

American International School of Rotterdam

Elementary School Student/Parent Handbook 2009-2010



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Dear Parents and Students,

I would like to extend my welcome to you all. It is my hope that each student will succeed in academics and extra-curricular activities, as well as in their own personal development, during this 2009-2010 school year.

As Principal of the Elementary School, I look forward to a very positive and successful year. We have a very dedicated and hard working staff. I am inspired by their zeal for their jobs, their work and their rapport with parents and students, and their willingness to analyze their teaching practices to improve instruction. The staff is enthusiastic about their role as teachers of your children.

Information regarding various school policies, student life, services and conduct will be addressed in this book. If you have any questions regarding this information, please bring it to the attention of a teacher, or myself. We are here to help you in any way we can.

Parents make an act of faith when they place the education of their children in our hands. AISR is deeply aware of this responsibility and appreciates the confidence that parents have in our professionalism. The professional staff of the school has adopted a Code of Ethics, the preamble of which states:

“The educator believes in the worth and dignity of people. He/she recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. He/she regards as essential to these goals, the protection of all. The educator accepts his/her responsibility to practice his/her profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he/she has accepted in choosing a career in education, and engages him/herself, individually and collectively with other educators, to judge his/her colleagues, and to be judged by them, in accordance with the provisions of this code.”

I wish you all a challenging and positive school year.

Sincerely,

Anne-Marie Blitz
Elementary Principal

AISR SCHOOL PHILOSOPHY

The American International School of Rotterdam is committed to providing a high quality English language education. The curriculum is American in nature, modified to provide an international perspective, for students from a wide range of nationalities and cultural backgrounds.

The School pledges to continuously strive for educational excellence with a focus on learning. As a community of learners, AISR is further committed to developing students who will interact positively with others.

In order to reach these goals, the School will:

1. Provide a safe, nurturing and emotionally supportive environment that recognizes the uniqueness and worth of each child.
2. Create a challenging and stimulating educational environment that encourages life-long learning, cultivates an inquisitive nature, and develops a love of learning, while stretching students to the limits of their abilities.
3. Provide an educational program that develops in students the knowledge, skill, and understanding that will prepare them to perform effectively in a rapidly changing world.
4. Teach students the methods and discipline necessary to be able to utilize effective work habits for the rest of their lives.
5. Create opportunities for students to value the contributions of others and to harness the power of working together.
6. Encourage students to develop personal values that enable them to be responsible and contributing members of society.
7. Recognize and encourage the importance of cooperation and communication between home and school.
8. Embrace and make use of the cultural diversity within the School and its community.
9. Take advantage of the unique opportunities and resources available to the School in the Netherlands.
10. Cultivate an understanding of the complexity and interdependence of peoples, cultures and the environment.
11. Acknowledge the transient nature of our students and equip them with the skills necessary to successfully transition to another educational institution.
12. Prepare students for university studies and entrance into the world labor force.

AISR's Instructional Guidelines and Objectives

The numbers in parentheses following each guideline and objective below correspond with AISR's Philosophy.

The American International School in Rotterdam will strive to provide quality education that will permit and assist every student to:

1. Master academic skills and content at his/her highest level. (1, 2, 3, 11, 12)
2. Master verbal, written, and mathematical communication skills necessary in an information-driven and technological society. (3, 11, 12)
3. Understand and appreciate human achievements in the natural sciences, the social sciences, the humanities, and the arts. (2, 3, 4, 9, 10, 12)
4. Develop a positive attitude toward learning. (2)
5. Attain an understanding and an appreciation of him/herself and the world. (5, 9, 10)
6. Attain an understanding of and respect for persons belonging to the many social, cultural, and national groups different from his/her own. (5, 8, 10)
7. Become a responsible citizen, who seizes opportunities that allow him/her to value the contributions of others and work collaboratively to solve problems. (5, 6, 7)
8. Understand and practice habits that keep him/her emotionally, physically, and socially healthy. (1, 6)
9. Recognize and take advantage of opportunities to achieve his/her highest potential. (2, 6, 9)
10. Successfully live in and adapt to a rapidly changing global environment. (3, 6, 10)

To achieve these objectives, the curriculum of the American International School of Rotterdam will:

