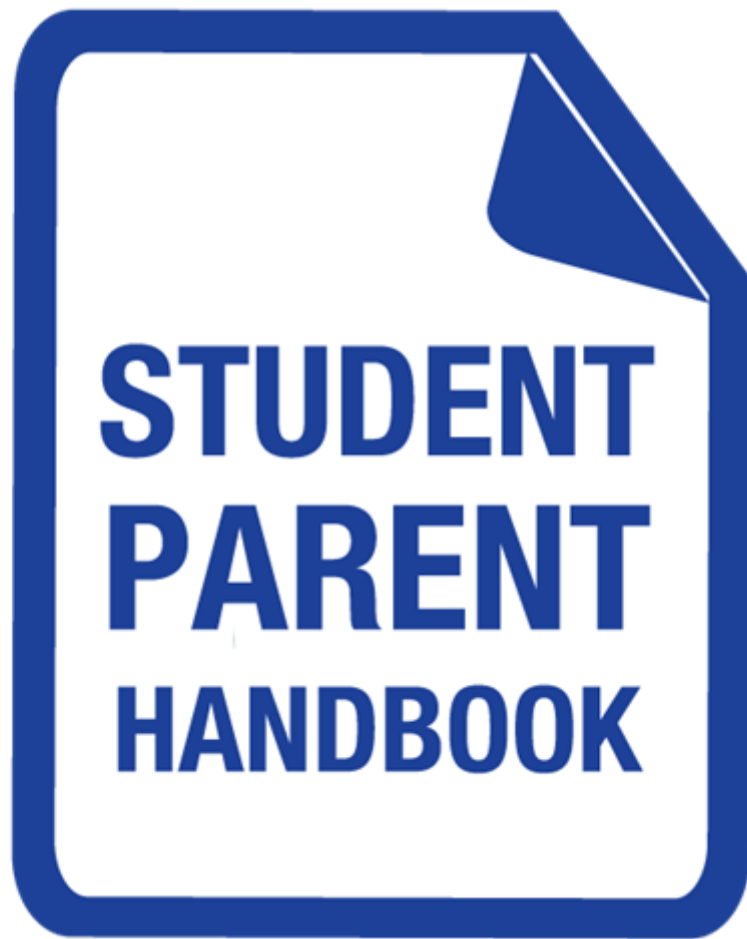


**The
American International School
of Nouakchott
AISN**



2020-2021

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1 The American International School of Nouakchott

1.1 The Mission Statement

AISN offers an accredited American International education committed to excellence, achieved through a partnership with the AISN community to prepare our students for admission to universities worldwide, transfer to other American/International Schools, and to public or private schools in the USA.

(Amended March 2013)

1.2 Vision

To continue to develop as an educational institution with academic, social, and co-curricular programs attracting students and staff to AISN.

(Amended March 2013)

1.3 Beliefs

We believe that developing skills to become lifelong learners prepares students to become responsible and productive global citizens. Towards that end, we work together to encourage students to:

- develop a love for learning, a desire to take risks, self-confidence and independence;
- think critically, understand and solve real-life problems;
- use language to communicate effectively and to facilitate thinking and learning;
- understand and respect social and cultural diversity;
- acquire curiosity about the world; and
- find a sense of belonging through relationships built on mutual trust and respect with adults and peers.

1.4 Profile of Graduates

American International School of Nouakchott (AISN) students will be prepared to be:

1. Active Learners

- who develop attitudes, skills and habits to become lifelong learners
- who develop a love for learning
- who desire to take risks
- who develop self-confidence and independence
- who acquire curiosity about the world

2. Critical Thinkers and Problem Solvers

- who learn to think critically, understand and solve real-life problems
- who analyze and apply new information
- who use technology appropriately to help solve problems

3. Effective Communicators

- who use language to communicate effectively and to facilitate thinking and learning
- who understand that communicators are responsible and productive global citizens
- who are able to use technology to communicate effectively

4. Persons of High Character

- who understand and respect social and cultural diversity
- who find a sense of belonging through relationships built on mutual trust and respect with peers and adults
- who have a sense of perspective about who they are and what they believe

5. Community Contributors

- who contribute and are involved responsibly to both the school and the local community
- who provide service to others

(Approved March 2013)

2 AISN Organization

AISN is governed according to policies and practices established in the By-Laws, Articles of Association and Administrative Policy of the Association. Copies of these documents are available upon request from the Director.

