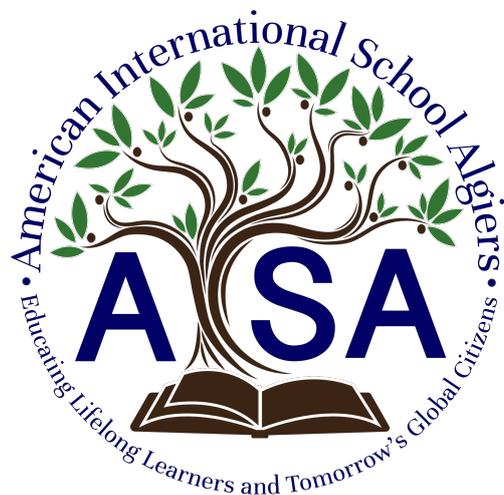




PARENT-STUDENT HANDBOOK

2019 - 2020



AISA was created:

On December 29, 2015, when the Algerian Ambassador to the United States, Mr. Madjid Bouguerra, and Ms. Anne W. Patterson, U.S. Assistant Secretary of State for Near Eastern Affairs, representing both governments, signed an agreement in Washington D.C., establishing the American International School of Algiers, Algeria.

AISA was established for:

The signed agreement states that the school's mission is to provide education to American students and other students who have attended or who have already been educated in English-language schools, including students with Algerian nationality.

It was further agreed that admission will be granted according to regulations defined by the School Board.

AISA is governed by:

A Board of Trustees, representing the U.S. Department of State and supporting companies.

AISA's program:

The agreement between the U.S. and Algerian governments specifies that:

1. It is intended that the School provide an educational curriculum that conforms to U.S. standards in the field of education.
2. It is intended that the educational program of the School excludes any theological teaching.
3. It is intended that the educational program of the School includes the teaching of the Arabic language for Algerian students.
4. While the signed agreement also specifies that Algerian history, geography, and culture be provided to Algerian students, AISA believes that all of its students will benefit from learning more about our beautiful host country.

While AISA begins with a program designed for students in Kindergarten to Grade 6, it is hoped that enrollment will grow, creating the opportunity in the future to grow until the school becomes a K-12 institution. In that event, the signed agreement specifies that the diplomas issued and awarded by the School shall be recognized by Algeria.

American International School of Algiers

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16030 Ben Aknoun, Algiers, Algeria

Phone: +213 (0) 23 37 50 72

Email: admission@aisalgiers.org

Website: www.aisalgiers.org

Dear AISA families,

Welcome to the American International School of Algiers and to our fourth year of having the honor of offering an English-speaking program to the children of the expatriate community in Algiers.

Our school's purpose is to provide the best possible American educational program in Algiers for students who have already been following an English-speaking program. This means we focus on the whole child, asking our students to be creative thinkers and problem solvers instead of rote learners who listen passively and complete workbook pages.

It also means that, rather than telling students what to do, teachers create challenging inquiry-based courses that ask students to be problem solvers and to be actively involved in their own learning.

We also believe that it is important that we work together with parents to create the most positive learning environment for our students, both at school and at home. Research points to a direct correlation between parent support and student achievement.

Finally, this handbook has been compiled to serve as your guide to the workings of our school. Please sit down with your student(s) and read through it carefully so that everyone in our AISA community is clear on our policies, procedures, and expectations. Likewise, please share dismissal and drop-off/pick-up procedures with chauffeurs if you are not driving. It keeps our campus safe and happy when we all understand a common set of expectations.

We look forward to working with you to provide the best learning environment for our students and to making this a wonderful year!

Warmest regards,



Judith A. Drotar, Director

GENERAL PROCEDURES

ATTENDANCE

Regular and punctual attendance at school is directly related to student success. Parents are, therefore, reminded that it is important to plan trips around the school calendar.

If a student is absent due to illness, **parents are asked to inform the school before 8:00am on the first morning of the absence.** If a student is likely to be absent for more than a few days, teachers and the office need adequate notice if parents request school work to be sent home. Some class work may be something that can't be made up or might need to be completed upon return.