1. Be American in style and structure, modified where appropriate to provide an international perspective. (6, 10)
2. Be complete and balanced, within the limitations of resources and facilities. (3, 4)
3. Demonstrate a coherent, orderly progression through the grades, in all subjects. (3, 4, 12)
4. Be designed to permit students to enter this school and subsequent schools with minimal academic disruption. (2, 11, 12)
5. Offer opportunities for students with special needs, within the limitations of resources. (1, 2, 9)

6. Enrich learning experiences by taking full advantage of the school's unique situation in an international setting. (8, 9, 10)
7. Be continuously reviewed and periodically evaluated by the professional staff for the Board, to ensure that it meets the changing needs of students. (12)

CURRICULUM

Reading, language arts, and mathematical skills and concepts form the foundation of the educational process at the elementary level. Science, social studies, music, art, computers, Dutch, French, physical and health education make up the remainder of the elementary curriculum. One of the primary objectives of the elementary curriculum is to integrate subjects in order to give students an opportunity to identify relationships that exist between disciplines.

Though the primary language of instruction is English, Dutch is taught as part of the regular curriculum in grades PK through grade 5. The periods per week vary with each grade level. In grades 3 through 5, students may choose to continue Dutch or begin French. These languages are taught as second languages, not mother-tongue languages. In order to assist those students whose English skills are developing, the school offers an English as An Additional Language Language (EAL) program which is organized and taught by specialists. This program starts in grade 1.

AISR has recently adopted the International Primary Curriculum (**IPC**), a “world class, brain-friendly, comprehensive and practical curriculum, delivering subject, personal and international knowledge, skills and understanding.”

The IPC provides the support teachers and students need to help primary and elementary children learn as 21st century international citizens. The IPC focuses on academic and personal development, and the development of a global awareness. Learning is active, engaging, and above all meaningful to children.

Homework

Homework is assigned so that students can expand on the skills and concepts taught in class, and gain a more thorough understanding from additional independent study. Assignments to be completed at home vary according to grade level and subject area. The main goal is to develop good study habits from an early age, so that assignments can be accomplished independently.

At AISR, we believe that homework provides an opportunity for students to learn how to be responsible and to experience the success of independent learning. It reinforces and extends class work and consolidates basic skills and knowledge, establishing habits of study, concentration and self-discipline, which will serve students for the rest of their lives.

The overall effectiveness of homework in achieving improved student success is dependent on many variables including the purpose, type and quantity of homework assigned, the grade level of the student, as well as the role played by teachers, students and parents in the design, completion and evaluation of the homework.

In general there are five different types of homework:

Study skills and habits – assignments designed to improve note taking and reading for understanding

Practice/Review – assignments designed to reinforce material presented in class and/or develop mastery of skills

Preparation – assignments designed to introduce material that will be helpful in understanding future instruction

Skill Integration – assignments designed to utilize separately learned skills and concepts and apply them in the completion of a book report, science project or writing assignment

Extension – assignments designed to transfer previously learned skills and concepts to other situations such as making real world and cross-curricular connections.

Reading - it is recommended that students in **grades K through 2** spend half of the time allocated for homework on Reading. In **grades 3 – 5**, Reading may be given as an additional assignment/activity which may then extend the length of time allocated for homework.

Following are some simple suggestions as to how to provide the most effective support at home:

*Take an active interest in your child’s homework

*Provide a quiet , well lit area for your child to do his/her assignment. This area should always be available for homework

*Establish a daily routine for homework.

*Do not assume responsibility for the actual completion of the homework, but provide the supervision necessary to ensure successful completion of the homework.

*Provide tools for your child eg. pencils, pens, paper and a dictionary. A desk or tabletop makes the best place to do homework.

This is a general guideline for the length of time expected to be devoted to homework each day:

Kindergarten	10 minutes
Grades 1 & 2	20 – 30 minutes
Grade 3	30 – 45 minutes
Grade 4	45 – 60 minutes
Grade 5	45 – 75 minutes.

Handwriting Policy

Neatness and clarity in all written work is emphasized whether it be in cursive or printing. Students in grades pre-kindergarten through grade 1 use the D’Nealian style of printing. This style facilitates the transfer to cursive writing in the later grades.

