on the continent that dates as far back as the 1960s. The school was formed as a partnership between the American Embassy and the Liberian Community. AISM has been a stable educational institution that has provided a safe and high achieving academic environment for students for generations. We continue to expand the school and build on this solid foundation.

Liberia has had its challenges with civil war and serious public health concerns, however, through it all, the country has maintained a resilience and a community spirit that endures. The American International School of Monrovia is a modern air-conditioned facility that, in the future, could once again enroll well over 600 students. Presently, there is ample classroom space for all of our students. In addition to the main school building, our facilities include a basketball court, gymnasium, and a soccer/baseball field. The school curriculum is American that utilizes AERO standards that are aligned with the Common Core. AISM is accredited by the Middle States Association of Colleges and Schools for Grades K-9 with plans to expand to K-12 in the upcoming year.

Monrovia is Liberia's largest city with a population of just under a million people. Monrovia is the capital city that has a rustic urban feel, with small-town charm. AISM is synonymous with learning, legacy, and leading. We welcome you to work with us as we continue this tradition.

INSTRUCTIONAL GUIDELINES AND OBJECTIVES

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

- Learn to think critically using higher-level thinking skills.
- Acquire literacy and numeracy at or above grade level
- Acquire the greatest possible understanding and appreciation of oneself and the world around us.
- Gain an understanding and appreciation of persons belonging to the many social, cultural, and national groups different from their own.
- Develop and appreciate the role of being a global citizen, aware and responsive to the needs of others.
- Gain knowledge and appreciation for social, emotional, and physical health
- Develop curiosity and interest in natural sciences, the social sciences, the humanities, and the arts.
- Prepare for and be able to adapt to a world of rapid change

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

- The curriculum will be standards-based (AERO) <http://www.projectaero.org/> curriculum with an international perspective.
- 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 in each subject will reflect a coherent, orderly progression through the grades with vertical and horizontal alignment.
- The curriculum will be reviewed and modified continuously by the professional staff.

**AISM 2020 - 2021
ADMINISTRATION**

Director	Dr. Bobbi McDaniel
Teaching Principal	Ms. Viola Johnson
Finance Manager	Mr. Arun Gopalan
Administrative Assistant / Admissions Coordinator	Ms. Lovetta Y. Qualah

EDUCATIONAL TEAM

Pre-Kindergarten	Ms. Sara Metwary
Kindergarten	Ms. Jaine Stegall

Lower School Team

Grade 1	Ms. Gabriela Cabrera
Grade 2	Ms. Kerry Kay Rowe
Grade 3	Ms. Cheryl Flah-Kiahon
Grade 4	Mr. Andrae Parchment
Grade 5	Ms. Serdia Holcombe

Upper School

Ms. Suba Srikumar	Math
Ms. Siji Binoy	Science
Ms. Viola Johnson	Social Studies
Ms. Anne Marie Cirelli	English/Spanish

Specials

Upper School Art/PE	Ms. Matsue Wiles
Lower School Art/PE	Ms. Sara Metwary

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:

- coming to class on time
- being prepared for class
- being attentive in class
- participating in activities
- completing all assignments

II. Admission

Students are admitted to AISM after parents complete the necessary Admission Form that includes the students' former report cards. Admittance is subject to final approval by the Director and/or Admission Committee.

The full application procedure can be found at <https://aismonrovia.openapply.com>

The following policies are in effect concerning admission to AISM:

Students must be **3 OR 4 years old** on or prior to October 31st the year they enter Pre-Kinder. Students must be **5 years old** on or prior to October 31st the year they enter Kindergarten.

GENERAL ADMISSION GUIDELINES:

Students who are entering the Pre-Kinder Program must provide the school with vaccination records.

Students who have a record of disciplinary problems will not be admitted, and current students can be dismissed for similar reasons as per school policy.

The medium of instruction at AISM is English. In order for students to progress academically, they must be able to communicate in the English language. Parents of students who are admitted with an English proficiency below what is needed in class may be asked to provide additional tutorial support after school.

III. Learner's Profile

An AISM learner demonstrates:

A - Academic Achievement

I- Integrity

S - Service

M- Motivation

IV. 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.

V. 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. to 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.

VI. School Dismissal and Pick-up

- Please make certain that your child is picked up from school at the appropriate dismissal 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.

VII. 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. When a student is absent due to sickness, arrangements can be made with a sibling or another student to

take the assignments home to the sick student. The school will speak with parents regarding any absences greater than 10 days.

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.

VIII. Class Preparation

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

IX. 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 & 9 1- 1/2 - 2 hours a night

X. 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 that 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	
B	83 - 86	Above Grade Level
B-	80 - 82	
C+	77 - 79	
C	73 - 76	At Grade Level
C-	70 - 72	
D+	67 - 69	
D	63 - 66	Below Grade Level
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.

XI. 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.

XII. 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.

XIII. 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.

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.” The nurse may also be reached via Jupiter.

XIV. 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**.

XV. School Phone

The phone is for the use of school employees and for school business only. Students may use the office phone only in 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.

