



**AMERICAN
INTERNATIONAL
SCHOOL IN EGYPT**

AIS WEST CAMPUS



PARENT & STUDENT HANDBOOK

Middle School

2024 - 2025

AIS - WEST MISSION STATEMENT

The American International School in Egypt (West) provides a comprehensive and challenging American and international education that fosters informed and engaged local, regional and global citizenship. We inspire students to be lifelong learners who contribute positively within a diverse and changing world.

AIS - WEST PHILOSOPHY

AIS - West provides a co-educational, English language, college preparatory program of studies as well as The International Baccalaureate Diploma Program that culminates in awarding eligible students an American High School Diploma or International Baccalaureate Diploma. A holistic education is provided that encourages high standards of academic achievement, meaningful collaboration, and personal development, while supporting the unique needs of each learner. We encourage the expression of multiple perspectives in a safe and nurturing learning environment, such that the cultural identity of each student is valued. We prepare students to contribute to and thrive in a multicultural society. We support students in the development of skills and learning strategies. Students are encouraged to take responsibility for their own learning and well-being. Learning explicitly addresses guided and independent inquiry and investigations, skill development, and thinking strategies for finding solutions to the complex problems inherent in the challenges posed in developing a sustainable and peaceful world.

AIS - WEST BELIEF STATEMENTS

At AIS - West, we believe that each member of the AIS - West learning community has a commitment to:

- Participate actively and responsibly in his or her own learning.
- Support parent-teacher-student relationships that enable success in learning.
- Understand and appreciate each other as individuals with special interests, aptitudes, and the ability to learn and experience success.
- Support the role of extracurricular activities in enabling students to explore interests and to cultivate unique skills.



- Communicate proficiently using the English language and ensure all students' first languages are supported to the extent possible.
- Experience and value education as a lifelong process.
- Develop the skills to utilize contemporary technology to enhance further learning.
- Establish and maintain respectful and effective communication and collegiality.
- Develop in all students a sense of personal and social responsibility through demonstrated service to others.
- Respect local, regional, and international perspectives; and
- Shape the future of our school through strategic vision, continuous planning, and agreed upon action plans linked to continuous evaluation.

AIS - WEST LEARNING COMMUNITY COMMITMENTS

At AIS - West, we believe that a child learns most effectively when there is consistent support and communication between the school, the students, and the parents. Therefore, at AIS - West:

Teachers promise to:

- Assist their students in making healthy choices.
- Provide a safe and caring classroom environment.
- Challenge students to achieve to the best of their ability
- Create meaningful lessons and assessments in line with our school mission.
- Respond to parent emails within 48 hours, Sunday-Thursday.
- Update student progress on Google Classroom and PowerSchool Gradebook at least once a week.
- Offer praise, encouragement, and meaningful, timely feedback.
- Craft transparent, consistent grading policies, homework procedures, and classroom expectations.
- Explain and follow the AIS - West Behavioral Policies in a consistent, fair manner.
- Communicate with parents, staff, and students in a professional, respectful manner.
- Get involved in the greater school community by participating in after school activities, attending performances, and promoting positive school spirit.

Parents promise to:



- Be sure children get 8-10 hours of sleep and are on time to school.
- Offer praise and encouragement to their children regarding their learning.
- Support your child's learning goals and aspirations.
- Promote reading and writing in your household in both English and Arabic (if spoken at home).
- If applicable, check Google Classroom and PowerSchool Gradebook with your child at least once a week to monitor their progress and keep up to date on assignments, projects, and expectations.
- Monitor and limit your child's online usage, television viewing, and use of electronic devices (including social media).
- Be supportive of the teacher's grading policies, homework procedures, and classroom expectations.
- Support the AIS - West behavioral policies in a consistent, fair manner both at school and at home.
- Communicate with teachers, staff, and students in a professional, respectful manner.
- Get involved in the greater school community by participating in parent teacher conferences, attending performances, and promoting positive school spirit.

Students promise to:

- Get 8- 10 hours of sleep and be on time to school in the morning
- Challenge themselves to meet their learning goals to the best of their abilities.
- Arrive to class on time, every day, all day.
- Devote enough time each day after school for completing work and studying.
- If applicable, check Google Classroom and PowerSchool Gradebook at least once a week to monitor your progress and keep up to date on assignments, projects, and expectations.
- Follow and support the teacher's grading policies, homework procedures, and classroom expectations.
- Understand and follow the AIS - West behavioral policies consistently.
- Communicate with teachers, parents, and staff in a professional, respectful manner.
- Get involved in the greater school community by participating in after school activities, attending performances, and promoting positive school spirit.

AIS - WEST VISION

Raising student achievement every day, every way

School Colors: Navy Blue, White, and Orange

Mascot: Lynx

ESOL MISSION STATEMENT

Esol Education's mission is to provide outstanding education to students and excellent professional opportunities for educators in the international community, instilling the knowledge, skills and character necessary for success in the 21st century. Our school's goal is to develop our students' skills and their capacities for critical thinking and creativity. In addition to cultivating a passion for learning, we aim to promote our students' all-around development, their character, and their sense of civic responsibility. Esol is committed to making each of its schools a center of educational excellence, offering its students the fullest opportunity to attain their maximum potential in a positive, enjoyable, stimulating and safe environment that is conducive to their intellectual, physical, emotional and social development. Thus, our curriculum complements core subjects such as English, mathematics, sciences and social sciences with equally rigorous programs in physical education and fine arts. Graduates of Esol schools possess all the tools of success in an increasingly integrated world. As humanity's collective body of knowledge continues to grow at an exponential rate, Esol gives its students the skills they need to solve the problems of the future. As clear and critical thinkers with a working knowledge of technology, Esol's graduates are certain to succeed in their future careers. More importantly, they are well-rounded, honorable, and responsible human beings who contribute positively to their societies.

AIS - WEST EDUCATIONAL COMMITMENT

AIS - West educational administrators and teachers are committed to the highest standards of the teaching profession and mutually support each other in meeting the needs of the students and school community. We value open communication and consistency by all members of the AIS - West community to promote improved learning experiences. AIS - West teachers, parents and administrators work together as a functional team to improve educational excellence within the school community.

THE AIS - WEST MIDDLE SCHOOL PHILOSOPHY

The Middle School continues with the same careful supervision and attention to all areas of student development and learning, as does the elementary school. The curriculum and methodology at these grade levels are designed to meet the needs of students in their transitional phase of emerging adolescence.

The curriculum is designed to match the best practices from American stateside schools. Students are taught essential knowledge, skills and understandings. A departmentalized program provides students an opportunity to learn in interdisciplinary units. Real-life application of subject knowledge is accomplished through integrated core curriculum in combination with technology, art, drama, music, physical education with the support from rich library media resources.

The rapid intellectual growth of the pre-adolescent sparks many emotional and social changes. AIS - West Middle School nurtures trusting relationships with adults and peers to create a climate of personal growth for each student. At AIS - West we strive for all students to become successful and feel confident.

