

**2019
2020**

American International School of Costa Rica

To prepare responsible, confident
leaders who embrace challenges
and succeed in a global society

ELEMENTARY PARENT-STUDENT HANDBOOK



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Welcome

MESSAGE TO STUDENTS

All personnel at the American International School of Costa Rica would like to extend a warm and caring welcome to all the new and returning students. This handbook is designed to provide you with helpful information that explains our policies, rules, and behavioral expectations. All policies and rules are created with the students' best interests taken into consideration. Please be certain that school personnel will work with you to assure a successful school year. However, we need your cooperation as well, and together, as a team, we can reach that goal. Please understand that our regulations are in place to promote a positive learning and secure environment for everyone's enjoyment. We hope that you will look at learning as a fulfillment and challenge yourselves to be successful learners.

MESSAGE TO PARENTS

We welcome the parents because you are a major factor in your children's success. It is through a close bond with the school that will assure the level of accomplishment your child attains. **Therefore, it is essential that your children come to school well nourished, having eaten a good breakfast, and well rested, having had 8 to 10 hours of sleep. With this preparation and being well prepared with homework completed and with all their belongings they need for the day, they can meet the demands of a full day of school activities.**

Home and school environments must function together to instill the skills and social responsibilities necessary for your children to obtain a well-rounded education. We encourage parents and students to review and discuss this handbook together. Thank you for your effort and commitment to working with us to provide the best education for your child.

The American International School of Costa Rica

School Principles and Philosophy

VISION

To prepare responsible, confident leaders who embrace challenges and succeed in a global society.

MISSION STATEMENT

American International School (AIS) provides small-school instruction in a caring environment. Through student-centered instruction, we strive to meet the social, emotional, and intellectual needs of our students. We encourage character building, respect, and leadership. We value cultural diversity and the students' varied learning styles. AIS prepares students to succeed in higher education and in the world at large.

HISTORY AND DESCRIPTION

American International School of Costa Rica is operated as a non-profit, college preparatory private school. It offers a program, modeled primarily on United States curricula, to a multi-national student body of approximately two hundred students, encompassing levels from preschool through twelfth grade.

American International School of Costa Rica is a community school that promotes life-long learning for students, parents, faculty, and staff. AIS is accredited by ADVANCEed/SACS and by the Costa Rican Ministry of Education.

American International School of Costa Rica was founded in 1970 by parents seeking a U.S.-modeled educational program, with individualized instruction. Located in a residential neighborhood just northwest of the capital, San José, the school is owned by a parent association to which all American International School of Costa Rica families belong, and is governed by a parent-elected Board of Directors.

STATEMENT AND PHILOSOPHY

American International School of Costa Rica embraces the philosophy that each student is a unique human being whose individuality must be respected and nurtured, and whose educational and formative needs should be met with diverse teaching approaches, emphasizing individualized and small group instruction. By offering a wide range of learning opportunities, both within the classroom and in the broader community, the school promotes character building in all areas; intellectual, physical, emotional, civic, ethical, aesthetic, and social.

GOALS AND OBJECTIVES

In keeping with the above stated beliefs, American International School of Costa Rica will endeavor:

- To provide an environment that fosters the development of intellectual, social, aesthetic and ethical values and responds to the needs of students growing up in a multicultural environment.
- To provide an environment that promotes personal responsibility by encouraging students to ask questions, to explore their surroundings and their beliefs, and to make decisions based on responsibility to self, family, peers, community, and world.
- To foster a sense of responsibility toward society, with the goal of enabling students to become thoughtful and responsible members of an increasingly complex international community.
- To help children, parents, and teachers identify each student's unique learning style and, to the extent possible, incorporate it into the learning that takes place at school and at home.
- To employ the best-qualified teachers and to provide continuous opportunities for them to development and grow professionally and personally.
- To maintain a low student/teacher ratio to foster student learning by personalizing education.
- To maintain a small student population from preschool to twelfth grade in order to promote the development of a strong sense of community.
- To provide a curriculum that, while sensitive to human growth and development, prepares students for admission to post-secondary institutions and universities throughout the world.
- To provide curricular and extra-curricular programs and activities that address the developmental needs of students and that prepare students for a world of rapid change in which life-long learning, continuing education, creative thought, critical thinking, and acquisition of skills are essential.
- To develop in students an awareness and sensitivity to the realities of our fragile planet in order to promote intelligent and judicious use of our planet's dwindling resources.

- To uphold the principles and practices of a United States model of education, offering a thorough, liberal education that prepares students for higher education, career, and responsible adult life.
- To provide service to Costa Rican and international students wishing to participate in a U.S. model education.

PARAMETERS

- We will operate within the applicable laws, rules and regulations of the Republic of Costa Rica and the education model of the United States.
- We will only accept students who meet specified enrollment criteria.
- We will only offer programs for students within the scope of our instructional program.
- We will not tolerate any behavior which is detrimental to the philosophy and principles of AIS and its mission statement.

GENERAL CODE OF ETHICS

- The following Code of Ethics applies to all members of the American International School. The AIS Community includes students, teachers, administrators, counselors, non-educational staff, and parents.
- The Code of Ethics is the value system and conduct that we expect of each member of the AIS School Community.
- All members of our community will be treated with respect.
- Students will make their education the top priority during their years of study at AIS and will cooperate with all those involved in the educational process.
- Parents will support the educational process by being involved in their child's education during their years at AIS.
- Parents will not interfere with the teachers or administrators in the process of delivering a quality education to each student.
- The protocols provided herein define the roles and responsibilities of being a member of the AIS Community. All members of the Community are required to read this document carefully and to assist in building a true community for all members.
- "The ASSOCIATES' rights and duties are in keeping the School's Bylaws and will be available in the Administrative offices for any associate to obtain.

RESPONSIBILITIES OF THE MEMBERS OF THE AIS COMMUNITY

The parents shall declare that they have knowledge of the study plans, programs, and educational services offered by the Institution. They shall also make themselves

knowledgeable of its internal rules, which they shall accept as an integral part of their contract agreement with AIS. And finally, they shall acknowledge their fundamental role in their student's education and agree to comply with all educational requirements set by the Institution.

As a member of the AIS Community, I agree to fulfill the following responsibilities:

- To maintain the welfare and safety of all members of the AIS Community.
- To handle any information about other members in a discreet and responsible manner at all times.
- To demonstrate honesty and integrity at all times. The information given about myself, or others, will always be accurate, honest, and fair.
- To behave always as a role model that contributes to the welfare of other members of the community.
- To follow school policies at all times.
- To reflect upon the importance of school rules and understand how and why they apply to me.
- To report to school authorities any disrespectful or dangerous behavior, whether it is directed to me, to others, or to the school property.
- To fulfill all duties assigned.
- To address my concerns about school policies to the school administration by following the appropriate process. If I have alternate policies to suggest, it is my obligation to do so, but always in an appropriate manner.
- To make my needs compatible with the needs of the AIS Community as a whole.
- To maintain the reputation of the school by not belittling or demeaning the Institution, its policies, and its members in any way.
- To cultivate sensitivity to the needs of the communities outside of AIS and act whenever possible to help fulfill those needs.
- To recognize that my actions have an effect on the people around me and that I am responsible for my actions; therefore to act accordingly.

DUE RESPECT

I will demonstrate respect for others in the following ways:

- I will do no harm to others and will respect every person's basic human rights.
- I will respect others regardless of their ethnicity, beliefs, social-economic status, physical aspect, or religion.

- I will recognize that all people may, at times, err in their performance. I will, therefore, not demean the work of others. If I have a concern about a person's performance, I will speak directly to that person in an appropriate manner.
- I will always use appropriate language and a respectful tone when addressing any member of the AIS Community.
- I will trust the school and its members to have my best interest in mind at all times.
- I will show respect to the Costa Rican culture and all national symbols. I will also show equal respect to other cultures, their ideas, and their national symbols.
- I will respect the ideas and opinions of others, including all speakers who come to AIS. I will avoid participation in conversations when it is demeaning to others.
- I will respect the property of others by not stealing.
- I will not litter nor participate in vandalism of any kind.
- I will respect other members of the community's computer property and confidentiality.
- I will not tolerate behavior from any member of the AIS Community which is degrading to me or my position.
- I will not degrade anyone in any way at any time, nor will I tolerate degrading behavior in others.
- I will not harass other members of the AIS Community physically, sexually, or verbally, nor will I tolerate harassment of others.
- I recognize the necessity to follow appropriate and consistent procedures in my relations with administrators, teachers, psychologists, non-educational staff, students, parents, or any other member of the AIS community.
- I will talk to people directly. If I am unable to communicate due to language barriers, I will seek assistance. I will always try to solve problems at the lowest level possible and will only go to higher authorities when others have been unable to help me.

STUDENTS

As a student and member of the school, I will:

- Follow the General Code of Ethics.
- Make my education and the education of others my top priority at all times and always do my best. I will not interfere with the learning of others, or with the teaching process.
- Demonstrate courtesy for teachers and administrators at all times.
- Follow school policies and all school rules. It is my obligation to do this on school buses, on campus, during assemblies, field trips, and in all AIS sponsored activities.
- Arrive on time for class, with all assignments done and with all necessary materials
- Complete all assignments and duties assigned to me and do my best work.

- Not copy, plagiarize, or cheat in exams, written assignments, homework, or any other school work.
- Follow the uniform rules and maintain personal cleanliness.
- Take progress reports, report cards, and memoranda home to my parents and, when requested, bring them back signed.
- Abstain from the use of drugs, alcohol, and cigarettes while at school, at any school sponsored event, or at any time while wearing the AIS uniform.
- Maintain the reputation of the School in all school related activities, including class trips and field trips.
- Recognize that it is my responsibility not only to monitor my own behavior, but to take part in helping others to do the same.
- Recognize that I always have the right to seek help when I have a problem, and I expect that my classmates and all members of the AIS Community will respect my needs and support me as I seek solutions.
- Expect fair and equal treatment from all members of the AIS Community and to be given the same respect given to all others.
- Expect the school policy and rules to be presented to me in a clear and understandable form, with ample opportunity to reflect on how and why they apply to me. I also have the right to appeal any decision made about me.

