





# AISL

## American International School of Lagos

### MIDDLE AND HIGH SCHOOL PARENT - STUDENT HANDBOOK 2022-2023



GLOBAL  
ONLINE  
ACADEMY



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

ACCREDITED



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**Mission**

AISL provides exceptional learning experiences within a global community where all voices count. We spark the inspiration in students to be the best version of themselves so that they can joyously soar on their own paths of learning, growing, leading, and contributing as world citizens.

**Vision**

Empowering our community of learners to innovate in order to create a just and sustainable world.

**Core Values**

**Respect.** We are considerate of ourselves and others in order to foster an inclusive and equitable environment.

**Empathy.** We honor our diversity, treat one another with kindness, and demonstrate compassion through service.

**Responsibility.** We are accountable for ourselves, others and our community.

**Integrity.** We act morally, tell the truth and feel good about what we do.

**Courage.** We take on life's challenges with resilience and are confident in mind and spirit.

## Middle and High School Contact Details

Address	<b>AMERICAN INTERNATIONAL SCHOOL OF LAGOS</b>
	Behind 1004 Federal Estates, Victoria Island, Lagos, Nigeria
Telephone	07017749439, 08186632769
Web	<a href="http://www.aislagos.org">www.aislagos.org</a>

## Contact Information for Families

Please keep the school updated with your home and mobile numbers and your emergency contact phone numbers. In the event of an emergency, we need to be in touch with the parent or designated guardian as quickly as possible. If your contact information changes, including home telephone, home address, emails, office and mobile numbers, please contact the Registrar at once, where our family database is maintained. It is vital that we be able to contact you.

Telephone: 07017749439. Secretary's Email: [bedem@aislagos.org](mailto:bedem@aislagos.org)

## Middle/High School Faculty 2022-2023

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Ashiru, Folarin	<a href="mailto:fashiru@aislagos.org">fashiru@aislagos.org</a>	Learning Support, Financial Literacy
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Potter, Judith	<a href="mailto:jpotter@aislagos.org">jpotter@aislagos.org</a>	Math & Science
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Tilton, Silvia	<a href="mailto:stilton@aislagos.org">stilton@aislagos.org</a>	Spanish, IB Spanish
Williams, Scott	<a href="mailto:swilliams@aislagos.org">swilliams@aislagos.org</a>	English, IB Coordinator
Wrzesinski, John	<a href="mailto:jwrzesinski@aislagos.org">jwrzesinski@aislagos.org</a>	Biology
Ziadeh, Geraldine	<a href="mailto:gziadeh@aislagos.org">gziadeh@aislagos.org</a>	French, Arabic

## Middle/High School Leadership Team 2022-2023

Superintendent	Mr. Tom Pado	<a href="mailto:tpado@aislagos.org">tpado@aislagos.org</a>
Middle and High School Principal	Mr. John Powell	<a href="mailto:jpowell@aislagos.org">jpowell@aislagos.org</a>
Asst. Principal/Activities Director	Mr. Eric Rodine	<a href="mailto:erodine@aislagos.org">erodine@aislagos.org</a>
Middle and High School Counselor (SEL)	Ms. Andrea Bernoth	<a href="mailto:abernoth@aislagos.org">abernoth@aislagos.org</a>
Middle and High School Academic & Career/University Counselor	Ms. Tiffany Corbett	<a href="mailto:tcorbett@aislagos.org">tcorbett@aislagos.org</a>
IB Coordinator	Mr. Scott Williams	<a href="mailto:swilliams@aislagos.org">swilliams@aislagos.org</a>
CAS & CAS-L Coordinator	Ms. Natalie Gilbert	<a href="mailto:ngilbert@aislagos.org">ngilbert@aislagos.org</a>
Student Support Services	Dr. Stacy Shipman	<a href="mailto:sshipman@aislagos.org">sshipman@aislagos.org</a>
Middle and High School Admin. Assistant	Ms. Bukola Edem	<a href="mailto:bedem@aislagos.org">bedem@aislagos.org</a>
<b>Middle School Team Leaders</b>		
Grade 6 Team Leader		
Grade 7 Team Leader	Dr. Folarin Ashiru	<a href="mailto:fashiru@aislagos.org">fashiru@aislagos.org</a>
Grade 8 Team Leader	Adrienne Higley	<a href="mailto:ahigley@aislagos.org">ahigley@aislagos.org</a>



# GENERAL GUIDELINES

## School Program

The Middle School program consists of Grades 6-8.

At AISL we serve students in middle school in classes of approximately 20 students. We follow an American curriculum, providing students with a rigorous program based on recognized academic standards. Instructional programming is centered around the Middle School model and philosophy that considers the unique needs of the early adolescent as a learner and as a person. Students ages 10-15 are experiencing one of the most rapid and significant changes in their lives physically, emotionally, cognitively, and socially, second only to children between the ages of birth to three years. Because our teachers understand the need to teach the whole child, we offer core classes that include English Language Arts, Mathematics, Science, Social Studies and World Language, as well as classes that allow students to explore their interests. Courses are taught in Technology, Engineering and Economics. We have a vibrant Middle School Music Department that includes Band and Guitar. Visual Arts, Performing Arts, Physical Education and Health along with extracurricular sports are also offered. Please see the Middle School Course Guide for more information.

Another very important part of the Middle School Program at AISL is Advisory. Students meet in small grade-level groups with an Advisor regularly each week. During these times, students are engaged in a structured set of activities designed to develop their sense of independence, responsibility, and belonging. With strong connections to an adult who a student believes really cares about them, students are more likely to learn the executive function skills that will support their future success. Advisory not only makes a significant impact on individual students, it also helps to support a positive overall school climate.

The High School program consists of Grades 9-12.

All high school students at AISL enroll in a rigorous college-preparatory program. Grade 9 and 10 are designed to prepare students for the DP program and develop their academic skills and knowledge as well as continue to support their holistic development. All students have the opportunity to take IB courses and earn an AISL High School Diploma. Students may sit for IB exams and may earn IB Certificates or the full IB Diploma in addition to the AISL HS Diploma. Instruction is in English and only advanced speakers of English are admitted to the high school program. AISL is an approved International Baccalaureate World School offered in Grades 11 and 12. The curriculum is rigorous and AISL students have the opportunity to be academically prepared for admission to the university or college of their choice worldwide. Please see the High School Course Guide for more information.

## MS/HS School Timetables

Please click on [this link to view the MS/HS Timetables](#).

## Program Guides

- [MS Program Guide](#)
- [HS Program Guide](#)

## SOAR Time

AISL Middle and High School have Soar Time incorporated into the school day Mondays-Thursdays. During this time, students have a variety of learning opportunities including:

- Learning Lab for students who require support
- Enrichment for students to deepen an area of interest or to explore learning something new
- WINN (What I Need Now) time for students to engage with individual teachers as needed, in the style of office hours
- Advisory, in which small groups of students come together regularly for social/emotional learning, current adolescent issues, university and career counseling and other topics.

## Text Books

The AISL library distributes textbooks to students. Students are responsible for keeping track of their books and keeping the books in good condition. Lost or damaged books will result in fines being assessed with prices varying based upon the cost of the books and the costs associated with shipping. Report cards, transcripts, trips, and other privileges will be withheld until all fines are paid.

## Field Trips

AISL offers a variety of experiences outside the regular classroom. The same trips may not run every year, however, we do try to offer a selection in an effort to further international and cultural understanding as well as to compete with other schools in athletics, performing arts and MUN competitions.

Students have an important responsibility on field trips; not just as learners and competitors, but also as ambassadors for AISL and the community. Together with the expectations set out in the Student Code of Conduct, the following guidelines must be adhered to on any trip outside of the school.

