



AMERICAN INTERNATIONAL SCHOOL

COSTA RICA • SINCE 1970

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

SECONDARY
STUDENT HANDBOOK
2019-2020

INDEX

WELCOME.....	1
Message to Students	1
Message to Parents	1
GENERAL INFORMATION.....	2
School Profile.....	2
Contacts.....	3
Office Hours.....	3
Admissions and Placement	3
Board of Directors	4
General Assembly	4
Services.....	5
Counseling	5
Learning Support Program.....	5
SCHOOL PRINCIPLES AND PHILOSOPHY	7
Vision	7
Mission Statement	7
Statement and Philosophy.....	7
Goals and Objectives.....	7
GENERAL CODE OF ETHICS	9
Responsibilities of the Members of the AIS Community.....	9
Due Respect	10
Parents	10
Grievance Procedure.....	11
ACADEMICS	12
Curriculum	12
Degrees and Degree Requirements	12
Requirements for the U.S. High School Diploma.....	12
The Costa Rican Baccalaureate Process.....	12
Advanced Placement Courses (AP)	13
Grading	13
Academic Dishonesty	14
Homework, Assignments and Projects	14
Tests and Quizzes.....	15
Support Classes	16

English as a Second Language (ESL)	16
Spanish as a Second Language (SSL).....	16
Learning Support Program (LSP)	16
Independent Studies and Online Courses.....	17
Report Cards.....	17
Honor Roll	18
Semester Examinations.....	18
Exemption from Semester Examinations	18
Standardized Testing	19
Promotion and Retention.....	19
Extraordinary Examinations (Convocatorias).....	19
Valedictorian and Salutatorian.....	20
GENERAL POLICIES.....	21
Activities Calendar.....	21
Arrival and Dismissal.....	21
Attendance	21
Justified Absences	22
Unjustified Absences.....	22
Late Arrival to Class	22
Students Leaving Campus during School Hours.....	23
Student Parking.....	23
Bus Procedures and Conduct	24
Cafeteria	25
Communication and Announcements	25
Computer Network Use.....	26
System Security and Integrity	26
Personal Safety and Privacy.....	27
Limitations to Freedom of Speech	27
Web Page Publication.....	27
Search and Seizure.....	28
Counseling	28
Daily Class Schedule.....	28
Drop/Add.....	28
Discipline Policy	29
Conduct Grade	29
Discipline Referrals	29
Procedures.....	30

Appeals	30
Discipline Committee	31
Detention	31
In-School Work Assignment	31
Suspension	32
Behavioral and Academic Contract.....	32
Category One Infractions.....	33
Category One Consequences	33
Category Two Infractions.....	34
Major Infractions	34
Serious Infractions.....	35
Very Serious Infractions	35
Severe Infractions.....	35
Category Two Consequences.....	35
Point Deduction and Additional Consequences.....	36
Bullying.....	36
Sexual Harassment.....	37
Off-Campus Behavior of AIS Students.....	37
Exceptions to the Ordinary Procedure	37
Dress Code	38
Uniform and Student Appearance	38
Seniors' Uniform	38
Physical Education and Varsity Sports	39
Dress-Down Days.....	39
Consequences for Non-Compliance	39
Drugs and Alcohol	40
Definitions.....	40
Procedure in Case of Reasonable Suspicion of Alcohol and Drugs	41
Parent Responsibilities and Drug Testing	41
Behavior Expected from Parents and Students in Out-of-School Activities	41
Behavior Expected from the Teaching and Administrative Staff.....	42
Consequences.....	42
Electronic Items	42
Bring-Your-Own- Device Policy	42
Emergency Evacuation Procedures.....	43
Extracurricular Activities.....	44
Fundraising	44

Health-Related Information	45
Medical Emergency	46
Medication	46
Immunizations.....	46
Inspection of Lockers, Backpacks, Handbags, and other Personal Objects	46
Locker Inspections	47
Backpacks, Handbags, and other Personal Object Inspections.....	47
Library/Media Center	47
Lockers	48
Lost and Found	49
Media Relations.....	49
Parent-Teacher Communication and Conferences	49
Parent-Teacher Organization (PTO)	49
Parent Volunteers.....	50
Student Organizations	50
NHS.....	50
Student Council	50
Student Records	50
Student Supplies	51
School Pictures.....	51
School-Sponsored Trips.....	51
Textbooks.....	52
Use of School Facilities.....	52
Use of School Telephones	53
Varsity Sports	53
Eligibility Rules	53
Visitors.....	54
Withdrawals.....	54
Yearbook.....	54



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. Although the typical adolescent or teenager might question this statement, 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.

When parents and students have finished reviewing and discussing this handbook together, please return the last two pages, signed, to the student's homeroom teacher. Thank you for your effort and commitment to working with us to provide the best education for your child.

Katty Alvarado / Director
And the entire Staff at AIS

GENERAL INFORMATION

SCHOOL PROFILE

The American International School of Costa Rica (AIS) was founded in 1970 as a private, co-educational, non-profit day school. Today, AIS serves approximately 254 students from more than 35 countries and offers a comprehensive college preparatory educational program from Pre-school to grade 12. AIS serves the international business and diplomatic community of San Jose, as well as local students seeking an English-language, US-style education. Current enrollment is composed of approximately 64% Central and South American students, 26% US citizens, 6% European, 3.25% Asian and 0.75% other nationalities. All classes are taught in English except Spanish language classes, which are required at all grade levels from kindergarten to grade 12, and those offered as part of the local MEP program. AIS offers special classes to support non-native English speakers and non-native Spanish speakers. However, entrance to middle and high school grades require prerequisite levels of English proficiency. AIS offer special programs for children with basic remediation needs as well as programs for those academically challenged students.

AIS is accredited in the United States by the AdvancED and locally by the Costa Rican Ministry of Education. AIS provides quality classroom instruction in the English language as well as a college preparatory education. Students can participate in a variety of extra-curricular activities such as sports, Honor Society, Student Council, and band.

The school offers:

- Comprehensive college counseling that has achieved 100% placement of graduates in universities around the world
- A variety of extra-curricular activities are offered such as interscholastic sports, National Honor Society, Student Council, music, art ,drama and community service
- Technology is integrated into daily instruction
- Facilities and service include health service, cafeteria service, and bus service and sports facilities
- AIS is supported by the U.S. State of Overseas Schools as an official-assisted school.
- AIS is a member of AdvancED, Association of American School of Central America(AASCA), Tri-Conference Association, NCAA, and NAESP

Students at AIS receive valuable personal attention with an average student to teacher ratio 15:1. The school year runs from mid-August through mid-June, and provides students with a four week winter break. Classes are from 8:00 a.m.to 3:05 p.m., Monday through Friday.

Graduates from our school will earn a U.S. college preparatory diploma, and may opt for the Costa Rican Baccalaureate degree as well. Students earning both diplomas must comply with course requirements for dual tracking; starting in grade 9.Advanced placement (AP) courses that prepare students for the AP exams and college credit are also available.

College Placement

AIS graduates have been accepted into the following universities:

Worcester Polytechnical Institute	Eastern New Mexico University	Columbia College Chicago
Purdue University	Long Island-Brooklyn Campus	Trevecca Nazarene University
Drexel University	Rollins College	Penn State
Manhattan College	Kalamazoo College	Boston University
University of North Colorado	Eastern Arizona College	Johnson and Wales University
Kendall College	Mississippi State University	Ithaca College
Georgia Southern University	Westminster College	Trinity University
Northern Arizona University	Virginia Military Institute	University of Louisville
Florida International University	Webster University	Liberty University
Saint Johns University	Grace Bible College	Montessori Institute of San Diego
University of Evansville	Universidad Anáhuac	Les Roches International School
Universidad de Costa Rica	Universidad Earth	Instituto Tecnológico de Costa Rica
Instituto Tecnológico de Monterrey	Universidad Latina	

The 35-member teaching staff of A.I.S. consists of native English speakers as well as host country nationals with Bachelor's to Master's plus degrees.

CONTACTS

Director	Katty Alvarado	director@ais.ed.cr
Secondary Principal	Marco Guevara	marco.guevara@ais.ed.cr
Elementary Principal	Marjorie Villegas	mvillegas@ais.ed.cr
Admissions and College Counseling	Silvia Moreno	counselor@ais.ed.cr
Counselor	Hannia Carvajal	gcounselor@ais.ed.cr
Business Office	Manuel Cordero	mcordero@ais.ed.cr
Admin Secretary	Elizabeth Hernandez	ehernandez@ais.ed.cr
IT Department	José Granados	support@ais.ed.cr
Main Office	Tel: 2293-2567	ais@ais.ed.cr
	Fax: 2239-0625	

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.

ADMISSIONS AND PLACEMENT

AIS encourages diversity within its student population and admits students without discriminating on the basis of nationality, religion, ethnicity or gender. AIS shall screen new applicants and admit only those students whom it deems can succeed academically and can contribute positively to the school environment. 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 high school students, 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 some form of admissions test to discern knowledge and skill levels. In each test (reading, writing 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.
- All applicants must disclose any previous referrals, evaluations, and/or diagnoses that indicate the student requires special services or academic accommodations. Copies of the pertinent documentation must be made available to the school and made part of the student's file.
- The school may require outside tutoring or outside testing or evaluations, at the parent's expense.
- The students will be placed 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 or Counselor must approve all changes.
- Under certain circumstances, conditional matriculation may be granted. Students not abiding by the conditions stipulated may be denied readmission.
- The Director reserves the right to approve or deny students for admission that may present an exception to this general policy.

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 the second Tuesday of every month and are open to the public. Public attendees shall abide by the published agenda for the Board Meeting.

GENERAL ASSEMBLY

General Assembly meetings are held twice a year, in November and May, and are open to the public. Faculty and staff are encouraged to attend. Only active members of the association are allowed to vote on issues in the General Assembly.

SERVICES

Transportation. AIS contracts bus services to most general areas of the city. Service is offered to as many areas as possible; however, families that are in more remote areas may not have the service available to them. Fees for bus service are charged only to those families who use the buses.

Cafeteria. A wide variety of food will be available to all students for breakfast, break, lunch and after school in the cafeteria.

Library/Media Center. The Library is open from 7:30 a.m. to 3:30 p.m., Monday through Friday, and is staffed by a full-time librarian. The Library/Media Center has been established, maintained and developed to serve students and teachers as a reading, learning, and research center. Students, parents, faculty and staff are welcome to sign out books for personal use.