PARENTS

As a parent (or guardian) and a member of the AIS Community, I will:

- Follow the General Code of Ethics.
- Recognize that the responsibility to educate my child lies not only with the school itself, but with me as a parent. It is my responsibility to support the educational process of my child and to strive to bring learning into my home. It is also my responsibility to help my child learn values and develop character.
- Support the school, its policies and its educational and disciplinary goals.
- Recognize that it is my right, at all times, to voice my concerns about any member of the AIS Community and about school policies, but always in an appropriate manner.
- Always meet with members of the AIS Community when they call upon me to do so.
- Attend all meetings and assemblies which I am able to attend. It is my responsibility to participate in school events, and in that way, be involved in the education of my child.
- Give correct, honest, and fair information to all members of the AIS Community. I will present the truth in all communications, both written and verbal, with the school and its members. I will teach my child to do the same.

- Maintain the reputation of the school and its members by avoiding rumors and demeaning comments, or by using AIS confidential information.
- Do my best to be a positive member of the AIS Community.
- Expect the school and its members to keep me fully informed about my child's progress and expect to be informed of changes in school policy and curriculum which affect my child.
- Expect my child to be treated equally and fairly, as is the right of every AIS student.
- If I am an elected parent representative, I will respect the rules and regulations of the bylaws and rules for the position for which I am elected.
- Respect the teachers and administrators, and teach my child to do the same.
- Comply with my financial obligations with the school in a timely manner.

- **If it is determined that a parent does not adhere to the code of ethics, the parent's child may be asked to leave AIS.**

General Information

BOARD OF DIRECTORS

School policy is set and reviewed by a Board of Directors composed of parents of current students elected by the parent association during a General Assembly held in May of each year. The Board of Directors meetings are held once a month. They are announced to all Associates and are open to the public. Public attendees shall abide by the published agenda for the Board Meeting.

BUILDING ADMINISTRATION

Director	Kattya Alvarado	director@ais.ed.cr
Counselor	Silvia Moreno	aiscr@ais.ed.cr
Business Office	Manuel Cordero	mcordero@ais.ed.cr
Admin Secretary	Elizabeth Hernandez	ehernandez@ais.ed.cr
Elementary Principal	Marjorie Villegas	mvillegas@ais.ed.cr
IT Department	José Granados	support@ais.ed.cr
Main Office	Tel: 2293-2567 Fax: 2239-0625	ais@ais.ed.cr

GENERAL ASSEMBLY

Assembly meetings are held twice a year, in November and May, and are open to the public

OFFICE HOURS

The Main Office and Business Office are open from 7:30 a.m. until 4:00 p.m., Monday through Friday. The school will remain closed on approved holidays, according to the school calendar published at the beginning of each academic year.

SCHOOL YEAR

AIS follows a modified U. S calendar year. The first semester runs from mid-August to mid-December, the second semester begins mid-January and ends in mid-June. There are a minimum 180 teaching days, classes begin at 8:00 a.m. and finish at 3:00 p.m.

Academics

ADMISSION AND PLACEMENT

American International School of Costa Rica encourages diversity of its student population and admits students without discriminating on the basis of nationality, religion, race or sex. AIS shall screen new applicants and admit only those students whom it deems can succeed academically and can contribute positively to the school environment. The admission committee shall include the Guidance Counselor, Principal, and Director. Our admissions policy is as follows:

- New applicants must complete all application documents and submit official transcripts or grade reports for a minimum of the two previous years of education. For a high school student, all records from the 9th grade forward are required.
- A letter of recommendation and financial records from an official of the student's previous school must accompany all admissions applications.
- American International School of Costa Rica will not accept any student that has been expelled from a previous school for disciplinary problems, academic failure, or problems with drugs or alcohol.
- All applicants may be required to take the **MAP** (Measures of Academic Progress) as admissions test to discern knowledge and skill levels. In each test (reading, language, and math), the students must score at the appropriate grade level, or above the 50th percentile, in order to be considered for non-conditional admission.
- Students of limited English proficiency will be required to take a proficiency test and will be placed in the appropriate ESL level.
- The school may require outside tutoring or outside testing or evaluations, at the parent's expense.
- The Admission Committee will place students in the appropriate grade level or class after evaluation of the transcripts and test results. After placement, if a faculty member believes that the student has not been appropriately placed, the faculty member shall immediately consult the Director. The Director and the Principal must approve all changes.
- Any exceptions to this policy are the sole discretion of the Director.

EARLY CHILDHOOD ENROLLMENT POLICY

American International School of Costa Rica offers three early childhood classes: Preschool, Pre-kindergarten, and Kindergarten.

The ages of enrollment are as follows:

- Preschool: Age 3 by August 1
- Pre-kindergarten: Age 4 by August 1
- Kindergarten: Age 5 by August 1

Any exceptions to this policy are the sole discretion of the Administration.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

The ESL (English as a Second Language) Program leads students toward communicative competence in all areas of the English language.

In order for ESL students to develop a sense of achievement and self-esteem, ESL teachers, homeroom teachers, staff members, and parents must assist them in their efforts, emphasizing English as the primary school language.

Students in ESL are monitored by formative and summative evaluations: achievement tests, teacher observations, and grades. Students are exited from ESL when previously mentioned evaluation shows competency according to the current grade level. Promotion or changes of services are announced at the end of each semester (December and June), and these changes are the sole prerogative of the ESL specialists, who makes the recommendation to homeroom teachers and/or LSP specialists.

ESL services have an extra cost in school tuition.

GRADING POLICIES AND CURRENT GRADING SCALE

The faculty reviews student progress and achievement regularly. These evaluations are based on the comprehensive curriculum plans, which the faculty develops for each course. In addition to regular homework assignment, the faculty administers tests, quizzes, oral and written reports, and creative projects to achieve a complete mastery of the concepts and academic skills covered in each subject area.

The weight for each category is divided as follows:

Lower Elementary (all core subject areas)

- Homework 10%
- Classwork 10%
- Participation 15%
- Tests/Quizzes 45%
- Projects 20%

Upper Elementary (Language Arts, Science, Social Studies):

- Homework 10%
- Classwork 5%
- Participation 10%
- Quizzes 15%
- Tests 35%
- Projects 25%

Upper Elementary (Math):

- Homework 10%
- Classwork 5%
- Participation 10%
- Tests 45%
- Quizzes/Projects 30%

Regardless of the grade level and subject area, teachers must include at least 2 tests and 4 quizzes/projects per quarter.

	Grading Scale
93 – 100	Excellent
84 – 92	Good
75 – 83	Satisfactory
70 – 74	Needs Improvement
- 69	Unsatisfactory

AMERICAN INTERNATIONAL SCHOOL OF COSTA RICA

ELEMENTARY PARTICIPATION RUBRIC

NAME: _____ DATE: _____

	4	3	2	1	I Q	II Q	III Q	IV Q
LEVEL OF ENGAGEMENT IN CLASS	Almost always stays on- task	Usually stays on- task	Sometimes stays on- task	Rarely stays on- task				
CONTRIBUTION TO CLASS DISCUSSIONS	Almost always contributes to the class by offering ideas and asking questions.	Usually contributes to the class by offering ideas and asking questions.	Sometimes contributes to the class by offering ideas and asking questions.	Rarely contributes to the class by offering ideas and asking questions.				
LISTENING SKILLS	Almost always listens when others talk and responds respectfully. Does not talk while others speak.	Usually listens when others talk and responds respectfully. Usually does not talk while others speak.	Sometimes listens when others talk and responds respectfully. Sometimes interrupts when others speak.	Rarely listens when others talk or does not respond respectfully. Often interrupts when others speak.				
PREPARATION	Almost always prepared for class with assignments and required class materials.	Usually prepared for class with assignments and required class materials.	Sometimes prepared for class with assignments and required class materials.	Rarely prepared for class with assignments and required class materials.				
iPAD USAGE IN CLASS	Almost always completes work and shows higher skills to work towards iPad activities.	Usually completes work with very little redirection and shows interest in using the iPad appropriately.	Sometimes completes work with moderate redirection and requires more assistance with iPad than others.	Rarely completes work even with maximum redirection and uses iPad inappropriately.				
				Total points earned out of 20				

HALF-DAY PROGRAM

AIS offers parents of Preschool students the option of a half-day program. Since these children leave school at noon and do not participate in most of the regular special classes, they are not eligible to participate in any after school activity, Holiday Program, or End-of-Year show organized by the Music/Art Department.

HOMEWORK POLICY

Children, grades 1-6, will be given homework throughout the year. Homework is a learning task that reinforces skills previously taught in class. Homework assignments will be assigned four days per week. There may be homework assignments which are due in a week or two weeks (projects), but the expectation is that it be worked on each day. The policy of AIS is that elementary students have homework Monday through Thursday. If a student misses school, homework must be made up. All classroom teachers have a weekly newsletter, which is posted on SEDUCA and/or sent via email to parents. This newsletter includes homework assignments. As a parent, please check it nightly.

Homework assignments may vary greatly with the nature of each subject and/or classroom. However, the following times reflect an average of what families should estimate the assignment of homework:

GRADE	TIME PER DAY	TIME PER WEEK
K	10 minutes	40 min
1-3	15 -30 minutes	2 hours
4-5	30-40 minutes	3 hours
6	1.25 hours	5 hours

It would be extremely helpful to your child if you have a place and time for him or her to do homework. Be sure necessary supplies (pencils, rulers, dictionary, etc.) are available. Please keep in mind your children's learning style. Let your child know that you think it is important for him or her to do their best. If you have any concerns or questions about homework, please feel free to see the classroom teacher or guidance counselor. It is important that you help develop your children's homework habit.

Teachers may assign some homework over the Holidays (Christmas break) and/or at the end of the school year, with the sole purpose of maintaining some academic skills. These assignments won't be graded, and are optional.