A. Grade Level expectations:

Students will begin to explore cursive at the end of grade 2.

The instruction for cursive handwriting will be in grade 3.

Teachers in grade 4 expect students to be able to read and write legibly in cursive by the end of the year. Cursive writing is encouraged but not mandatory for all school assignments and work. As a refresher, a two-week unit will be conducted in cursive at the beginning of the year.

In grade 5 cursive writing is encouraged but not mandatory for all school assignments and work. Grades 4 and 5 will reinforce the use of

cursive by having charts of cursive posted for students to refer to, and by assigning its use for the following daily activities:

- spelling lists
- short writing activities
- name/date on paper

B. Special Needs:

Should there be a need for further attention in cursive writing, the student's needs will be addressed on an individual basis as time and as circumstances dictate. We understand that in special cases students will be allowed to complete some assignments by using a computer if they do not yet possess the fine motor skills to print or write legibly.

Physical Education Classes

This is an activity based program and requires all students to participate. The program includes: games, gymnastics, fitness, dance and swimming.

Students are asked to have a separate pair of sneakers for inside activities (no black soled shoes that will mark the gym floor) and outdoor activities (sneakers for playground and fields)

Students in Grades 2 - 5 will wear a P.E. uniform. This will consist of shorts and a tee-shirt. The uniform can be purchased from Ms. George-Kelso (School Office) at the beginning of the school year. The total cost is 20 euros.

The school swimming program will be organized differently in the upcoming school year, 2009-2010. Last year, the Dutch swimming program offered swimming diplomas to students in Kindergarten through 4th grade. This was a change from previous years when the swimming diplomas were offered only to 3rd and 4th grade students. As a result, there were a number of children who have already completed the diploma courses, yet still were attending the swimming classes. To remedy the problem, next year the children who have already received these diplomas will work with Mr. Wah in a separate program, while their classmates continue to work on their A and B diplomas. Mr. Wah's swimming experience includes: 5 years teaching elementary swimming, and 2 years coaching the swim team at an International School in Malaysia. The program will have 4 main elements: stroke work, water safety, pool games and activities, and basic life-saving skills.

Students must have a signed note from home to be excluded from a particular activity due to illness.

Testing

The school administers standardized and individual tests to aid in individualizing instruction, evaluating the educational development of students, identifying those needing special help, program and curriculum development, and helping pupils make educational choices which coincide with their academic strengths. Each fall grades 3-9 will be given the International Schools Assessment Test. These tests will be

interpreted with international norms, which will give the school a basis for curriculum improvement. Results of these tests will be sent to parents. These achievement tests will in no way influence a student's grade in any subject. This information is recorded in the pupil's permanent file and is available to parents for their perusal upon request.

In cases where the school counselor suggests the need for psychological testing, the school will solicit the approval of the parents prior to testing. The cost of such tests will be the responsibility of the parents if they can not be administered by the school counselor/special needs teacher. Results of such testing will be discussed with parents. The tests themselves will remain in the confidential folder of the child.

Reporting Student Progress

A student's progress and achievement is reported to the parents through the use of formal and informal conferences as well as through report cards and written progress reports. A schedule of open house and parent-teacher conferences is printed in the school calendar and is distributed to parents at the beginning of each school year. Information about conferences can also be found in the individual grade level Welcome Packet.

Communication between home and school is vital. Therefore, parents are encouraged to contact the school as often as they deem necessary in order to maintain communication. **We ask that parents respect the schedules of teachers, teacher aides, and students, and NOT interrupt them while they are in class.**

The report card is developed to give a maximum of information to parents. Teachers take great care in completing these. As a result, parents will be charged 20 euros to replace any lost report cards during the school year. Report cards may be withheld pending payment of financial obligations, including tuition fees, lost or damaged books/equipment, and library fees.

Gardening Program

Grade 3 students are involved with a gardening program sponsored by the City of Rotterdam. This program is taught by a horticulturist at the school gardening plots. Students learn about gardening with a hands-on program of planting and tending to their crops in the spring. In the fall, Grade 4 students harvest their own crops.