We implement our school mission by:

- Teaching how to connect and apply learned skills and concepts
- Nurturing positive relationships
- Encouraging and in some cases requiring participation in weekly tutoring sessions
- Scheduling time for regular parent/teacher/student conferences
- Offering assistance and guidance from our counseling department
- Teaching organizational skills
- Working in partnerships with our parents
- Developing technological skills
- Teaching through interdisciplinary units of instruction
- Promote international and intercultural understandings with curriculum- specific field trips



The Middle School at AIS - West is a transition between the elementary community and the high school model of education. We will work towards easing this transition with communication and care.

THE AIS - WEST MIDDLE SCHOOL ACADEMIC PROGRAM

CURRICULUM

AIS WEST adheres to a standards-based curriculum. The standards adopted by the school are based on the United States Common Core standards for English Language Arts and Math, the NGSS for Science, and the International AERO standards for Social Studies, Music and Art, Technology and P.E

It is important to explicitly state that AIS - West is an international school; we are not an Egyptian school with North American trained teachers. The school adheres to an American curriculum model and uses the standards from the United States. Throughout the units of instruction, teachers should include resources from various international sources, including literature and the arts. The focus of our curriculum and classroom instruction must not be limited to stand-alone studies of Egypt and/or the United States. All classes are to be focused on the development of student literacy.

CURRICULUM GOALS

AIS - West has identified curriculum goals considered essential to the learning process of its students. The goals are set in order to acquire a range of thinking skills, comprehension, interpretation, extrapolation, and synthesis. AIS - West draws from the best practices of American stateside school districts, as well as U.S. National Standards, to offer students a quality American program for students to successfully transfer back to the United States or any international private school worldwide.

The curriculum is organized by standards. Each standard is defined by:

- Essential Questions
- Content
- Skills/Objectives



The Middle School believes it is essential for students to see connections and relationships, alongside the acquisition of important basic skills. Goals include teaching students to critically think and make connections. The aim is for its students to become confident performers, presenters and public speakers, and work cooperatively and collaboratively. Students are taught to acknowledge their peers' points of views and respond in an open-minded manner.

PROGRAM OF STUDY GRADES 6-8

All Middle School students are expected to carry a full program of studies. The courses in Middle School are English, Mathematics, Arabic, Science, Social Studies, Physical Education, Foreign Language, and one course from the Fine Arts Department. The Middle School has a daily morning homeroom and is organized through a rotational schedule during the year.

Please review our grade level Course Syllabus for more information on what courses are offered for students at the Grade 6, 7, and 8 levels. Our Counselor will be working closely with your child on their course selection.

HOMEWORK

A reasonable amount of academic effort outside the class extends learning and reinforces study skills. Homework activities can promote independent inquiry and demonstrate the student's initiative as a learner. Students should do their work independently, in an environment that suits their temperament, learning style and energy curve. Parents can assist their children by ensuring that the appropriate setting exists. Generally, teachers do not assign work that they believe a child cannot do alone. If parents find that their help is needed, they should encourage their child to indicate this to the teacher the next day. If problems continue, they should contact the teacher themselves. When teachers assign a project which, by its very nature, requires parental participation, they will communicate this.

The purposes of homework are as follows:

- *Practice:* to reinforce learning and help students master specific skills.
- *Preparation:* introduces material presented in future lessons. These assignments aim to help students learn new material when it is covered in class.
- *Extension:* asks students to apply skills they already have in new situations.



- *Integration:* requires students to apply many different skills to a large task, such as reports, projects, and creative writing.

GRADING

The school year is divided into two semesters. Each semester consists of approximately 18 instructional weeks. Each semester is further divided into two nine-week grading terms. At the close of each nine-week term, students receive a report card. The term report card indicates the grades earned in each class. Absences, if any, are recorded on the report card, which reflects the period of attendance.

- Semester 1:
Term 1 (9 weeks) & Term 2 (9 weeks)
- Semester 2:
Term 3 (9 weeks) & Term 4 (9 weeks)

Progress reports are emailed approximately every four weeks into each term. If a student is receiving a "D" or lower in grade 8; or "Experiencing Difficulty" in grades 6 and 7 he/she will receive a progress report to share the information with his/her parents. Progress reports need to be acknowledged by parent email. If a student is in danger of failing, teachers and/or the School Administration will contact the parents at least once in the term. Parents are strongly encouraged to monitor their student's academic progress online using PowerSchool.

Semester grades for Middle School Students in grade 8 are determined in the following manner:

- First Term 50%
- Second Term 50%

Formal reporting periods are four times per year, once per term. Parent/teacher conferences are held twice a year.

High achieving students are recognized at the Celebration of Achievement Assembly each term.

Standardized Tests and Ministry of Education Exams

The Measurement of Academic Performance (MAP) Tests are standardized tests administered to all students in grades 6 - 8 in reading and mathematics. These are given during the fall and spring of each school year and demonstrate the student's progress in the above mentioned



areas. Ministry of Education Arabic exams are administered to students in the fall and spring of every academic year. Exams assess student knowledge in Arabic, Religion and Social Studies.

REPORT CARDS

Report cards are sent four times a year. This allows reporting to fit the development of the child. Reports are released to families via PowerSchool. The dates of release will be announced prior to the actual release date.

HIGH HONORS AND HONOR ROLL QUALIFICATIONS

Students may be listed on the Honor Roll each term if they achieve a high grade point standing. The Honor Roll is obtainable for Grades 6-8 and is compiled at the close of each term by using the student's grades.

All students who achieve Honor Roll or High Honors are congratulated at the Celebration of Achievement assemblies at the end of each term.

THE AIS WEST LYNX AWARD

At the end of every semester, teachers will nominate one student to receive the AIS West Lynx Award at our Middle School Awards Ceremony. The recipient of the Lynx award is a student who best embodies the POG (Portrait of an AIS Graduate). One student per grade level is awarded each semester.

ACADEMIC SUPPORT AND REVIEW (ASR) / ACADEMIC PROBATION

When a student has received a "D" grade in two or more subjects, or one failing grade (F) per term in grade 8; they will be placed on Academic Probation Tier 1. In grades 6 & 7, if a student receives an "Experiencing Difficulty" in two or more subjects, they will be placed on Academic Probation Tier 1.

At that time the child's academic progress will be discussed between the parent(s) of the student, the teachers and the counselor.

Together an academic action plan will be created to find all possible means to increase the student's success in school. An academic action plan may include, required tutoring, supervised



study, reorganization of athletic or social schedules, and/or courses. In all cases, the parents will be notified so they are aware of their child's situation.

If the student's academic progress continues to decline, the Principal makes a recommendation for Academic Probation Tier 2. When a student is placed on Academic Probation Tier 2, the following steps are taken:

1. A letter is sent informing the parents that their child is being placed on Academic Probation Tier 2 with an explanation of the consequences.
2. The Principal requests a meeting with the parent of the student being placed on Academic Probation Tier 2 to inform of the reasons for, and possible consequences of, being placed on Academic Probation Tier 2.
3. The status of the student is reviewed at the end of the term or semester.

If after being placed on Academic Probation Tier 2 no improvement is measured, the Principal will place the student on Academic Probation Tier 3. (please see table below for Tier Information). Removal from Academic Probation is contingent upon an academic review by the Leadership Team. ***All decisions about probation are at the discretion of the Middle School Leadership Team.***

SUMMER SCHOOL AND RETENTION POLICIES

Summer school may be recommended or required for middle school students. If summer school is required, passing summer school successfully is a condition to move to the next grade level.