HONOR ROLL

AIS promotes a quest for excellence that contributes to the desire for learning. In grades 4th through 6th, student exemplary achievement is recognized through Honor Roll Awards. Thus, students who receive a weighted average and conduct grade of 87 %, and a minimal grade of 84 or above in all classes, are awarded a certificate of Academic Achievement (B Honor Roll) each quarter. Students who receive a weighted average and conduct grade of 93% and a minimal grade of 90 or above in each subject, are awarded a certificate of Academic Achievement (A Honor Roll).

LEARNING SUPPORT PROGRAM (LSP)

The Learning Support Program (LSP) at American International School of Costa Rica is based on the assumption that every child is unique and has distinctive educational needs. The school makes every attempt to provide the student with the least restrictive environment where they can maximize learning. The LSP works closely with administrators, teachers, and parents of students who need academic support in order to succeed in school.

LSP coordinates with teachers and administration to provide curricular modifications. These include accommodations provided for the MEP and college entrance exams. The program provides a variety of services to meet student-learning needs such as:

- Formal evaluation coordinated with recognized outside professionals in various areas in order to seek objective third party diagnosis.
- Individualized Educational Plan (IEP) for individuals who do not meet their grade level expectations. Every student in LSP has an Individual Service Plan, which indicates the educational benchmarks, and standards that are being met by the student in the program.
- Small group sessions when various students share a particular learning need and/or in need of specialized instruction to master a skill.

Parents or teachers are encouraged to discuss the need of LSP services for any student. LSP services will begin only after a student is referred in writing by a parent, teacher or administrator. The student will be tested, and if a deficiency is identified a course of action is defined. Additional formal testing for diagnosis completed outside of AIS will be the financial responsibility of the parents and it is required.

LSP services have an extra cost in the school tuition.

MEASURES OF ACADEMIC PROGRESS (MAP)

MAP Assessments are computer based, adaptive, and not grade level dependent. This implies the use of technology making the grading process more efficient. With this tool, AIS is provided with immediate numerical scores and with detailed results within 24 to 48 hours. As each student takes the test, the program provides questions that adapt to each student's level. This way the students are thoroughly assessed at their own particular level and not by a rigid grade level standard.

Due to a special feature, the assessment will accurately measure the learning growth progress through time on an individual and level basis. Statistics will also be supplied by MAP to compare AIS with U.S.A. schools and schools abroad that have similar characteristics as ours. This will provide us with a clear and precise view of our school's teaching success locally and internationally.

PROMOTION/RETENTION, INCOMPLETE GRADES, CONVOCATORIAS, AND FAILING GRADES

Promotion to the next grade depends on the student's satisfactory completion of the required curriculum for the school year. This means that a student must have a yearly average above 70 in all subject areas, including conduct.

A student with a yearly average below 70 in one or two major subjects, such as Math, Language Arts, Social Studies, Science, or Spanish, will be eligible to take a maximum of two extraordinary examinations (*convocatorias*) for each failed course. These exams are to be given during the summer vacation period and must be successfully passed by at least a 70% for credit to be issued. The maximum grade permitted on a report card for the class resulting from taking extraordinary exams (*convocatorias*) is 70% for the year.

Failure to pass either of the extraordinary examinations will result in a failing grade for the course. A student is retained in the same grade when the student's yearly grade is below 70 % in more than three academic subjects.

When a student misses school for long periods of time due to illness or any other unforeseen extenuating circumstances, we will classify his/her grade as an "Incomplete" grade allowing the student ample time to successfully complete the missed work. A date will be set for the completion of the course. Any incomplete work not returned by the due date will be considered a zero and will be averaged into the final grade.

New students are given grades if they have been enrolled for 6 weeks or more at AIS.

REPORT CARDS

Report cards are issued at the end of each quarter. Weekly reports will be available on-line on SEDUCA (the school's web-based Learning Management System). Please review the report card and the mid-quarter reports carefully with your child. Students must attend classes a minimum of 30 days to be assigned a grade for a quarter.

SPANISH AS A SECOND LANGUAGE (SSL) Program

Students found to have limited Spanish abilities are placed in SSL classes to develop their Spanish language skills. The program addresses oral speech and reading and writing of the language. Students are exited when they demonstrate academic competency according to their grade level.

Promotion or changes of services are announced at the end of each semester (December and June), and these changes are the sole prerogative of the specialists, who makes the recommendation to homeroom teachers and / or LSP specialists.

SSL services have an extra cost in school tuition.

STANDARDIZED TESTING

American International School of Costa Rica uses standardized testing to assess student performance. The Measurable Academic Progress (MAP) exam is given each school year in grades K through 11. (See MAP Testing)

Activities

GENERAL PARTICIPATION RULES

AIS offers cultural and sports after-school programs, and other activities to all students from first through twelfth grade. These programs are carried out after school.

- Students can register in any after school activity or club.
- During the first month of after school activities, students can change from one club to another. After this period of time, no changes will be allowed.
- Commitment to a club is for the semester.
- Students must actively participate in at least 75% of the club activities in order to remain in the club and receive a "Certificate of Participation."
- The use of appropriate clothing and safety gear during sports activities is mandatory.
- Students must follow the sponsor/coach's instructions and show respect for fellow club members, other players, judges, and public.
- Students must show a high level of sportsmanship and school pride at all times.
- Students must make adequate use of materials and facilities here and abroad.
- Students must follow the school disciplinary rules.

Physical Examinations

Students desiring to participate in after-school sports activities will be required to present the results of a physical examination by a doctor before participation is allowed. If any serious injuries occur during the course of the season, the affected athlete must present a doctor's release to resume playing.

SCHOOL CLUBS

The administration of American International School of Costa Rica encourages the creation of, and the participation in, student clubs and organizations designed to enhance the mental and physical capabilities of the student participants. These may be class organizations, service clubs or special interest clubs.

Every student club or organization must be supervised by a faculty advisor or outside teacher. Secret fraternities, sororities or clubs are not authorized.

The constitution of each student organization or club must define its goals and purposes, types of activities with which it will be involved, and membership requirements. No club shall discriminate on the basis of race, nationality, religion, sex, sexual orientation, or social status.

SCHOOL SPONSORED TRIPS

Students are expected to comply with all rules of the supervisor. Failure to comply will result in the student being returned to their parents' care on the next practical day. The Director may assign additional consequences.

SPORTS, MUSIC, AND ART ACTIVITIES

These activities are available every afternoon. A late bus is available for those students who normally ride the bus to school. Students must leave the building as soon as practice/games/ activities are over.

Discipline Policy

ACADEMIC DISHONESTY – CHEATING AND PLAGIARISM

AIS is committed to the establishment and continuance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Academic dishonesty, including but not limited to cheating and plagiarism is prohibited.

APPLICATION & PROCEDURES OF THE DISCIPLINE POLICY

The goal of the Procedures and Application of the Discipline Policy is to create an effective learning environment in which the rights of everyone are respected and the needs of all are fulfilled. The purpose of the disciplinary system at AIS is to stimulate self-discipline through reflection on how our actions affect others and why a discipline policy is necessary. The "Discipline Referral" or "Notes Home" are further explained in this section.

Teachers must follow the correct procedure before applying discipline referral consequences. Before writing a discipline referral, the following steps must be taken:

- A discussion of infractions with students, which may take the form of a dialogue and may lead to a letter of apology. It is important for the teacher to discuss with the student not only what the rules are, but also to lead the student in a process of reflection over his/her actions and their effect on others.
- A teacher telephone call or e-mail to parents.
- If the previous measures result in little or no significant improvement in a student's behavior, the teacher will write a discipline referral or note home.

In specific situations when the above cannot apply, a teacher may need to write a discipline referral without using the previous three steps. Two or five points will be deducted from the overall quarter conduct grade (See conduct grade).

A discipline referral will be issued if the behavior persists. There are times when infractions of a more serious nature will occur, in such cases a discipline referral may be issued to the student without one or more of the previous steps being carried out.

Conduct Grade

Good behavior is a reward in itself, and misbehavior must have meaningful social consequences for people to learn and grow. Given clear boundaries and adequate communication, all human beings have the capacity for good behavior and will live up to the highest expectations that society might place on them.

The goal of discipline at AIS is to maintain order while teaching young people to make responsible choices and to learn from the consequences of their individual decisions. The conduct grade is based on promoting positive behavior change rather than punishing misbehavior.

The following conduct rubric will provide each teacher with an objective tool to assign this quarterly grade.

A student's conduct grade is the weighted average of the conduct grades received in all classes he/she is taking within a quarter. If the child has received any 2 or 5 point referral during the quarter, these points will be automatically deducted to come up with a final average grade.

American International School of Costa Rica

Name: _____ Grade: _____

Elementary Conduct Rubric

Category	4	3	2	1	1Q	2Q	3Q	4Q
Respect for others	Exceeds expectations. Respectful and polite to both teachers and peers. Helpful and considerate in working with others.	Respectful and polite to both teachers and peers.	Some attitude of "talking back". Some disrespectful words or tone.	Rude in manner. Disrespectful words and/or tone.				
Following Directions	Never requires reminders. Quick to follow directions. May ask relevant questions to clarify.	Always follows directions the first time - no need to repeat.	Sometimes needs reminders or redirection.	Frequently requires reminders or redirection.				
Talking in class	Shows very high level of conversational etiquette.	Speaks when appropriate and remains silent when others are talking.	Sometimes speaks at inappropriate times and/or interrupts others.	Frequently speaks at inappropriate times. Frequently interrupts others.				
Working Productively	Always on-task and very efficient in use of time.	Almost always on-task and working productively.	Sometimes off-task and/or unprepared.	Frequently unprepared and/or off-task. Often out-of-				

	Prepared at all times.	Almost always well-prepared.	Often working productively.	place in classroom.				
Attendance	Student has perfect class attendance during grading period.	Student is absent from class 1-2 times during the grading period and has a legitimate reason for absence.	Student is absent from class 3-5 times during the grading period and has a legitimate reason for most of the days absent.	Student is absent from class more than 5 times during the grading period and has a legitimate reason for some of the days, or all absences were unexcused.				
Punctuality	Student always arrives to class on time.	Student is late to class 1-2 times during the grading period.	Student is late to class 3-5 times during the grading period.	Student is late to class more than 5 times during the grading period.				
				TOTAL				

Detention

Detention sessions will be held during lunch time. If a student does not attend an assigned detention session, an additional lunch hour will be added to detention. The only justifiable reason for missing a detention session will be a day-long absence because of verifiable illness or a family emergency. Family trips or participation in clubs, practices, or other activities are not considered valid excuses for not complying with detention.