Nurse. AIS maintains a full-time nurse on staff. All AIS students, teachers and staff may take advantage of the services provided. Services are limited to first aid, basic care for minor emergencies, and medication dispensing.

COUNSELING

Counseling services are available to all students, staff, and parents. The 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 also offered to support and assist students in post-graduation planning; however, it is the student's responsibility to meet college application and admission deadlines.

LEARNING SUPPORT PROGRAM

AIS recognizes the different learning needs of its students. The Learning Support Program (LSP) is staffed by specialized teachers who work closely with administrators, teachers, and parents to provide individual, small-group, and in-class support to students who require additional help and structure to succeed academically and socially. 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.

LSP coordinates with teachers and administrators to provide curricular modifications. These include accommodations provided for the MEP and college entrance exams. 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 or teacher to an administrator. The student will be tested and, if a deficiency is identified, a course of action defined. Additional formal testing for diagnosis completed outside of AIS will be the responsibility of the parents and will be required.

SCHOOL PRINCIPLES AND PHILOSOPHY

VISION

Preparing 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.

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.
- 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.
- Foster a sense of responsibility towards society, with the goal of enabling students to become thoughtful and responsible members of an increasingly complex international community.
- 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.
- Employ the best-qualified teachers and to provide continuous opportunities to them for professional development and personal growth.
- Maintain a low student/teacher ratio to foster student learning by personalizing education.

- Maintain a small student population from preschool to twelfth grade in order to promote the development of a strong sense of community.
- Provide a curriculum that, while sensitive to human growth and development, prepares students for admission to post-secondary institutions and universities throughout the world.
- 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.
- 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.
- 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.
- Provide service to Costa Rican and international students wishing to participate in a U.S. model education.

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.

- 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

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

- Maintain the welfare and safety of all members of the AIS Community.
- Handle any information about other members in a discreet and responsible manner at all times.
- Demonstrate honesty and integrity at all times. The information given about myself, or others, will always be accurate, honest, and fair.
- Behave always as a role model that contributes to the welfare of other members of the community.
- Follow school policies at all times.
- Reflect upon the importance of school rules and understand how and why they apply to me.
- Report to school authorities any disrespectful or dangerous behavior, whether it is directed to me, to others, or to the school property.
- Fulfill all duties assigned.
- 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.
- Make my needs compatible with the needs of the AIS Community as a whole.
- Recognize that my actions have an effect on the people around me and that I am responsible for my actions; therefore to act accordingly.
- Maintain the reputation of the school by not belittling or demeaning the Institution, its policies, and its members in any way.

- Cultivate sensitivity to the needs of the communities outside of AIS and act whenever possible to help fulfill those needs.

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 independently 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 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.

PARENTS

The parents shall declare that they have knowledge of the study plans, programs, and educational services offered by the school. 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 school.

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

- 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.
- 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.
- Respect the teachers, administrators, and other school staff, 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.

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 Counselor or High School Coordinator.
- 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. Subsequent sections define infractions and consequences thereof.

ACADEMICS

CURRICULUM

American International School of Costa Rica is committed to a quality, standards-based education that recognizes the different learning styles of its students. The school's curriculum, teaching, and assessment are built around the internationally-recognized American Education Reaches Out (AERO) standards for the United States track, and the *Ministerio de Educación Pública* (MEP) standards for the Costa Rican track. Both tracks prepare students for entrance exams into institutions of higher learning in the United States, Costa Rica, and the rest of the world.

DEGREES AND DEGREE REQUIREMENTS

AIS offers the United States High School Diploma. Additionally, students may opt for the Costa Rican Baccalaureate Diploma, to be earned in conjunction with the U.S. Diploma.

Requirements for the U.S. High School Diploma

Students must meet the minimum of twenty-five (25) credits in grades 9-12 for graduation. In order for transfer credits to be awarded for courses from other schools, additional documentation may be required. The unit requirements are as follows:

- Four units of English
- Four units of Social Studies (Including U.S. History and Government/Civics)
- Three units of a foreign language
- Three units of Math
- Three units of Science
- Two units of Physical Education
- Six units of Electives

The Costa Rican Baccalaureate Process

AIS offers students the opportunity to earn the Costa Rican Diplomas from the Ministry of Public Education (MEP). These are *Conclusión de Estudios de Educación General Básica* (9th grade) and *Bachiller en Educación Media* (12th grade). Students who intend to complete their higher education studies in Costa Rica must take this track.

To earn the *Bachillerato en Educación Media*, twelfth grade students will be tested by MEP in Math, English, Social Studies, Civics, Science (Biology, Chemistry, or Physics) and Spanish. A combined average of these classes (grades 11 -12) is valued at 40%, which will be combined with the 60% of the MEP exams to calculate the grade recorded with MEP. The minimum passing grade is 70% to obtain the diploma. Students aspiring for this diploma must also submit, in writing, to be approved by MEP, a Community Service project of at least 30 hours. These hours must be completed by the middle of 12th grade. Students who plan to earn this diploma must be passing all classes, including required AIS courses, English 12 and U. S. History, with a minimum grade of 70% in order to apply.

If a student fails any number of the MEP exams, the student can take “*Convocatoria*” (*extraordinary*) exams using the averaged AIS grades up to two years from the date in which they were presented. After that, each student must take the exam “*Por Madurez*” which is not part of the AIS program.

Transfer students from other countries may request the MEP exams. The MEP Coordinator will be able to supply further information. In case of any conflicting information, the decision of the MEP will govern.

ADVANCED PLACEMENT COURSES (AP)

Students are encouraged to enroll in available AP courses. Students selecting this option are required to take the AP examination. Based on the student's performance on the AP exam, college credit may be earned (college credit depends solely on the individual university or college policies). The AP exams are scheduled by the College Board and administered on campus. Due to the nature of AP courses, the student's GPA will be calculated at a higher scale than regular classes (see [GPA Chart](#) in the GRADING section below).

GRADING

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 assignments, 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. Grades are given based on the criteria for each class and assignment, and are intended to measure the student's effort and mastery. The grading criteria for each class will be determined by the teacher and explicitly defined, explained and published at the beginning of each year.

All grades will be reported in whole numbers. Grades ending in .50 or above will be rounded to the next whole number; grades ending in .49 or below will be rounded to the previous whole number. The minimum passing grade for academic classes and conduct is 70.

AIS uses an online grading system that allows students and parents to monitor academic progress throughout the year. For access to this system, students and parents should contact the IT Department.

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

The following chart represents the scale used to determine the grades and grade point average (GPA) equivalencies:

Numerical Grade	Grading Scale (GPA)	Honors Classes (+ .5)	AP Classes (+ 1)
99-100	A+ 4.33	4.83	5.33
96-98	A 4.00	4.5	5.00
93-95	A- 3.67	4.17	4.67
90-92	B+ 3.33	3.83	4.33
87-89	B 3.00	3.5	4.00
84-86	B- 2.67	3.17	3.67
81-83	C+ 2.33	2.87	3.33
78-80	C 2.00	2.5	3.00
75-77	C- 1.67	2.17	2.67
73-74	D+ 1.33	1.87	2.33
71-72	D 1.00	1.5	2.00
70	D- 0.67	1.17	1.67
≤69	F 0.0	0.0	0.0

ACADEMIC DISHONESTY

One of our most important values as an educational institution is honesty, and it is expected from all AIS students at all times. Plagiarism is, in essence, the passing of information, ideas, words, and phrases from text as original work, and not giving intellectual credit to the original author or speaker. There are established acceptable ways to incorporate the ideas and words of others in written and oral presentations which credit the original authors. These acceptable methods are established by the academic departments at AIS in accordance with recognized style manuals (MLA or APA). Plagiarism is intellectual dishonesty and results in a "0" for the work and a [Discipline Referral](#).

Teachers have the responsibility to ensure that all students are aware of what constitutes plagiarism and teaching the appropriate ways to present the ideas or words of others.

HOMEWORK, ASSIGNMENTS AND PROJECTS

It is expected that students will need to complete work outside of regular school hours; this work is considered an integral part of the learning process. Homework, assignments, and projects may be assigned by teachers in order to reinforce concepts and skills acquired in class; prepare for upcoming lessons, activities or tests; or offer challenging opportunities for enrichment and extension that are clearly related to the curriculum.

Teachers are expected to provide adequate time, explicit instructions, and clear criteria for grading each assignment.

If an assignment is submitted late, the following deductions will apply:

- For middle school
 - 1 day late = no more than 30% deducted
 - 2 days late = no more than 50% deducted
 - 3 days late = no credit
- For High School
 - 1 day late = no more than 50% deducted
 - 2 days late = up to 100% deduction may be applied

Teachers may modify this rule for a particular assignment if deemed appropriate and necessary to the development of a unit of study, having duly notified the students at the time the assignment is given.

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.

For the policy on work submitted after a justified absence, please see [ATTENDANCE](#) in the [GENERAL POLICIES](#) section.

TESTS AND QUIZZES

Tests and quizzes are means of ensuring targeted learning outcomes are being met; they may be formative and/or summative, and may be formatted in a variety of ways that are designed to achieve the desired purpose. Each teacher will schedule tests and quizzes according to the needs and progress of the class, with the exception of Semester Exams. The following guidelines will apply to tests and quizzes:

- Tests will be announced at least one week in advance. Quizzes will be announced at least one day in advance. Under unusual circumstances, postponements may be scheduled with one day's notice to accommodate unforeseen situations.
- Tests will generally be designed to be completed within one class period. Tests that require additional time to complete will be coordinated by the teacher as to minimize infringement on other class periods.
- Quizzes will be defined as a shorter means of evaluation designed to be completed within approximately fifteen (15) minutes.
- Tests and quizzes will include only subject matter covered in class or that students can reasonably be expected to know from material previously covered in class.
- Test and quiz sections, questions and items will have the instructions and values clearly indicated.
- Students may not be required to take more than two tests per day. There is no limit of quizzes per day. MAP testing will be considered as one test for the day. Students taking AP, PSAT, SAT, MEP, or any other extended tests, may not be required to take any other test during that day.

- Students may be required additional documentation for justifying absences on test days.
- Make-up tests will be given after school on the day the student returns from a justified absence. Extra days will only be granted if the student misses the test day in addition to any consecutive days prior to it. In such cases, students will have one day per day missed to make up the test. This only applies if the number of missed consecutive days includes the actual day of the test.
- Students who are not in compliance with the Dress Code will not be allowed to take any examinations, including midterms, finals, and extraordinary exams, unless previously authorized in writing by the Administration.
- Tests missed because of unjustified absences will not be made up, and the grade will be 1%.
- Test grades will be posted within one week of the test.