Students must:

1. Be in good academic standing to be eligible to participate on a trip (see [definition](#)).
2. Accept that limitations may be more stringent than normal to ensure safety.
3. No sexual relations or public displays of affection will be tolerated.
4. No controlled substances may be used, possessed, purchased, or sold by any person while on a school trip, regardless of legal age or use in the country visiting.
5. Appropriate clothing must be worn at all times. Generally, a specific travel shirt or attire is required.

6. Students must abide by the curfew set by the trip supervisor and may not leave their room once advised to be there. Under no circumstances should a student of the opposite gender be in the assigned gender's room.
7. If a supervisor deems a student's behavior to be unacceptable, the student will be sent home immediately, at the parent's expense.

### **IB & Seniors on Field trips**

Seniors may participate in field trips; however, we require that IB senior students gain permission from teachers prior to committing to a trip in order to ensure the student is and will continue to manage their academic load.

## **Lockers**

The school assigns a locker and lock to each student. Lockers are furnished for the protection of students' personal property, and AISL is not responsible for stolen items. To avoid losses, students are encouraged to use their lockers and lock it with the lock provided. Students are expected to follow the guidelines below:

1. Keep the lock assigned to the individual on the locker - locked.
2. Keep the locker free of damage, writing, and stickers. Unnecessary damage will result in fines.
3. Lockers and locker areas should be kept neat and orderly. No items should be placed on top of, under, on the ground, or around the lockers.
4. Lockers are subject to inspection by the administration at any time.
5. Locks will be collected at the end of the school year. Locks damaged or not returned will result in a fine to the student and report cards/transcripts held until the fine is satisfied.

## **Library**

Please see the library Website: <https://sites.google.com/aislagos.org/aisllibrary/home>

1. Library hours are from 7:00 AM to 3:30 PM Monday through Thursday, and from 7 AM to 12:30 PM on Friday. Times may be adjusted when necessary.
2. To have access to the library and school computers, students will complete an [Acceptable Use Agreement](#) and have it signed by their parent/guardian, themselves, and a teacher. The teacher's signature only acknowledges that the Acceptable Use guidelines have been discussed with the student.
3. Books and other materials are allowed a two week checkout period. After that time books are expected to be returned. Students will be charged for a lost book if the book has not been returned by the end of the semester.

## **Printing Materials at School**

Under no circumstances should students be printing personal materials such as invitations, pictures, or similar items at school. Students are not allowed to use the color printer, teachers may print student produced work in color as needed. Teachers are strongly encouraged to have students turn in all material digitally.

## School Policies

The American International School of Lagos has many policies developed and approved by the School Board of Directors. Failure to follow certain school policies may result in dismissal from AISL either temporarily or permanently. Parents and students are required to sign a document (the last page of the handbook) that testifies to having read, discussed, and understood its contents. Should you wish to print, sign, and return the document to your child's Advisor or to the Middle and High School Secretary, please feel free to do so.

## Smart Phones, Watches and Other Devices

Smart devices like phones, watches, and others are to be used before class, between classes and after school. They may not be used or turned on in classrooms during classes including study halls, unless with teacher permission. Students who use a phone, watch or other device in class inappropriately will have the device confiscated by the teacher. It will then be given to the Administration to be returned at the end of the school day. Should the problem persist, further disciplinary action will be taken. Prohibited use of mobile devices includes text-messaging, which may be regarded as cheating if it occurs during assessment tasks. Parents are encouraged to call the school office if their student needs to be reached during the school day.

## Communication

Communication with the school is crucial for your child. Making sure that we communicate well is important and the faculty members make every effort to keep you informed of what takes place at school. A crucial part of this process is having up-to-date contact information for all families: telephone numbers (home, business, and mobile), email, and home address. Parents change locations, businesses, internet service providers and telephone numbers, and we do not always hear about such changes immediately. All parents and students at AISL are expected to have access to a computer with an Internet connection. The school will communicate with you through email or our Toddle platform. Meetings with parents and AISL faculty and administration are encouraged, please contact the relevant teacher or counselor or the MS/HS secretary Ms. Bukie Edem .

## Learning Management System

Middle and High School students and parents have the ability to keep up to date on grades from each course on a regular basis through the AISL's Learning Management System (Toddle). Students will be given instructions by the IT coordinator for accessing this important communication device at the beginning of each year or upon entering the school at times during the year. Toddle is the portal that teachers will use to communicate information regarding their classes. All student grades and attendance are available here to students and parents on a constant basis.

## Response to Emergencies

There may be times that the school will need to instigate emergency procedures in order to protect students and staff. There are two possible emergency procedures that all AISL students must follow in response to specific situations.

1. Outdoor Emergency Assembly: Fire Alarm Sounds, head to the assigned location.
2. Lockdown: Announcement to "Lock Down" over the intercom, lockdown in the classroom and stay silent.

Faculty and staff are in possession of the proper procedures and protocols for emergencies. These are practiced with students at regular intervals.

## **Senior Privileges**

Seniors may be awarded the following privileges:

1. Use of the Senior Lounge during breaks and lunch.
2. Those seniors whose semester report card contains no grade of a "3" or less may gain access to the Senior Lounge during study hall periods. This privilege may be revoked by the principal at any time.
3. During the second semester, seniors with an average GPA of "5" or higher and no course with a grade of 3 or lower, can leave campus during study hall periods. Students taking advantage of this privilege must sign-out applying regular procedures and have a parent or guardian signed document with the attendance secretary giving permission.
4. Seniors writing IB Exams may request that they be allowed to write their exams wearing clothes other than the uniform so long as the clothes worn conform to the Uniform Guidelines.

Senior privileges are dependent on good behavior and high academic standards of any senior. Seniors may use the senior lounge during break or study hall time.

# ACADEMIC GUIDELINES

## Report Cards And Transcripts

**AISL transcribes only courses taken at AISL on its transcripts. We do not include courses taken at any other schools, nor do we provide transcripts from other schools to any new school or university. This includes courses taken with other institutions while the student is at AISL. The only exception to this is for courses taken via the Global Online Academy with whom AISL has a formal agreement and belongs to a consortium of schools, and for Pamoja IB courses taken when a student is not able to fit his or her IB courses into the AISL schedule. Courses that a student chooses to take via Pamoja or any other provider will not appear on AISL transcripts or report cards.**

The school year is divided into two reporting periods (semesters). The first semester ends in December and the second semester ends in June. Grades for the semester are based on student achievement from August to December (1st semester) and January through June (2nd semester). Typically, report cards will be prepared and distributed by the second Friday in January for the first semester and by the last school day for students in June for the second semester. Students who require grades or transcripts at times earlier or other than these dates are requested to contact the registrar at least two weeks prior. Please email Ms. Temi [tedwardsido@aislagos.org](mailto:tedwardsido@aislagos.org) to initiate the process.

AISL has a continuous grading system. Progress reports may be provided periodically throughout the term, at the end of each quarter or upon a parent's request. These reports are not paper reports but available online on the School Information System. The final grade report in each semester is the student's grade for all work completed during that semester and is entered on the official transcript. Semester grades determine if a student has earned credit for a class. Parents and students are encouraged to use the teacher's online pages to monitor progress between grading periods. Parents are requested to contact class teachers if they wish to have progress reports for individual classes at any stage throughout the year.

It must be noted that students with outstanding debts, overdue library books or other incomplete or unfinished school matters will not receive their grade reports until they secure clearance. Transcripts will not be issued or sent to colleges and universities if the student has outstanding debts or unfinished school business. Students will not receive their Yearbook if there are outstanding debts or lost books. Students and parents will be given this information prior to the last day of the semester.