AISN is accredited by the Middle States Association of Colleges and Schools and is a member of the Association of International Schools in Africa (AISA).

2.1 Facilities

The American International School of Nouakchott has an enrollment of approximately 95 students from Pre-K (four-year-old children) to Grade 12. The building facility is made up of one main building, with three classrooms added to the original structure:

Main Building: Consists of the business office, director's office, curriculum coordinator's office, a pre-school classroom, four elementary classrooms, three secondary classrooms, a media center, a French classroom and a science lab. The school library is in the center of the school – the hub of the school promoting the school's commitment to reading.

Other Facility Information: Outside the main building are the art and music classrooms, a small soccer area, and a playground for elementary students. We have access to the all-purpose court and swimming pool at the United States Embassy next to the school for physical education classes and after-school activities. There are a total of seven restrooms (a pre-k restroom, two boys' restrooms, two girls' restrooms, one faculty restroom, and a shower/restroom for the custodians). Parking is available for faculty and staff inside the Embassy compound and outside

the Embassy gates for parents and guests. The overall campus has two security guard stations – one outside the Embassy compound and one at the entrance of the school campus.

3 Admissions Procedure

3.1 Application for Admission

Students may enroll in the AISN School upon receiving approval of the Director and completing requirements for enrollment, including assessment results and payment of tuition. Students shall be living with their parents or a responsible guardian. Students must provide two years of records from their previous school (3 years for those entering grade 12). Students entering Pre-K must be toilet-trained.

The approval of the Director shall be based upon evidence of the student’s ability to profit from the School program and the School’s ability to meet any special need of the student. Among other factors, the Director shall consider the student’s level of maturity and proficiency in the use of the English Language. Students with English as a second language will be assessed and, if necessary, the Director may place them in a receiving class with appropriate ESL support, or recommend the student develop more proficient English language skills by enrolling in an English program outside of AISN and reapplying at a later date.

3.2 Admissions (Policy)

AISN provides an enriched American curriculum taught in the English language for eligible students of all nationalities. The Board recognizes that available enrollment space must be reserved for students who have a verifiable requirement for an American curriculum. The Board authorizes the Director to establish procedures for enrollment that include the involvement of the teaching staff and others whom the Director delegates in reaching a final decision. The Board would expect the Director to finalize enrollment decisions and to hear enrollment appeals. The Board would not normally involve itself in reviewing enrollment decisions. The Board, however, shall reserve the right to request information from the Director when denial is appealed to the Board as required in Policy 2.2.3 Parent Complaints Regarding the School.

School enrollment procedures shall be guided by the following authorization that the Board has given to the Director:

1. To prepare and implement regulations which ensure a high standard of education within the capacity of the AISN facilities and teaching resources.
2. To establish procedures to determine eligibility to enter the AISN program based on criteria set forth below. The criteria for enrollment eligibility include age, previous schooling, English language proficiency, learning achievement, available program for special learning needs, parent’s and/or organizations capacity to pay registration and school fees, consideration for a parent’s temporary assignment in the AISN community and a child’s requirement for an American curriculum.

3. To admit students on specified criteria. No student, who is otherwise eligible (as stated in this policy), shall be denied admission to AISN on the basis of race, color, sex, religion, national or ethnic origin. Nor shall race, color, sex, religion, national or ethnic origin affect in any way the treatment, evaluation or any other consideration of the students of the school. Within the limits defined in Board policy or by the host government directive, AISN shall accept for admission students with disabilities provided that AISN's resources can reasonably accommodate such disabilities.
4. To admit students to AISN on a priority basis:

First priority for enrollment shall be given to all returning students in good standing who have demonstrated successful academic performance and who do not require learning assistance beyond the resources of AISN. Returning students in good standing shall be guaranteed space for continued enrollment.