Field Trips and Excursions

A field trip is defined as an educational activity that meets the following criteria:

- a. It has an identifiable educational objective
- b. It includes preparation of students for the activity and evaluation of outcome.
- c. It involves a specific class or classes;
- d. It is intended for all students in the class(es);
- e. It takes the class away from the classroom;

Such trips are encouraged so long as they do not seriously interfere with the educational routine of students who must remain in school.

Parental permission is given for participation in field trips at the time of enrollment. **Notices of field trips are sent home to parents by teachers prior to each excursion. Field trip arrangements and schedules must be approved by the Principal in advance.**

School transportation, if available, will be used. There may be times when parent volunteers will be called upon to provide transportation for certain field trips. On all school sponsored trips involving students, provision will be made for proper supervision by School employees. Parents may be asked to assist in such supervision. Parents will be asked to pick up their children at school if the field trip arrives back after 3 o'clock.

EXTRA-CURRICULAR ACTIVITIES

The school sponsors many activities during the school year. In addition to the holidays mentioned below in the Celebrations Policy, these activities might include: a Holiday Program (December), Rice Festival (February), and the AISR Field Day (May or June). Other important events are listed in the school calendar. Events are published in the Shark and on the school Web Page (www.aisr.nl) so parents know when they will occur. Kindergarten through grade 5 students may wish to be involved with Tuesday after-school activities combined with the Japanese School of Rotterdam. The activities will be advertised well in advance.

Musical Activities:

1. All students in grade 4 are required to purchase a Recorder.
2. All students in grade 5 have the opportunity to learn a Band instrument. This is part of the program.
3. There is also an opportunity (optional) to learn guitar and help and advise about learning other instruments.
4. Students will be encouraged and expected to take part in musical activities throughout the year.
5. After school band is also offered to grade 5 students.

Students in grade 5 are eligible to participate on the U12 sports teams competing in the NECIS sports league. Information about interscholastic competition will be furnished by the AISR athletic director.

Celebrations Policy

There are several events during the year that all staff and students in the Elementary School will celebrate:

- | | |
|----------------------------|--|
| <u>Hallowe'en</u> | Organized by the classroom teacher and room parent/s. Each class will attend the Halloween Parade. |
| <u>Thanksgiving</u> | A Thanksgiving Lunch is organized by the PTSA. The students present a short musical interlude prior to the lunch. |
| <u>Sinter Klaas</u> | This is part of the Dutch curriculum and is organized by the Dutch Department. Sinter Klaas visits the school and all the students welcome him in the Gym with a program of songs and dance. |
| <u>Christmas</u> | This will be celebrated in each class. Each teacher will coordinate this with the room parent(s). These celebrations will |

not include a gift exchange. Each child in the Elementary School will give a little present – these will be collected and donated to a home for children in need.

Valentine's Day The Student Council organizes the sale of roses.

Easter An "Easter" activity is optional and will be organized by the classroom teacher

End of Year There are several events to mark the end of the school year

1. Early Childhood - Spring Fair
2. Kindergarten - Celebration
3. Signing of Yearbook (usually takes place on the last Thursday between 2:00 and 3:00)
4. All students attend the End of Year Program (the last Friday)
5. All students receive an ice-cream before going home

Room Parents

In the elementary school, many teachers like to have room parents to assist in planning for parties and various activities throughout the year. Not all teachers require the assistance of room parents. For parents interested in volunteering, please contact your child's homeroom teacher.

Birthday Party Policy

The school asks that invitations for birthday parties be distributed at school only if one of the 3 following guidelines are followed:

1. Invitations are given to all students in the class.
2. Invitations are given to all the boys in the class (for a boy's party) or all of the girls in the class (for a girl's party).
3. Please ask the classroom teacher if you would like to hold a party in the classroom – this should be at the teacher's discretion due to schedules and potential academic interruptions.

We will not be able to distribute birthday party invitations at school if these guidelines are not followed.

A pleasant Dutch custom for the "birthday boy or girl" is to provide a little treat for the class on their birthday. Students are welcome to adopt this tradition if they wish. Please contact the teacher in advance if you want to do this.

STUDENT SERVICES

Medical Office

All medical forms must be completed and on file in the medical office.