### **Authentication of AISL Records for Foreign Schools by the Office of Overseas Schools**

What the OOS can offer to students who attended a Department of State assisted school is:

1. An apostille and authentication - documents which state that the school is assisted by the US State Department and that it is an accredited school.

2. The Head of the OOS will sign that letter, as well as a separate one, that states that the copy of the AISL diploma and transcripts are true copies of original documents.
3. The school will also send (scan and email) a letter on the school letterhead stating the dates that the student was enrolled at AISL and the date of graduation. This letter will also be included in the packet.

The student can scan and email a copy (not the original) of the diploma and transcript for processing to [ShiverSC@state.gov](mailto:ShiverSC@state.gov) (fax number is 202-261-8224). The OOS will need to know where the completed documents should be sent and the completed packet will be sent by express mail. Any questions should be directed to: Office of Overseas Schools, U.S. Department of State, 2401 E Street NW, Room H328, Washington, DC 20241-0003, 202-261-8200 – phone

## Homework

The purposes for homework are the introduction of new content, practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest. Routine homework is formative and not graded.

Students should be able to complete homework assignments independently or with minimal assistance from a parent and with relatively high success rates. They should also find the assignments challenging enough to be interesting.

Generally, homework assigned to students from combined classes in grades 6-8 can be completed in less than 90 minutes each day. The rule of thumb is 10 minutes per grade level, so about 50 minutes in grade 5, 60 minutes in grade 6 and so on.

Teachers will clearly communicate assignments to students. In some cases, homework can be turned in online as well. Teachers will inform families if that option exists along with clear instructions.

Please refer to the [AISL MS Essential Agreements](#) and [AISL HS Essential Agreements](#) regarding homework.

## BYOD

BYOD stands for "Bring Your Own Device" - **All grade 6-12 school students at AISL must provide a personal laptop and participation is mandatory.** BYOD allows for greater innovation and differentiation in the classroom. It allows students to become more independent learners. It allows students to create their own Personal Learning Environments and allows each student to make more decisions on how and where to access the information they need.

We recommend a Mac or PC that meets the specifications below. These kinds of devices have proven more flexible for accomplishing assignments than tablets. The recommended, minimum 13 inch screen facilitates collaboration (the most effective use of educational technology) and the full-size keyboard of a laptop or Chromebook allows students to be successful keyboardists.

**Students are responsible to bring a usable, working device to class. Software must be updated. Students are also responsible for chargers and whatever is needed to make their devices function, in class, without distraction.**

For more information and computer specifications, please visit [the Technology Education section of our website](#).

### **Virtual School**

When a Force Majeure causes the school to be closed for a short or long-term period, teachers are prepared to deliver courses in an online format. The platform used to access the AISL online format is Toddle. Teachers will instruct students in the use of this tool in the early days of the school year.

It goes without saying that virtual access to school requires students to attend school every day just as if attending classes at school. Getting online to check for lessons, assignments, links, and deadlines is critical. Equally important will be the teacher instructions for when and how to turn in work for feedback or evaluation.

Our school Board of Directors and accreditation body has sanctioned the use of virtual school as long as it remains rigorous and teaches and assesses the same academic standards as the in class coursework and curriculum.

It is also important to note that when the operation of an online platform becomes necessary, it requires the full-time focus of the time and attention of teaching staff at the same level that a brick and mortar, in-school model requires.

**Only in the case of a School Board directed and approved exercise will we ask teachers to provide instruction via an online format.**

### **Standards-Based Learning (Grades 6-10)**

The purpose of standards-based grading (SBG) is to raise student achievement by clearly communicating students' progress towards learning outcomes in a timely, accurate and fair manner. SBG accurately communicates student achievement; the influence of work habits and attendance on student learning is reported separately from the academics. Unlike with traditional grading systems, a standards-based grading system measures a student's mastery of grade-level standards by prioritizing the most recent, consistent level of performance. Thus a student who may have struggled at the beginning of a concept, when first encountering new material, may still be able to demonstrate mastery of key content/concepts by the end of a grading period. In a traditional grading system, a student's performance for an entire quarter is averaged together. Early quiz scores that were low would be averaged together with more proficient performance later in the course, resulting in a lower overall grade than current performance indicates.



The purpose of the Standards-based report (SBR) card is to provide more specific feedback regarding the progress students are making towards end-of-year content standards at each grade level. Standards-Based Reports provides information about how your child is progressing towards meeting grade-level learning standards during the course of the school year. The SBR measures how well your child is performing in relation to multiple grade-level standards as compared to the traditional letter-grade system that gives one holistic grade for each subject area.

A student's performance on a series of assessments (both "for learning" and "of learning") will be used to determine a student's overall grade in a course. Practice assignments (homework) are just that, practice, and thus serve primarily as a source of feedback and instructional support for both students and teachers. Just like going for a practice drive before taking a formal driving test, scores on practice assignments do not count towards, or against, a student's final academic grade.

Traditional Grading	Standards-Based Grading
<p>A, B, C, D, E represent percentage of points accumulated; typically includes practice (homework) in final grade</p> <p>Non-academic factors affect grades, such as participation, attendance, late work, etc.</p> <p>Everything is graded and averaged together; early assignments can skew the final grade</p> <p>Reports a single grade for each class</p>	<p><i>Exemplary, Proficient, Approaching, Developing</i>- represents evidence of the level of quality of a student’s performance in relation to specific standards; practice (homework) not included in final grade</p> <p>Reflect academic performance only: behavior, Habits of Mind, and attendance reported separately</p> <p>Most recent evidence is considered in final grade; based on what students know and are able to do</p> <p>Content areas broken down into sub-strands for more accurate reporting</p>

## Grading Scale Middle School

### Achievement and Progress in Academic Areas

	<b>Exemplary (EX)</b>	<b>Proficient (PR)</b>	<b>Approaching (AP)</b>	<b>Developing (DV)</b>
<p><b>KNOWLEDGE/ACADEMIC VOCABULARY:</b> Ability to use content specific facts, information and vocabulary to demonstrate conceptual understanding.</p> <p><b>SKILLS:</b> Ability to apply and transfer content-specific knowledge, vocabulary and processes within the discipline, and between disciplines.</p> <p><b>ENDURING UNDERSTANDINGS</b> : Ability to synthesize core ideas and processes central to a discipline in order to transfer and contextualize understanding across disciplines and to real-life.</p>	<p>Students at the exemplary level have reached an advanced level of mastery over the skills, knowledge and understanding in the curriculum. These students make insightful connections within and beyond the curriculum to include previously explored or related concepts.</p> <p>These students confidently draw upon and transfer a repertoire of conceptual understandings and skills to create, problem solve and self-direct their learning.</p>	<p>Students at the proficient level consistently demonstrate the required skills, knowledge and understanding expected at this grade level. These students are primarily independent in engaging with and responding to classroom instruction and curriculum, and are consistent in applying and connecting their learning.</p> <p>These students demonstrate evidence of conceptual understanding through the use of higher order thinking skills such as application, analysis and evaluation.</p>	<p>Students at the approaching level inconsistently demonstrate the required skills, knowledge and understanding necessary at this grade level. These students require some teacher support to engage with and respond to classroom instruction and curriculum, and are inconsistent in applying their learning.</p> <p>These students demonstrate evidence of understanding at the recall and replication level, but do not yet consistently use higher order conceptual thinking skills such as application, analysis and evaluation.</p>	<p>Students at the developing level rarely demonstrate the required skills, knowledge and understanding necessary at this grade level. These students require frequent teacher support to engage with and respond to classroom instruction and curriculum, and they are not yet able to apply their learning.</p> <p>These students have not yet demonstrated evidence of understanding beyond the recall and/or replication level.</p>
<b>Not Applicable (N/A)</b>	Learning standard not assessed during this semester.			
<b>Insufficient Evidence (IE)</b>	Students at the insufficient level have not yet demonstrated the required skills, knowledge and understanding for this grade level. Student learning artifacts are either missing, or the submitted evidence is incomplete.			