AISA recognizes that sometimes a family needs to make plans outside of the school holidays. However, it is also important to note that the learning that takes place in the classroom, including the dynamics of group work, cannot be made up. Therefore, the school cannot guarantee that a student's grade won't be impacted by an extended absence. Likewise, teachers will not be able to prepare work for students to take with them without adequate notice.

Tardies: Our gates open at 7:30AM for parents to drop off their students. If they arrive after 8:00AM, the main gate is closed and students need to report to the office. The first period of the school day is very important, so please make every effort that students arrive on time.

Picking up students at dismissal: For obvious safety reasons, students are not allowed to wait outside the gate for pickup. Drivers and nannies may not enter the campus and need to wait outside the front gate for students.

Parents are welcome to wait inside the gate, in the front garden, or in the front foyer. If they wish to enter, they are kindly asked to have their AISA badges with them for entry.

Likewise, once students have been dismissed, parents are invited to continue socializing on campus. Due to traffic and a narrow street, **parents are asked not to socialize outside the front gate and to please take their children directly to their cars once exiting the campus.**

Parents who come on campus with younger, non-school siblings are asked to supervise them at all times. The school cannot be responsible for any accidents.

There is no organized supervision after school for students unless they are in a supervised activity. As teachers have meetings and planning sessions after school, students are expected to depart by 3:00PM Sunday-Wednesday unless they are in a supervised after-school activity, and by 2:00PM on Thursdays.

Students will be asked to wait in the Foyer if parents are late collecting them. School closes at 4:00 PM.

Special Arrangements: If your child is going home by different means than usual, ***please send a note or call the office before 11:30AM to notify us.***

Early Departure: If parents need to take their children out of school early, they are asked to kindly notify the office in advance.

Closed Campus: The American International School of Algiers has a closed campus policy during the school day and at any activity. This means that a student is not allowed to leave the school grounds for any reason without prior parent notification and approval from the office.

Visitors: Visitors are welcome to join parents on campus ***with prior notification*** *No one may enter the campus without an AISA Badge or an ID.*

Ramadan: In keeping with the religious teaching of Ramadan, only students of the age of puberty (about 11 years and older) will be allowed to observe the fast during the school day.

Those who are of the age of puberty and who are observing the fast will be expected to participate in all normal school activities such as P.E., etc. However, AISA will make provisions for them, such as having a separate, cool, quiet place for the observers to go when other students are having snacks and lunch.

AFTER-SCHOOL ACTIVITIES

The school provides activities for students after school, beginning in September. There will be six four-week sessions. KG students are often tired at the end of the school day, so should parents choose to let KG students remain, please note these after-school activities will be less strenuous. While these are not formal classes, all *students MUST make a commitment to participate in a full session.*

Activities will be from 2:45 to 3:45PM on designated Mondays and Wednesdays, beginning September 30th. Parents are asked to collect children at 3:45PM promptly, as school closes daily at 4:00PM

Parents are also warmly invited to volunteer to lead an activity or to help a teacher with one. If interested, please contact the office.

ASA SESSIONS FOR 2019-2020:

- 1. September 30-October 23*
- 2. November 18-December 11*
- 3. January 6-January 29*
- 4. February 10-March 4*
- 5. March 9-April 1*
- 6. April 20-May 13*

AFTER-SCHOOL POLICY

There is no supervision for students after school. Students may remain on campus after the 2:45 PM dismissal **ONLY** if they are participating in an after-school activity or are being directly supervised by a responsible adult. Otherwise, students are kindly asked to leave campus by 3:00PM Sunday-Wednesday and 2:00PM on Thursdays.

ASSESSMENT

The evaluation and assessment of children's academic and general progress is an integral part of the child's life in school. The communication of this information takes the following forms:

- **Back-to-School:** Back-to-School night is planned during the first few weeks of school. This meeting is for parents only and provides an opportunity to hear about class goals and expectations, teaching procedures, grading practices, and general class management.