SUPPORT CLASSES

Students who need additional support may benefit from specially-designed classes that aim at providing and strengthening skills in specific areas. Admittance into these classes may require additional testing and fees.

English as a Second Language (ESL)

- All non-native English speaker students, when enrolling at AIS, will take the Second Language English Proficiency (SLEP) test to determine their level of proficiency in English. Students will be placed in the appropriate ESL program or mainstream program accordingly.
- To exit the ESL program, students must score 60 or more on the SLEP test. They must also receive a recommendation from the ESL teacher and a mainstream English teacher from AIS.
- Students who have been mainstreamed without reaching the recommended level of proficiency will not receive grading accommodations.

Spanish as a Second Language (SSL)

- Non-Spanish speaker students who do not have the proficiency level needed in a regular Spanish class will be placed in SSL, according to their level.
- The goal will be to provide students the support needed to be mainstreamed as their level improves.
- Various testing instruments will be applied to determine the entry into and exit from the program.

Learning Support Program (LSP)

LSP is based on the assumption that every child is unique and has unique educational needs. The school makes every attempt to provide the student with the least restrictive environment where she/he can maximize learning. LSP focuses on remedial programs, accommodations for testing, and coordinating common approaches for individual students and content-area teachers. Students needing LSP services should follow these steps:

- A referral is the first step to requesting LSP services. Students may be referred by AIS teachers, school administration, Child Study Committee, parents, and/or students.
- Interventions in the general classroom must be attempted and recorded prior to a LSP referral and must include parent notification and conferencing. When interventions in the general education classroom are not sufficient or effective, the student will be referred for LSP eligibility.
- Upon receipt of a referral, the parents will be notified and a signature will be obtained for LSP assessment to take place. This assessment will include: diagnostic testing, student record review, classroom observation, and parent contact.
- If the student is found eligible for LSP, a meeting with the parents will be requested and a formal assessment will be required. This assessment should include a cognitive test, achievement, and any specifics (reading, calculation, concentration, executive skills).
- Once this evaluation is received, an Individualized Education Program (IEP) meeting will take place.
- LSP teachers will coordinate the implementation of the IEP with the student, parents and all teachers.

INDEPENDENT STUDIES AND ONLINE COURSES

Students may opt to enroll in online courses with prior permission from the Administration. In order for the student to receive credit for completion of the course, the following guidelines will apply:

- The course must be offered by an approved institution.
- The course must have a well-defined grading criteria, and provide a final number or letter grade upon completion.
- Proctors of examinations and other assignments must be from the AIS staff or previously approved by the Administration.
- Academic support will be provided by the online instructor. All course content, methodology and grading are the sole responsibility of the course administrator. AIS will not make any adjustments, exceptions, accommodations, or any modifications of the course content or grading.
- The student is responsible for acquiring the required textbooks and/or any resources necessary for the course. The student may use AIS textbooks and/or resources whenever available and with Administration approval.
- The institution must provide the school and/or the student with a final grade report.
- Courses will be granted credit according to AIS criteria (.5 for a semester course, a full credit for a two-semester course).
- Completed courses will be added to the AIS Report Card in the quarter in which the final grade report is received.
- Incomplete and failed courses will be counted in the overall GPA calculation, but will not be counted in the final determination of promotion to the next grade level.

REPORT CARDS

AIS uses an online grading system that allows students and parents to continuously monitor academic progress throughout the year. Electronic Report Cards will be sent at the end of each Quarter; printed copies will be issued upon request. Official printed Report Cards will be issued at the end of each Semester. Report Cards should be signed and returned within three schooldays. Transfer students are given grades if they have been enrolled for 6 weeks or more at AIS.

HONOR ROLL

Students of high academic achievement are recognized each quarter. The students who meet the following criteria will be awarded Honor Roll:

- Honor Roll A
 - all regular classes at or above 93 and all Honors/AP classes at or above 90, with one allowable exception of either one regular class at or above 90, or one Honors/AP class at or above 87
 - Conduct grade must be 93 or above.
- Honor Roll B
 - all regular classes at or above 87 and all Honors/AP classes at or above 84, with one allowable exception of either one regular class at or above 84, or one Honors/AP class at or above 81
 - Conduct grade must be 87 or above.

SEMESTER EXAMINATIONS

Semester exams are given at the conclusion of each semester in all secondary academic courses, including Advanced Placement students. Transfer students are responsible for the material covered in class prior to their admission, and are required to complete the Semester Exams in their entirety. A study guide will be provided to each student by the teacher at least one week in advance. Exams are administered according to a specially-designed schedule, limiting two per day. Each exam tests all material covered during that semester. Under certain circumstances, final semester exams may be comprehensive, including all material covered in the year. Each exam is designed to last from 90 to 120 minutes (and may be longer for advanced or upper-level classes). Semester exams count for 20% of the semester grade for each course.

Students not in compliance with the Dress Code will be denied the right to take the exams, unless previously authorized in writing by the Administration. Students who miss any exam must provide verifiable written proof of medical emergency or other extenuating circumstances (see [ATTENDANCE](#)). Make-up semester exams will be administered according to school policies and practices upon the student's return. Semester exams will not be administered in advance for individual students.

EXEMPTION FROM SEMESTER EXAMINATIONS

For a student to be exempt from taking the semester exam he or she must have an average of 93 % (90% for Honors courses) or above for each of the two quarters in the semester (not the total average of the two quarters). Exempt students will be assigned

the average of both quarters as the semester exam grade on their report card. Exempt students are expected to attend regular classes, except during the scheduled semester exam. Teachers of AP, Honors, or advanced courses may opt to not allow exemptions.

STANDARDIZED TESTING

AIS uses the Measurable Academic Progress (MAP) exam twice per school year, in grades K through 11. Additional testing for secondary students include the PSAT, SAT, Advanced Placement, and MEP (Costa Rican baccalaureate) exams.

MAP testing is scheduled by the school, while other testing is administered according to regulating agency schedules. SAT and AP testing will require additional fees.

PROMOTION AND RETENTION

Promotion to the next grade depends on the student's satisfactory completion of the required curriculum for the school year, meaning the student must pass each class, including conduct, with a minimum grade of 70. Students who fail to meet this requirement will not be readmitted to AIS.

A student who fails three or more core subjects in a year will automatically fail the year without the opportunity of taking extraordinary exams. A student who fails one or two subjects in a year will be eligible to take a maximum of two extraordinary examinations (*convocatorias*) for each failed course (see [EXTRAORDINARY EXAMINATIONS](#)). Failure to pass either of the extraordinary examinations will result in a failing grade for the course.

When a student misses school for long periods of time due to illness or any other unforeseen extenuating circumstances, an "Incomplete" grade will be issued, allowing the student a prudent 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.

EXTRAORDINARY EXAMINATIONS (CONVOCATORIAS)

Students who fail a maximum of two core subjects (Math, Language Arts, Social Studies, Science, or Spanish) in a year will be eligible to take up to two extraordinary examinations (*convocatorias*) per subject. The examinations will be scheduled by the Administration, and the affected students will be informed with at least eight days' notice.

Students who do not show up for the first extraordinary exam without a verifiable medical excuse or other compelling circumstances will not be allowed to make it up (please note that travel will not be accepted as a justifiable excuse). These students may still take the second exam on the date scheduled by the Administration.

Extraordinary examinations are comprehensive – encompassing all the material covered in the class during the academic year, according to the curriculum established and applied by the school. The exams will have a time limit of two hours. Students who pass either of the two extraordinary exams with a grade of at least 70 will

be given the minimum grade of 70 for the course. A student who fails both extraordinary exams will fail the course.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian are the top two Seniors with the highest grade point average. These students will be acknowledged during the Commencement Exercises, during which they will deliver an address to the class – which must be previously approved by the Administration.

The highest GPA earns the title of Valedictorian; the second highest will be the Salutatorian, according to the grades earned from 9-12. To be eligible for Valedictorian and Salutatorian, the student must have completed the full 12th grade year at AIS. No students will be considered for Valedictorian or Salutatorian if they have been suspended from school in their last year of high school or if they have excessive unexcused tardies or absences in their final year of high school.

Transfer credits will be accepted in determining eligibility if the student transferred from an accredited school. If a student transfers to AIS from a letter grade system and appears to be eligible for Valedictorian or Salutatorian, all transfer grades will be converted to the AIS numerical scale. According to a transfer student's previous school's grading scale, a letter grade will be converted to the middle numeric average for that grade (i.e. a B would be an 87 according to the AIS scale).

GENERAL POLICIES

ACTIVITIES CALENDAR

The Administration will maintain an annual calendar where all school holidays and major events are indicated. All events must be approved by the Administration prior to inclusion on the calendar. The Administration will publish an up-to-date, monthly, activity calendar and distribute it to faculty, parents and students.

ARRIVAL AND DISMISSAL

AIS strives to provide proper 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; students are only allowed to leave campus at the regular dismissal times of 3:05 p.m. (and 4:10 p.m. for students participating in after-school activities). 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 in person or with written parental permission received by the school prior to 10:00 a.m.

For safety reasons, students may not remain on campus after regular hours without adequate supervision. 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 designated location by Administration, under supervision.

Parents are expected 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.

School bus arrival and dismissal will be at the Black Top; no other students may use this entry/exit. Students are required to report to their bus no later than ten (10) minutes after the dismissal bell. Students who do not report on time to their bus will be left behind and may be subject to disciplinary consequences (see [DISCIPLINE POLICY](#)). Parents are responsible for picking up students who miss their bus.

ATTENDANCE

AIS places a high value on student attendance; students are expected to attend classes and keep absences to a minimum. Habitual absences or tardiness result in serious lapses in the accumulation of knowledge, enrichment, practical and physical skills, self-discipline, and a sense of responsibility. Teachers and administrators consider class attendance and punctuality significant components affecting a student's grade. Parents and students have a responsibility for attendance and are expected to

schedule medical and dental appointments, personal business, and vacations outside school hours.

Justified Absences

Requests for justified absences must be submitted to the Administration, in writing along with the supporting documentation, within two days of the student's return. The Administration will notify the student and teachers of the final decision. The Administration will only justify absences for the following reasons:

- Illness (if more than three days, a medical certificate will be required. Medical documentation may be required after only one day of absence if the student misses a scheduled test)
- Medical appointments, including dental and therapist appointments
- 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 when representing the country)
- Participation in official school activities held off campus
- Major 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. Failure to bring required documentation within two days of the student's return will result in the absence being unjustified.