Criteria for failing/passing a course:

A student needs to have an overall grade of at least "D" or "Developing" in order to pass a course. In grade 8, if a student passes the first semester and fails the second semester of a core subject course, the student will not pass and will be required to attend summer school.



Summer School: If a student is failing 1 or 2 core subjects (Math, English, Science and Social Studies), the student is required to attend and pass the AIS - West, or school approved, summer school program in order to be promoted to the next grade level.

Repeating the Grade: If at the end of the academic year a student fails 3 or more of the year long core courses (Math, English, Science and Social Studies), the student is required to repeat the current grade. Attending summer school will not allow the student to move to the next grade level.

Advisory: All Middle School students participate in our Classroom Advisory program. AIS West Middle School Advisory is a safe zone for students and teachers to express themselves, share experiences, build social skills and connect with each other while giving back to the school and community.

ATTENDANCE

Attendance Policy

All Middle School students are expected to arrive at school on time and to attend all scheduled classes and meetings unless they have a valid excuse, such as illness or involvement in a scheduled school activity. **In all cases, parents are required to contact the school if their child is going to be absent.**

The AIS attendance policy is as follows:

- All days absent from class count as absences – there is no distinction between excused and unexcused absences in terms of counting days missed. Absences for medical reasons are still counted as absences.
- Students absent more than 20 days will be required to attend summer school in order to pass the grade level.
- Students are expected to ask the class teacher for work that needs to be made up. Students will have to make arrangements with the class teachers for each absence day to



complete the make-up work. Arrangements to make up tests and other in-class work must be made with the class teacher.

- When a student reaches 5 days of absence, parents will be notified.
- When a student reaches 7 days of absence, parents will be notified
- When a student reaches 10 days of absence, a meeting will be called with the parents and the counselor and a letter will be given to the parents outlining the school's attendance policy.
- Students who miss two or more blocks (periods) in a given day will be counted as absent for that day.
- For early dismissal, pre-excused notes from parents will be accepted only when supported by a phone call from the parent to the Middle School Office Secretary. Students without a pre-excused note from their parents will not be allowed to leave the school until the end of the school day. **If your child is a bus rider, all changes in transportation must be emailed to transportation@aiswest.com prior to 1 p.m.**
- Students should not plan to leave school for medical appointments, early travel plans etc. Make your plans to have appointments and travel outside of school hours.
- Class attendance is mandatory the entire school day before a student may attend an extracurricular or co-curricular activity.
- Student absences due to participation in school sponsored activities, events or field trips are not counted toward a student's total absences.

Attendance Requirement for Grades

To receive a grade for the nine-week period, a student must have been in attendance at least five weeks of the grading period.

Classwork when Absent/Sick

When a student is absent, it is his or her responsibility to communicate with the classroom teacher and follow classroom procedures (i.e. website, email, peers) regarding any make-up work.

TARDY POLICY

In order for students to gain the most from their educational opportunities at AIS Middle School, they are expected to arrive at the appropriate time to their classroom every day. The following



policy is enforced by the classroom teacher and the middle school attendance officer. The steps are as follows:

Students must have a signed tardy pass given by the middle school attendance officer. It is the student's responsibility to be in class on time.

The following procedures will be followed by all AIS - West staff when dealing with unexcused tardiness:

- 15 minutes tardiness: If a student is 15 minutes late, or more, to enter class, the student will be counted as absent for that class period
- 5 Tardies: Parents will be notified.
- 8 tardies: Will be counted as one day of absence
- 10 tardies: Parents will be notified and the student serves ISS

*Tardy totals reset every term

MORNING ENTRANCE PROCEDURES:

Students should arrive at school no earlier than 7.45 a.m. As soon as they arrive on campus, all students will enter their designated area and proceed directly to the flag ceremony. Later they are brought to their classrooms.

COUNSELING AND LEARNING SUPPORT SERVICES

Counselor's Role

The counselor at AIS - West addresses the academic, social, and psychological needs of the Middle School Students. The counselor's work is differentiated by attention to the developmental stages of student growth. The counselor works with all students and parents on a confidential basis, or within a team approach. The counselor assists students through four primary interventions: counseling (individual and group), large group guidance, consultation and coordination. The counselor provides students with services to enhance personal and academic achievement and development. The counselor helps students with selection of classes each year and career awareness, personal concerns, curriculum information, and study skills assistance.

LEARNING SUPPORT

The Middle School learning support teacher provides push-in and pull-out services for students who require additional support in reaching the curriculum.



PARENTS

Parent Communication

AIS - West believes that a successful school is a result of building strong communication systems. Our goal is to create a school that emphasizes a partnership between school and family, providing an environment of openness, responsiveness and communication – an environment that places the child's well being at the center.

Communication between parents, teachers and administration is vital for your child's success. Therefore we have systems that are in place to ensure that you are regularly informed of your child's growth and success.

STUDENTS

Students Behavior Expectations at AIS - West

AIS - West believes that the environment most conducive to learning and growth is one in which all members of the community feel confident, secure and safe. A sense of responsibility for one's own conduct as well as for the general well-being of the community is expected of all Middle School students. All Middle School students are expected to exhibit sensitivity and respect for the rights and property of all members of the school community. They are expected to follow the school rules and regulations, respect school property and do their part to maintain the positive reputation of the school.

All students are expected to:

- Act and behave in a manner that ensures a safe environment.
- Follow the rules/agreements in each classroom.
- Report to class on time, and be ready to learn.
- Wear the school uniform.
- Arrive in a class with appropriate materials to perform in class (textbooks, pencils, pens, erasers, note pads, etc).



- Communicate in English and use appropriate language.
- Keep hands and feet and other objects to themselves.
- Avoid making rude gestures, using bad language or making “put downs” about students or teachers – they will be respectful at all times.
- Follow the agreements of the teacher in charge of the classroom.
- Understand that the teacher is in charge of the classroom.

There are some specific expectations that teachers implement in order to promote and support the life of the Middle School students. If guidelines are not met, procedures are initiated.

Immediately after an incident has been reported or observed, the student(s) will be interviewed by the teacher, Dean, Assistant Principal and/or Middle School Principal.

If it is a minor offense, the teachers will discuss the infraction with the student, and parents may or may not be contacted. If it is a major offense, the student will be given the opportunity to explain the circumstances. Specific action will depend on the gravity of each incident. Parents of the student(s) involved will be informed of the details and may be asked to meet with the administration to discuss the incident. Parents will be notified of the consequences.

AIS - West believes students must:

- Learn from experiences
- Be respectful, responsible and safe
- Learn consequences for their actions
- Work towards changing mistaken behaviors
- Work towards reflecting and monitoring self and actions
- Be responsible for knowing the school's Code of Conduct

A Positive, Problem-solving Attitude

All problems are solvable if we all view the school as a friendly place where each person cares and is cared for. Parents are encouraged to contact their child's class teacher in the first instance whenever there is a problem or concern. In any extreme cases, please contact the Principal.