Students will be required to do school work during detention sessions and absolutely no talking or use of electronic devices will be allowed.

Discipline referrals or Notes Home

Discipline referrals or notes homes are written observations by a teacher, administrator, or other educational personnel and are delivered when infractions occur. While every effort is made to try to approach discipline matters on an informal, instructive basis, it is recognized that occasionally infractions occur of a more serious nature, which require the attention of the administration.

Discipline referrals should be signed by students, acknowledging that they are aware of the existence of the discipline referral. Signing the referral does not necessarily indicate acceptance or agreement. In extraordinary cases where the situation prohibits dialogue

between student and teacher before submitting the referral, the administration will accept a discipline referral without the signature of the student.

Discipline referrals accumulate over the course of a quarter and the conduct grade is affected during this period of time. Referrals are one of the considerations given to students placed on Probation or Conditional Enrollment status.

Infractions

Following is a list of infractions:

1. Late arrivals to class (tardies).
2. Interrupting the learning of others.
3. Incorrect use of the uniform code and appearance regulations.
4. Failure to return forms which require the signature of a parent or guardian within three days of dispatch.
5. Littering and disrespect of school grounds.
6. Amorous displays.
7. Failure to attend class with the required materials.
8. Failure to follow instructions
9. Failure to be actively involved in class.
10. Unauthorized interruption of classes.
11. Use or ringing of cellular phones during classes. Cell phones must be off at all times during class time, unless otherwise instructed by a teacher.
12. Failure to show respect for the National Anthems and symbols.
13. Others considered as such by the teacher or administrator.

Discipline Referral Consequences

There will be a deduction of 2 (two) points, from the overall quarter conduct grade, for each referral.

Every time a student receives a referral parents are contacted via e-mail. After 3 referrals per quarter the school counselor will call for a parent-teacher conference. If a student receives 5 referrals during a quarter, this student will be placed on Behavioral Contract. The Behavioral Contract will be revised at the end of each semester.

If the student does not show improvement in his/her behavior while s/he is on a contract, AIS reserves the right to grant enrollment for the following school year.

Serious Infractions

There are other infractions of much greater significance because they refer to actions which are seriously disrespectful or injurious to others and at times, to oneself. If a student continues to exhibit inappropriate behavior with little effort to improve, s/he will be considered to be acting with "serious disrespect".

These infractions refer to behavior towards any member of the school community.

Among these infractions, BUT NOT LIMITED are:

- Behavior which can be considered as harassment and/or bullying of other students, including name calling, making fun of others, and belittling.
- Threats or actual physical violence.
- Behavior capable of causing injury to people or damage to property. Vandalism by groups of students or persons. Such acts include, but are not restricted to, the following: Throwing of eggs, water, flour or mud, setting off fireworks, running through the school as a group, abusing the green areas, using skateboards or similar items, and intimidating other students, faculty or employees through these acts.
- Instigate others to display inappropriate behavior.
- Dishonesty: Lying, cheating, including plagiarism in any form, with regard to homework, quizzes, tests, projects, or papers. Substitution for another student in tests or exams, forging a name on any official school document, altering the substance of any school document, giving a false name, or refusing to give a correct name to school personnel.
- Possession of cigarettes or smoking in school, or out of school while wearing the school uniform.
- Disobedience, insubordination, or disrespect to other members of the School Community. This includes misbehavior on the bus.
- Vandalism to school property or the property of others.
- Petty theft of articles of less than a \$50 dollar value.
- Refusal to assist the Administration by covering for others who have committed infractions outlined in this document or withholding information when questioned.
- Possession of pornographic and any other offensive material.
- Use of offensive or obscene language.
- Skipping of classes and skipping of school.
- Showing disrespect or disrespectful behavior during school assemblies.
- Demonstration of prejudice or acts of discrimination. This includes discriminatory language.
- Others considered as such by the teacher or administrator.

Upper elementary students (grades 4, 5, and 6) involved in any of the above actions will receive a discipline referral and five (5) points will be deducted from their quarter conduct grade.

A STUDENT FAILS THE YEAR IF HIS/HER OVERALL CONDUCT GRADE IS FAILING DURING TWO QUARTERS IN A YEAR. (They don't have to be consecutive quarters). The student will be placed on probation for the next academic year.

UNDER NO CIRCUMSTANCES WILL CORPORAL PUNISHMENT OF ANY KIND BE USED OR TOLERATED.

Offenses Resulting in Out-of-School Suspension

Regardless of the number of discipline referrals accumulated by a student, the following offenses may result in suspension from the school or other appropriate consequences as determined by the school administration.

- Skipping classes or activities repeatedly.
- Being intoxicated or under the influence of drugs while in school or during a school activity.
- Threatening, causing discomfort or harming any group physically or psychologically.
- Fighting.
- Being disrespectful with the school's or neighbor's property.
- Petty theft (examples of such are the theft of pencil cases, backpacks, lunch boxes, etc., however petty theft is not restricted to only these items).
- Destroying school property.
- Being insubordinate to a teacher or a member of the administration.
- Leaving campus without a pass.
- Forgery (for example, a parent's signature on an official document or absence excuse).
- Setting off an alarm as a prank.

The suspension may be for one or more days, depending on the seriousness of the offense.

An out-of-school suspension will also be applied to those students who have accumulated three or more discipline referrals while on a behavioral contract or to those students who commit a **MAJOR** offense whether they have any discipline referrals or not. An out-of-school suspension may be for one or more days, depending on the seriousness of the offense and the number of discipline referrals the student has accumulated.

Students suspended do not have the right to make up work for the time of the suspension. (Exceptions may be made by the school administration in special cases.)

Any suspension will automatically result in a deduction of 10 points in a student's quarterly conduct grade.

Under all of these circumstances, admission for the following school year is in jeopardy.

Consequences for not complying with Out-of-School Suspensions

Students and parents need to understand that there are serious consequences for students' misconduct; therefore, only if the student is very ill, or if there is a major family emergency can the date assigned for the suspension be changed. Family trips, participation in clubs, practices, or other activities are not considered valid excuses for not complying with a suspension or In-school work assignment.

Non-compliance by a student with what has been assigned by the administration will be considered an act of insubordination and more serious consequences will be applied.

Exceptions to the ordinary procedure

Occasionally, behavioral problems arise that require an exception to the ordinary procedure stated in this manual. Serious transgressions of the rules that violate the normal rules, regulations, and Code of Ethics may result in immediate suspension or expulsion from AIS. Examples of this situation are, but not restricted to, any student tampering with a teacher's grades or bringing weapons to school or using any other instruments as a weapon. Theft of a quiz or a test, or theft of articles of value of more than fifty dollars will result in expulsion from AIS.

Discipline Referral Appeals Committee

The Discipline Referral Appeals Committee shall consist of teachers, the counselor, the Principal, and the Director. These members are appointed for one year periods. The committee will listen to the student's and teacher's points of view.

All students have the right to appeal decisions of teachers or administrators regarding discipline referrals, with entire respect for due process for each student.

The following process is necessary for the appeal to be considered:

- In a respectful manner, the student should discuss the specific complaint with the teacher or administrator directly responsible for assigning the discipline referral or conduct-grade deduction.
- If, following this discussion, the issue remains unsolved, the student must submit to the Appeals Committee, in writing, the details of the complaint within three (3) school-days of receiving the conduct-grade deduction or discipline referral.
- There should be specific detail to clearly explain the basis of appeal in this letter. The student who received the referral or the teacher or administrator responsible for writing the referral has the right to submit written testimony to support his/her position.

- The committee will respond to the appeal within eight (8) school days. In complex cases, the time will be extended for another eight (8) school days.
- The appeals committee's decision should be based on a thorough investigation of the matter.
- If the student does not agree with the decision, a further appeal in writing must go to the office of the Director within three (3) school days of the decision by the appeals committee. The Director has three school days to respond to the appeal.

BULLYING

A bully is defined as a person who has a tendency to harm or abuse others. Bullying includes behaviors such as: kicks, blows, injuries, manipulation (for example, forcing the victim to give money to the bully), and psychological aggression (nicknames, making fun of the victim, mocking, etc.). Using any virtual media to bully others will not be accepted.

Once an aggressor has been identified by teachers and students (through a detection process, including conferences with teachers and students and observation), the following formative and disciplinary actions are taken:

- The corresponding teacher/counselor shall conduct a meeting with the student to discuss his/her abusive behavior and the need for a change. The student, together with his/her parents, writes a letter about his/her reflection on the issue discussed and his/her commitment to change.
- The corresponding teacher/ counselor shall conduct a meeting with the identified student's parents, to inform them of the details of the incident and coordinate all efforts leading to the student's change of behavior.
- If the student repeats the abusive behaviors, the student will be placed on a behavioral contract.
- If the student repeats any inadequate behavior with classmates or peers, the student will be suspended or expelled from AIS.

BUS CONDUCT

The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interests of safety, all students should understand, and parents are urged to impress upon their children, the necessity for strict compliance with the following rules:

- Students are to remain well out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner. Students should use only the door at the front to enter and exit.
- Students are to remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
Aisles should be kept clear at all times.

- Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous.
- Nothing should be thrown in or from the bus.
- Crowding, pushing, shoving, etc. are not acceptable.
- No food or drink should be consumed on the bus.
- Smoking on the bus, or while waiting, is strictly forbidden.
- Attitudes of helpfulness and cooperation will do much to ensure safe and comfortable bus transportation for all.
- Students must wear a seat belt at all times.
- Any changes to a student's bus schedule (cancellation, change of route, etc.) must be submitted in writing (e-mail) to the GADEA bus company office by 12:00 noon of that day.

NOTE: A student may be excluded from bus transportation for disciplinary reasons by the Director if deemed necessary. If a student is excluded from bus service because of poor behavior, the parent shall then be responsible for the student's transportation to and from school.