Teachers will also share what parents can do to support their children at home. This night is not meant to be a parent conference. Parents who wish to discuss specific issues or student concerns are asked to schedule a separate conference time mutually convenient to parents and teacher.

- **Parent/Teacher Conferences:** Parent/teacher conferences will be scheduled for all students during the first and third quarters.
- **Progress Reports:** Progress Reports will be issued for all students mid-quarter for QTRS 1-3. They may be issued, however, at any time during the school year should the teacher note changes in student performance.
- **Report Cards:** Report cards are sent home at the end of each quarter.
- **Individual Appointments:** Parents are welcome to make an appointment to see a member of staff at any time during the school year to discuss the progress of their children.
- **Letters:** Letters to parents are sent out as the need arises by the classroom teachers and/or the Director.
- **School Website:** All information of general interest about the school is included on our site: www.aisalgiers.org

COMMUNICATION

Open communication between home and school is a very important aspect of a successful school and is the responsibility of every member of the school community. At AISA, we will strive to maintain open and positive channels of communication. When parents have specific suggestions or concerns, they are asked to go to the person who is best able to answer their questions.

For example:

Classroom matters	The teacher	
Program/school issues	Director	director@aisalgiers.org
Appointments with Director	Assistant to Director	shacene@aisalgiers.org
Accounts and fees	Assistant to Director	shacene@aisalgiers.org
Medical issues	Assistant to Director	" "
Withdrawals	Assistant to Director	" "
Contact changes	Office Assistant	sbenabdi@aisalgiers.org
Activities	Office Assistant	" "
Volunteering	Office Assistant	" "

The Director has an "open door policy" and encourages parents and students to share their thoughts and suggestions, but asks that any classroom matters are first brought to the teacher.

The Director is also the person to turn to if you are not satisfied with the response given by any of the persons listed above.

Parents are kindly asked to make an appointment whenever possible in order to make sure the Director is available.

DISMISSAL PROCEDURES

- Teachers will accompany students to the gate and remain until all have been collected. It is, therefore, important that you or your driver arrive on time. Students who are not off campus by 3:00 will wait in the office.
- Students may not exit the campus unless their driver or parent is waiting.
- Students may only depart with their designated driver/parent unless prior permission is given.
- Should students wish to leave with another student/parent, the office **MUST** have been notified in advance. A note or call from the parent giving permission is mandatory. ***There are no exceptions please.***

EARLY DISMISSAL/TEACHER WORK DAYS

School ends for all students at 1:45PM every Thursday in order to provide time for teacher planning and professional development. Parents are kindly asked to collect their students punctually.

EMERGENCIES

In the case of an emergency, it is critical that the school is able to contact parents. **Parents are expected to notify the school immediately in writing of any change of address, contact numbers, etc.**

The health and safety of each child is of paramount importance to the school. However, accidents may occasionally occur or children may be unwell during the school day. In either event every effort will be made to ensure that parents are notified immediately. The emergency contact numbers provided by parents are used to notify parents or their nominated representative.

In the event of emergency treatment being required, should it prove impossible to contact the parents, the school will proceed with the emergency treatment with a suitable doctor or hospital, *providing that the medical release form has been returned to the school.* Please ensure, therefore, that you have returned your medical release form to the school.

It is also very important that the contact numbers on the medical release form are regularly updated by parents so that we have access to parents or their designated contact during the day.

The school will administer whatever first aid measures seem necessary if a child is sick or injured at school. The school will then telephone the parents to have them proceed with any further treatment needed. If neither parent nor the parents' emergency contact person can be contacted, the school will proceed with whatever measures seem necessary. Any expense incurred during emergency treatment will be at the expense of the family.

HEALTH

A copy of your child's immunization record is required upon admission to the school. Please be sure to include allergies and any chronic problems like asthma on the medical information sheet in the admissions packet.