## Grading Scale High School

7 Excellent	A mark of distinction reserved for students who consistently produce outstanding work showing a thorough understanding of the required knowledge and skills with the ability to apply them in a variety of situations. Work is always of a high quality and often original and insightful.
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6 Very Good	A highly commendable level of achievement showing consistent and thorough understanding of the required knowledge and skills. There is consistent evidence of analysis, synthesis and evaluation. Some originality and insights may be seen.
5 Good	A good level of achievement showing consistent and thorough understanding of the required knowledge and skills. There is some evidence of analysis, synthesis and evaluation. Occasional originality and insights may be seen.
4 Satisfactory	A satisfactory level of achievement with a general understanding of the required knowledge and skills often showing their application in familiar situations. Occasional evidence of analysis, synthesis and evaluation is seen.
3 Unsatisfactory	Is a passing grade but there is room for improvement as evidence suggests limited achievement of the basic knowledge and skills or the ability to apply them in familiar situations.
2 Poor	Represents a very limited level of achievement. It is a failing grade. The student has difficulty in understanding the required knowledge and skills and is unable to apply them consistently even when supported.
1 Very Poor	Represents minimal achievement. It is a failing grade.

## AISL Global Competencies

In order to prepare students for the next step in their personal and academic journey, they must have the opportunity to develop the learner dispositions and attributes they will need to succeed. AISL faculty plan for, teach, and assess five core global competencies across the content areas.

### **Category 1: An AISL student is an intrinsically motivated & collaborative team member.**

Contribute to the group process and work with others to complete tasks  
 Listen thoughtfully and respond respectfully to group agreements and disagreements  
 Transition efficiently between collaborative and independent tasks

### **Category 2: An AISL student is a creative problem solver and critical thinker.**

Monitor, evaluate and adjust their thinking through self-reflection.  
 Generate original solutions and employ multiple strategies to solve problems.  
 Connect, synthesize and apply prior knowledge, skills and understandings in novel situations.

### **Category 3: An AISL student is an effective communicator.**

Employ active and effective interpersonal communication skills.  
 Utilize effective public speaking skills.  
 Communicate selecting a style and medium appropriate to the audience and purpose.

### **Category 4: An AISL student is a critical consumer & producer of information & technology.**

Analyze, evaluate and utilize a range of information sources appropriate to task and purpose.  
 Select and utilize a range of technology appropriate to task and purpose.  
 Exercise digital citizenship appropriate to task and purpose.

### **Category 5: An AISL student is globally, culturally & socially empathetic.**

Recognize and appreciate a diversity of perspectives, values and traditions.  
 Recognize global issues and take action to help solve them.  
 Understand how their choices impact others.

## High School-Specific Academic Information

### The IB (International Baccalaureate) Diploma Program

See website:

<https://sites.google.com/aislagos.org/aisl-ibdiplomaprogramme/home>

*IB DP Website:*

<https://sites.google.com/aislagos.org/aisl-ibdiplomaprogramme/home>

*IB Extended Essay Website:*

<https://sites.google.com/aislagos.org/aisl-the-extended-essay/home>

*IB CAS Handbook:*

<https://sites.google.com/aislagos.org/aislcasprogram/ib-diploma-cas?authuser=0>

### Graduation Requirements

See website

<https://sites.google.com/aislagos.org/high-school-course-guide/students/aisl-hs-course-catalogue>

### Study Halls

High School students may opt to take a study hall so long as they are on track to meet all graduation requirements. During the study hall, students are expected to follow the behavior guidelines and expectations of the study hall teacher. The expectation is that students use this time to study or read quietly. Study halls are not to be used for sleeping, watching movies or tv programs, playing games or any other non-school related forms of entertainment.

### High School Year Classification

1. Freshman (Grade 9): those students who have earned less than 7 credits.
2. Sophomores (Grade 10): those students who have earned 7 or more credits but less than 14 credits.
3. Juniors (Grade 11): those students who have earned 14 or more credits but less than 21 credits.
4. Seniors (Grade 12): those students who have earned 21 or more credits and who will meet all AISL graduation requirements within one year.

### Transferring Credits

Twenty-six credits are required for graduation. Students transferring to AISL may be credited with up to eight graduation credits per academic year. Credits for courses at other schools are awarded at the discretion of the counselor and principal.

### Repeating a Course

A student may repeat a core academic course by teacher recommendation, to improve skills or to pass a failed course. The grade and credit earned for the first year are listed on the transcript and included in that year's GPA. When courses are repeated, no credit is awarded the second time unless it was

passed after failing the first time; nevertheless, the grade is recorded on the transcript. Some courses may be repeated for credit, please see the [High School Course Program Guide](#) for more information.

## Drop/Add Procedures

Ordinarily, students will not be permitted to add or drop courses after the start of the semester in which the course begins. Students are expected to be conscientious in their decision-making regarding course selection. Teachers, students, parents, and counselors are all involved in the process. Therefore, once a program of study has been initiated, changes to selections can occur only if:

1. A student has been misplaced
2. A student finds the course is not meeting his or her expectations during the 10-day drop/add period
3. A student needs a specific course to qualify for college/university admission
4. There is a medical reason for course change
5. Credit has already been granted for the course in question
6. A prerequisite for the course in question is missing

A student may request to drop or add a course during this 10-day period if he or she obtains written permission from parents, teachers, and the counselor ([Appendix A](#)). Students who drop a course after the drop/add period without approval for extenuating circumstances will receive a failing grade for the course. In addition, seniors wishing to drop a course after transcripts have been sent to colleges and universities must notify each institution of the modification to their academic program.

All changes of courses must be discussed with the parent and counselor who will advise the student on the process that they will need to follow to make the change to their schedule. The Middle and High School Counselor will review the request with the Principal prior to the change. Schedule changes initiated by the administration, to balance class sizes, may occur at any time. These changes will be communicated to parents. Please use [this document](#) that you can find in the appendix to make requests.

## Withdrawal Procedures

Ordinarily, students will not be permitted to drop or withdraw from courses after the start of the semester in which the course begins. Teachers, students, parents, and counselors are all involved in the process of selection and if there is an issue where parents and teachers are meeting due to conflict, the following process is to be followed:

1. Teacher and parent/s meet to discuss issue
2. Teachers, parent/s and counselors or high school principals meet to discuss issues and to consider plans to overcome conflict.
3. Action plan formalized, implemented and made available to all stakeholders.

## Course Availability

The preliminary choice of subjects during the registration process helps to establish the widest range of individual choice. It is, however, sometimes necessary to ask students to accept modifications to their original choice. This may be due to:

1. An insufficient number of students selecting a course so that it is no longer viable;
2. Encountering scheduling difficulties - one course conflicting with another.

We ask students to be flexible in their course selection choices. We always hope to meet the requests of students to help them in their planned course of study.

## External Examinations

AISL offers a selection of external examinations. These include examinations for the International Baccalaureate (IB). We also offer the SAT on selected dates throughout the year. The SAT coordinator can assist with any queries and concerns relating to SAT examinations. It is recommended that students and their parents make arrangements through the GIEVA Organization who will assist in registration arrangements (see below). AISL also offers the PSAT +(Preliminary SAT/National Merit Scholarship Qualifying Test) every October. These exams are required for all grade 10 and 11 students. Finally, AISL has all students up to grade 10 take the MAP (Measures of Academic Performance) test in the Fall and again in the spring semesters. The Morrisby Inventory, designed for career assessment is given in grade 10 and is used in advising for IB choices, careers and university guidance.