Buses will leave the school grounds shortly after dismissal. For those engaged in supervised after-school programs, the late bus will be available and is scheduled to leave the school grounds at 4:15 PM.

Consequences for Not Following the Bus Rules

Failure to follow the rules will result in a discipline referral and temporary or permanent suspension of the right to use the bus, depending on the seriousness of the incident.

- First referral for bus misbehavior: verbal warning to students
- Second referral for bus misbehavior: written warning from the School office
- Third referral for bus misbehavior: discipline referral. Parents are contacted.
- Fourth referral for bus misbehavior: two-week bus suspension.
- Fifth referral for bus misbehavior: bus suspension for the rest of the school semester.
- Serious transgressions of the rules may result in suspension of the bus service for the rest of the school year. This may apply even to the first infraction.

COMPUTER NETWORK ACCEPTABLE USE POLICY

Main Goals

- This policy defines American International School's expectations of proper computer and network use and the procedures to prevent and/or respond to security incidents.
- Inappropriate use of computer systems will result in the suspension of the privilege. Depending on the seriousness, a discipline referral will be written.

Objectives

- Support teaching and learning processes in the school through the exchange of non-commercial information.
- Provide the users with electronic access to a wide range of information and the ability to communicate with people throughout the world.
- Increase the school's intra-communication, enhance productivity, and assist students and teachers to upgrade their skills through greater exchange of information with their peers.
- Promote the use of the network as a means of data transfer only for purposes consistent with the school's approved curriculum, including classroom activities, games, research activities, etc.
- Promote user cooperation and collaboration, avoiding abuse and doing what will guarantee a proper performance of the network.

Web Page Publication

- Classes may establish web pages that present information about the school or class activities.
- Material presented in the student's web site must be related to the student's educational and must include only student-produced material.
- Student web pages must include the following notice:
- *"This is a student web page. Opinions expressed on this page shall not be attributed to American International School of Costa Rica."*

Personal Safety

- Users will not post personal contact information about themselves or other people. Personal contact information includes home address and telephone.
- Users will not agree to meet with anyone they have met online without their parent's approval and participation.
- Users will promptly disclose to their teacher or other school employee any message that they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Users will not attempt to gain unauthorized access to the school's system or any other computer system through the school's system or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- User will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal and will result in a discipline referral.
- Users will not use the school's network to engage in any other illegal act, criminal activity, threatening the safety of persons, etc.

System Security and Integrity

- Every teacher will have a username and password. Teachers may request username and passwords for their students. Users must take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person. Each user will need to register their computer/device with the IT department in order to get a specific network address.
- Users will immediately notify teachers or administrators if they have identified a possible security problem. Users will not go looking for security problems because this may be construed as an illegal attempt to gain unauthorized access.
- Users will avoid the inadvertent spread of computer viruses of any kind by following protection procedures when sharing or downloading files.

Inappropriate Language

- Restrictions to inappropriate language apply to public messages and material posted on web pages.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage, danger, or disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. If a user is told by a person to stop sending him/her messages, s/he must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Users will not post a message and/or picture that was sent to them privately without permission of the person who sent the message.
- Users will not post private information about another person.

Respecting Resource Limits

- Users will use the system only for educational purposes.
- Users will not download large files unless absolutely necessary.
- Users will not post chain letters or engage in "spamming."

Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet.
- Users will respect the rights of copyright owners. If the user is unsure whether or not s/he can use the work, he/she should request permission from the copyright owner. For more information on Plagiarism and Copyright Infringement, please see the Conduct code, a teacher or the Director.

Access to Inappropriate Material

- Students will not use the school's network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence towards other people (hate media).

Student Rights

- Free Speech: The right to free speech also applies to communication on the Internet. Internet facilities provided by American International School are considered a limited forum, similar to a school newspaper, and therefore, the school may restrict student expression for valid educational reasons. The school will not restrict free speech on the sole basis of a disagreement with the opinions expressed.

Search and Seizure

- Students should expect only limited privacy in the content of their personal files on the School's system.
- An individual search will be conducted if there is a reasonable suspicion that a student has violated school procedure, this policy, or the law.
- Routine maintenance and monitoring may lead to the discovery that a student has violated this policy, or the law.

CONFLICT RESOLUTION

In order to create a positive and safe environment at AIS, students need to follow these steps to solve their problems:

1. Calm down
2. Use appropriate language
3. Listen
4. Define the problem
5. Negotiate acceptable solutions
6. Decide on a peaceful solution
7. Work it out

If not in agreement, ask an adult for help.

DRUGS AND ALCOHOL

Regretfully there has been a significant increase in the consumption of drugs and alcohol both within and outside of our country's borders, and is becoming a high-risk factor for young people. The AIS Community, therefore, must commit itself to the creation and implementation of policies conducive to a safe, healthy, and addiction-free environment.

The purpose of this policy is to educate healthy, self-confident children, who are accountable for their actions and will become productive members of our society in a not too distant future.

This policy is based on the premise that the possession, use, transference, selling, purchasing, exchange, being under the effects of any kind of drug or alcohol in the institution, as well as withholding information on any of these acts will be considered a violation of the fundamental principles that govern this Institution.

To establish criteria, the following definitions will be used:

Drugs

- Any restricted or dangerous drug, such as (but not limited to): marijuana, any narcotic, hallucinogenic, stimulant, depressant, amphetamine, barbiturate or anabolic steroid, or any other illegal drug.
- Any medicine or drug used without the parents' knowledge and written consent.
- Any glue (adhesive), aerosol paint, or any chemical drug used for inhalation.
- Any intoxicating drug that produces changes in the person's state of mind or behavior.
- Any kind of alcoholic drink or liquor.
- Any possession, use, or transfer of paraphernalia related to these illegal substances.

Students are not allowed to possess or attempt to possess, use, transfer, sell, buy, or be under the effects of any of the above-mentioned drugs in or out of school, during school-sponsored activities, such as shows or events, during their transport to and from school.

Any behavior that is to the detriment of the institution's good name, prestige, or reputation will be investigated, given the circumstances or place where it occurs.

This list does not intend to describe all of the existing drugs. The Director General, the Board of Directors, or the General Assembly of Associates can include other drugs not specified in this definition and prohibit their use.

If a physician prescribes any medicine to a student which is to be used in the institution or in school-sponsored activities, it must be established in writing (medical prescription enclosed) to the infirmary and/or the nurse. All psychotropics must be administered by the school nurse.

Use of Drugs and Alcohol

"Use" will be defined as the situation in which the student voluntarily introduces, by any means, an illegal drug inside his/her body, recently enough as to be detectable in the student's physical appearance, in his/her actions, breath, speech, or through a laboratory chemical analysis. In this sense, to be "under the effects" of a drug is defined as not possessing the use of one's normal mental and physical faculties due to the use of a drug. However, the student does not have to be "legally" intoxicated to assume that s/he is violating this policy.

Possession

Possession will be defined as the illegal possession of drugs on oneself, inside the lockers, in backpacks, in any other personal belongings, or in any other place inside or outside the school grounds, whether it be for personal consumption, sale, exchange, or transfer.

Knowledge and observance of this policy

Parents and legal guardians must keep themselves informed about this policy, which can be revised in the school web page or in the parent and student handbook. Upon signing the Educational Services Contract, parents and legal guardians acknowledge their acceptance and commitment to comply with the policies expressed in this document.

Behavior Expected from Parents and Students in Out-of-School Activities

Parents shall not encourage the use of drugs or alcohol in private parties or meetings in which students participate.

Behavior Expected from the Teaching and Administrative Staff

The Institution considers that the school personnel should not foster social relationships with AIS students beyond the educational scope and the teaching process. Concerning this matter, it is not considered appropriate to invite or accept invitations from students to consume any substance mentioned in this policy, or to participate in out-of-school hours in parties or trips organized by the students without the presence of parents.

Procedure in Case of Reasonable Suspicion of Alcohol and Drugs

When the institution has obtained information to warrant reasonable suspicion concerning a student's use of drugs or alcohol, the following steps shall be taken:

- Inspection of lockers, backpacks, handbags, and other personal objects.
- Requiring parents to carry out laboratory tests to detect the presence of drugs.
- Testing of students by administrative or medical staff to determine the presence of alcohol.

Notification to parents and legal guardians

When the students' physical or psychological integrity is at risk, the institution must inform their parents promptly. The parents or legal guardians will be given specific recommendations and procedures to address each situation.

The institution must inform parents about any kind of high risk behavior observed in the student, whether based on reasonable suspicions or concrete evidence of drug and/or alcohol use.

Parents, for their part, commit themselves to take the necessary measures and cooperate with the institution in whatever needs to be done, including: providing laboratory drug test results from a school-designated laboratory, psychological reports, and any other necessary measure.

In regard to the clinical laboratory test, the parent and/or legal guardian agrees to obtain its result within a period of 24 hours, starting from the moment that the lab test is requested. If the parent and/or legal guardian fails or refuses to comply with the

specified period of time, s/he understands and accepts that said test will then be made by a school-designated laboratory at the expense of the parent.

In the absence of compliance with the given requirements or the AIS administered alcohol test or clinically administered drug test, the institution reserves the right to suspend and/or deny enrollment to the student.

Consequences

The institution will carry out an investigation process which guarantees the involved person's or persons' right to appeal and defend himself/herself/themselves, in accordance with the established regulations in the Student-Parent Handbook.

Parallel to the measures taken, the guidance and counseling department must engage in follow up in conjunction with the parents and outside professionals in charge of the case.

Students who use, possess, transfer, exchange, sell, distribute, manufacture, and buy chemical substances, drugs or alcohol in the institution or in any school-related event will be immediately expelled from school. Any student who attempts to carry out any of these actions will also be sanctioned. Any evidence of such activities shall also be reported to legal authorities.

If a student has been arrested and declared guilty outside the school grounds because of drug & alcohol abuse, s/he will be expelled as well.

Concealing illicit actions and obstructing any investigation will be sanctioned in accordance with the gravity of the action. Consequences may range from a reprimand to expulsion.