ANTI- BULLYING

AISE West is committed to providing a caring, friendly and secure environment for all our students. Bullying of any kind is unacceptable. We take responsibility for helping students

understand what bullying is and the harm it can do. Any incidents of alleged bullying will be investigated and dealt with appropriately. Anyone who believes that bullying is happening is encouraged to tell a member of staff.

The school strives to achieve a balance between the rights of the students and the need for order and safety.

The school administration and staff are committed to the principle of fair and equal treatment of all students within the school as well as uniform and equal enforcement of school policies, but each case will be reviewed as an individual event. Through cooperative relationships between students, school staff and parents, the school experience for all students can be meaningful, stimulating and produce lifelong benefits. Students are expected to:

ACADEMIC HONESTY & PLAGIARISM POLICY

AIS - West requires students to behave in an honest and truthful manner which includes doing their own work and acknowledging ideas which are not their own. AIS - West is committed to offering students a safe and positive environment in which to learn. In turn, teachers at AIS - West expect students to offer their best independent work. We believe in our students' ability to complete their work individually and expect that each will do his/her individual best without resorting to plagiarism, cheating or any other academic misconduct. To help avoid plagiarism and cheating it is important that both teachers and parents put emphasis on this issue. AIS - West uses various software programs (e.g. "Turnitin.com" and other) which checks students' work for plagiarism. Please find below definitions of plagiarism and cheating as well as the school's expectations. Students will receive additional guiding material to educate them on how to avoid such misconduct.

Definitions

- Plagiarism

Describes a situation where a student uses words or ideas from someone else without giving that person credit.

- Cheating

Describes a situation where a student submits work that is not entirely his/her own individual work.

- Collusion



Working on an assignment with other students and then submitting very similar individual works, or allowing another student to use one's work and/or data and submitting it as their own.

Expectations

Teachers and parents will promote these expectations in school and at home.

- Students will do assigned work individually.
- Students will answer tests and quizzes without communicating with other students and without using any notes or other aids unless approved by the teacher.
- Students will properly cite any research taken from the Internet or other publications.

Examples of plagiarism, cheating and collusion

- Using words found on the Internet or in a book or other publication without placing the words in quotes and giving credit to the original author.
- Using ideas found on the Internet or in a book or other publication without giving credit to the original author.
- Copying in part or in whole another student's classwork or assignment.
- Giving classwork or an assignment to another student to copy.
- Receiving or passing information during an exam, test or quiz.
- Using unapproved notes or other aids during an exam test or quiz.
- Unless the teacher has specifically asked for collaboration, students should work on their work individually and submit work that is entirely their own.
- Fabricating data for an assignment.

Consequence of Plagiarism, Cheating, or Collusion

Any form of plagiarism, cheating or collusion is considered an Honor Code Violation. Please note that three successive Honor Code violations may result in expulsion from AIS - West.

In case of plagiarism, cheating or collusion students will receive a zero on the assessment and/or assignment.

ACADEMIC HONESTY



As an AIS - West Middle School Student, I will conduct myself in a respectful and ethical manner, demonstrating academic honesty at all times.

Academic honesty reflects your personal integrity and means that you do:

- Submit assignments in a timely manner
- Take responsibility for guarding your own work from the cheating efforts of others

If you have made your work available for someone else to copy/cheat, this is an act of academic dishonesty and a violation of the AIS - West Honor Code.

- Communicate with teachers regarding your efforts
- Take ownership of your reputation and take intentional steps to promote your academic integrity

Academic honesty means you do not:

- Copy another person's work, ideas or words
- Share information about an exam, test, or quizzes
- Cheat on tests and quizzes
- Break exam protocol
- Copy homework
- Take credit for work you did not do
- Provide or possess the means to cheat

Consequences for an Honor Code Violation (in addition to classroom discipline measures):

1. First Offense – In-School Suspension (1 day) and letter to the parents from the Dean.
2. Second Offense – Out-of-School Suspension (1-2 days) and meeting with AP/Principal and parent(s)/guardian(s). Placement/elevation on Behavior Probation at the discretion of MS Leadership Team.
3. Third Offense – Out of School Suspension and possible Expulsion Recommended – The Director of the School will be involved in all cases involving expulsion. Placement/elevation on Behavior Probation at the discretion of MS Leadership Team.

*Consequences for violations are subject to change due to students' prior behavior probation status.



****An Honor Code violation for academic dishonesty will result in a zero unless the teacher decides differently. All forms of academic dishonesty no matter the assignment or the severity of the offense will be treated as violations of the AIS - West Middle School Honor Code. Cases of academic dishonesty include, but are not limited to: talking during a test, quiz, or exam, plagiarizing essays, sharing work with others, and possession of the means to cheat. Classwork, tests, quizzes, exams, essays, research papers, and in-class work will all be treated equally.**

CODE OF CONDUCT

This Code of Conduct is developed around beliefs which support our school, its mission and vision.

A student may choose to disrupt their own educational opportunity; however, they will not be allowed to interfere with other student's opportunities. No student has the right to interfere with another student's right to learn or a teacher's ability to teach. Classroom agreements will be reviewed frequently and followed consistently to ensure a positive learning environment.

No student or teacher has the right to endanger another person's safety or to present objects or substances that could be harmful to him/her or to others. No student or teacher shall ever have his/her personal physical rights violated for any reason.

The disciplinary processes of the school should minimize disruptions to teachers and other students who are making appropriate and responsible choices.

Emphasis is placed on encouraging and supporting mature, respectful, and honorable behavior – not the negative consequences of bad behavior.

Please note that we believe:

- Every student at AIS - West has the right to high-quality education.
- An environment of mutual respect must exist between students and teachers for a positive learning environment to exist.
- Each teacher has the responsibility to teach, and each student has the right and the responsibility to learn.
- No student has the right to interfere with the teaching and learning process.
- Each teacher and class should establish classroom agreements to effectuate the best possible educational environment.



- Mutual respect, common sense, and courtesy are the foundations of the connection between student and teacher.

Examples of minor, major and exclusion/expulsion offenses are listed below:

Minor Offences:

Dealt with by classroom teacher:	To be referred to the Leadership Team:
<ol style="list-style-type: none">1. Lack of supplies2. Sleeping in class3. Refusal to work4. Minor profanity5. Eating in class6. Excessive teasing7. Off-task8. Out of seat without permission9. Not following teacher directions10. Throwing things11. Out of location12. Improper device use13. Defiance	<ol style="list-style-type: none">1. Phone violation2. Dress code violation3. Tardiness4. Entering unauthorized areas5. Blatant insubordination/defiance6. Inappropriate behaviors in hallways or common areas7. Harassment8. Chronic Minor Infractions9. Improper device use10. Defiance



Consequences:

Consequences will be respectful, natural and work towards long term solutions. Consequences will be determined by the teacher and student on a case by case basis. The classroom is under each individual teacher's direct supervision and as such, each teacher will have a consistent system of classroom positive discipline that is made clear to their students in their classroom agreements.