The medical office is open throughout the school day. A student who needs to go to the medical office must check first with his/her classroom teacher before leaving the classroom. Parents will be notified in the event that a student needs to return home due to illness or in cases of emergencies. No student will be permitted to leave

school on their own. Parents must inform the office if their child is taking medication so that it can be properly administered and monitored. The medications must be handed in to the medical office.

Cafeteria

The cafeteria operates 5 days a week to provide a nutritious meal for students. The lunch program is optional for all students. Students participating in the hot lunch program need to have a lunch ticket. Lunch tickets may be purchased in the office. Each ticket is good for 10 lunches and milks. There is also a sandwich option for those students who do not want a hot lunch. Lunch cards will be put out on the class table in the cafeteria prior to lunch each day. **Students in grades Pre-K - 5 may not purchase cookies, candies etc during the school day.**

Parents are notified +/- 3 days prior to a lunch ticket expiring.

If any lunches or milk remain at the end of the year, a refund will be made or the ticket can be used the following year.

Cafeteria Rules

The rules for the cafeteria are very simple and are governed by common sense. Students are asked to:

- sit at their appropriate table
- talk quietly
- stay seated
- clean their individual area of all scraps and paper
- wipe down the tables with a damp cloth and then dry the table
- go to recess only when instructed by the duty teacher in the cafeteria

BUS RULES

All school and contracted buses have seat belts for student safety. Parents are reminded to be sure that their child is aware of the need to have seat belts fastened at all times and to obey the directions of the driver. Buses will only carry the number of passengers for which the bus was designed.

The prime concern of the school is safe transport to and from school. Each student is entitled to have a safe, comfortable and pleasant ride between home and school. To achieve this goal, there must be cooperation on the part of parents, teachers, drivers and the students.

Riding the buses is a privilege and not a right. If a child does not obey the rules of the bus, uses inappropriate language/behavior or is habitually late in the morning or afternoon, the bus riding privilege may be revoked. In cases where students do not exhibit expected behavior, the following actions will be taken:

- * The student will be warned, and the student's parents will be notified.
- * Further occurrences of unacceptable behavior will result in suspension of the student's bus riding privilege.
- * Continued unacceptable behavior may result in a total loss of transportation privileges.

In extreme cases, a student's bus privilege may be suspended without prior warning.

Any questions or concerns regarding the bus transportation policy should be addressed to the transportation coordinator.

Students must present a written note, from the parents, to the transportation coordinator, Mrs. Setsuko Lolling-Homma, prior to 09:00 for any changes in their normal route.

In the event of a bus breakdown or delay along the route, the driver will, as quickly as possible, notify the school office via mobile phone so appropriate steps may be taken to ensure the prompt and safe arrival of the students.

Students will not be left at an unattended home. If a parent or guardian is not at home when a child is dropped off, the driver will return the student to school and the parents are then responsible for collecting their child.

Please remind your child not to leave books or personal belongings on the bus. Students are requested not to eat or drink on the bus.

Lost and Found

Students who find lost articles are asked to return them in to the office. Valuable articles will be kept under lock and key until they are claimed. Less expensive, more commonly lost articles will be placed in the lost and found area next to the cafeteria

FACILITIES

Library

Elementary students come to the library once a week. Students in Pre-K1 begin these weekly visits after the December vacation. During this time, students will listen to a story or practice an information skill and then chose books to take home. Books are loaned for a two-week period. Although the whole class comes to the library once a week, students are welcome to exchange books on their own every day.

The number of books a student is allowed to borrow depends on his/her grade:

Pre-K1 & 2	1 book
Kindergarten	1 book
Grades 1 - 2	3 books
Grades 3 -5	5 books

Library bags are provided for each student. Books must be returned within 2 weeks, but may be renewed. Please help your child to return his/her library books on time.. It is always fun to select new books. We strongly encourage parents to read/browse the library books with their child. The Library catalog can be browsed online at: <http://195.64.90.165:2000/ais/guestmenu.jsp>.

Overdue notices are sent out monthly. Bills will be sent home for very late or lost books. When a notice or bill is sent home, please help your child locate the missing book(s).

Parents are also welcome to have their own library card. The best times for visits are first thing in the morning or just before dismissal.