INSPECTION OF LOCKERS, BACKPACKS, HANDBAGS, AND OTHER PERSONAL OBJECTS

The AIS school administration reserves the right to check all backpacks, handbags, other personal objects. Also, lockers may be searched. If there is suspicion of the concealment of an illicit or stolen item, all attempts will be made to conduct the search with the student, the school counselor and the school director present.

OFF CAMPUS BEHAVIOR OF AIS STUDENTS

The behavior of AIS students off-campus is the responsibility of the individual student and parents. Students must continually be aware, however, that they are representatives of AIS in the larger community and should conduct themselves accordingly.

SEXUAL HARRASSMENT

All people have the right to a life free of any form of violence, of behavior toward them that may bother them or make them feel uncomfortable or guilty. They have the right to study and work in a peaceful environment, without fear, where confidence and respect prevail.

In accordance with "*La Ley sobre El Hostigamiento Sexual en el Empleo y la Docencia,*" AIS recognizes the need to provide conditions that assure each person the possibility to develop through participation in equal conditions in the social, economic, political, and cultural life of the community.

Consequently, sexual harassment will be dealt with strict measurements, in compliance with the internal policy of the institution.

General Policies

ACTIVITY CALENDAR

The Administration will maintain an annual activity calendar. All school holidays and major events are indicated. Faculty members who sponsor student organizations or events are responsible for clearing those dates through the Administration. The Administration will publish an up-to-date, monthly, activity calendar on SEDUCA, our Learning Management System.

AFTER-SCHOOL ACTIVITIES

The school offers a variety of after-school activities to elementary students. A schedule of these activities is sent home at the beginning of each semester. Information concerning these activities and the time/place where they will take place is posted on monthly newsletter, website, and through informative notes home.

The administration and staff will approve the list of participants for all after-school activities that take place during the school day. Academic performance, attendance, and conduct will be taken into consideration.

There are after school buses that leave the school at 4:15. The 4:15 buses are limited in their service, and unfortunately cannot deliver students directly to their door. Parents are requested to meet their children at a designated bus stop. For specific times and locations of the bus routes, please contact Transportes Gadea - <http://transportesgadea.com>, servicioalcliente@transportesgadea.com, (506) 2280-6000.

ARRIVAL AND DISMISSAL

Arrival and Dismissal for students not using the school bus will be through the main gate and black top. AIS strives to provide supervision for all students while on campus.

Therefore, no students will be admitted on campus prior to 7:30 a.m., unless previously approved by Administration.

AIS is a closed campus, meaning students are only allowed to leave campus at the regular dismissal times of 3:00 p.m. and 4:10 p.m. Students who leave campus will not be readmitted unless explicitly allowed by Administration. Parents must submit in writing to the Main Office the method in which students will be regularly dismissed from campus – car, school bus, walking, bicycle, etc. Exceptions to the regular dismissal may be made only with **written parental permission received by the school prior to 10:00 a.m.**

Students remaining on campus after 3:05 p.m. must be enrolled and actively participating in an approved, properly supervised, after-school activity or club. Those not engaged in after-school activities, and who are waiting to be picked up must remain in a central location under supervision.

Parents are urged to pick up their children in a timely manner. Recurring problems in this area may result in discipline action taken against the student and/or parent.

AT SCHOOL PICK-UP AND DROP-OFF OF STUDENTS

Students being driven to school and picked up after school are to be dropped off from the vehicle in front of the entrance gate (black top). No person may be dropped off to cross the street. Students are to use the sidewalk when walking to and from the parking lot. This policy was created for safety and traffic flow. **Parking is only allowed in the parking lot.**

Students are not to arrive to school before 7:30 am. All elementary children are to be picked up by 3:10, unless they are involved in after school activities or prearranged special tutoring. Please note that supervision is only provided until 3:15 pm

BICYCLES

Students who ride bikes to school should park them in the bicycle rack with a chain and lock. The bicycle rack is located behind the main office.

CHANGE OF ADDRESS AND /OR PHONE NUMBER

Please notify the office when your address or phone number changes. These are extremely important for our emergency lists.

CLASS SIZE

AIS continually strives to be an outstanding educational institution. It has been decided that in order to best achieve this excellence, AIS will remain small with just one group per grade level.

AIS has identified that the optimal class size which allows for addressing individual needs and promotes high academic and creative achievement is the following:

- Preschool and Pre-Kinder 15 students

- Kindergarten 18 students
- 1st through 6th 20 students

Any exceptions to this policy are the sole discretion of the Director. These numbers refer to paying students in each class.

CLASSROOM RULES

Teachers will discuss appropriate classroom behavior with their students and post a set of rules for their own classroom. Students are bound by these rules under the Code of Ethics

DAILY SCHEDULE

School begins at 8:00 a.m. and ends at 3:00 p.m., Monday, Tuesday, Thursday and Friday. Wednesdays are teachers' in-service days. Therefore, students are dismissed at 1 pm on these days.

DUTIES

All teachers have supervision duties to assure a safe environment for the entire community. Depending on the area, teacher supervises students and their direct safety.

The following are areas of supervision:

- Early Childhood Playground
- Lower Elementary Playground
- White/Black Top
- Soccer Field and / or Gym

ELECTRONIC ITEMS

Cell phones, iPads and iPods are allowed to be used on school grounds. Students may use any of these electronic devices on the school campus or in the classroom at the teacher's discretion. The school is not responsible for lost or stolen electronic equipment. At AIS iPads are considered essential learning tools. All elementary students in grades 1st through 6th must bring a charged iPad for class use on a daily basis.

ELEMENTARY SCHOOL SCHEDULE

Preschool:	Half-day program:	8:00 a.m. - 12:10 noon
	Full-day program:	8:00 a.m. - 3:00 p.m.
1st through 6th:	8:00	School begins
	9:05 - 9:20	Snack Time

10:40 – 10:50	Recess
12:10 - 1:00	Lunch
3:00	School dismissed

Individual grade level schedules are available at the main office upon request.

FIELD TRIPS, ACTIVITIES, AND ORGANIZATIONS

AIS strongly encourages the formation of new activities and organizations to meet the needs and wishes of our students.

Whenever your child will go on a field trip the following procedures will be followed:

1. Minimum two-week prior approval from the appropriate administrator;
2. Signed parent approval forms for every student participating, no later than the day before the activity;
3. Collection of any funds necessary, prior to the field trip;
4. Transportation arrangements approved by the administrator;
5. First aid kit (available from the Nurse's office).
6. Class list with school and student phone numbers.

FUNDRAISING

Students are encouraged to plan and carry out fund raisers for their activities. Fund raising activities need only be approved by the Director.

GRIEVANCE PROCEDURE

In general, American International School of Costa Rica will strive to resolve problems via open communication through established channels. Student and parent concerns regarding other students should be taken to the Administration. Students and parents who have a particular concern regarding the education, school policies, or faculty should take the following steps:

- Discuss the concern with the faculty or staff member involved.
- If then not resolved, communicate your concern to the Principal.
- If then not resolved, communicate your concern to the Director.

Students shall have the right to appeal certain infractions to the Discipline Referral Appeals Committee. Previous sections define infractions and consequences thereof.

HALF DAYS

All Wednesdays throughout the school year are dedicated to teachers' workshops. Therefore, the school ends at 1 pm. Elementary students leave school before lunch. Students who do not ride the bus must be picked-up at this time. The yearly Board-approved school calendar is posted on SEDUCA by the end of May. In order to protect class time, we encourage parents to take advantage of these half days to set doctors/dentists appointments or plan any other family-related activity.

INCLUSION ASSISTANT

An inclusion assistant is a professional who attends school with a student to help him/her learn the skills he/she needs to be successful within the school environment. The inclusion assistant may focus on any combination of academics, classroom skills, impulse control issues, social skills, or following directions. He or she is there to provide a particular child with as much or as little support as needed to be successful in school. As the child becomes more independent, the aide will gradually reduce their support until the child is able to be successful on his own.

At AIS we support the idea of inclusion assistants to ensure the progress and success of all our students. After a thorough review of each student's needs, our Child Study team may deem needed an inclusion assistant for a particular student. In such cases, parents will be contacted and the need of this extra professional to support the educational process for their son/daughter will be recommended at that time.

Even though the contractual relationship of an inclusion assistant is established exclusively between the parents and this professional, AIS will ultimately accept or decline an inclusion assistant (based on the best interest of the child and of his/ her classmates). AIS strongly recommends that parents meet with the homeroom teacher and the inclusion assistant at least once a month to check the progress of the student. We will also expect the inclusion assistant to provide us with a brief quarterly written report that includes the goals for the quarter, and the achievements during that particular marking period. This document must be included in the student's file for any future reference.

The following are the responsibilities of an inclusion assistant:

Academic Support

- Follow the teachers' instructions.
- Provide academic support to the student (reword, paraphrase, explain).
- Reinforce teacher prompting.
- Ensure that student does his/her best in all academic activities.
- Help the student understand what is expected of him/her.
- Must be patient and know how to give direct instructions.
- Convey confidence to the student to work independently.
- Encourage the student to work for himself/herself.
- Help the student to become independent.

- The shadow will not do the work for the student.

Behavioral Support

- Follow the teachers' instructions.
- Assist student with his or her social skills.
- Help student in managing attitudes and reactions.
- Successfully integrate the student in group activities.
- Help the student with his or her communication skills.
- Help the student understand what is expected of him/her.
- The shadow will be the first person (adult) to contain any undesirable behavior from the student.

KINDERGARTEN & SIXTH GRADE PROMOTION CEREMONIES

AIS feels very proud of the students' achievements, and wants to celebrate with children and their families two of these milestones. For this reason at the end of the Kindergarten and sixth grade years, students will participate in a school-sponsored activity called Promotion Ceremonies. AIS appreciates parental support during these events. Therefore, the decision of whether the students will use cap and gown during these events will be solely made by the parents of each group. Thus, all parents will abide by what the majority of the group decides.

LOST AND FOUND

The main office maintains a lost and found. If something is lost, or found, please report to the main office immediately. PLEASE REMEMBER TO LABEL ALL YOUR CHILD'S PERSONAL BELONGINGS, such as clothes, shoes, lunch boxes, etc.