TOEFL and ACT exams are not offered at AISL, and students who need to take these assessments must make arrangements on their own. AISL does not endorse this group, but it may be considered:

GIEVA Organization: [www.gieva.org](http://www.gieva.org)

## Transferring To Other Schools

There may come a time when a student must transfer to another school. Students and parents are asked to adhere to the following process to ensure the efficient transfer of student records. (Note: AISL **does not** work with placement agents only directly with schools.) If you wish, you can provide the name and contact information of our Counselor to the receiving school. Instruct the school to send an email complete with attached forms and other requests. The Counselor will coordinate the transfer of all teacher recommendations, transcripts and any other items required by the receiving school. Otherwise, do the following:

**Step 1:** Gather all application information and requirements from the receiving school.

**Step 2:** Schedule a meeting with the Counselor to establish admissions package requirements. (Please contact the counselor or Middle/High School secretary, Ms. Bukie Edem [bedem@aislagos.org](mailto:bedem@aislagos.org) directly to **schedule an appointment**. The Counselor will review application forms and make requests to appropriate staff members for completion of the AISL Common Recommendation forms—English, Math, General.)



**In order to ensure the effective collation of all documentation, parents and students are asked not to give requests for recommendations directly to staff members. All documents *MUST* be provided to the Counselor for distribution.**

Note: Teachers will use only the AISL Recommendation forms when writing recommendations. AISL common recommendations have been created taking into consideration the information requested from a wide array of private school applications including the Common Recommendation forms. **Due to confidentiality requirements, students and parents *waive all rights to access the teacher recommendations.***

**No recommendations will be written until all AISL school fees have been paid and accounts settled.**

**Step 3:** Once the recommendations and transcripts are completed and admissions envelopes prepared, the student will be notified and a decision will be made with regards to the forwarding of the documents. In many instances, the documents will be able to be emailed for no fee. It must be noted that some schools request that hard copies of these documents are sent directly from the school. AISL uses DHL to deliver packages in a secure and timely manner and parents will be charged accordingly.

**All written recommendations from AISL are *confidential and shared only with the receiving school and/or agency.* Recommendations will not be discussed with parents or students under any circumstances.**

At AISL, we understand the mailing difficulties and postal expenses faced by our community. If parents wish to take the documents from AISL for personal delivery to the school, a written disclaimer will be included in the application package. This note acknowledges the postal difficulties but does not fully guarantee the security of the enclosed documents. The receiving school will make the decision regarding the appropriateness of the admissions documents.

AISL will proctor entrance exams for students who are relocating to other countries with their families. *All boarding school exams for the UK can be taken through the British Council.* Exams other than those taken at the British Council must be done outside of school hours. In this case that would be from 3:15 onward. We do not do testing on weekends. The school charges a fee for testing. **The fee is 15,000N plus an additional 10,000 per hour of testing.** Classroom teachers do not proctor exams. Proctoring is completed through the middle school/high school office.

Fees are paid in naira to the middle school or high school office.

Parents must inform the counselor at ***least two weeks*** in advance for each recommendation required. AISL will not release confidential information about a student without the ***expressed permission*** of the parents.

Parents will be asked to provide a student resume in order to facilitate the accurate and thorough

completion of recommendations.

## College/University Entrance Requirements

It is recommended that students begin their college planning early in their high school careers. Since each college establishes its own particular requirements, it is important that students follow the suggestions given on the college websites and in AISL's Planning for the Future Guide. The Counselor will assist in college planning. AISL will provide only AISL transcripts to universities upon request. Any other credits or course work from any other school besides AISL, will not be included. For more information, please see the [AISL University/College Handbook](#).

## Online Learning Options

Students may wish to enhance their learning experiences by undertaking online studies. Online courses can add credits, as well as develop greater understanding of subjects taught at AISL. Online options can also develop knowledge and understanding of subjects that are not presently available at AISL. Listed below is a range of online options that students at AISL have met with success. If students are considering undertaking an online course, it is essential to meet with the HS University and Career Counselor to ensure that the credits will meet AISL standards and requirements. (See [Appendix D](#) for a list of online possibilities.)

## Auditing Classes

High school students who do not meet the AISL attendance requirements may “audit” classes however they will not gain credit or semester grades for the course. “AUD” will be entered into the student’s transcript and report card for the semester to indicate that the classes were audited. All assessment tasks are to be completed from the time of entry.

## Application to Waive Arts, Health and Physical Education Credit

Under certain circumstances, students can apply to the Principal to waive credit requirements for learning experiences outside the classroom. These experiences must meet HS learning standards and requirements and will be assessed on a case-by-case basis. Students wishing to gain such consideration are expected to discuss their plans with the Counselor who will assist in the submission of the required application forms (these can be found at the end of the AISL Course Guide). Students will need to be able to demonstrate learning experiences of equal value and rigor as a classroom experience of no less than one Carnegie unit. [See Appendix](#).

## Attendance

### Absence From School

Parents must email, call or write a note if a student is absent from school addressed to school secretary Ms. Bukie Edem ([bedem@aislagos.org](mailto:bedem@aislagos.org)). The student must report to the secretary for an entry pass prior to going to class if he/she arrives at school after classes have started. Students arriving late to school are responsible to contact those teachers with whom the student did not meet that day for any work missed.

Parents who anticipate their student leaving school early (doctors appointments, etc) are expected to notify those teachers whom the student will not see at least one day prior to the early dismissal.

**Coming to school late or leaving early does not exempt a student from tests or assignment due dates.**

Students who become ill during the day must report to the school nurse. The nurse will contact the parents if the student needs to be sent home. The nurse will give a note to take to the Middle/High School Secretary stating the reason the student is going home and who will be picking up the student.

No student may leave campus without parent permission and a written release by the Secretary or Administration. Either the student's parent or adult designate must sign the "Early Release of Student" check out sheet at the Secretary's desk prior to the student being dismissed from school. The adult designate, such as a driver, must be registered with the school.

Students must be in attendance at school during the day in order to participate in practices, games or performances. Students who have an unexcused absence (by parents and/or Administration) from a class or a school day will receive disciplinary action in accordance with the [Behavioral Guidelines](#).

### LEAVING SCHOOL GROUND - CLOSED CAMPUS

No student is permitted to leave the school grounds during school hours without the approval of the administration. Parents must personally request in writing that their child be allowed to leave the campus during school hours. Violations of the closed-campus policy are considered truancy and constitute grounds for suspension. Reasons to leave school during school hours include illness, doctor appointments, visa or passport appointments or other urgent business to be reviewed by the school administration. Students may not expect permission to be granted when requests to leave campus are for other non-urgent reasons. Parents who make such requests may be asked to pick up their child in person with the understanding that the student may be given an unexcused absence, be marked truant and have disciplinary action follow. Parents asking for their child to leave campus for non-urgent reasons can expect their request to be denied.

## High School Class Attendance Guidelines

There is a direct correlation between class attendance and academic performance. It is very important that students attend class on a regular basis. This is essential as students prepare to take IB courses. Absences may impact the student completing the required coursework to be prepared for IB exams.

Attendance is recorded each class period. For high school students:

**A student may not be absent for more than six (6) classes in a course during any semester (grading period).** Absences are defined as any time the student is not in class during the instructional day. As High School classes meet for 90 minutes every second day, the accumulation of more than six (6) absences in any single high school course is considered a reason for the student not to receive credit in that class for that grading period. The Principal evaluates on a case-by-case basis to determine whether credit is granted or whether other penalties should be administered; for example, not participating in after school activities, clubs, sports). Absences from semester to semester are non-cumulative. It is assumed that the same number of days absent within the allowed absences is a reasonable time frame within which the missed work can be made up. It is the responsibility of the students to arrange with the teachers to make up for missed work. A teacher may assign a pass or fail in every subject affected by the absences.