The Library generally hosts several Book Fairs per school year. The details of these events will be posted in the Shark, the bi-weekly school newspaper.

BEHAVIOR POLICY AND AISR GOLDEN RULES

The American International of Rotterdam is committed to providing a caring, secure, positive and respectful environment in which students can learn and develop as individuals and where adults can help them to do so. AISR's Community of Respect actively supports all behaviors which enhance learning and support the development of healthy interpersonal relationships.

AISR GOLDEN RULES

Show **RESPECT** for others

Be **CARING** towards others

Show **RESPONSIBILITY** with all of your actions

COOPERATE with others at all times

Show **TOLERANCE** in your actions towards others

Be **HONEST**, tell the truth at all times

Show **APPRECIATION** for AISR

BELIEVE in yourself

Computer Use

Most AISR computers are networked to the internet. Therefore, all students must follow the appropriate rules governing computer and internet use. A copy of the adopted rules and procedures will be provided to all students in their computer classes

Electronic Games/Portable Music Players/Mobile Phones

The elementary school staff recommends that any electronic games and portable music players be left at home. The elementary faculty does not consider it educationally sound for these items to be brought to school. If a child brings one of these items to school, it will be held by the teacher and given to the child at the end of the day to be taken home. Students are not permitted to use mobile phones during school hours. Students in grades 3 – 5 are assigned lockers: mobile phones must be kept in these lockers during the school day.

Telephones

Students are not allowed to use the phones/mobile phones at school unless there is an emergency. All students are instructed that they are to make arrangements for special after school activities with their parents prior to arriving at school. If parents and students discuss after school activities before leaving for school there should be no need for a student to ask to use the phone.

Playground Rules

Playground rules are simply based on safety and common sense. Students are asked to:

- Use equipment in a safe manner
- Never abuse the equipment
- * Return equipment to the cage/basket
- Never jump from swings, the castle or other climbing apparatus
- Respect the rights of others playing
- Obey all rules of playground games
- Show no disrespect to fellow students or to faculty
- Obey all duty teachers' instructions
- Never leave the playground unless given permission from duty teacher
- Line up quietly when bell rings and clean shoes before entering school
- Return to classrooms on time

Harassment

Harassment on the basis of race, national origin, religion, sex, age, or disability in any form, will not be tolerated. Such harassment includes unsolicited remarks, gestures, or physical contact, display or circulation of written materials, or pictures derogatory to either gender, or to racial, ethnic, religious, age, or disabled individuals or groups. Students who believe they are the victim of harassment should report the conduct to appropriate staff/administrators. Procedures to resolve the problem will then begin as soon as possible. The parents of both students will be contacted by the school. No student will be subject to any form of coercion, intimidation, retaliation, or discrimination for reporting harassment. Any student who is found, after appropriate investigation, to have engaged in harassment of a member of the school community, will be subject to appropriate disciplinary action, including detention, suspension or recommendation for expulsion.

Theft/Stealing

AISR strongly believes in respecting the property and possessions of students and school personnel. The school has a right to search a student, his possessions, and locker if there is a reasonable suspicion that he/she has committed a theft. The administration urges students not to bring valuables, such as expensive watches or electronic equipment, or large amounts of money to school because these items are the most common targets of theft. Stealing will result in a student being suspended for up to 3 days. Repeated offenses or major incidents of theft may lead to expulsion. Full restitution is required prior to returning to regular class and only after a parent conference.

SCHEDULE

Official Hours

Official school hours for students in Pre-Kindergarten 1 (Half-day) are 08:15 until 11:45. Official school hours for Pre-Kindergarten 1 (Full day) and Pre-Kindergarten 2 are 08:15 until 15:00 (Mon. Tues. Thurs. and Fri.) and 08:15 – 11:45 on Wednesday. Official school hours for all students in grades Kindergarten through 5 are 08:15 until 15:00 (lunch is approximately 45 minutes).

Each student in grades Pre-kindergarten through fifth has **recess** periods during the day as well as a minimum 45 minute lunch/recess period. Students may bring a snack to eat during their morning recess. We ask you NOT to send candy or soft drinks with your child but, instead, provide healthy snacks for them to eat such as; fruit, granola bars, or carrot sticks, along with a juice to drink

On several Tuesdays and Wednesdays throughout the year, the school day will end at 11:30. Early dismissal days are used by the staff to concentrate on curriculum development and modification. The dates are noted on the school calendar.