Consequences:

Administrative consequences will be natural, logical and work towards long term solutions. To be determined by the Leadership Team. Most minor violations will result in a centralized lunch detention (time of reflection) or After School Detention (time of reflection). Serious or repeated infractions may result in In-School Suspension (ISS).

Major Offenses:

1. Destruction of property (school and/or student)
2. Failure to report to assigned class, detention, assembly, meeting, etc.
3. Physical/Verbal Aggression
4. Threats
5. Fighting
6. Excessive disruptive behavior (habitual defiance, willful disobedience)
7. Refusal to go to the office
8. Intimidation, or bullying, including cyber bullying
9. Unauthorized use of technology/computers (major – to include but not limited to virus activity, profanity, obscenity, etc.)
10. Sexual harassment of teacher, staff member or student
11. Theft
12. Honor Code Violation

Consequences for Major Offenses:

To be determined by the Leadership Team. Major offenses or repeated minor offenses that have warranted teacher notification to the Middle School office may result in lunch detentions, after



school detentions, in-school suspensions, or out of school suspensions. All Major Offenses could result in placement on Behavior Probation.

Definitions of Solutions

- Office/Dean Referral (OR)

Students sent to the office for minor offenses will call home to inform their parents and complete a behavior reflection form; students will meet with the Counselor and/or Dean; further consequences to be determined by the Leadership Team

- Lunch Detention (LD)

Students will serve their lunch time with the teacher that assigned them their detention; students will call home to inform their parents and develop a plan to make better choices in the future with their teacher

- After School Detention (ASD)

Students are required to stay in an assigned area/room after school until 3:50pm on the pre-arranged date (students/parents should have at least 24 hours notice); during this time students will complete a behavior reflection and submit it to the staff member who assigned the detention

- In School Suspension (ISS)

Students will spend all or a portion of the school day in a designated room with a staff member; during this time they will complete an ISS Assignment that relates to the reason for their ISS; when they have finished this assignment, they are to work on school work silently; teachers will be asked to provide school work for students serving ISS; students in ISS will still have the opportunity to use the restroom and eat lunch

- Out of School Suspension (OSS)

Students will spend the whole day out of school; students should communicate with their teachers before and/or after their OSS in order to obtain any work they may miss; students serving an OSS will receive an unexcused absence for the day; a parent must accompany their child when they return to campus in order to meet with a member of the Leadership Team



ZERO TOLERANCE BEHAVIOR

Recommendation for Immediate Exclusion/Expulsion Offenses:

These offenses are extremely serious and will not be tolerated at AIS - West. Parents will be notified immediately by the Middle School Principal and/or Assistant Principal when a student commits any of the acts listed below, and the student will receive the appropriate consequence as judiciously and quickly as possible. AIS -West's Director will be involved in all cases involving offenses of this nature. Examples of these offenses are (but are not restricted to):

1. Possession or use of Alcohol/Tobacco/E-cigarettes/Vape/Drugs/Illegal Substances
2. Explosives (to include bomb threats)
3. Possession of weapons, or the use of any object as a weapon
4. Arson
5. Any acts of extreme violence

Behavior Probation (BP)

When a student receives a minimum of 5 referrals from two or more teachers, parents will be notified of a warning of placement on behavior probation.

The student will meet with the Counselor and/or the Dean to come up with possible solutions.

When a student has 10 referrals from 3 or more teachers, 3 ISSs, or 1 OSS, they may be placed on Behavior Probation Tier 1. At this point parents will be brought in for a meeting with the Leadership Team. A committee will analyze a student's improvement during this probationary period and if a student continues to have major and minor offenses, s/he will continue on Tier 1 or be elevated to Tier 2. At this point parents will be brought in for a second meeting with the Leadership Team, and if the student continues to have behavior infractions, the student will risk Tier 3 (please see table below for Tier Information).

The consequence of being on Behavior Probation is exclusion from participation in extracurricular activities and field trips. The purpose of placing students on these probations is to encourage students to find solutions for their misbehaviors and, therefore, come off probation. Removal from Behavior Probation is contingent upon a behavior review by the Discipline Board. ***All decisions about probation are at the discretion of the Middle School Leadership Team.***



Tier Level	Duration	Consequences	Possible Interventions
Tier 1	9 weeks	<ul style="list-style-type: none">• Meeting arranged with parents and AP &/or Dean• Documented on student file• Exclusion from extracurricular activities• Exclusion from field trips and athletics*• Monthly meeting with Dean	<ul style="list-style-type: none">• Student meeting with counselor• Behavior Contract• Assign a mentor
Tier 2	9 weeks	<ul style="list-style-type: none">• Meeting arranged with parents and AP• Documented onn student file• Exclusion from extracurricular activities• Exclusion from field trips and athletics• Continued monthly meetings with Dean/AP• Any further offenses lead to one ISS and one OSS to be run consecutively. Upon return to school, student is to be accompanied by a parent for a meeting	<ul style="list-style-type: none">• Student meeting with counselor• Behavior Contract developed• Counselors assign a mentor
Tier 3	9 weeks	<ul style="list-style-type: none">• Meeting arranged with parents and AP/P• Documented on student file• Exclusion from extracurricular activities• Exclusion from field trips and athletics• Continued monthly meetings with AP/P• Student file presented to the Director Additional offenses can carry up to 5 days OSS.	<ul style="list-style-type: none">• Student meeting with counselor• Behavior Contract revised• Regular meetings with assigned mentor



		<ul style="list-style-type: none">• Upon return to school, student is to be accompanied by a parent for a meeting	
<p>*To be determined by the Leadership Team</p> <p>Please note that if a student shows sufficient improvement as deemed by the Leadership Team, they have their BP tier reduced or removed as per the details below.</p> <ul style="list-style-type: none">• Satisfactory Improvement on Tier 1 - Removal from BP• Satisfactory Improvement on Tier 2 - Placed on Tier 1• Satisfactory Improvement on Tier 3 - Placed on Tier 2 <p>If a student does not show satisfactory improvement on Tier 3, they will have their file referred to the AISE Director. Options at this point will include but are not limited to Exclusion/Discontinuation of Enrollment/Expulsion</p>			

GENERAL INFORMATION

Busing/Transportation

AIS - West offers bus transportation for students whose parent's contract for these services. Within certain restrictions, busing is provided door to door. This service is available to those students who pay for bus service. Students who have not paid for the service are not eligible to ride the buses. Students are responsible for following and obeying the bus rules and regulations. In the event a student violates the established rules, he/she is subject to disciplinary action. In more severe cases, a student may be suspended from riding; at first, temporarily, and if necessary, permanently.

If the bus driver is distracted by students' behavior, he cannot pay strict attention to his driving. This poses a safety problem for all students on the bus. All bus rules apply on field trips as well as for daily transportation.

1. Students must adhere to the direction of the bus monitor.
2. Students are to use the established pick-up points only.
3. Students are required to stay in their seats and wear their seatbelts.