Students missing classes for justified reasons will be allowed one day per day missed to make up tests, homework, and/or other assignments. It is the student's responsibility to inform herself/himself about the missing assignments. Teachers will not give credit for make-up work without the Administration's justification of the absence.

Unjustified Absences

Students missing school for reasons not specified above, who do not submit the documentation as required, or who are under suspension will result in the absence being unjustified. No credit may be given for work missed during an unjustified absence.

Students who miss school without a valid justification will be deducted 5 points from their Conduct grade. A deduction of 3 points will apply if the unjustified absence is for two periods or less.

Late Arrival to Class

Students are expected to follow the bell schedule and be on time to every class. A student will be considered "Late" when arriving to class after the designated bell and will be subject to discipline consequences (see [DISCIPLINE POLICY](#)). Exceptions will be made only when a student presents a written pass from a teacher/administrator, if the

late arrival is due to the delay of the school bus, or if otherwise justified by the Administration according to the same criteria and procedures as above (see [Justified Absences](#)). Three late arrivals will be considered as one unjustified absence for the class.

Students Leaving Campus during School Hours

AIS is a closed campus; students are only allowed to leave campus at the regular dismissal times of 3:05 p.m. (and 4:10 p.m. for students participating in after-school activities). Students leaving campus during regular hours must submit a written request, signed by a parent/guardian, to the Administration before 10:00 a.m. 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 signed by the Administration (signature does not designate the absence as justified), the receptionist will issue a pass authorizing the student to leave at the time specified by his/her parents. Students without a pass may not leave campus before regular dismissal times. The same criteria and procedures will be used to justify absences as above (see [Justified Absences](#)).

Student Parking

Students driving their own vehicles to school must comply with the following regulations:

- Student parking areas are designated along the curb, directly in front of the Black Top, or along the ramp below the Teacher parking area. Students are not allowed to park in designated Teacher parking areas.
- Vehicles must be parked facing out or in the direction of traffic.
- All drivers must follow the established procedures of traffic flow and any instructions of the security personnel.
- All drivers must approach and leave the school area slowly, without "gunning" the engine, screeching the tires, honking the horn, or making unnecessary noise, or any other behavior that would be considered dangerous or inappropriate.

AIS security personnel will make regular rounds to the parking areas to safeguard the integrity and safety of AIS community members and property. However, students assume all responsibility for their vehicles and any property in them; AIS will not be liable for damage, loss, or injury suffered while students are driving to or from school, or while the vehicle is parked in the designated areas. Additionally, students and parents understand that compliance with local traffic laws is solely their responsibility.

Parking privileges may be revoked any time it is determined that the student's behavior presents a danger to others, or as a disciplinary consequence for failing to comply with the local laws and/or AIS rules and regulations.

BUS PROCEDURES AND CONDUCT

The school bus will be considered an extension of the school regarding the discipline policies contained in this Handbook. Proper conduct while waiting for, boarding, riding or disembarking from a bus will be expected from all bus users. 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 additional rules:

- Students are to remain well out of the roadway while waiting for the bus.
- Students are expected to be at their assigned stop for pick-up and at the designated bus area for dismissal at the designated time. The school will not assume any responsibility for students not at their stop at the designated time. Delayed students not at their stops will be left behind, and transportation to or from school will be the student's responsibility and at the student's expense. Absence from school because the student was left behind by the bus will be considered unjustified.
- The driver and bus assistant are in full charge of the bus and passengers while en route. Students will comply with all instructions and directions given by the driver or assistant. Drivers and assistants will report infractions committed on the bus, and the students involved will be subject to regular disciplinary action.
- Students shall enter and exit the bus in an orderly fashion.
- Students must ride their regularly assigned bus at all times unless permission has been granted by school authorities based upon a note received from the parent/guardian. Passes will be issued for non-regular riders if space is available (additional fees will apply). Large groups cannot be accommodated.
- Students will be allowed to disembark the bus only at their regular stop, unless written permission has been granted by the Administration.
- Any changes to a student's bus schedule (cancellation, change of route, etc.) must be submitted in writing to the office by 10:00 a.m. of that day.
- Each student may be assigned to a seat in which they will be seated at all times unless permission to change is given by the driver or assistant.
- Students are to remain in their seats, facing the front, with feet flat on the floor while the bus is in motion.
- Students must wear a seat belt at all times.
- No part of the body should ever be extended outside the bus.
- 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.
- Lost items will be turned in to the school by the driver for placement in the Lost and Found area. Students assume full responsibility for misplaced, lost, or damaged personal items on the bus.

Failure to follow the rules may result in a Discipline Referral and temporary or permanent suspension of the right to use the bus, depending on the seriousness of the incident. 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.

- First referral for bus misbehavior: written warning from the School office

- Second referral for bus misbehavior: Discipline Referral, Category One.
- Third referral for bus misbehavior: Discipline Referral, Category Two.
- 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 on the first infraction.

For more information about transportation policies and procedures, see [ARRIVAL AND DISMISSAL](#).

CAFETERIA

The Cafeteria offers its services to the entire AIS community. All Cafeteria users must abide by the following:

- Maintain straight and orderly lines without pushing or cutting line.
- Show respect for and follow the instructions given by the Cafeteria staff.
- Be seated in a chair while eating.
- Clean up your area of the table and floor when finished.
- Place all trash in the trash receptacle when finished.
- Students may not purchase food or drinks from the Cafeteria during regular class times, except with written permission from a teacher or administrator.
- No students or unauthorized persons are allowed behind the counters, in the food-serving area, or in the kitchen of the Cafeteria.

COMMUNICATION AND ANNOUNCEMENTS

The school uses various means to communicate relevant information quickly and efficiently to the various members of the AIS community. All members are urged to become active participants in every part of the communication process. The announcements/communication should be directly related to the school, its purposes, goals, and activities when using school communication channels:

Public Announcement System (PA). Use of the PA is for quick and general announcements or instructions intended for the entire school. Students making announcements on the PA should get prior approval from the Administration. Announcements should be made at a time and in a manner that is least disruptive of the learning process of other students.

Bulletin Boards, Flyers, Posters, and Banners. Students and other community members may announce special events on bulletin boards, posters, banners, or other similar means. The content and placement of these must be previously approved by the Administration.

Website and Newsletter. Students and other community members may announce special events in the monthly newsletter and/or the official AIS website. Content must be previously approved, and placement will be at the sole discretion of the Administration.

Email and Telephone. Due to privacy concerns, all general messages/announcements sent via email to private recipients will be issued by the Administration or its designees. Likewise, telephone calls to private numbers will be made by the Administration or its designees (for additional policies see [USE OF SCHOOL TELEPHONES](#)).

COMPUTER NETWORK USE

AIS is committed to providing relevant and significant technological tools that enhance the student learning process. The school provides these tools with the following main 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 in upgrading 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, professional or career development, and limited high-quality personal research activities.
- Promote user cooperation and collaboration, avoiding abuse and doing what will guarantee a proper performance of the network.

System Security and Integrity

- Each user must register their device with the IT Department in order to gain access to the network.
- 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 spread of computer viruses of any kind by following protection procedures when sharing or downloading files.
- Users will use the system only for educational and professional or career development activities and limited, high-quality personal research.
- Users will not download large files unless absolutely necessary.
- Users will not post chain letters or engage in "spamming."
- 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 unauthorized, even if only for the purpose of "browsing."
- The 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 unauthorized and may result in disciplinary action.
- Users will not use the school's network to engage in any other illegal act, criminal activity, threatening the safety of persons, cyberbullying, etc.

- 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).
- Students will not access material not directly related to class during class time without express permission from the teacher.

Personal Safety and Privacy

- Users will not post on public sites personal contact information about themselves or other people, such as home address and telephone numbers.
- 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.
- Users will not post on a public site a message that was sent to them privately without permission of the person who sent the message.
- Users will not post private information about another person.
- The school will exercise its right to inspect individual equipment or accounts while investigating any wrongdoing or for regular maintenance procedures.

Limitations to Freedom of Speech

- The right to free speech also applies to communication on the Internet. The Internet facilities provided by AIS 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.
- Users will not use obscene, profane, lewd, vulgar, rude, defamatory, false, inflammatory, threatening, prejudicial, discriminatory, or disrespectful language.
- Users will not harass another person. If a user is told by a person to stop sending him/her messages, s/he must stop.

NOTE: Restrictions about harassing, inappropriate, or otherwise offensive electronic communication (email, social networks, blogs, etc.) will extend beyond school hours when it involves an AIS student harassing another member of the AIS community. School policies and procedures will be strictly followed whenever this type of behavior is discovered (see [DISCIPLINE POLICY](#)).

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 career preparation activities 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."

Search and Seizure

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

COUNSELING

The school Counselor is available for all members of the AIS community. Students are encouraged to speak openly with the Counselor whenever needed. Additionally, students who are summoned by the Counselor must comply as requested. The following are procedures for seeking counseling:

- For appointments, contact the Counselor.
- Students must sign up between classes or during free time.
- In an emergency, students may be sent to the Counselor with a pass.

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

DAILY CLASS SCHEDULE

The regular schedule begins at 8:00 a.m. and ends at 3:05 p.m., Monday through Friday. Student class schedules are developed according to the student's academic needs and the courses offered by the school. The daily class schedule comprises a Homeroom period at the beginning of each day, and seven 45-minute periods of instruction. Additionally, students are scheduled one recess and one lunch break during the day. Extra-curricular and after-school activities are scheduled from 3:05 p.m. to 4:10 p.m. Exceptions and adjustments may be made to accommodate emergencies and special activities at the Administration's discretion.

There are no free periods; students must design their seven-period schedule according to available core courses and electives offered for the year. All high school students are required to take at least five academic subjects every year.

Drop/Add

The normal drop/add period will be two weeks after the beginning of each semester, according to the length of the class. Changes and adjustments to a student's daily class schedule are only made with Administration approval, considering the student's needs and the availability of school resources. The student, parents, teachers and interested persons will be notified of such changes in a timely manner.

DISCIPLINE POLICY

The goal of the Discipline Policy is to create and maintain 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 character formation and self-discipline through reflection on how our actions affect others and why a discipline policy is necessary. The Discipline Policy will include a graded system of behavior evaluation and an escalating scheme for infractions and their corresponding consequences. The Conduct Grade and Category Infractions are further explained in this section.