The office is open daily from 08:00 until 17:00

Attendance

It is very important that students are in school every day. Regular school attendance is essential to the progress and achievement of the student. The school has a very generous vacation policy. We ask parents **not** to extend the period of time students are away from school except in emergencies. Worksheets and extra assignments cannot take the place of a quality education in a collaborative environment. If a child should be absent for more than 20 school days during the year, he/she has missed too much material that could cause gaps in the child's education. The staff and administrators will determine whether the child should be promoted to the next grade

It is the responsibility of the parents to contact the school between 8:00 a.m. and 9:00 a.m. if a student is going to be absent on that day. **Only parents may verify a student's absence.** If a parent is unable to get through by telephone, then an e-mail with a cc to the office staff or a signed excuse must be sent with the student on the day of return to school. It is important that parents contemplating a vacation should try to arrange the time to coincide with the vacation period of the school calendar. **If this is not possible then the parents must present to the Principal, at least two weeks in advance, a written request to be excused for a holiday.**

Tardies

We encourage parents to allow their children to begin each day on a positive note. Coming to school late is both embarrassing for your child and inconvenient for everyone involved. Students who are tardy for classes in the morning on a regular basis are usually late as a result of parents not understanding the consequences. What parents may not realize is that late students interrupt the class, frustrate the teachers, bother other students and cause an inconvenience to the office staff because they must account for all tardies.

It is important for you to note that if after several attempts to encourage parents to deliver their children on time the problem is not resolved, we will contact the parents to arrange an appointment during which we can resolve the problem with the school administration.

Hopefully these policies will create a positive climate in which students are able to grow and learn in a manner which best suits their individual personalities and also enables them to learn the importance of responsible habits and attitudes

Picking Up Students

Parents should be prompt when collecting children after school or after school activities. The school does not provide a 'baby sitting' service. Activities are

planned by the AISR professional staff for the time period allotted. Staff members do these activities as volunteers and, therefore, would like to be released on time. If parents are continually late in picking up a student, the student may be asked not to continue in the activity.

Parents who bring their children to school are requested to stay on the playground until the teacher comes out to pick up the students.

Between 7:45 and 8:15, teachers are very busy preparing for the school day.

Parents are requested to follow the same procedure at the end of the day

Leaving School Grounds

For the safety of the students, at no time is any elementary student of AISR to leave school grounds during the school day without a parent or guardian picking them up at the school. Please try to schedule appointments outside of the school day.

Taking children out of school early disrupts the educational process and is inconvenient for everyone involved. The school highly discourages this practice.

Students who must leave campus during the school day must bring written permission from home so that the teachers are aware and can dismiss the student at the appropriate time

Emergency closing

The Director/Principal is authorized to announce the closing of school if actual or potential hazards threaten the safety and well being of students or employees. The decision to close the school shall be made by the Director/Principal upon consultation with members and/or the Chairman of the Board (when feasible), professional staff, and/or other community agencies responsible for the safety and well being of the community.

Parents will be notified prior to school closing by written notice (if possible) or by the emergency telephone tree located in the AISR telephone directory. Changes in parent contact info. should be reported in a timely manner to the school office and the classroom teacher.

Parents are urged to make decisions about the safety of their children during any potentially dangerous situation. The safety of students is of prime importance and parents should make final determination as to whether or not to send a child to school during a potentially dangerous situation.