MONEY AND VALUABLES

AIS is not responsible for money, electronic devices, clothing, jewelry, or other valuable possessions that students may bring to school. Bringing large amounts of money to school is not appropriate.

PARENT/TEACHER CONFERENCES

Parent teacher conferences will be held at the end of the 1st and 3rd quarters. The hours for those conferences will be sent to parents. Parents are strongly urged to attend all parent/teacher conferences in order to have more detailed discussions about their child's progress. Half days at the end of these quarters have been scheduled for this purpose.

PARENT/TEACHER ORGANIZATION (PTO)

American International School of Costa Rica enjoys the assistance of a strong P.T.O. AIS encourages all interested parents to join the P.T.O.

PARENT VOLUNTEERS

AIS encourages participation from the parents. When the need arises, parents who wish to volunteer should contact respective homeroom teachers directly. Any parent volunteer should be approved by the Principal/Director.

PERMANENT STUDENT RECORDS

AIS strives to safeguard the privacy of student records. However records are open to review by the parents, the student, and institutions. The student record indicates: earned credits, grades, attendance data, family background information, test information and test scores, any awards, and other pertinent information, such as signed minutes from parent/teacher meetings.

PUBLIC MEDIA

The Director is the official spokesperson of the American International School of Costa Rica in all dealings with public officials and the media. Any requests for interviews or information regarding AIS must go through the Director.

PUBLIC DISPLAY OF AFFECTION

Students may give, as a greeting or farewell, a kiss on the cheek. No other forms of physical contact are considered acceptable anywhere on the school campus or during school activities. Inappropriate behavior is considered to be excessive physical contact between students. These displays will include, but are not limited to stroking, rubbing, petting on, sitting on somebody else's lap, touching, massaging or grabbing any part of the other student's body. If a teacher observes an inappropriate behavior, he/she needs to speak at that time to students. If the behavior is repeated, a referral needs to be given to both students involved.

ROOM MOTHERS AND CLASS PARTIES

Some teachers appreciate the help of "room mothers" who will help in contacting parents for parties, field trips, and other special occasions. If you would be willing to help in this capacity, please contact your child's teacher.

Class parties are scheduled for the following holidays only, and at the discretion of the individual classroom teacher: Halloween, Children's Day, Valentine's Day, Winter Holiday Celebration, and End of the Year.

Because of the size of our student body and the fact that daily schedules are very full, we regret that we are unable to hold birthday parties at school. If, however, some particular circumstances make it impossible for parents to celebrate their child's birthday at home,

we would like for them to feel free to discuss with the teacher the possibility of a simple commemoration without the issuing of invitations and the receiving of gifts. Such recognition for grades Preschool through Sixth may occur during break time (9:05 – 9:20) in the morning or at the lunch recess (12:35 – 1:00 pm). Cafeteria staff needs to be informed so that they may plan accordingly.

Please do not send birthday party invitations, for celebrations outside of school, for teachers to hand out unless **all children** in the class are invited. Children are very observant and they do notice these things.

SCHOOL PICTURES

All students will have their pictures taken during the I quarter. Parents will be informed of the cost, the dates and retake dates if necessary. AIS reserves the right to use pictures taken of students and any other AIS community members engaged in school-related activities for any school-related publication (including yearbook, newsletter, website, social media, etc) or for school promotion in any medium, without expectation of compensation of the photographer or those photographed. Pictures may be modified for artistic purposes, appropriateness or any other reasons particular to their specific purpose. Students wishing to be exempted from this policy should present a request in writing specifying the limitations of use of their image.

STUDENT SUPPLIES

Organization is essential to students' success. At the beginning of each school year, AIS offers the service of selling teacher-approved students' supply packages. If parents wish to buy the supplies on their own, a list of supplies is available at the Main Office upon request.

TEXTBOOKS

All students are required to cover books issued to them. If books show abuse, fines will be assessed. If a book shows excessive wear and abuse at the time of issue, report it to the school immediately so that a fine will not be charged to you for that condition. If a book is lost, stolen or damaged, a fee will be charged. It is the students' responsibility to take care of textbooks assigned to them. There is a \$100 fee per each lost US curriculum textbook and \$50 per each lost MEP textbook.

USE OF SCHOOL FACILITIES

The Board of Directors of American International School of Costa Rica strongly encourages the use of school facilities for educational, civic, cultural, and recreational events. School facilities may be made available for use by outside organizations for a fee. Advance approval for use must be granted by the Director.

USE OF SCHOOL TELEPHONES

The office telephones are for school business and may not be used by students except in emergency situations. In emergency situations, parents can call the school and the information will be forwarded to the student by the secretary. **Students who want to make different transportation plans after school must bring a written note from home or an e-mail needs to be sent to school before 10 am on the day of the change. STUDENTS WILL NOT BE ALLOWED TO USE THE PHONE FOR LAST MINUTE CHANGES.**

VISITORS

AIS is an educational institution; therefore, social visits are not permitted. Visitors will be allowed to be on campus only if they are foreign and are visiting one of the AIS families. A written request by a parent must be submitted to the Director prior to the proposed visit. Visits will be approved at the sole discretion of the Director.

Students are only allowed to invite foreign guests to school with previous authorization of the Director. Student visitors are expected to observe the rules of the school and must be accompanied by a currently registered AIS student about the same age. They must receive a written pass at the Office.

Normally, visitors will receive permission to be on campus only one day. In special cases a MAXIMUM of two days may be granted.

Alumni must receive authorization from the Director to visit the campus. Alumni shall not visit any student or teacher during class periods and shall limit their visit to break and lunch periods. Alumni visitors may stay only during lunch period and after that, they shall leave campus.

Due to a close-campus policy approved by the Board of Directors, parents are not allowed to come on campus unless meeting with a teacher or administrator, with a previously scheduled appointment. In such cases, they must report to the security guard, who will provide them with a badge that clearly indicates who they are meeting with.

WITHDRAWALS

In order to leave American International School with a clear record, the student must come in with their parent or legal guardian before they can withdraw from school. A parent release form is required before we release a student's grades to another school.

All school property, such as, textbooks, library books, locks, etc., must be turned in at this time. Any items not returned must be paid for before withdrawal.

Grades and records will not be released until all accounts are paid in full in the business office.

WHATSPP CHATS

AIS believes in an open home-school communication. Thus, elementary homeroom teachers communicate directly with parents via SEDUCA and email correspondence.

These are the two official communication channels. Even though parents might create whatsapp chats of their own, teachers are not to participate in these forums.

Health Care and Related Information

AIS has developed a rather thorough and comprehensive Health and Welfare Policies and Procedures document that encompass all areas related to health information. We encourage all parents to relate to this document, available at the Main Office.

PLAYGROUND SAFETY

Students will be encouraged to play safely and to use playground equipment in a proper way.

Areas:

- Early Childhood Playground
- Lower Elementary Playground
- White/Black Top
- Soccer Field and / or gym

Rules:

1. Students should not display behavior such as: playing with sticks, throwing sand or, rocks, running or jumping from the bridge, climbing the slide, standing on the monkey bars and playing roughly.
2. Slide down the slide in a sitting position, one child at a time.
3. Finish snacks or lunch before entering the play area.
4. Play in an area visible to the teachers.
5. Students should respond to requests the first time asked.

Services

CAFETERIA

Students and teachers may bring their own food or purchase it in the cafeteria. Food will be provided for breakfast, break, lunch, and after school in the cafeteria. It is available to all students. A debit account could be open directly

with the cafeteria staff. Since this service is outsourced, parents need to contact EM Delicias directly – telephone: 6067-2447 / 8775-6957, email:

e.mdelicias1972@gmail.com to set these accounts.

Cafeteria Procedures

- Maintain straight and orderly lines without pushing or cutting line.
- Clean up your area of the table and floor when finished.
- Place all trash in the trash receptacle when finished.

Cafeteria Rules

- Students must be seated on a chair while eating.
- Students must not talk loudly, whistle, use vulgar language, nor misbehave in any way.
- **ALL** students must form an orderly line when purchasing food (taking cuts is not allowed).
- Students must show respect for the cafeteria supervisors, cafeteria staff, and all other persons in the cafeteria.
- Students must not block the corridors or the exit area inside the cafeteria.
- Students must leave the tables clean.

NOTE: Students misbehaving while in the cafeteria will receive a discipline referral. (see discipline policy)

COUNSELING

- A counselor is available to assist in developing better study habits, learning to get along with others, establishing educational goals, and resolving personal problems.
- Counseling services are available to all students, staff, and parents.
- Counseling may be conducted individually or in groups.
- Counseling will be conducted in a climate of confidentiality.
- Counseling is conducted in such a manner as to help the students achieve better self-understanding, self-awareness, and planning.

All discussions with the counselor will be confidential unless the child is considered to be at risk or a danger to themselves and others. In these instances the Principal will be notified by the counselor and together they will assess the severity of the situation and take the necessary precautionary steps.

Procedures for seeking Counseling:

1. Appointments – contact the counselor.
2. Students must sign up between classes or during free time.
3. In an emergency students may be sent to the Counselor with a pass

LIBRARY AND MAKERSPACE

The AIS Makerspace is a collaborative space where students can apply what they are learning in the classroom to creations in the real world. It's a place where students learn to use technology like 3D design, coding, electronics, and film editing alongside more traditional crafts, construction, and textiles – combining these new skills organically, as a function of the project they are developing with their teacher and supported by their Information and Technology class.

Grades 1-6 have a set time every week when the Makerspace is reserved for their use. The teacher is free however to schedule more or different times as suits their need. If a teacher wishes to use the Makerspace with their class, he/she must coordinate with the librarian to ensure that materials are available and there are no conflicts with other staff. At present time, students will not be permitted to use the space without at least one adult supervising.

MATERIALS: Students must request materials from the teacher or librarian. Before entering the makerspace, students should plan what materials their project will require as well as a timeline for their expected progress for each visit. In the case of early elementary, this step will be done with the teacher and librarian's help.

SAFETY: At the present time, elementary students will be using tools and equipment assisted by and adult. At no time will students be left unattended in the makerspace.