Conduct Grade

Each student's conduct will be assessed in every class. The class conduct grade will be determined by each teacher using a rubric which includes criteria such as the student's behavior in class, participation, attentiveness, and appropriate peer interaction. An overall conduct grade will be determined by calculating the average of all the student's class conduct grades. Students who are issued Discipline Referrals for infractions will be deducted the applicable number of points from this overall average. Conduct grades will be reported each grading period on the Report Card, and will be part of the student's permanent record.

The Conduct Grade will be included in the criteria for each student being recognized for outstanding academic performance ([Honor Roll](#)), admission into and continued membership in school-sponsored organizations ([NHS](#), [Student Council](#)), and participation in [clubs](#), [varsity sports](#), or other [extra-curricular activities](#). The Conduct Grade will not be used in the calculation of the Grade Point Average (GPA).

As with academic grades, the minimum passing conduct grade will be 70. A student who receives a failing average conduct grade for a single quarter will be placed on a [Behavioral and Academic Contract](#) (see section below) and will be considered on Conditional Matriculation status. A student who receives a failing average conduct grade for another quarter, or for the year, or who does not comply with the conditions of the Behavioral and Academic Contract, will not be readmitted to AIS.

Discipline Referrals

While every effort is made to try to approach discipline matters on an informal, instructive basis, it is recognized that occasionally infractions occur which require a more formal methodology of discipline. Discipline Referrals are written observations by a teacher, administrator, or other educational personnel and are delivered when infractions occur. A Category One Discipline Referral is used for Category One Infractions, and a Category Two Discipline Referral is used for Category Two Infractions.

Discipline Referrals should be signed by the student, acknowledging that they are aware of the existence of the Discipline Referral. Signing the referral does not necessarily indicate acceptance or agreement on the student's part or negate his/her right of appeal. 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.

Parents will be notified of all Discipline Referrals and disciplinary actions taken by the school. Whenever applicable, parents/guardians will be summoned to discuss discipline problems and consequences.

Procedures

Before writing a Discipline Referral, the following steps may be taken:

- A discussion of the infraction(s) with the student, which may take the form of a dialogue and may lead to a letter of apology or any other intermediate sanction deemed appropriate. The teacher will discuss with the student what the rules are, and 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 issue a Discipline Referral.

In specific situations, when the above cannot apply, or when there is a reasonable expectation that the student knows his/her actions constitute an infraction, a teacher may write a Discipline Referral without using the previous three steps.

Further inappropriate behavior by the student will result in an additional deduction of points from the overall conduct grade and a one-hour after school detention. Additional Discipline Referrals will be issued if the behavior persists. There are times when infractions of a more serious nature will occur in which Discipline Referrals of a higher category may be issued to the student without one or more of the previous steps being carried out.

In cases of Major, Serious, Very Serious, or Severe infractions, or under unusual circumstances, a [Discipline Committee](#) will determine the appropriate action to be taken.

Appeals

In every step of the disciplinary process, the student's right to due process and assumption of innocence will be respected. All students have the right to appeal decisions of teachers or administrators regarding Discipline Referrals or other disciplinary action.

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

- In a respectful manner, the student must have discussed 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 Counselor, 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 Director may appoint and convene a Discipline Committee which will investigate and consider the issue, and respond to the appeal within eight (8)

school days. In complex cases, the time will be extended for another eight (8) school days.

- The Committee's decision will 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 Committee. The Director has three school days to respond to the appeal.
- Exceptions will be made to this appeals process in major cases where the procedure involves legal counsel for the student (see Discipline Committee).

Discipline Committee

In cases where it is applicable and practicable, the Director, Counselor, and/or other designees will conduct a preliminary investigation into a particular disciplinary matter. If deemed necessary, the Director will appoint and convene a Discipline Committee which shall consist of teachers, the Counselor, and the Director. The Committee will conduct its investigation and deliberation within a framework of privacy, fairness and impartiality. The Committee will issue a written statement recommending the appropriate sanctions for the infraction within eight school days. Whenever the Committee is considering major sanctions for infractions, parents will be summoned in writing to participate in the proceedings within three business days. The summoned student(s) and parents have the right to be accompanied by legal counsel during the proceedings. The decision of the Committee will be finalized and communicated in writing to the student and parents within eight business days from the end of the proceedings.

Detention

Detention sessions will be held in designated classrooms from 3:05 to 4:00. It will be the teacher's discretion as to which day will be assigned; the parents will be notified in advance. If a student does not attend an assigned detention session, a Category Two discipline referral will be written, and an additional hour will be added. 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. If these rules are not complied with, a Category Two discipline referral will be written and an additional hour will be added.

In-School Work Assignment

Students may be assessed in-school assignment hours as a sanction for infractions. During the in-school work hours, students will be working for the school under the supervision of the Counselor or an administrator. Students and parents will be informed when a student is assigned any in-school work assignments.

Family trips, participation in clubs, practices, or other activities are not considered valid excuses for not complying with an 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. Only if the student is very ill or if there is a major family emergency can the date assigned for the in-school working hours to be changed.

Suspension

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

- Skipping two or more classes on a regular class day, or repeatedly skipping activities
- Being intoxicated or under the influence of drugs while in school or during a school activity
- Threatening, causing discomfort or harming any individual or group physically or psychologically
- Fighting
- Being disrespectful with the school or others' property
- 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 a progress report 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 infraction.

An out-of-school suspension will also be applied to those students who have accumulated three or more Category Two discipline referrals or to those students who commit a Major, Serious, Very Serious, or Severe infraction whether they have any Category Two discipline referrals or not. An out-of-school suspension may be for one or more days, depending on the seriousness of the infraction and the number of other 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 Administration in special cases.)

Under very special circumstances, a student may be suspended from school as a preventive measure, pending the resolution of disciplinary procedures if it is deemed that the student's presence at school would constitute a danger to himself/herself or to others, or that it would cause a major distraction or disruption of others' learning process. In such cases, the student's absence will be justified, and every effort will be made to ensure the student is assigned course work to be completed at home or to be made up upon his/her return to school.

Behavioral and Academic Contract

Students who commit recurring discipline infractions or a single major (or more serious) infraction may be placed on a Behavioral and Academic Contract – a written agreement between the student, his/her parents, and the school. The contract will be an extension to the regular Discipline Policy, and will have the main goal of correcting identified behavioral and academic concerns and the formation of character traits promoted in the AIS Code of Ethics. Students placed on a contract will be considered on probation or conditional matriculation status. Failure to comply with the conditions stipulated may ultimately result in expulsion or denial of matriculation. The contract will

contain five main sections which will specify additional expectations and consequences that the interested parties must meet. These are:

- Goals for Student – specifies the areas that the student must improve.
- Consequences for Noncompliance – indicates the sanctions the student will face if the conditions in the above section are not met. These may include modified and/or narrower sanctions than those contained in this policy.
- Rewards for Compliance – spells out the positive consequences for the student when the conditions in the first section are met.
- Responsibilities of the School – binds the school to provide the support for the student within its range of available services and procedures to promote the positive changes in behavior sought from the student.
- Responsibilities of Parents – enounces the role of the parents in the disciplinary process and an acknowledgement of the possible consequences for noncompliance of the conditions stipulated.

Behavioral and Academic Contracts may be entered into at any time, and will be concluded when, upon review, the student has met the goals stipulated or at the end of the current school year, whichever comes first. Contracts may be renewed at the beginning of a new school year if it is deemed necessary, in which case a new document would be signed.

Category One Infractions

Category One Infractions are those of a nature which will be handled normally by the teacher, whether in the classroom or on the school grounds. Following is a list of Category One Infractions:

- Late arrivals to class (tardies). A third tardy is equal to an unjustified absence, and will be considered a Category Two infraction, with a 5-point deduction.
- Interrupting the learning of others
- Incorrect use of the uniform code and appearance regulations (see [DRESS CODE](#))
- Failure to return forms which require the signature of a parent or guardian within three days of dispatch
- Littering and disrespect of school grounds
- Inappropriate displays of affection
- Failure to attend class with the required materials
- Failure to follow instructions
- Failure to be actively involved in class
- Unauthorized interruption of classes
- Use or ringing of cellular phones during classes. Cell phones must remain turned off during class time.
- Failure to show respect for the National Anthems and symbols
- Others considered as such by the teacher or administrator

Category One Consequences

Two (2) points will be deducted from the overall conduct grade for each referral. Recurrence of Category One infractions may incur heavier disciplinary consequences. (For additional sanctions, see also the [Consequences for Non-Compliance](#) subsection under the [DRESSCODE](#))

Category Two Infractions

Category Two infractions refer to actions which are seriously disrespectful or injurious. If a student continues to exhibit inappropriate behavior with little effort to improve, s/he will be considered to be acting with serious disrespect. The following is a list of Category Two infractions:

- Repeated late arrivals to class – every third tardy will be considered an unjustified absence, and 5 points will be deducted from the Conduct Grade.
- Behavior which can be considered as harassment and/or bullying of other students, including name calling, making fun of others, and belittling.
- Threats of 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, 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.

Within Category Two, infractions may be further classified as Major, Serious, Very Serious, or Severe, based on the following criteria:

Major Infractions

Actions may be considered Major Infractions when they are openly defiant of those in authority or malicious in nature against any member of the AIS community. The Director, Administration, and/or Discipline Committee may consider any Category Two infraction to be under this category if the conditions justify it. Major Infractions will incur an automatic ten (10) point deduction from the overall Conduct Grade. Other sanctions may be applied according to the nature and severity of the infraction.

Serious Infractions

Actions may be considered Serious Infractions when they demonstrate disregard for the basic principles and to be contrary to the AIS community standards of justice, honesty, respect, or good morals, or the recurrence of lower-category infractions. Examples may be, but are not limited to, theft, plagiarism, harassment, and any other Category Two infraction the Director, Administration, and/or Discipline Committee deems appropriate under this category. Serious Infractions will incur an automatic fifteen (15) point deduction from the overall Conduct Grade and a one (1) day out-of-school suspension. Other sanctions may be applied according to the nature and severity of the infraction.

Very Serious Infractions

Actions may be considered Very Serious Infractions when they demonstrate malicious intent to harm, a premeditated intent to interrupt the learning process of others, the recurrence of lower-category infractions, and any other Category Two infraction the Director, Administration, and/or Discipline Committee deems appropriate under this category. Very Serious Infractions will incur an automatic twenty (20) point deduction from the overall Conduct Grade and at least a two (2) day out-of-school suspension. Other sanctions may be applied according to the nature and severity of the infraction.