4. Students are to refrain from protruding their head, hands, and other objects out of the window.
5. Students must converse in a quiet voice.
6. Students will be suspended from the bus for physical assault, verbal assault, or inappropriate language directed at another person on the bus.
7. Students will lose any privilege to eat on the bus, if they don't throw their trash away, or are unable to manage their food. This may cause restrictions for the entire bus.
8. Any potentially dangerous objects that need to be brought to school for a project (i.e. glass, knives, swords, etc.) are to be given to the bus monitor.
9. Riders are permitted to get off the bus only at their assigned stops.
10. Buses will not wait at the designated stops in the morning for tardy students.
11. Buses will not move unless all students are seated.
12. There is no such thing as acceptable play fighting on the bus. Students will be suspended from the bus for any aggressive physical behavior, playful or otherwise. Students should keep their hands and feet to themselves.
13. Students who attempt to stop the bus while it is in motion, will be suspended from the bus and will be considered for permanent removal.

DANCE POLICY

The dance policy at AIS Middle School is intended to accomplish the following goals:

- Assure that all AIS students have the opportunity to socialize in an appropriately managed school activity, in a safe and orderly manner.
- Provide students the opportunity to exercise self-management skills in a structured environment.

Basic Rules of All Dances

- All Dance requests must go through the MS Principal.
- The gate will close one hour after the dance has started unless otherwise stated by the administration.



- Any student who has been removed from school, expelled, or is currently serving suspension or is on behavior probation, will not be allowed to attend.
- When a student leaves the dance, for any reason, he/she will not be allowed to re-enter the dance.
- Students are restricted to the area designated for the dance.
- All rules and expectations of the AIS Middle School apply to students while they are in attendance.

DINING HALL SERVICES

A student lunch program is provided by an outside provider at AIS - West. Juices, sandwiches, salads, and healthy snacks may be purchased during the lunch period. The dining hall is off-limits to students in grades 7 & 8 except grade 6 students during their lunch period, or unless they have permission to enter the dining hall.

ELEVATOR USE

Students are required to use the stairs when entering/exiting AIS - West and changing classes. Only students having a special need will be given written permission by the Administration and/or school doctors to use the elevator.

EMERGENCY EVACUATION OF THE BUILDING

Evacuation plans have been developed and distributed to each staff member. These plans are posted in each room. Evacuation drills are scheduled to be held throughout the year to familiarize students and faculty with necessary procedures and problems. Should an evacuation of the AIS facility be necessary, students are to proceed single file with no talking to the designated evacuation site. All students should remain with the teacher in whose classroom they are at the time of the evacuation.

The School Administration will give the "all clear" signal to re-enter the building.

EXTRA-CURRICULAR ACTIVITIES

The extra-curricular activities program is developed and supervised by the Middle/High School Principals in consultation with the Director of Athletics and Activities and the Student Councils. Dances or evening activities are scheduled throughout the year. All student activities are run through and approved by the Student Councils and the appropriate Principal. Activities at the school will end no later than 9 p.m. Once a student enters an activity, he/she may not leave the



activity and return. Only currently enrolled AIS Middle School students are allowed to attend AIS Middle School dances.

Class attendance is mandatory for the entire school day before a student may attend an extracurricular or co-curricular activity.

Participation in any activity is an additional responsibility that should not conflict with a student's primary academic responsibility.

Athletic and Extracurricular Activities Eligibility

Students at the American International School in Egypt-West Campus, are encouraged to become involved in some of the many and varied athletic and extracurricular activities available. AIS - West sponsors many athletic teams, clubs, organizations, and activities designed to appeal to a wide range of interests, abilities and talents. Students may choose from athletics, student government, fine and performing arts activities and fine arts performances. Many are open to all interested students, some are class-related, and others are by audition or try out or have specific criteria for membership.

Academic Standing

It is important for students to realize that athletic and extracurricular activities complement the academic program and that what goes on in the academic setting takes precedence over participation in athletics and/or extra-curricular activities.

- **The term grades will determine eligibility.**
- In order to participate on an AIS - West athletic team or in an extracurricular activity, students must have satisfied all the behavioral and academic eligibility requirements prior to participation.
- A student is considered "academically ineligible" to participate in an extracurricular activity if he/she has been placed on Tier 3 Academic Probation
- A student is considered "behaviorally ineligible" to participate on an athletic team or in an extracurricular activity, if he/she is on Behavior Probation
- On the day that the report card is issued, each coach or sponsor is responsible for verifying that all members are eligible and for enforcing these eligibility standards. Students academically or behaviorally ineligible remain ineligible until the next term. If a sport or



extracurricular activity is in operation through a term change, each coach or sponsor must re-verify eligibility for all participants.

- The behavior eligibility requirements shall carry over from one academic year to the next.

ATTENDANCE

- Unexcused absences or chronic tardiness to practice or school may be a sufficient reason for declaring a student ineligible at any time. In issues involving school attendance, the Principal will determine the date and term of the ineligibility. For issues involving practice attendance, the coach or sponsor will determine the date and term of ineligibility.
- Students who arrive at school after 10:00 am or who leave school during the school day will not be allowed to participate in any athletic or extracurricular school activities that day or evening, including practice sessions.

DISCIPLINE

- Students who are suspended in or out of school or have a disciplinary action pending will be ineligible to participate in any athletic or extra-curricular activities during the period of suspension/time pending.

FIELD TRIPS

Educational field trips are defined as any travel away from the school site which is done during or outside school hours. They are sponsored by the school to enhance learning about the subjects in the curriculum.

Student Responsibilities on Field Trips

- Students are reminded that a field trip is an extension of the school day and all school policies and rules apply.
- Students are required to wear their school uniform unless given permission not to do so by the Principal.
- During free time students must be in groups of two or more.
- During overnight trips no male students may ever enter a female student's room and no female students may ever enter a male student's room.



- The curfew will be set by the trip sponsor and will not be open to negotiation.
- Students must be in their rooms at curfew time and no students will be allowed to leave their assigned rooms after curfew.
- The trip sponsor may set additional rules and regulations to address the idiosyncrasies of specific trips or locations. Students must comply with these rules and regulations.
- Students must sign and turn in to the trip sponsor the Field Trip Permission Form and Medical Release Form signed by their parent or guardian or they will not be allowed to participate in the trip.
- Students participating in a field trip are expected to be in full attendance on the school day following the trip. Failure to do so may result in being declared ineligible to participate in future field trips.
- Students must travel both to and from the field trip location under the supervision of a chaperone. Requests to do otherwise will only be considered if they have permission from the Principal at least one day prior to the beginning of the field trip who will have confirmed this with the parent by phone or in person.
- Students who fail to comply with field trip rules and regulations will be asked to return at their parents' expense. This may include a ticket home, at parent's expense, for a field trip outside of Cairo.
- Students who are on behavior probation are excluded from field trips.

FUNDRAISING ACTIVITIES

Activities that require fundraising are to be screened by the school administration in order to maintain a reasonable balance of time spent by faculty and students on fundraising. Because of tax liabilities, items should not be sold at the school. All funds should be given to the Business Office by the end of the day.

HEALTH SERVICES

Medical doctors who are trained and experienced in handling student health conditions are on duty each school day. If a student becomes ill during school, they should request a pass from their teacher to go to the doctor. If the student needs to leave school because of illness, the



parent/guardian must be notified and give consent and the student must sign out in the MS office.

The doctors are available to counsel students regarding health problems, to help manage health factors for individual students, and to administer first aid in case of emergency.