We also suggest that you discuss any chronic problems with the classroom teachers and the Educational Assistant.

- ✓ **Medication:** Any medication that is brought to school needs to go directly to the Director's Assistant, Ms. Salima Hacene. This includes all inhalers. All medication needs to be clearly marked with the student's name. Directions need to include the name, time and the amount of the medicine to be given.

This information needs to be written by your physician.

No medicine will be dispensed to a child without this written information.
Please include the time you gave your child the last dose of the medication.

- ✓ **Illness:** Students who feel sick or who have a fever should never be sent to school. A child needs to be free from fever for 24 hours before returning to school. Please notify the office by 7:55am if your child is sick.

Be sure to report any communicable diseases, such as lice or chickenpox, to the school so that we may follow up with the student's classroom.

Please do not send sick children to school. AISA considers that if students are in school they are well enough to participate in PE. NO student will be excused from PE without a written note from a physician.

LUNCH

AISA does not have a cafeteria or a lunch program. Each morning, students are expected to bring a snack for recess and a lunch. There is a designated eating area and the supervising teacher will ensure that students eat lunch before dismissing them for play. Due to possible food allergies, students should not share their food.

PARENT SUPPORT GROUP (PSG)

Parents are invited to organize an AISA Parent Support Group. The role of this group is to support the students and school by 1) volunteering to help with activities, 2) planning events to raise money for school-related items, and 3) finding ways to support new parents.

SAFETY AND SECURITY

AISA takes the security of its students very seriously. The Director works closely with the Regional Security Officer at the US Embassy and the chief of police for the Ben Aknoun area.

As part of our safety program, students participate throughout the year in preparedness drills.

Another important part of keeping our students safe is having clear procedures during student arrival and departure. In Algiers, cars often drive too fast and the roads are narrow. Chemin Mackley is no exception. **Therefore, it is very important that you or whoever does drop-off and pick-up also follows the school procedures** (see dismissal procedures).

All parents are asked to get an AISA ID during the first 2 weeks of school and to keep it handy in order to enter the campus. All adults without an AISA ID will need permission to enter the campus and will be required to sign in at the gate during school hours and receive a Visitor's badge.

The campus is closed during non-school hours unless there is a school-related activity scheduled.

SCHEDULE

The Main Gate opens at 7:30AM for drop-off and school begins promptly at 8:00AM. Students may not enter the buildings before the morning bell rings unless it is inclement weather.

WITHDRAWAL FROM SCHOOL

The office requires at least two week's advanced notice from families who need to withdraw their student(s) from AISA in order to determine grades-to-date and complete paperwork. The Educational Assistant will provide you with instructions. Once any outstanding fees have been addressed and materials have been returned, the school is able to release academic records to other institutions and to assist you in a smooth transition to your child's next school.

PROGRAM

HOMEWORK

Homework for students is planned by the teachers to correlate closely with skill development. Parents can help by ensuring that students have a quiet study area at home.

AISA believes the basic goal for any homework program is to develop good study habits so that a student learns to work independently and not directly under teacher or adult guidance. AISA students are learning to be self-reliant.

The development of student responsibility, initiative, and motivation are as important as the content they are learning. These skills will serve them well when they leave AISA.

However, research also shows that overburdening children with homework is not productive and AISA does not believe that daily homework is necessary, particularly in the early grades. Reading and/or writing assignments are good examples of ways students can reinforce their skills.

Students who have not achieved grade level fluency in English might need a bit more studying at home.

BEA CAMERON LIBRARY:

The library is for instructional purposes, story time, or recreational reading. Most material in the library may be signed out for a specific period of time by an AISA student or family member only. Additionally, there is a small area of books for adults near the office that can be checked by parents with the Educational Assistant.

Students are taught to care for and to keep their books in safe places to avoid them being lost or damaged. Parents are asked to help reinforce this at home.

In the event a library book is lost or damaged, the Librarian will determine the replacement cost of the book, which will include shipping.