ADMISSION AND PLACEMENT/ADMISSION REQUIREMENTS

- A. Admission to AISR shall be determined by the Elementary Principal and the Admissions Committee, Mr. Graham Gamble (Director) and Ms. Kate Driver (School Counsellor). As needed, Mr. Ken Lychak (Learning Resources) and Ms. Sara Moroney (EAL) will also be asked to attend the meeting.
- B. Admission shall be based on data submitted as required by the professional staff to determine:
 - 1) the potential of the applicant to benefit from the educational services available;

- 2) the capacity of AISR to meet the educational needs of the applicant.
- C. Admission shall not be denied because of nationality, race, or creed. Student applicants shall be accepted for admission unless there is reason to believe that admission is not in the best interest of the applicant or the School.
- D. The School wishes to accept all qualified applicants and shall make every effort to provide facilities needed for the expected enrollment. Whenever all qualified applicants cannot be accommodated, all students enrolled as of the end of the previous school year shall automatically be enrolled for the following year; new applicants shall then be considered for admission on the basis of the date the application is received in the office. If a waiting list is necessary, qualified applicants will be admitted on first-come/first-served basis as space becomes available.
- E. When a student previously enrolled at a "Stichting" International School applies for admission to AISR, the following procedure will be followed:
1. The School from which the student is transferring will be contacted to see if the School can give clearance for a transfer (i.e. bills are paid).
 2. If the response is yes, the student will be admitted if he/she meets all other admission criteria at AISR.
 3. If the response is no, the student will be denied admission until such time as clearance can be given by the former school (i.e. bill is paid and/or other related problems have been resolved to the satisfaction of AISR).
- F. The procedure for admission shall be as follows:
1. The Elementary Principal shall be designated the admissions officer for the Elementary School.
 2. The Principal may involve other professional staff and/or the Admissions Committee in reviewing admission data.
 3. When there is concern about the qualification of the applicant, the potential of the applicant shall be judged in terms of the following kinds of information:
 - a. Specific course grades
 - b. Continuity of previous education
 - c. Kind of educational experience
 - d. Evidence of emotional stability or maturity
 - e. Test scores from previous tests or AISR placement tests
 - f. Former teacher and/or administrator comments
 - g. References
 - h. The priority system may be put into effect at any time

4. The capacity of AISR to meet the needs of the applicant shall be judged in relation to:
 - a. The breadth of the curriculum
 - b. The depth of the curriculum
 - c. The extent of student services available
 - d. The limitation of school facilities

5. Students who do not speak English shall be evaluated in the following way:
 - a. All elementary students in Grade 5, who do not speak English will be admitted once they have been evaluated as prescribed above. Students in other grade levels(Pre-K – 4) will be placed according to age and previous educational experience.

6. Students with special needs may apply for enrollment; AISR has a special needs program.
 - a. Admission for special needs students will be limited to mild needs only.
 - b. All special needs students will be required to furnish previous I.E.P. 's (individual educational plans), formal medical evaluations and all previous records to be reviewed by the admissions committee.
 - c. All special needs students will be placed on a conditional enrollment for one semester (two quarters). At the end of the first semester, the admissions committee will reassess the enrollment for the second semester.

Ages of Attendance

- A. Pre-Kindergarten 1 is available for students who are three (3) years old on or before October 1 of the year of entry. Pre-Kindergarten 2 is available for students who are four (4) years old on or before October 1 of the year of entry.
 1. Total enrollment in a Pre-Kindergarten or Kindergarten class should be limited to 18 students. However, when enrollment reaches 15 students, a part-time aide/s should be hired to assist the teacher.

- B. Kindergarten is a normal prerequisite for entry into grade 1. For entry into Kindergarten, students should be 5 on or before October 1 of the year of entry.

- C. In general, students should be six (6) on or before October 1 of the year of entry into grade 1. Exceptions may be made at the discretion of the Elementary Principal..

Retention

The school believes that all possible efforts need to be made by the school and the parents to ensure that students are properly placed. When academic or developmental questions arise, the school will inform parents of these problems and assist the parents in developing an action plan for their child.

There may be cases when the school questions the appropriateness of a student moving on to the next grade. If this occurs the homeroom teacher will refer the student's case to the administration for review. They will conduct a series of tests as well as collect information regarding the child's present performance. This information will be reviewed and a decision will be made. The policies listed below are in effect with regard to retention.

Kindergarten and Grade 1

If a child has been referred for retention in Kindergarten or grade 1, the teacher must explain the concern to the parent in a Parent/Teacher conference, but the school will make the final placement decision which will be binding.

Grades 1-5

Research and experience have proven that retention beyond grade 1 is not preferred by most experts in the field. Referrals for retention beyond grade 1 will be reviewed in a case by case manner.

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