LIBRARY

The AIS - West library is a large classroom shared by a large number of students, teachers, staff, and parents. It serves as both a reading and information center within the context of the various curricula taught in all divisions of our school. In addition to books, the library subscribes to many newspapers and magazines in both English and Arabic.

In order that everyone may enjoy and make use of the library, library users must be respectful and share:

- the materials and resources, by returning them on time for someone else to borrow, by putting them where they belong, by keeping them in good condition, and by taking turns.
- the space by allowing others to use the facilities
- the sound space, by not interfering with someone else's need to read, to find information, or to study

Books and other circulating materials may be checked out to students for two weeks. Students are responsible for items checked out under their name. To renew a book, please bring it to the library to be rescanned. Overdue notices are sent periodically through the classroom teachers. Reasonable care must be taken to maintain the book in good condition. Students will be charged for lost or damaged materials. Any lost books or fees due to the library must be settled prior to the end of the final term or report cards will be withheld. The library is a well-equipped facility and the pride of AIS - West. The librarians are here to help you!

LOCKERS

School lockers and locks are assigned to students in grades 6-8. Lockers are school property, but the school is not responsible for lost, stolen, or damaged items. Students should not store items of a valuable nature in their lockers, which are assigned only for books. Students are not to share lockers with other students, and under no circumstances should students reveal their lock



combination to another student. Students should use only their assigned locker. If the student has lost their lock, they need to pay the Business Office to replace the lock before their report card will be released.

LOST AND FOUND

A Lost and Found area is maintained on campus. Any student property found on campus or on buses is turned into the Lost and Found. To minimize loss, all items of clothing, school supplies, personal items, etc., should be labeled with the student's name. When students lose something, they should check with security at the Lost and Found. Valuable items such as a phone, smartwatch, camera, jewelry and large amounts of money should not be brought to school and/or left in lockers.

PHONE FREE AND SMARTWATCH POLICY

AIS - West encourages the use of appropriate technology during school hours. Students are required to possess a school approved device (i.e. laptop, iPad) for education purposes. However, phones and smartwatches, and other smartwear, are not part of those acceptable devices. Therefore, we highly discourage phones and smartwear from being brought to school at all. All phones and smartwear are not to be used or visible anywhere in school between the hours of 8:00 – 3:00. If brought to campus, phones and smartwear should be turned off and secured in the student's bag.

If a student has possession of a phone/smartwatch between 8:00 am - 3:00 pm the following consequences will apply.

- First offense - Student's phone/smartwatch will be confiscated and turned into the middle school office until the end of the school day.
- Second and subsequent offenses - - Student's phone/smartwatch will be confiscated and turned into the middle school office and a parent/guardian must come to the school to pick it up.

Middle School students will still have access to a school phone in the middle school office in order to communicate with parents during their lunch time or after school.



NATIONAL LEVEL ATHLETES AT SCHOOL

AIS - West is proud to have a number of students who participate in a variety of athletic teams at the national level. In keeping with the policies of the Egyptian Government and AIS - West any absences of these students, which results from their national level participation, will not be recorded as absences. However, it is the student's responsibility to bring in the appropriate documentation which will identify him/her as a national level athlete and to keep the Middle School Office aware in writing of the official dates of absences. It is important for students to be aware that although the absences for national athletic participation will not be counted against them, they are responsible for work missed during absences.

PERSONAL AND SCHOOL BELONGINGS

AIS - West students should not bring large sums of money or valuables to school. All students have lockers designated to them to accommodate their personal items such as their lunches, clothing, book bags and school supplies.

BOOKS AND SUPPLIES

Textbooks, workbooks and class books are issued to the students by the school. Those, which are consumable, such as workbooks or those, which must be marked/used by the students, are issued on a permanent basis.

DAMAGED OR LOST ITEMS POLICY

The school issues texts, calculators, library books, instruments and other valuable materials to students each year. Students are responsible for returning these items in good, reasonable condition at the end of the year, or whenever the teacher asks for them back. If items checked-out to students do not return, or are returned in a manner deemed damaged or in need of repair, the student will be charged a repair or replacement fee. If the fees are not paid, the report card is not issued to the student until the items are accounted for/repared. If students lose something, they should check with security at the Lost and Found.

STUDENT COUNCIL

The Middle School Student Council develops student leadership, helps students learn and apply democratic decision-making principles and procedures, and enables students the opportunity to provide service to the school, faculty and student body. Students must meet the same eligibility requirements to hold office in Student Council as stated in the Athletic and Extracurricular Activities eligibility policy. Student officers and representatives for the Council are elected each year.

TECHNOLOGY CODE OF CONDUCT

Teacher and student access to the Internet must be consistent with the educational objectives of the American International School in Egypt-West. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or pornographic material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Teachers shall warn students against inappropriate use of the Internet.

AIS - West has the responsibility to monitor all student information being viewed or downloaded. Teachers must be familiar with the AIS - West Technology Code of Conduct for Students and enforce it.

Internet access is available to students and teachers at The American International School in Egypt-West. We are very pleased to bring this access to our school and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal for providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

Students and teachers have access to:

- Email
- Information and news from educational sites.
- Public domain software and shareware of all types.
- Discussion groups on a plethora of topics ranging from multicultural, to the environment, to music, to politics.



- Many university library catalogs, the United States Library of Congress and ERIC (Educational Information Clearing House) and countless other valuable sites.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The American International School in Egypt-West has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial material. The American International School in Egypt-West firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our school.

The American International School in Egypt-West has a code of conduct for its students that details appropriate school behavior and sets expectations for students. Because the Internet and related network activities are part of a school's routine, the school's code of conduct applies to all network activities. We believe the Internet network use policy is an extension of the school's policies.

The smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided to make you aware of the responsibilities when using the Internet at school. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, their access privileges may be terminated and future access could possibly be denied.

Other Responsibilities

- Users may not subscribe to any Internet subscription service (free or otherwise) such as newsgroups, newsletters, periodicals or lists without prior approval. All requests for such Internet services must first be approved by the appropriate teacher or librarian and then confirmed by the Principal prior to initiating the service.
- Users have the responsibility of not committing copyright violations. Users may not send or receive files via the Internet without prior approval. Such approval must include the appropriate teacher or the librarian prior to transmitting or receiving any such material.
- It is a user's responsibility to maintain the integrity of the private electronic mail system. This responsibility includes the duty to report all violations of privacy.



- Users have the responsibility to make only those contacts leading to some justifiable educational end.
- Users may not receive or send pornographic material, inappropriate information, or virus-containing files.
- All students are expected to abide by the generally accepted rules of Internet network etiquette. These include (but are not limited to) the following:
 - Use appropriate language.
 - Any illegal activities are strictly forbidden.
- School Principals have access to all system usage, including student email, messages relating to or in support of illegal activities
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Students may not subscribe to any Internet subscription service (free or otherwise) such as newsgroups, newsletters, periodicals or lists without prior approval. All requests for such Internet services must first be approved by the appropriate teacher or librarian and then confirmed by the Principal prior to initiating the service.
- Students have the responsibility of not committing copyright violations.
- Students may not send or receive files via the Internet without prior approval. Such approval must include the appropriate teacher or the librarian prior to transmitting or receiving any such material.
- It is a student's responsibility to maintain the integrity of the private electronic mail system. This responsibility includes the duty to report all violations of privacy.
- Students have the responsibility to make only those contacts leading to some justifiable educational end.
- Students may not receive or send pornographic material, inappropriate information, or virus-containing files.