Severe Infractions

Actions may be considered Severe Infractions when they openly and unmitigatedly violate the fundamental standards of the institution and society at large, or those previously defined compounded by other factors such as malice, premeditation, injury or the imminent danger of injury or harm. Examples may include the possession or distribution of illegal substances, the possession of a weapon, and any other Category Two infraction the Director, Administration, and/or Discipline Committee deems appropriate under this category. Severe Infractions will incur an automatic twenty-five (25) point deduction from the overall Conduct Grade and the withdrawal or expulsion of the student from AIS.

Category Two Consequences

All Category Two or recurring Category One Infractions result in a Discipline Referral. The Administration will apply one or a variety of the following:

- Deduct points from the overall conduct grade.
- Inform the appropriate administrator and the Counselor of the infraction and sanction to provide follow-up to the infraction.
- Assign after-school detention.
- Assign work hours in school.
- Assign out-of-school or in-school suspension.
- Suspend the right of a student to represent AIS in student government, honor societies, or any sport or cultural event.
- Apply sanctions if activities of vandalism are undertaken by identified groups of students. In the case of seniors, these sanctions may include cancellation of any or all of the graduation ceremonies and activities as well as discipline referrals, which will reflect on the conduct grade.
- Require attendance at a five-hour Saturday study session at the school.

- Assign Community Service work.
- Assign a zero (0) for academic dishonesty.
- Place a student on a Behavioral and Academic Contract.

Point Deduction and Additional Consequences

Points will be deducted from the student's overall conduct grade for each infraction committed. The following scale will be used as a guide for deductions:

- Two (2) points for the first Category One infraction
- Five (5) points for recurring (same or similar) Category One infraction or first Category Two infraction.
- Ten (10) points for recurring Category One or Two infractions or a single Major infraction. Student will meet with Administration. Possible placement on a Behavior and Academic Contract.
- Fifteen (15) points for recurring infractions or a single Serious infraction. Meeting with student and parents. One-day suspension. Student placed on a Behavior and Academic Contract.
- Twenty (20) points for recurring infractions or a single Very Serious infraction. Meeting with student and parents. Multi-day suspension. Student placed on a Behavior and Academic Contract. Every effort is made with the parents and student to provide assistance in the form of counseling to improve the negative behaviors. If student is already on a contract, discussions will include the possibility of expulsion from AIS and a dialogue concerning withdrawal as an option.
- Twenty five (25) points for recurring infractions or a single Severe infraction. A conference will be held with the student and parents regarding expulsion. Assistance will be offered for transfer to another school.

NOTE: The school reserves the right to deduct points and/or apply any of the consequences according to the formative objectives of the student, severity of the infraction, and the best interest of the school, its students and other community members.

INFRACTION		DEDUCTION	CONSEQUENCES*
Category One		2 points	
Recurring Category One	Category Two	5 points	Meet w/Counselor
Recurring Category One/Two	Major	10 points	Meet w/Parents Contract
Recurring Category One/Two	Serious	15 points	Contract One-day suspension
Recurring Category One/Two	Very Serious	20 points	Contract Multi-day suspension
Recurring Category One/Two	Severe	25 points	Expulsion/Withdrawal

*Includes possible sanctions mentioned in Category Two Consequences section above

Bullying

AIS will enforce a strict policy against 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 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.
- The student, together with his/her parents, writes a letter about his/her reflection on the issue discussed and his/her commitment to change.
- If the student repeats the abusive behaviors, the student will be placed on conditional enrollment.
- If the student repeats any inadequate behavior with classmates or peers, the student will be suspended or expelled from AIS.

Sexual Harassment

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* (Law on Sexual Harassment in Places of Employment and of Learning), AIS recognizes the need to provide conditions that guarantee 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 strictly, in compliance with the internal policy of the institution.

Off-Campus Behavior of AIS Students

The behavior of AIS students off-campus is the responsibility of the individual student and parents. However, students must continually be aware that they are representatives of AIS in the larger community and should conduct themselves accordingly. Students wearing AIS uniforms or while representing the school on off-campus activities, during or after regular school hours, are subject to the rules and regulations stipulated in this DISCIPLINE POLICY, and will face the consequences for infractions incurred.

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.

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, and sleeves may not be rolled up.
- 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 will be allowed.
- Students must have neat and appropriate hairstyles according to accepted social standards. Hair must be in tones that would be considered natural hair color. 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.
- No visible tattoos will be allowed.

Seniors' Uniform

Twelfth-grade students may use a unique uniform shirt to differentiate them as Seniors. The Seniors, as a class, will be responsible for the design, manufacture and purchase of their shirt. The following regulations and restrictions will apply to the senior shirt:

- Design must have the AIS logo
- Must not contain inappropriate language or images
- Must be worn by all Seniors

- Must represent the dignity and appropriateness of the Senior Class and of AIS as an institution of learning
- Must be approved by the Administration
- This Senior privilege may be denied or revoked if deemed necessary or appropriate by the Administration

The rest of the uniform code will apply to the Seniors in the same manner as to other students.

Physical Education and Varsity Sports

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.

Students participating in varsity sports are responsible for purchasing their own uniform(s), and they must wear their complete team uniform, without modifications, to all scheduled team games and events. Varsity team uniforms may not substitute the Physical Education or the regular school uniform during regular school hours. (For further information see the VARSITY SPORTS section)

Dress-Down Days

On occasions, the 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 may be worn. Clothing may not be excessively tight, excessively revealing, 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 stipulated above.
- Shoes must be closed. No sandals, flip-flops, or any other type of open-toed shoes are allowed.
- 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 Discipline Policy.
- Official P.E. uniforms and apparel must be worn for P.E. classes during Dress-Down Days.

Consequences for Non-Compliance

Compliance with the Dress Code is expected at all times. Disciplinary action will be taken for infractions according to the [Discipline Policy](#). Continued violations will result in the student being denied entrance into the school and participation in the regular

school activities until compliant 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, including midterms and finals.

DRUGS AND ALCOHOL

The AIS Community commits itself to the creation and implementation of policies conducive to a safe, healthy, and substance-free environment. The purpose of this policy is to educate healthy, self-confident students who are accountable for their actions and will become productive members of our society.

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.

Definitions

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 substance
- Any medication or drug used without the parents' knowledge and written consent or not in accordance with medical prescription
- Any glue (adhesive), aerosol paint, or any chemical substance used for inhalation
- Any intoxicating substance that produces changes in the person's state of mind or behavior
- Any form of tobacco
- Any kind of alcoholic drink or liquor
- Paraphernalia related to the above

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

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. 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, or in any other place while wearing the school uniform.

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.

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 prescription medications must be administered by the school nurse.

Use

"Use" will be defined as the situation in which the student voluntarily introduces, by any means, an illegal substance 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.

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

Parent Responsibilities and Drug Testing

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

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.

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 during out-of-school hours in parties or trips organized by the students without the presence of parents.

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 this Handbook.

Parallel to the measures taken, the Counselor will 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.

Likewise, students convicted or otherwise sanctioned in a court of law for a drug- or alcohol-related offense will be expelled from AIS.

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.

ELECTRONIC ITEMS

Personal electronic devices, including personal computers, cell phones, audio/visual equipment, and gaming devices, may be used freely on school grounds while not attending classes or school-sponsored activities outside the classroom. Teacher permission is required for the use of personal electronic devices during class time. The use and content of these devices must comply with the AIS [General Code of Ethics](#), [Discipline Policy](#), and the [Computer Network Use](#) guidelines. Abuses may result in the confiscation of personal items and/or revocation of privileges in this section.

Bring-Your-Own- Device Policy

The following guidelines will govern the use of personal technology devices in school:

- All students in secondary will be required to bring their personally owned electronic devices which are internet aware, for use during the school day.
- The use of personal devices is subject to the same policies and procedures established for the use of school-owned equipment.
- All users are required to register their devices and utilize the school's secured and filtered wireless network to access the Internet.

- The student is responsible for keeping his or her device in their possession or in a secure place at all times. AIS is not responsible for the security or condition of student's personal devices; for personal content stored on the device; or for any physical damage, loss, or theft of the device.
- The student is responsible for taking their devices home each day and returned the next day with a full charge.
- The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device. Software must not interfere with the normal operation of school-owned resources and must be properly licensed. School technicians will not service, repair, or maintain any devices.
- AIS reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
- Each classroom teacher will choose whether or not mobile devices will be used within their classroom each day. Depending on the specific instruction planned for that period mobile devices may or may not be used. Each teacher will be responsible for communicating expectations of mobile device usage regarding their classroom.
- Use of the devices must support the instructional activities of the classroom. The student must comply with the teachers' request to refrain from using a device, verify/display recent content or activity, or to power down (turn off) the device.
- The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a faculty member or administrator.
- Violations of this policy may result in disciplinary action, as appropriate.

EMERGENCY EVACUATION PROCEDURES

In the event of a major fire, earthquake, or severe weather, emergency information in both English and Spanish will be broadcast on Radio Monumental (93.5 FM or 670 AM).

Emergency drills are held quarterly. All faculty members are responsible for the safety of the students assigned to them at the time of the drill or real emergency, and will take attendance to insure that all students are accounted for and evacuate the buildings using the routes posted in each classroom or office. Specific emergency drill regulations will be posted in every classroom and be made known to students at the beginning of the school year. In case of other emergencies requiring evacuation of the buildings (e.g. bomb threat), similar evacuation procedures will be followed, although some evacuation routes may be changed. The routes will also be made known to the staff and students at the beginning of the school year.

Should evacuation of the school become necessary, parents must pick up their children, since bus transport will not be available. In order to reduce traffic jams, we ask that parents park on the main street entering the Bosques de Doña Rosa (the boulevard) or area designated by the guards and proceed to the soccer field in front of the school to pick up your child.

EXTRACURRICULAR ACTIVITIES

ALS provides and encourages the creation of a variety of extracurricular activities, organizations, and clubs designed to enhance the students' learning experience. These programs are carried outside the regular school schedule. Such activities must meet the following criteria:

- The activity must be approved by the Administration.
- Secret fraternities, sororities or clubs are not authorized.
- The Administration and the designated supervising adult are responsible for and reserve the right to determine the content, select the location, establish the criteria for participation and attendance, and set the schedule of the activity.
- No activity, organization, or club shall discriminate on the basis of race, national origin, religion, gender, sexual orientation, or social status.
- All students must be supervised at all times by a designated adult.
- Participating students must have written parental permission, including a commitment about adequate transportation arrangements. Parents must request in writing their need for school bus transportation to the Main Office.
- Commitment to a club is for the entire school year, unless the club is offered for one 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". Other participation guidelines and rules may apply for students to maintain their enrollment status in the activity.
- The use of appropriate clothing and safety gear during sports activities is mandatory.
- The schedule may be changed to accommodate special circumstances, or the activity may be suspended or canceled due to unforeseen or unavoidable circumstances, if deemed necessary by the Administration and/or supervising adult. Proper notice will be given to the participants and parents.
- Participating students must comply with the regular school policies regarding discipline, the use of school property or resources, and the General Code of Ethics, and may be subject to regular discipline consequences for non-compliance (see [DISCIPLINE POLICY](#)).
- The Administration and/or the designated supervising adult may deny participation or remove any student who does not comply with the rules and regulations of the school or the activity.
- Some activities may require a fee. Students not current with payments may be denied participation.