SUPPLIES

AISA provides all textbooks, novels, library materials, etc. free of charge.

Students are asked to bring their own pens, pencils, erasers, etc.

Students will be expected to pay the replacement cost for books that are lost or damaged. This fee will include shipping costs.

BEHAVIOR EXPECTATIONS

Everyone at AISA shares in the responsibility of maintaining a positive, caring, respectful, and safe environment. We expect all students to refrain from physically harming, threatening to harm, or harassing each other. We also expect students to respect school property and the property of others.

Occasionally students do not behave as we would wish them to. If serious disciplinary action is required, the parents will be notified. Discipline is most effective when parents and the school work together to bring about desirable change, making incidents teachable moments.

Students and parents are expected to understand the following:

Behavior Expectations

- Respect and obey all adult supervisors.
- Take care of school grounds and equipment. No littering.
- Always walk quietly in buildings, hallways and classrooms.
- Keep hallways clear at all times.

Before and After School Procedures:

- Students are not allowed in the buildings before 8:00 a.m. An exception is during inclement weather when students may go directly to a designated area.
- Students may not stay on campus after school unless enrolled in an activity or accompanied by a parent. Students need to go directly to the gate with their class.

Lunch Procedures:

- Students need to bring their own water bottles.
- Students will stay at their tables until dismissed by the supervising teachers.
- Students should not be in the buildings during their lunch or recess breaks unless supervised by a teacher.
- Students need to pick-up and throw away trash around tables.
- Students may never eat in the hallways or on the artificial grass.

Playground Safety Rules

- Playground equipment must be used properly and safely.
- Swings are for sitting and swinging back and forth. No stomachs, standing twisting or jumping off the swings.
- Don't stand near or in front of the swings.
- Slide down slides on bottoms only and do not walk up them.
- Students must not climb on the trees, fences, or railings.
- Students are not allowed play in the flower/plant areas.
- Playground toys must be returned to the designated area.
- Balls should be used in open areas and should not be kicked into other play areas.
- Teasing and rough play are not allowed.

AGREEMENTS

The following are important agreements at AISA that need to be read carefully and signed at the beginning of the school year. Understanding and following AISA expectations makes for a happy and safe school.

- 1. AISA Parent Agreement**
- 2. Digital Citizenship Agreement**
- 3. Library Usage Agreement**

BELONGINGS

Students should not bring valuables to school or to school-related activities. If they do, they should not leave them unattended. The school cannot take responsibility for the loss of student belongings.

Cell phones, etc. may not be used during the school day and should be out of sight and in the "off" position at all times.

Bicycles, skateboards, roller blades, etc. are never allowed on campus.

CAMPUS BEHAVIOR

It is expected that students respect all classroom and playground rules. Students may not enter ANY classroom when no teacher is present.

Students may not run, throw balls, etc. in school buildings.

Students are expected to respect their campus by picking up after themselves.

Besides the specific playground rules established by the teachers at each division, students are expected to:

- ✓ Play only in supervised areas
- ✓ Obey the playground supervisor

DISCRIMINATION/HARRASSMENT

All members of our AISA family enjoy the right to study and work in an environment free from any kind of harassment. Discrimination includes any negative comment or action based on gender, race, religion, sexual orientation, or any other difference. Harassment includes verbal or non-verbal actions that are hostile, intimidating, or offensive and will not be tolerated.

DRESS

Student dress needs to reflect two important considerations:

Safety: Students need to come to school prepared for physical activity. Closed footwear appropriate for running should always be worn (no sandals please).

Students also need to dress for the weather. Unless it is raining, students eat and play outside during recess. They should have the appropriate clothing, such as a warm coat if it's cold and a hat when it's hot.

Respect: We are a multi-cultural community and we dress accordingly. Students need to avoid wearing clothing with inappropriate lettering. Hats and hoodies may be worn to school, but not in class.

KINDLY NOTE THAT AISA IS A SMOKEFREE ENVIRONMENT



WE ARE THE AISA FALCONS!