## Attendance and Semester Exams (High School)

Exams take place at the end of each semester. For grade 12 IB students, “Mock” exams take place typically in March; these exams count for their second semester exam grade. Exams are worth twenty percent of a student’s total semester grade. They are a very important summative assessment. Students are expected to be present at the time of the exams. Only in cases of extreme urgency, a family emergency or a serious medical issue may an exam date be changed. The Principal will decide this on a case by case basis. Family travel plans are not a matter of extreme urgency. Parents must plan their travel times around the exams as dates will not be changed to accommodate families who simply plan on traveling at these times.

When senior exams are held in the GQ, students who plan to visit campus must check in with Ms. Bukie upon arrival. Students will inform Ms. Bukie of where they will be and which teacher they are going to see. The reason for this is in case of an emergency evacuation or drill, we need to know where all students are on campus and who they are with.

## Senior Attendance During IB & Mock IB Exams (High School)

To help the students concentrate fully on their mock exam efforts, AISL releases students taking 3 or more IB courses from all classes for the entire exam period. **Students writing fewer than 3 mock exams will only be released on the day of the exam.** On that day, they will be released for the entire day. On days when students are released from class, students are welcome to study on campus or at home. Students that do come to school will still need to follow all obligations for leaving campus if they do not intend to stay until the end of the school day. During Mock exams, students are also expected to wear the AISL school uniform unless the exams take place off campus.

During actual May IB exams, full IB students are released from classes during the IB exam period. **Students who are not full IB are released from class on the day of the exam and the day prior to the exam.** In courses for which they do not write an IB exam, these students must schedule their final exam date with their teacher. Typically, this would occur at a time when the instructor has covered all of the course curriculum and the student is prepared to successfully complete the exam. These non-IB exams may take place during the scheduled IB exam time, if appropriate, and up until three school days after the IB exams have been completed (or at least three days prior to graduation).

## **Pre Approval For Absence**

Parents and students wishing to request approval for a student to be absent for an extended period (family emergency, extended illness) are required to complete a Pre Approved Absence Form prior to the student's first day of absence from school. This request must be made to the Principal either in a written note or via email.

Absences, other than a medical emergency or death in the family, require the parents to provide a written request 5 days prior to the first day of absence for the Principal to review. The student will take the Pre Approved Absence Form to each of his/her teachers to be signed after which it will be taken to the Principal for final approval.

Please remember that these absences may negatively affect the student's grades during the grading period. Students missing labs, concerts or projects may receive a zero or an incomplete (INC) if the absence is due to the extension of a holiday, and teachers are not expected to re-teach work on such occasions. Students missing a final exam will have their final grade negatively impacted unless the Principal has approved prior arrangements.

## **Pre Approval For School Sponsored Activities**

School sponsored activities (field trips, competitions etc) also require a Pre Approved Absence Form available from the school Registrar Ms. Temi, to be completed prior to the student participating in the activity. Students are expected to be in attendance preceding such activities and on the days immediately following such activities (unless given permission by the principal). Students are not to be absent from classes on the day of travel, nor are they to be absent from classes on the day immediately following return to school.

## **Tardiness**

Punctuality to school and class minimizes disruptions to instruction and student learning. Students arriving after class time begins must report to the Secretary, Ms. Bukie Edem, for an entry pass before proceeding to class. Students arriving late to class will be permitted to enter class but will be recorded as tardy on the period attendance record. Frequent tardiness to school or class will result in progressive discipline consequences.

## Assignments and Attendance

Students returning after excused absences will be given time to complete missed assignments and tests. Make-up time is usually equivalent to the number of missed class periods in a given class. Students representing AISL at official school sponsored activities will be given make up time equivalent to the number of missed periods. Students who are truant from class or who are removed from class for inappropriate behavior may not be allowed to make up work. It is the student's responsibility to contact the teacher/s to find out what assignments or tests were missed. Students will make up tests at the teacher's convenience. Students are responsible to schedule test time with the teachers.

## Student Services

### Student Support Services

Please click on [this link for more information regarding our Student Support Services program.](#)

### Counseling

Key Understandings: AISL provides all students equitable access to counseling services that focus on academic success, personal and social development and career and college guidance.

AISL provides all students equitable access to counseling services that focus on academic success, personal and social development and career and college guidance. Delivery of these services may be provided through individual and group activities as well as through classroom and assembly participation.

At AISL we endeavor to support the students by:

1. Planning suitable academic programs for students
2. Providing short-term personal counseling.
3. Assisting with strategies to address academic challenges.
4. Assisting with adjustment issues.
5. Exploring career interests and possibilities.
6. Advising for college admissions testing in the HS.
7. Developing an admissions portfolio for HS students that may include: resume, essay, recommendations and guiding seniors through the university admissions and selection process.

At AISL we will endeavor to support parents by:

1. Consulting on issues affecting their child's academic, social, or emotional growth.
2. Presenting workshops on topics of interest to students and parents of high school students.

At AISL we will endeavor to support school-wide instruction by:

1. Coordinating with teachers to enhance academic success for individual students.
2. Consulting with teachers and parents concerning the social/emotional growth of students.
3. Referring to mental health service providers where appropriate and available.
4. Liaising with college admissions officers.

## **Academic Standing**

At AISL academic improvement is our goal for all students and we want students to maintain Good Academic Standing. “Good Academic Standing” is defined in high school as any student not having any grades of “2” or less in all of his or her classes at a quarterly grade period check.

Each student who is not in good academic standing will be expected to:

1. Meet with the classroom teacher(s) to develop a plan as to how he/she will work towards improvement in the subject area of need. Options may include:
  - a. Seek outside class support such as peer tutoring and other tutorial services
  - b. Meet with the counselor to outline an improvement plan that will address targeted academic needs.
  - c. Attend academic support times as arranged by the faculty.

### **Time frame for the review of a student’s academic standing**

Students who are not in good academic standing will remain so until the following grade check at which time the counselor will review their standing. If good academic standing has been met, the student will no longer be required to attend academic support classes.

Students who consistently find themselves below good academic standing will need to meet with the principal, the counselor and parents to ascertain whether the AISL educational experience is the most appropriate one for them.

## **Extracurricular Eligibility**

Any student who has good academic standing has full eligibility to participate in extracurricular activities, competitions, trips and tours. Students on Academic Probation are eligible to participate in extracurricular activities, however, are not eligible for competition or international trips. A student’s grades will be checked before any non-refundable travel payments are made to ensure good academic standing. It must be noted that an “incomplete” grade will be considered a failing grade until all work is submitted.

## **Academic Progress**

### **Academic Warning**

After each quarter (October & March), students who have a grade of “2” or less in high school in any subject are issued an Academic Warning by the Principal’s Office. This may include students with INC or incomplete summative assessments in a class. This is an official warning to the student and family

that the student is performing poorly in one or more classes. Remedial measures such as out of class assistance and tutoring will be recommended with the assistance of the guidance counselor.

### **Academic Probation**

Students who have earned one or more grades of “2” or less at the end of the semester are placed on probation. Students found in violation of the school’s academic honesty policy may also be placed on probation. Students on Academic Probation are not eligible to participate in some aspects of Extracurricular activities (please see the section on [Extracurricular Eligibility](#)).

A student on Academic Probation who does not show significant improvement by the end of the school year may be asked to withdraw from the school. Being unable to make up the credits necessary to graduate or continuing to perform below expectations may also necessitate withdrawal from the school. All high school students must be able to satisfy all graduation requirements before their twentieth birthday.