(For after-school sports see [VARSITY SPORTS](#))

FUNDRAISING

The purpose of student activity funds is to promote the general welfare, education and morale of all the students, and to finance legitimate co-curricular activities of the student organizations or groups. Projects for raising funds should contribute to the

educational experience of students and, if possible, should enhance the instructional program.

Fundraising activities will be approved by the Administration whenever they comply with the following:

- Fundraising activities and their intended purpose should be in line with the goals and principles stated above.
- Groups or individuals must request permission for the proposed event at least four weeks in advance.
- Fundraising activities should be supervised by a teacher or designated adult who will be responsible for reporting the purpose of the funds, the methods of solicitation, days and times of the event(s), the amounts collected, and expenditure details.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and to cover legitimate expenses.
- If the event involves the sale of food, the Cafeteria must be notified at least one week in advance.
- If the event requires the involvement of the maintenance staff, they must be notified at least one week in advance.
- Students or staff should never be coerced or compelled to participate in fundraising activities. Students may be rewarded for participation in a fundraiser, but they must not be penalized for refusing to participate in fundraising activities.
- The activity should be conducted during times of least intrusion or interruption of the learning process of other students, or during a time that does not conflict with other events previously calendared.

HEALTH-RELATED INFORMATION

AIS maintains a full-time nurse on staff(Monday-Friday from 8:00-4:00p.m.), who will provide first aid, basic care for minor emergencies, dispense medications, coordinate special health-related events, and serve as a liaison between the school and other health-care and health-related professionals or agencies. The nurse's office is located next to the Cafeteria. Students needing to receive treatment in the nurse's office must have a pass from a teacher or administrator.

The nurse also maintains basic student health-related records. Parents are responsible for the following:

- Provide three functional emergency numbers. In case of an emergency, a child will not be released to a person not listed on the emergency card.
- Complete health records with all important health information and keep these updated at school.
- Please do not send children to school if they are ill. If a student comes to school and exhibits signs of illness that may put others at risk, parents will be called to take the student home. Acute illness and injuries will always be dealt with immediately.
- The nurse's office is available for first aid and emergency situations; it is not a substitute for medical needs requiring the services of a physician.

Medical Emergency

In the event of injury to a student, the nurse will provide first aid as necessary and will notify parents immediately. Parents should have all emergency contact information on file with the front office.

If a serious injury occurs and the student requires immediate transport to the hospital or clinic, the school will arrange for such transport by car or by ambulance, accompanied by school personnel. The school nurse will notify the parent immediately so that they may proceed to the hospital. Public ambulances will take students to the Hospital Mexico unless otherwise directed.

Medication

In instances when it is necessary for a student to receive medication in school for any reason, the following procedure must be followed:

- Parents must complete the school form "Authorization for Giving Medication at School". The school will not administer any medication without written consent from the parents. **Please note that we must have a copy of the physician's prescription.**
- The medication must be brought to school in the original prescription bottle.
- The prescription must be clearly marked with: the doctor's name, the child's name, the name of the medication, the dosage, how and when it may be given.
- The Nurse will keep and administer the medication while the student is in school. No student will be allowed to possess or take medication on their own while in school.

Any student giving any medication to another student will face disciplinary action.

Immunizations

All students must have the proper immunizations to attend school. This includes 4Hib for children in preschool, 5 DPT, 4 Polio and one or two MMR, depending on the students' grade level. All students entering the 7th grade must have a second MMR, if not previously given. Students without the required immunizations are subject to exclusion from school.

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

AIS aims to uphold the rights of all involved in the educational process, such as the right to life, physical and emotional safety, health, and the right to an education in a safe environment; and these rights are esteemed higher than an individual's limited right to privacy in the school setting. To that end, the Administration reserves the right to check all or any lockers, backpacks, handbags, and/or other personal objects when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

If a student has reason to believe that any locker or personal object contains material that may threaten the safety of other persons, that student is expected to immediately report the information to a teacher or the Administration. The name of the student making the report will be kept confidential.

Locker Inspections

The lockers are the property of the school, and the Administration, including its designees, has the right to inspect all of them (general inspection), some of them (limited inspection), or one of them (individual inspection) for disciplinary, educational, health, safety, and/or security purposes.

A general or limited inspection may be conducted if the Administration reasonably believes that such an inspection is necessary to enhance the learning process of all or a particular group of students (i.e., a lesson in the practice of orderliness or neatness), to prevent, impede or substantially reduce the risk of an interference with school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or a violation of the law or school rules.

The Administration and/or its designees may conduct an individual inspection, without prior notice, in those instances where there exists reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by law or school rules, or which pose an imminent and serious threat to health and safety.

Before a particular student's locker is inspected, the student, if present on campus, shall, where practicable, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected without the student's presence, the Administration or its designee shall notify the student of such inspection as soon as practicable.

Additionally, inspections may be conducted at the withdrawal of a student, the end of grading periods, mid-term, or before school holidays to check for missing textbooks, library books, or school equipment and other resources.

Backpacks, Handbags, and other Personal Object Inspections

Likewise, searches of personal items, such as backpacks, handbags, gym bags, computer carriers, lunch boxes, or any others, will be conducted with the utmost care to protect student dignity and privacy. Whenever practicable, individual searches will be conducted in private by two administrators and/or teachers, in presence of the student and his/her parents.

Students found to be in possession of items that violate the law or the rules and regulations of the school will be subject to the consequences stipulated in the Discipline Policy.

LIBRARY/MEDIA CENTER

The Library/Media Center is intended for the benefit of the entire AIS community. The following rules and procedures should be observed:

- No food or drink allowed
- Take proper care of all library materials.

- After using the books, please put them in the book cart provided for that purpose; do not put them on the shelves.
- Persons wishing to check out a book or other material must fill out the proper form.
- Checked out books should be returned to the repository or directly to the Librarian.
- Students will not be allowed to check out Audio-Visual equipment or videos without written permission from a teacher.
- A silent environment should be maintained at all times.
- Students are to display proper posture and decorum; they may not lie on the sofas or chairs; they may not put their feet on the furniture.
- Students may not remain unsupervised in the Library. In the absence of the Librarian, another teacher or designated adult must be present; otherwise, the Library will be closed to students.

Library books are available for check-out by students, parents and teachers. If books are not returned, the following fee schedule will be applied:

- The minimum fine for a lost book is ₱5,000. When the cost of a lost book exceeds ₱5,000, the student will be charged the replacement cost of the book, plus shipping when necessary.
- Students may be assessed a fine of ₱100 per day for overdue books.
- The fine for lost magazines will be the replacement cost of the magazine.
- Students with overdue books will have their borrowing privileges suspended until overdue materials are returned and/or charges are paid.

LOCKERS

All secondary students are assigned a locker with its corresponding combination lock. The following guidelines will apply to the assignment, use, and maintenance of the lockers:

- Lockers and locks are property of the school and will be assigned by the Administration.
- A list of locker assignments and lock combinations, and a master key will be kept by the Administration.
- Lockers are the responsibility of the assigned student, and may not be shared with any other unauthorized person.
- Students may not change lockers or locks, or use other locks not provided by the school without prior permission from the Administration.
- Lockers are to be used to store school supplies and personal items necessary for use at school. All items should be stored inside the locker – students may not keep items on top or outside the lockers or in areas not designated for storage of such items.
- Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, a bomb or explosive device, any pungent acid or nauseous chemical, any textbook or library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations.

- Students will be expected to keep their lockers in a clean and orderly manner.
- No permanent markings, alterations, painting, stickers, or additions are allowed.
- The locker should be returned in the same condition as when assigned. Repairs to damaged lockers due to misuse, unauthorized alterations, painting, stickers, or markings will be the responsibility of the assigned student. The student will be responsible for performing the repairs or paying for them, as deemed appropriate by the Administration.
- The school is not responsible for loss, theft, or damage of material stored in student lockers.
- Lockers should remain closed and locked.
- Items left in lockers after the end of the school year or the withdrawal of a student will be considered unclaimed and disposed of according to regular school procedures (see [LOST AND FOUND](#)).
- Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.

LOST AND FOUND

Students are strongly encouraged to label all personal belongings. Misplaced items will be kept in a designated location for reclaiming. It is the student's responsibility to check the Lost and Found area for lost personal belongings. Unclaimed items will be donated to local service organizations or to needy members of the community at the end of each semester. The school is not responsible for misplaced, unclaimed, lost or stolen items.

MEDIA RELATIONS

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.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Parents are welcome to contact teachers via email, telephone, or in person whenever mutually convenient. Parent-Teacher conferences will be held at the end of the 1st and 3rd quarters. The schedule for those conferences will be posted on the school calendar and parents will be reminded via normal communication channels. Parents are strongly urged to attend all Parent-Teacher conferences in order to have more detailed discussions about their child's progress.

PARENT-TEACHER ORGANIZATION (PTO)

The purpose of the P.T.O. is, while working side by side with all members of the AIS community, to:

- Promote the communication between the school and families
- Support the school through volunteer and financial assistance

- Enhance and complement the students' academic, cultural, physical, and social experience through activity planning and development

AIS encourages all interested parents to join the P.T.O.; contact the Main Office for information.

PARENT VOLUNTEERS

AIS invites and encourages participation from the parents in extracurricular activities in the school. All volunteer activities must follow the school's general philosophy, and participants are required to comply with the AIS [General Code of Ethics](#) and [Discipline Policy](#). Volunteers will remain under the supervision and direction of assigned faculty or administrators. Parents wishing to volunteer should contact the Director.

STUDENT ORGANIZATIONS

AIS promotes participation in student organizations which offer opportunities for developing civic consciousness and service, leadership, team-building, organization, and many other qualities. All student organizations will be supervised by a teacher or administrator. In addition to compliance with all school policies and regulations, participating students may be held to higher standards of behavior and academic standing, according to individual organization rules and policies.