XVI. Student Dress Code

There is a wide range of available clothing styles that reflect a positive attitude and appearance. We ask that students attending AISM wear clothing that is comfortable, clean, and appropriate for school. Because our instructional program includes active play, students must wear clothing that allows them to run and jump, including closed-toed shoes. Clothing and other items our students wear must not disrupt the educational process, create safety concerns, nor create any distraction. All popular fashions may not be appropriate for school.

Inappropriate dress includes but is not limited to:

- Clothing that does not fit reasonably, either too tight or too short.
- Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, or profanity.
- Clothing that is revealing or immodest or tops that expose bare midriff or undergarments. Examples include halter tops, bathing suits, sports bras, tube tops, razorback tops, spaghetti straps, and low cut tops.
- Shorts, skirts, and dresses must be long enough that they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh. In other words no short shorts, dresses, or skirts.
- Earrings, chains, jewelry that dangles and could be dangerous when playing.
- NO hats worn indoors

XVII. Cell phones/Personal Laptops/Electronics

The use of cell phones, personal laptops/electronics are prohibited in **school buildings** at all times. Students may carry a cell phone, but it must be turned off during **class time**.

Cell phones/laptops/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. **AIMS 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	<u>Acer Chromebook Spin</u>
2. ASUS	C213SA-YS02	\$349	<u>Asus Chromebook Flip</u>
3. Dell	3189 Edu 2in1	\$349	<u>Dell 2 in 1 Chromebook</u>

XVIII. 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 global 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

1. Each student has the right to the following:
2. A meaningful education based on high academic standards that meet the individual needs of the student within the limitations of the American International School of Monrovia.
3. Physical safety and protection of their property, including the right to practical School facilities.
4. Appropriate dialogue with teachers, counselors, administrators, and other school personnel.
5. Protection from Discrimination and Harassment.
6. 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.
2. Be on time for classes.
3. Come to class with the necessary books and materials.
4. Complete Homework assignments and meet deadlines.
5. Wear proper and appropriate school attire.
6. Respect the rights of others.
7. Be respectful to teachers.
8. Abide by classroom and school rules.
9. Cooperate with school staff at all times.

10. Respect people and property.
11. Use proper language.

DISCIPLINARY PROCEDURES

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

1. Advised as to the particular misconduct and the basis for the accusation
2. 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 the teacher and/or director.
- Second offense: meeting with the 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 the 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 advised as soon as practical.

XIX. Parent-Teacher Association (PTA)

The PTA is an organization that supports the operation of the school and serves as a liaison between the school and the parent community. The PTA also organizes several yearly activities in order to:

- Bring the community together
- Raise funds to help improve the school program and facilities

XXI. School Fees

The American International School of Monrovia is a non-profit organization that has the sole purpose of providing a quality educational program for enrolled students. Student tuition fees comprise over 90% of the revenue required to run the school's short and long-term operations.

The school board sets the tuition fee for the school on an annual basis. The tuition and fee schedule for the following academic year will be established according to estimated student enrollments, available financial resources, and budget requirements, **no later than April 1st**.

Before a student is admitted, parents/guardians will be advised of the current fees and procedure for payment:

- The capital levy fee is paid once, at the time a student is accepted for enrollment at AISM.
- All students will be assessed a full term's tuition regardless of when they enroll in the School for the academic year.
- Tuition may be assessed on an annual or biannual basis.

XXII. Withdrawal from AISM

Parents need to formally withdraw their children from school when they move, in order to receive report cards and transcripts. Please present the school with a letter stating the date the child is to be withdrawn and complete the withdrawal form in the office two weeks in advance. This will provide enough time to prepare transcripts and departure documents. Failure to give advance notice will delay these documents, which will be necessary to enroll your child in the next school.

Upon a child's withdrawal from school, the school will provide the parents with the original documents in the student's file. These include any parent deposited documents or school generated documents.

Please note that the school is not responsible for providing any documentation that involves the Liberian Ministry of Education.

CHARACTERISTICS OF THE AMERICAN INTERNATIONAL SCHOOL OF MONROVIA

- ✓ High quality of the academic program
- ✓ Standards-based American curriculum and resources
- ✓ A balanced curriculum that provides an opportunity for personal as well as academic development
- ✓ A student-centered and data-driven approach
- ✓ Use of formative and summative assessments
- ✓ Qualified teaching staff
- ✓ Emphasis on problem-solving, creativity, critical thinking, innovation, and independence
- ✓ A fun, positive, caring, safe, and active learning environment
- ✓ Accreditation through a recognized accrediting agency
- ✓ Diverse student body
- ✓ Multicultural learning experiences

PARENT COMMITMENT STATEMENT

The school's mission guides all of our actions and all of our major decisions. The bridge to our mission is our strategic plan. Our developmental philosophy and internationally focused curriculum are designed to help us achieve our goals and realize our mission.

The quality of our community learning depends on each of us. Your role and responsibilities as parents, learners, and community members in the life of the school and our community are most important. Your involvement and commitment are essential in setting the foundation for our community of lifetime learners and in helping to shape a better world. In selecting AISM, we believe you see a good match for the educational needs of your child(ren), and your expectations.

By enrolling your child(ren) at AISM, we understand that you agree to subscribe to its mission, enhance its values, follow its rules, and abide by its decisions.

We agree that trust and mutual respect are the most important underpinnings of our effective relationship with you.