# Student Organizations

## Middle School

### Middle School Student Council

The Middle School Student Council is a committee of students that represent the student voice of middle school students. Each house in the middle school elects a representative each fall, therefore the Middle School Student Council is composed of 12 members. Student council activities include hosting dances, movie nights, Dare the Teacher, Teacher Appreciation, fundraisers and other events to build and enrich our middle school community.

### NJHS (National Junior Honor Society)

The NJHS is an organization of 7th and 8th graders in our school who maintain superior grades and behavior. Our aim is to provide community service at our school and whenever possible in the wider community. Membership in the NJHS is based on the five pillars:

- **Scholarship**  
Per national guidelines, at a minimum, students must have an academic standard of excellence.
- **Service**  
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**  
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and maintains a clean disciplinary record.
- **Citizenship**  
The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens and demonstrates mature participation and responsibility in activities such as community organizations, or school clubs.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, character, and citizenship.

### Understanding the Obligations of Membership

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be weekly chapter meetings. Members also must participate in chapter and individual service projects to benefit the school and community.

## **High School**

### **Associated Student Body (ASB)**

See website: <https://sites.google.com/aislagos.net/aisl-asb/home?authuser=1&pli=1>

### **AISL Service and IB CAS Guidelines**

See website: <https://sites.google.com/aislagos.org/aislcas/>

### **NHS**

The National Honor Society (NHS) is a student association that recognizes scholarship, leadership, service and character. It is not a club that students join; it is an association for which students are invited to apply for acceptance. In order to be invited to apply for membership, students in grade 9 through 12 must have completed a semester at AISL, and the most recently completed semester Grade Point Average must be at least 5.70 on the 7-point High School grade scale.

As well as its members, the Tribe Chapter of the AIS Lagos NHS includes four officers: President, Parliamentarian, Secretary, and Treasurer.

The NHS is committed to serving the AIS Lagos community. In this effort, the NHS sponsors the Thanksgiving Day Maintenance and Cleaning Staff Appreciation Dinner, and organizes and staffs the NHS Middle and High School Tutoring Program.

# AISL High School Student Awards

## RATIONALE for RECOGNITIONS

1. The award focus is on learning and process and as well as AISL's mission, vision, and core values (including IB Learner Profile, Approaches to Learning, and AISL's Global Competencies);
2. Forty-one semester awards are presented. They are focused, balanced and reflect the values of our Mission, Vision and Core Values in conjunction with the IB mission and vision by emphasizing citizenship, the learning process, and global competencies;
3. We have provided a balance between academics, and extracurricular as well as between each extra-curricular opportunity (i.e Athletics vs Arts);
4. The semester awards are meant to lead students to the very selective and prestigious ANNUAL AWARDS.

## ANNUAL AWARDS

### End of Year Assembly

#### I. AISL Citizenship Award: 9 awards

Recognizes extra-curricular experiences within the three areas of Creativity, Activity, and Service, providing distinctive opportunities in leadership, community, diversity, collaboration, practical skills, self-motivation and work ethic as well as overall personal growth to prepare students as global citizens. We value a risk-taking to experience a diversity of extra-curricular experiences not only the final product, however, but also the learning and personal growth that occurs in the process

These awards will be awarded to the students who have not only self-initiated experiences in one or more of these areas, but that also have the evidence of learning in their portfolio to show for it.

Phase I: Students will nominate their peers for outstanding engagement and going above & beyond in any of the areas of Creativity, Activity, and Service

Phase II: Nominations filtered through Faculty feedback and concerns on all student nominations

Phase II: CASL portfolios of those remaining candidates will be assessed by CAS/L Coordinator and based on the quality of reflection/evidence provided towards their extracurricular experiences, top three students in each area of C, A, and S will be selected.

The experiences must be extra-curricular or extension of any course requirement or assessment. It cannot be part of a course nor assessment, with the exception of Service Learning unit, which is part of the CAS/L program and not considered an "academic" course.

Up to three (or depending on the size of student-body each year) awarded for each category below per semester unless it's indicated it is an Annual Award:

1. For Creativity: Evidenced excellence in engaging in the creative process to produce a product or performance
2. For Activity: Evidenced excellence in engaging in physical exertion leading to a healthy lifestyle
3. For Service/ Learning: Evidenced excellence in engaging in service learning in and outside of the classroom.

## **II. Mission Award: 32 awards**

Recognizes exemplary traits in each subject area based on a fixed rubric that considers core values in the AISL mission: (a) learner profile traits; (b) approaches to learning habits; (c) global competencies; (d) the learning process.

1. For Core Subjects -- 16 awards:
  - 4x Grade 9: English, Science, Social Studies, Math;
  - 4x Grade 10: English, Science, Social Studies, Math;
  - 4x Grade 11: English, Science, Social Studies, Math;
  - 4x Grade 12: English, Science, Social Studies, Math.
2. For Physical Education -- 4 awards: grade 9, 10 11 & 12.
3. For World Languages (French, Spanish & Arabic) -- 6 awards:
  - 2x Beginner Levels; 2x Intermediate Levels; 2x Advanced Levels 5 & 6.
4. The Arts -- 6 awards total:
  - Grade 9 & 10: Music, Drama, Visual arts;
  - Grade 11 & 12: Music, Drama, Visual arts.

## **III. Academic Achievement Award**

1. High Honors = No more than three grades of “6” with the rest all “7’s”.
2. Honors = All grades of 6 or above.

Only courses taken at AISL, GOA courses or courses taken from Pamoja that are due to a scheduling issue are considered for honors awards. Courses taken from other institutions, including Pamoja courses taken as an option and SSST courses will not be included.

## **IV. Other Awards**

### **1. Global Citizen / CAS/L AWARD**

This award will be given to one student who has been able to demonstrate the ideal competencies of a Global Citizen through initiating, planning and executing a successful project that strives to meet a global challenge in our local and/or global community.

Using evidence from the students’ CASL Portfolio, CAS Coordinator with contribution from CAS Advisors/Supervisors in Service Learning will determine this award. The winning student’s name will go on a permanent plaque and kept at AISL in perpetuity.

### **2. Competitive Athlete of the year (1 Girl & 1 Boy)**

The Athletic Department determines this award. The winning student's names will go on a permanent plaque and kept at AISL in perpetuity.

**3. Recognition of Service to the Student Body: Gr 9-12 (as per ASB organizing documents)**

Semester 1 - Recognition of student-body elected ASB Executive;

Semester 2 - ONE ASB leader that exemplifies student council leadership.

This award goes to one ASB leader who consistently goes above and beyond in: modeling AISL spirit, setting an example for others, assisting meetings, providing ideas, volunteering for the "extra" jobs, being helpful and positive in all events, and working well with advisors, teachers, and staff throughout the year.

# BEHAVIORAL GUIDELINES

Please click on the following link to access our [MS/HS Positive Behavior Implementation and Supports](#).

## Academic Honesty Guidelines

American International School of Lagos believes that education is a shared responsibility among parents, students, staff, and the Board. The school also believes that honesty and integrity are vital to this responsibility. Students are responsible to be honest and show integrity in the academic environment. Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or a skill that he or she does not possess, or work that is not his/her own. For more information see the [AISL Academic Honesty Policy](#) and the [IB academic honesty policy](#).

**Academic dishonesty will be dealt with on a case-by-case basis. Possible consequences may include: restrictive testing environment, administrative referral, parent conference, detention, suspension or being placed on Academic Warning/Probation. See [MS/HS Positive Behavior Implementation and Supports](#).**


# Uniform Policy for Middle and High School 2022-2023

The intent of the AISL MS and HS Uniform Expectations are to ensure that all students are “conservatively” attired in a manner befitting the AISL private school setting. Upon arrival, throughout the day and when departing, students are to be suitably attired in the required uniform items outlined below with the optional uniform items being a matter of choice. **All clothing items need to be free of overt brand markings.**

## Appropriate Shirts/Top

1. Colors – Navy blue, red or white.
2. Shirts must be a “Polo” top or Oxford style.
3. Shirts must not be baggy or tight.
4. Shirts may have long or short sleeves.
5. Undershirts, if worn, may not be longer than the main shirt nor may they be a different color from the AISL colors white and navy blue].