NHS

The National Honor Society is an organization which recognizes outstanding students for their success in their schoolwork and for outstanding personal character traits, citizenship, leadership, and service. The NHS is under the auspices of the National Association of Secondary School Principals. NHS membership is recognized in almost every school in the United States. All students interested in this organization must see the NHS advisor.

Student Council

The Student Council serves as the representative organization of the student body to the Administration. The Student Council shall be governed by an internal Constitution which specifies its bylaws, policies and procedures. Its methods of organization, elections and operations shall be representative of the principles of a democratic government.

STUDENT RECORDS

AIS strives to safeguard the privacy of student records. However, records are open to review by the parents, the student, and authorized institutions. The student record indicates: earned credits, grades, attendance data, family background information, test information and test scores, awards, and any accumulated disciplinary reports.

STUDENT SUPPLIES

All students are responsible for being present in the classroom with the supplies needed for proper instruction. The following is a list of basic supplies. Additional supplies may be necessary for different subjects according to teacher requirements.

- Personal technology device with the appropriate applications for school assignments and access to the Internet
- Three-ring binders or spiral notebooks
- Pens (blue or black), Pencils (#2), eraser, liquid paper
- Loose-leaf paper and dividers
- Ruler
- Calculator
- Paperback dictionary
- * Agenda (mandatory for all students in 7th and 8th; others are strongly encouraged to use an agenda or a similar system to help them manage their daily activities in an orderly fashion)

Textbooks are supplied to all students by the school (see [TEXTBOOKS](#)). The use of personal computers is recommended, but not required.

Students who do not report to class with the necessary supplies may face disciplinary action (see [DISCIPLINE POLICY](#)).

SCHOOL PICTURES

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, 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.

Formal portraits are taken during the first semester by an outside photographer and used for the [Yearbook](#). Portrait packages will be available for optional purchase. Parents will be informed of the cost, the portrait dates, and retake dates if necessary.

SCHOOL-SPONSORED TRIPS

AIS recognizes that learning is a holistic experience that occurs in every life situation – inside and outside the classroom. To that end, we will look for opportunities to enhance student experiences outside the classroom whenever practicable. School-sponsored trips and off-campus activities will need to comply with the main educational and philosophical goals of the school. Additionally, said activities must be approved by the Administration at least one week in advance. In some cases, these activities will require exceptions to the regular schedule (arrival and dismissal, weekends), alternative transportation arrangements, and other special circumstances. Additional fees may be charged to cover expenses and will be the sole responsibility of the students/parents.

Students participating in field trip activities must abide by the following rules and regulations:

- A signed parent/guardian permission form, including emergency contact information, must be submitted for every participating student leaving campus.
- All rules, regulations and policies governing student behavior are to be followed.
- Students are to cooperate fully with and follow the instructions of all chaperones and other supervisory personnel. Repeated refusal to follow requests/directions of trip supervisors/chaperones or violation of school rules, regulations or policies will result in parents being notified and student disciplined upon return to school. Behavioral problems may result in the misbehaving student being sent home at the expense of the parents.
- No possession or consumption of alcohol, illegal drugs, or smoking is allowed at any time during the trip, including transportation. Any violation of the drugs, tobacco or alcohol policy will result in parents being notified and the student may be sent home at the parent expense. If illegal substances are found, the police will be notified and prosecution may also result.
- No weapons, firearms, or dangerous instruments may be purchased or used during the trip. If the student violates this policy the parents will be contacted and the student may be sent home at parent expense. Expulsion proceedings are required in such cases. The police will be notified and prosecution may also result.
- AIS, its employees, agents or representatives are not responsible for any accident, injuries, damages or other losses to the person or property of participants during a school trip.

TEXTBOOKS

AIS provides textbooks to all students. It is the students' responsibility to take care of textbooks assigned to them. If a book is lost, stolen, abused, or damaged, a fee will be assessed: \$100 fee for each lost US-curriculum textbook, and \$50 per each lost MEP textbook. If a book shows excessive wear and abuse at the time of issue, the student must report it immediately so that a fine will not be assessed for that condition.

When available, e-books will be made available for student use. These resources are for normal class activity and are restricted by licensing agreements; students are expected to follow all rules and regulations connected with these limitations and agreements.

USE OF SCHOOL FACILITIES

The Board of Directors of AIS 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. Students who want to make different transportation plans after school must bring a written note from home on the day of the change. Students will not be allowed to use the school telephones to make last-minute changes to their regular dismissal arrangements (see [ARRIVAL AND DISMISSAL](#)). In emergency situations, parents can call the school and the information will be forwarded to the student by the secretary.

VARSITY SPORTS

AIS varsity athletes compete in the city-wide ACTION tournaments against similar private schools in soccer, basketball, and volleyball. Additionally, AIS is a member of the Association of American Schools in Central America (AASCA) which sponsors regional tournaments in various disciplines.

Students participating in varsity sports are responsible for purchasing their own uniform(s) and other necessary equipment not belonging to the school, and they must wear their complete team uniform without modifications to all scheduled team games and events (see [DRESS CODE](#) for further information).

Eligibility Rules

Interscholastic Athletics are open to 7th through 12th grade students who can meet the requirements set by this Handbook and the sponsoring organizations. AIS students participating in AASCA, Action, and AIS events must conform to the following:

- Age– A student cannot be 20 years of age prior or on the scheduled date of the AASCA or Action finals in their particular sport.
- Documentation – All participants must have proof of proper insurance and a signed permission/release, including emergency contact information, on file.
- Physical Examinations –Students desiring to participate in after-school sports activities will be required to present the results of a physical examination by a physician before participation is allowed. A completed physical form must be on file at the nurse's office before the athlete's first practice session; one form may be used for all three sports. If any serious injuries occur during the course of the season, the athlete must present written verification from a physician stating that he/she is physically fit to participate after being absent five or more consecutive days.
- Enrollment– The athlete must be enrolled not later than the 15th day of the current semester, and carry at least 5 subjects.
- Grades– The athlete must be passing five full-credit subjects to participate.
- Conduct and Character– The athlete must not bring discredit upon the school, or a disruptive influence on the discipline, good order, morale, or educational environment of the school.
- Participation, practice, and games– The athlete must not participate as a member of any similar team, during the same season, or in an AASCA-sponsored sport not under the direct supervision of the school. All athletes must attend each and every meeting, practice, and games held unless the Coach receives a written excuse from the parent or guardian excusing his/her presence. If athletes have more than 3

unexcused absences during the season, s/he may be removed the team for that season.

- Suspensions– If an athlete is suspended from school, s/he may not participate in practices or games during that day. If an athlete is suspended more than once during a season, s/he may be asked to leave the team.

All athletes are held responsible for their behavior during, before and after practice, during, before and after games, on the bus and in transition to games. All athletes are held to same behavioral standards as all other AIS students (see [DISCIPLINE POLICY](#)).The Coach may issue a Conduct Referral for any behavior deemed inappropriate.

If a student provides their own transportation to an activity, they may not transport another student without prior written permission from that student's parent. The student providing self transportation will be considered as having left the school once the student leaves the activity.

VISITORS

Visitors will only be allowed on campus by appointment. All visitors must register at the main gate and wear an official school badge during their stay on campus.

Social visits from persons not of the AIS community are not permitted. Visitors will be allowed to be on campus only if they are visiting one of the AIS families from a foreign country. 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. Normally, visitors will receive permission to be on campus only one day. In special cases, a maximum of two days may be granted. 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.

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.

WITHDRAWALS

Students wishing to withdraw must complete all required forms. A signed parent release form is required before student's grades are released to another school. All school property, such as textbooks, library books, locks, etc., must be returned. Any items not returned must be paid for before withdrawal.

YEARBOOK

AIS publishes a yearbook that intends to record student experiences in images and writing. Yearbook will be offered as an elective class for students who have an aptitude for photography, design, and publication. Interested students should apply, but admission will be at the discretion of the Teacher and the Administration.

Images of students and other AIS community members taken by the yearbook staff may be used for publication without prior permission. Exceptions should be requested in writing by interested students. The formal portraits used in the yearbook will be available for optional purchase. (See [SCHOOL PICTURES](#))

There will be an additional fee for the yearbook, payable at the time of matriculation.

RECEIPT FOR STUDENT HANDBOOK
BOLETA DE RECIBO DEL MANUAL DEL ESTUDIANTE
**AMERICAN INTERNATIONAL SCHOOL OF COSTA
RICA 2015-2016**

I have received a copy of the student handbook of the American International School of Costa Rica for the 2015-2016 school year and acknowledge its contents, and agree to abide by its rules, regulations and procedures. Failure on my part to do so may result in my removal from AIS. This document is an extension of the Parent Contract signed by parents at the beginning of the school year.

He recibido una copia del Manual del Estudiante del American International School de Costa Rica para el año lectivo 2014-2015. Reconozco sus contenidos, y acepto acatar las reglas, regulaciones y procedimientos en él expuestos. Estoy consciente de que el desacato a las disposiciones aquí expuestas puede significar la cancelación de mí matrícula. Este documento es una extensión del contrato que los padres firmaron al inicio del año escolar.

(Print student name here)
(Nombre del estudiante)

(Signature)
(Firma)

As parents of (a) student in the American International School of Costa Rica, I acknowledge receiving this handbook. I am responsible for knowing its contents and reviewing them with each child I have enrolled at AIS.

Como padre de (un) estudiante del American International School de Costa Rica, acuso recibo del Manual. Asumo responsabilidad por conocer sus contenidos y de revisarlo con cada uno de los hijos que tengo matriculados en AIS.

(Parent Signature)
(Firma del Padre)

(Date)
(Fecha)

This form is to be completed and returned to the school no later than Esta hoja debe de ser completada y enviada al colegio a más tardar el

Due Date
Fecha límite

Permission Form for Internet Use

As the parent/legal guardian of the student above, I grant permission for my child to use the Internet and technology resources. I understand that my child will be subject to the school rules and attached policies that govern the use of computers, computer networks, and the Internet.

Permiso para el uso de Internet

Como padre/tutor legal del (los) estudiante(s) _____, concedo permiso para que mi hijo use el internet y los recursos tecnológicos. Yo entiendo que mi hijo deberá apegarse a las reglas de la escuela y políticas adjuntas que gobiernan el uso de las computadoras, redes e internet.

Parent's or Guardian's Name (please print) _____
(Nombre del padre o encargado)

Parent's or Guardian's Signature _____
(Firma del padre o encargado)

Date _____
Fecha