The AIS library is open from 7am to 3pm Monday through Friday. The library provides students with a quiet space to work, support for online research, and access to fiction and non-fiction reading material.

Access to books in the elementary section is online. Students must enter the library module through their SEDUCA account to browse titles and request a book. Books will be delivered to their classroom.

Normal checkout is for a two-week period. Students wishing to check out a book for longer periods must make the request at the time of circulation or renew the book at the end of the two-week period. Books may be checked out over the summer if a deposit is paid to the accountant and the receipt presented to the librarian.

Lost or damaged books are the responsibility of the patron who checked the book out. The patron will be charged the **cost of replacing the book** including shipping fees and taxes.

Students may not bring food or drink into the library.

TRANSPORTATION

In order to provide a better and more personalized bus service, AIS has outsourced the transportation services. Any question or concern regarding this area should be addressed directly with Transportes Gadea. (See page 35 for more information about this company).

Students' Responsibilities

Rights come with Responsibilities. Students' responsibilities are to:

- Respect the rights of others to study and learn
- Attend school daily
- Be on time for classes
- Abide by the student conduct code
- Cooperate with school staff at all times
- Complete homework assignments and meet deadlines
- Come to class with necessary books, Ipad, and other materials
- Respect people and property
- Carefully use and return all materials
- See that school correspondence to parents reaches home
- Use proper language
- Wear proper and appropriate school attire.

ABSENCES

AIS believes attendance is essential to student learning and progress. Students are encouraged to arrive at least 10 minutes before the beginning of the day; between 7:45 and 7:55 a.m. Students must be in their classrooms and ready to begin working at by 8:00 a.m. School hours run from 8:00 a.m. to 3:00 p.m. If parents have not contacted the school via e-mail (mgonzalez@ais.ed.cr), the absence will be considered unexcused. It is expected that AIS students be in attendance every day.

Preschool and Elementary School attendance is taken and recorded on a daily basis by teachers. When the student is going to miss class for personal reasons, the parents need to notify the school in advance. Parents are responsible for planning and helping students make up all class work, homework projects, and reschedule tests with

assistance of the teachers. Absences can affect student performance as seen in grades. Parents receive an attendance report on quarterly report cards identifying number of absences and tardies. **Student's attendance is part of his/her conduct grade.**

Justified Absences

The administration will only justify absences for the following reasons:

- Illness (if more than three days, a medical certificate will be required).
- Medical appointments, including dental and therapist appointments. (See p. 38)
- Attendance to the funeral of a family member or AIS community member.
- Court appearance or government agency appointments.
- Taking tests in other institutions.
- Participation in an official sport competition or other similar activity representing the country or school (an official letter is required by school administration when representing the country).
- Participation in official school activities held off campus for example, exchange programs, Space Camp in Huntsville, AL, etc.
- Important religious holidays.
- Other situations authorized by the Administration.

Please note: Absences for appointments will be justified only when the medical office, doctor, or dentist validates a note including the date and time of the appointment or if an official document or bill is provided to the school. If the request is for a need not covered under this section, specific documentation may be requested by the administration to qualify the absence as justified

Unjustified Absences

In elementary school, even though an absence is considered unjustified, the student may have the right to present all missed work. However, it is the parents 'and/or student responsibility to coordinate with the teachers to present these missing assignments.

Remember that students suspended may not have the right to make-up work, in which case they must receive a "1" as a grade for any missed work or test.

Steps to Follow When a Student has been Absent

Students may fail the course if they are absent 15% or more of the time. When a student is absent due to illness or for an unavoidable cause, s/he must give a note (e-mail), signed by his/her parents indicating the date and the reason(s) for the absence, to the homeroom teacher upon his/her return to school. When a student is absent for a short or prolonged period of time, it is the student's responsibility to catch up on all assignments and readings missed. This responsibility includes talking directly to the teacher(s) involved to clarify what was missed and to coordinate with him/her the

dates on which he/she will make-up the work and tests missed within the ten days after the absence. **Students skipping classes will receive an IMMEDIATE discipline referral and will not have the right to make up any missing work, quiz, or exam and will get a "one" (1) for any work or exam missed.**

Exam Make-Up

If a student misses a previously announced exam on the day/s of his/her absence, s/he must request to be allowed to make up the specific exam(s) missed. Notes should be sent directly to the teacher. The student has **TEN DAYS AFTER RETURNING FROM AN ABSENCE** to make-up work or exams missed.

DRESS CODE

Uniform and Student Appearance

In accordance with Costa Rican law, and acknowledging that student appearance reflects on the standards of the institution, students will follow the uniform and appearance code and guidelines below. Due to the subjective nature of this issue, specific interpretation of what constitutes proper appearance is reserved for the administration.

The following will be the official AIS uniform:

- Official burgundy AIS polo or t-shirt (sold in the school office)
- Khaki pants, shorts or skirts
- Closed shoes

Additionally, students will comply with the following:

- Students will practice and exhibit proper personal hygiene and grooming according to accepted social standards, which shows respect for others and consideration for the school environment.
- Students must keep uniforms neat and clean. Torn, defaced, or excessively faded or stained garments will not be acceptable.
- Shirts may be worn tucked into the pants or loose; they may not be tied, though.
- A plain white or official burgundy AIS T-shirt may be worn under the official school shirt.
- Pants, shorts or skirts must be worn at the waist. No oversized, sagging or low-riding pants, skirts or shorts will be allowed.
- Skirts and shorts may not be shorter than the length of an arm plus four fingers.
- No hats or headgear will be allowed.
- Students must have neat and appropriate hairstyles according to accepted social standards. Moderate hair accessories may be worn, but may not be considered distracting, offensive or inappropriate.
- Only moderate jewelry, accessories and cosmetics are allowed. Visible body piercing is not allowed other than earrings (studs or rings). No sunglasses will be allowed.

Dress-Down Days

On occasions, the school administration allows pre-approved dress-down days. Students may come dressed out of uniform, but must comply with all other rules and restrictions as specified above, including the following:

- Clothing must cover students from shoulders to mid- thigh. No strapped, strapless, spaghetti, tube, halter, sleeveless, or muscle shirts or tops. Clothing may not be excessively tight and may not expose underwear or the midriff.
- T-shirts may not have images or words that may be considered inappropriate or offensive.
- Pants, shorts and skirts must comply with the appearance and length guidelines above.
- Shoes must be closed. No sandals, flip-flops, or any other type of open-toed shoes are allowed. Unless they need to be worn for medical reasons. In such cases, parents need to present a written request to the administration.
- On-campus student organizations may use pre-approved dress-down days as a fund-raising activity. Students not paying the approved donation must come to school dressed in their full uniform. Non-payment or non-compliance with the dress code will result in the disciplinary consequences specified in the Code of Conduct.
- Official uniforms and apparel must be worn for P.E. classes during Dress-Down Days.

Physical Education

Students are required to attend all physical education classes wearing the approved uniform, which consists of an official AIS P.E. T-shirt (sold at the school office), black shorts (other athletic gear may be worn under the shorts, but must be black), athletic shoes specifically designed for this purpose, and athletic socks. This uniform is approved only for P.E. classes and will not substitute the regular school uniform during regular school hours.

Children in Preschool through 3rd grade may wear the PE uniform all day on the days that they have PE classes. Students in grades 4th through 12th must wear this uniform only for P.E. classes.

Consequences for Non-Compliance

Compliance with the dress code is expected at all times. Disciplinary action will be taken for infractions according to the Code of Conduct. Continued violations will result in the student being denied entrance into the school and participation in the regular school activities until compliance with the code. In such cases, the absence will be considered unjustified. Additionally, students who are not in compliance with the dress code will not be allowed to take any examinations.

LATE WORK

If a paper, project, report or other assignment with a long-term due-date (5 school days) is due on the day a student is absent, **it is the responsibility of the student and his/her parents to make arrangements for the assignment to be brought to school and submitted to the teacher** on the due date.

If the assignment is submitted late, the grade will be lowered by ten (10) points on a scale of 100 for each school day or fraction of a school day.

TARDIES

Students are to be prepared in their classrooms by the time the second bells rings (8:00 am). Teachers will assist in the process to prevent tardies. When necessary, parents will be notified by the homeroom teachers and/or school office.

If a student comes to school after 8:30 a.m., s/he must bring a **written excuse from his/her parents explaining the reason for being late** to the office as soon as s/he arrives.

Student's punctuality is part of his/her conduct grade. Therefore, every 3 tardies, result in a 2 point referral

REQUEST FOR TRIPS

Parents are encouraged not to schedule vacation trips with their children while school is in session. If they do so, such absences will be considered unjustified, unless special situations arise.

Any exceptions to this policy are the sole discretion of the Principal/Director

STUDENTS LEAVING CAMPUS DURING SCHOOL DAYS

Students and parents are asked to give school attendance their highest priority. **We ask the parents to schedule their child/ren's medical or other appointments after classes, during already scheduled Wednesdays early dismissal, or on Saturdays.** However, recognizing that there are sometimes **unavoidable circumstances**, the following procedures will apply for a student to leave campus during regular hours.

A written form, which is available from the office, must be signed by a parent. This written request will include:

- Student's name
- Grade level
- Reason for leaving
- Date of the request
- Hour of departure
- Means of transportation

After the request has been approved by the Principal, the receptionist will issue a pass authorizing the student to leave at the time specified by his/her parents, the pass must be given to the guard at the main gate before leaving the campus.

Students' Rights

A Right is a privilege to which one is justly entitled. Students cannot be prevented from participating in a program solely because of race, ethnic, origin, religion, sex, sexual orientation or physical condition. In addition, they have the right to equal educational opportunity without interference from other students or people who do not belong on campus.

DUE PROCESS

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. Students will be allowed to tell their side of the situation before a decision is made regarding their consequences. Appeals will be made following the procedure outlined in the Discipline Policy.

FREEDOM OF EXPRESSION

Students are entitled to express their opinions in an appropriate manner and to circulate petitions.

Students are entitled, with permission, to use screens to post digital notices concerning school activities.

FREEDOM OF ASSEMBLY

Students are entitled to hold meetings, in a place, and in a manner that does not disturb classroom instruction. Prior Administrative approval is necessary.