Disciplinary Action for Violation of Acceptable User Policy

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action.

Staff intervention strategies are to be made, in cases of user policy violations. Any or all of the following intervention strategies and disciplinary actions may be used by administrators.

Minimum Actions

Principal/student conference or warning. This action can also be taken by the teacher or librarian.

Additional Actions as Deemed Appropriate

- Required to seek assistance in learning the proper procedure before he/she is allowed to use computer equipment.
- Principal/parent conference.
- Required to serve a suspension from using all computer equipment.
- Confiscation of inappropriate item(s).
- Denial of participation in class and/or school activities.
- Banned from access to the Internet for a fixed period of time.
- Banned from using all computer equipment, networks, and Internet.
- Suspension from school.

Ethics of Internet Use

- The sharing of user IDs and passwords is forbidden.
- All users shall respect the privacy of others, and shall treat files other than their own as confidential and private.
- All users shall respect the rights of other users to our shared resources.
- The copying of software on any computing resource is forbidden.
- The alteration and tampering with systems setup and software is forbidden.

TEXTBOOKS

Textbooks will be issued to you by your teachers. Each teacher maintains a list of each textbook with an identification number and a description of the book's condition when it was issued. Each student is responsible for keeping track of his/her own books and for maintaining them in good condition. If you lose or damage a book, you are responsible for paying the replacement cost of the book. Damage or loss should be reported and payment made in the Business Office. To obtain another book, payment for replacement must be made. In the event a student has an



outstanding book fee, school records will not be released. This includes student transcripts and report cards.

TUTORING (AFTER SCHOOL)

Tutoring is scheduled after school on Sundays and/or Mondays..

Students who encounter learning difficulties in a class often ask to be tutored after school.

Teachers may work with students at any time before, during or after school but on Sundays after school sessions are held every week. Teachers cannot accept payment or gifts for the extra assistance given.

Any paid tutoring must have the pre-approval of the Superintendent. No AIS - West teacher may tutor his/her own student for pay. Approved tutoring is to take place on AIS - West's campus and not off campus.

Any outside tutoring arrangements need to be set up through the Principal's Office and approved by the Director. Payments for services rendered are to be made through the Business Office and 100% of the instructional fees are paid to the school. The Business Office will reimburse the teacher.

SCHOOL-WIDE UNIFORM POLICY

All AIS - West students are expected to be properly groomed for school and to wear the school uniform daily unless otherwise announced by the Middle School Office. The school uniform consists of navy blue trousers, skirts or shorts and the official school uniform shirt, which is available for purchase at the school store. Shorts, when authorized, must be loose to the knee. An AIS - West sweater may be worn during cold weather. No jeans/warm up pants or pants with zippers on the legs will be permitted at any time. No hats/hoods are to be worn while in the building.

During PE classes, the uniform consists of navy blue shorts or warm-up bottoms and the school PE shirt available at the school store. *Elementary students (grades KG-5 only) are allowed to wear their PE uniforms to school on days when they are participating in PE class.*

- The cover-up for cold weather will be the official AIS outerwear, available at the school store. No other cover-up may be worn as part of the uniform.
- No Jeans, skinny pants, jeggings or leggings, Levi's or Sports pants cover-ups are permitted. Jeans Jackets are not accepted as an outer cover-up at any time.



- No hoods/hats are allowed to be worn while in the school building.

On non-uniform days or at after-school functions clothing worn to school should be in keeping with the academic environment of the school. Clothing with logos depicting drugs, alcohol or inappropriate language is not permitted. Take caution not to invite disrespect and/or undesirable character images. Additionally, ripped clothing such as jeans is unacceptable. Shorts/skirts must go below the “finger-length” of the students hands and tops must completely cover the midriff region. Acceptability of low-cut shirts will be at the discretion of the leadership team.

Students who are not dressed according to the Dress Code will not be permitted to attend class. They will be given the opportunity to:

- Immediately purchase the correct school uniform in the school store, or
- Call home to have the proper uniform brought to school.

Repeated violations of the Dress Code will result in a Parent Conference and further disciplinary action.

UNIFORM POLICY FOR PHYSICAL EDUCATION

This policy will apply to all Middle School students.

All Students Must Wear:

- AIS - West white t-shirt
- AIS - West shorts (navy blue athletic shorts / pants are acceptable provided that they are not the ones worn as the regular school uniform)
- Proper athletic shoes – these shoes should have a thick sole and arch support, no canvas shoes (i.e. Converse, Vans), no skateboarding shoes (i.e. a flat sole, no support). **Note:** The word, 'sport' printed on your shoes does not make them proper athletic shoes.
- No jewelry (earring studs are acceptable, silly bands are considered jewelry)
- AIS - West Navy Blue Cover Up (according to AIS - West School Uniform Policy)
- Veiled students should not hold their veils with pins during class, this is a safety issue.
- All items designated to be NAVY BLUE must be obviously so. Any garment appearing to be BLACK, will be treated as such and thus be an infraction of the uniform policy.



- The school will not provide patches, nor will they be accepted as part of the uniform.

CONSEQUENCES FOR NOT WEARING THE PROPER P.E. UNIFORM:

Students not wearing the P.E. uniform will not be allowed to participate and will not get credit for that day.

MAKE UP POLICY

- If a student has an excused absence for a PE class, he/she will have the opportunity to earn credits for the missed class by attending a make-up class.
- An excused absence requires a note from the High/Middle School Office or from a doctor or AIS School Clinic. Notes from parents will not be accepted.
- If a student chooses not to make up a class, he/she will receive a mark of zero for the missed class, even though he/she was excused from it.
- The same applies for students who are present during their PE class but cannot participate and are excused by the school doctor.

VISITORS AND GUESTS

Visitors of AIS - West (including parents) are welcome to come to the campus. When requesting to visit a classroom, prior arrangements must be made through the Principal's office. Friends of students and former students should not plan to visit the school during instructional time or the school day. All visitors must register with the Middle School Office upon arriving.

WITHDRAWING STUDENTS

Every student withdrawing from school during the school year must complete a clearance form before school records and transcripts are released. This process is accomplished through the Admissions Office. If a withdrawal of a student is requested, signatures from teachers, the library, and the Middle School Principal must be obtained on the withdrawal form. This ensures that all books and the school lock have been returned.

Once a student has been cleared by the Principal, the student is referred to the Business Office for final clearance. When the Business Office signs the withdrawal form, all school obligations have been settled. At this point, school records may be released.



**AMERICAN
INTERNATIONAL
SCHOOL IN EGYPT**

an  **Esol Education** school

If a student owes the school money for a lost or damaged item, or has an overdue book or fine from the library, the report card will be withheld pending payment of the debt, or return of the borrowed item. In all cases, school records will not be issued until all fees are paid.



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