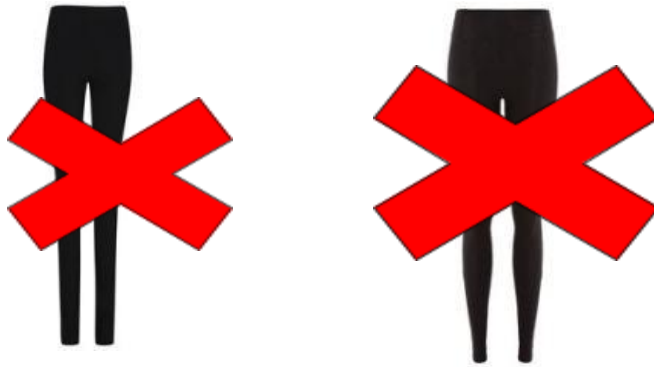
## Appropriate Pants, Walking Shorts, and Skirts

1. Colors: Khaki or Navy Blue Chino  pants only; khaki or navy blue skirts. Khaki may be within the range of colors indicated here (dark khaki to light khaki).
2. Long blue pants are permitted but must not be denim material. They must be Chinos and cannot be tight fitting. Navy blue Chino short pants are also acceptable.
3. Must fit at the waist with no low rise cuts.
4. Cargo style bottoms may not be worn.
5. Pants must not be baggy or tight fitting.
6. Long pants or knee-length walking-length shorts no more than 1 hand width above the knee.
7. Skirts (A-Line) and skorts must fit at the waist and no more than 1 hand width above the knee.
8. No stretchy or clingy fabrics. No leggings, jeggings or any other tight or figure hugging trousers will be allowed.

## Acceptable Trousers



## Unacceptable Trousers



## Approved Shoes

1. Matching runners, sandals with backs, dress shoes.
2. For health and safety reasons flip flops are not appropriate school attire.

## Approved Belts

1. Colors: Solid dark color belts.
2. No belts with studs, large buckles, sparkles, or holes all the way around the belt.

## Miscellaneous

1. No chains hanging from wallets or belt loops.
2. Sunglasses may not be worn in classrooms.
3. No bandanas. Appropriate hats may be worn while students are outside the classroom.
4. No T-shirts except during PE class.
5. Appropriate Sweatshirts/Sweaters/Sweater Vests: Colors: solid colored navy blue, khaki or white only. Zipper and pull-overs are acceptable, however hoods may not be worn (though they may be part of the pull-over). No graphics, printing, pictures or logos. Students must be wearing a standard collared shirt/top under sweatshirts and sweaters.

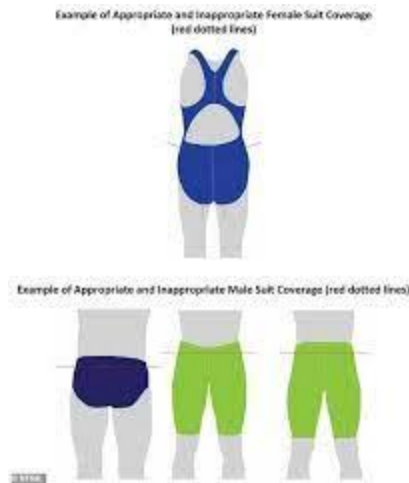
## PE

1. Black or navy knee length shorts, **red** T-Shirt, round neck.
2. P.E. uniforms must only be worn during P.E. class, not during other classes. Students may wear their PE kit to school if their PE class is during the first block and do not need to change back into their uniform if their class is the last block.

During PE, swim units and swim team practices and meets, students will wear suits in the appropriate size as dictated by the manufacturers specifications.

- Boys- Suits which cover the buttocks- Proper swim shirts may be worn.
- Girls- One piece suit which covers the buttocks and breast area. Proper swim shirts may be worn.





## **Hair**

1. Students should maintain neat and well-groomed hair at all times.
2. Students are expected to keep hair alterations to natural colors.

## **Spirit and free dress days**

1. On designated days, students may choose to wear Spirit Dress consisting of approved AISL spirit T-shirts, or collared House polos.
2. On Free Dress Days students may wear jeans that do not have holes, rips, writing, sparkles, graphics or metal studs. Tank tops, spaghetti straps, high cut shorts and dresses, jeg-ins or slogans on clothing that can be deemed offensive or inappropriate to the school setting do not meet the intent of the AISL uniform expectations and must not be worn.

## **Where you can find AISL uniform items in Lagos**

1. The Skit Shop  
Lekki: 64B Fola Osibo Road, Lekki Phase 1, 08077162755  
Ikeja: Shop 9, Adebola Shopping Mall, 53 Isaac John Street Ikeja GRA, 08077162412  
Website: <https://schoolkits.ng/>
2. United Uniforms. Tel: 08032615117 / 08056695555,  
Email: [UnitedUniforms@live.co.uk](mailto:UnitedUniforms@live.co.uk)

## **Search**

The school has the right to conduct a reasonable search of lockers and school bags if there is due cause or suspicious circumstances as defined by the administration.

## **Visitors**

A guest form must be filled out, signed by the host's parent and approved by the Principal 5 school days prior to the student/visitor wishing to visit AISL. This includes former AISL students. All visitors are required to check in with the security guards and then proceed to the school office. Visitors must

be appropriately dressed and must adhere to AISL policies and regulations. The Principal will have final approval for all visitors wishing to visit classrooms.

Any visitor who has not followed this procedure will be taken to the front gate to wait for his/her driver. All visitors must meet with the Principal before going into the school area. The AISL student host is responsible for the guest while on campus and for advising the guest that he/she is expected to abide by the same regulations that apply to AISL students. See the Principal for appropriate visitor permission forms.

Unless prior arrangements have been made, parents should not arrive at classes unannounced to speak with a teacher and/or student. If a message is to be given to a student, a parent should make arrangements with the administration to have the message delivered in such a way as to avoid disruption to the teaching and learning of the class.

# APPENDICES<sup>1</sup>

**Appendix A: Request to Drop / Add a Course** [LINK](#)

**Appendix B: Acceptable Use Policy Agreement** [LINK](#)

**Appendix C: Understanding Of Good Conduct** [LINK](#)

This document must be signed by students and their parents and returned to the House Supervisors and collected by the HS Office.

**Appendix D: Online Learning Options** [LINK](#)

**Appendix E: 2022-2023 AISL HS Course Descriptions** [LINK](#)

**Appendix F: Associated Student Body Constitution and Manual**

[ASB Constitution 2019-20](#)

[ASB Manual 2019-20](#)

**Appendix G: High School Assessment Essential Agreements** [LINK](#)

**Appendix H: CAS & CAS-L Service Learning Handbook** [LINK](#)

**Appendix I: High School Supply List 2022-2023** [LINK](#)

**Appendix J: APPLICATION TO WAIVE CREDIT** [LINK](#)

**Appendix K: AISL IB & HS Academic Honesty Policy** [LINK](#)

**Appendix L: MS/HS SCHEDULE 2022/2023** [LINK](#)

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<sup>1</sup> Appendices here are provided as links accessible to the public as PDF or a Google Document with no sign in required. If the link is broken or inaccessible, please inform the Middle and High School secretary [bedem@aislagos.org](mailto:bedem@aislagos.org) with the subject line "Broken Link in Appendix of Handbook".