Second priority shall be for new enrollment with the criteria listed below, used in descending order to determine those students who have a "verifiable requirement" for AISN's American curriculum program. Generally, students meeting second priority criteria, who do not have special learning assistance needs beyond the resources of AISN will not be denied enrollment in AISN.

- A: Students for whom both of the parents and child have USA citizenship, previous schooling in USA or equivalent overseas school and English language proficiency.
- B: Students for whom one parent and the child have USA citizenship, previous schooling in USA or equivalent overseas schooling and English language proficiency.
- C: Students who have USA citizenship, previous schooling in USA or equivalent overseas schooling and English language proficiency.
- D: Students for whom one or more of the parents have USA citizenship but the child requires ESL support.

Third priority enrollment consideration is given to those students whose parents are on temporary assignment in the AISN community (e.g. embassies, United Nations organizations, etc.). The students must have previous schooling and English language proficiency which allows for the successful integration into AISN's educational programs.

3.3 Age Criteria

- Students enrolling in the Pre-school shall be four (4) years of age prior to acceptance.
- Students enrolling in the Kindergarten shall be five (5) years of age on or before to October 1st.
- Students enrolling in Grade 1 in August shall be six (6) years of age on or before October 1st.
- Students whose age at high school graduation will exceed nineteen (19) will not normally be enrolled in the school.

4 School Communication

4.1 Parent Concerns

Parents are asked to take all concerns directly to the classroom teacher. In the event that a classroom teacher cannot satisfy the parent's concerns, parents may approach the director for assistance with the matter. If the director cannot satisfy the concern, then parents should refer the matter to the Board following board policy.

4.2 Agenda Planners

AISN provides each student Pre-K through gr. 8 with an agenda planner at the beginning of each academic year designed specifically for the grade level. It is expected that all students will record homework, tests and other important information daily. This will ensure that parents are aware of homework assignments, as well as a reminder for students. The agenda can also act as a daily form of communication between parent and teacher, should there be any questions or concerns.

4.3 AISN School Newsletter and "Wednesday Folder"

The American International School of Nouakchott distributes a school-wide weekly newsletter. Included in these newsletters are calendar information and detailed information about any special event(s) occurring or upcoming. The newsletters are sent home in hard copy and are also published on the school's website.

Most communication from the school is sent home in the family's "Wednesday's Folder". This special folder is generally sent home with the youngest member of the family, unless otherwise designated by the parents. Parents should check this folder, remove any documents, and have your child return the folder to school the following day. Lunch orders and other forms should be returned in the folder.

4.4 Classroom Teacher Communication

Although it is not required, teachers may send home a newsletter or communicate via e-mail or the internet to his/her students or to inform parents of the present curriculum, homework or projects due, field trips, or other information in which the students are involved.

4.5 Other Communication with Parents

Parents will be notified in a timely manner in cases of specific need (communicable diseases, head lice, school closings, political rallies, etc.) Communication will be via e-mail, phone call or letter, as appropriate.

4.6 Parent Conferences

Parent conferences are held twice a year, after report cards have gone home at the end of the first and third quarters. At the end of the fourth quarter, student-led conferences are held in which the students share their portfolios and discuss their progress throughout the year. Teachers should be available to meet with parents anytime throughout the year. Parents will be requested to contact the Administrative Assistant to make an appointment with the teacher or contact the teacher directly.

4.7 Permission Slips

Written parent permission is required for any activity beyond the school day or for participation in field trips, excursions or off campus activities. These activities must be previously approved by the AISN administration.

4.8 Progress Reports

Teachers are required to send home mid-quarter progress reports to parents when a student has a grade of C- or below (secondary school), is in danger of failing, or is not meeting an appropriate standard.

4.9 Report Cards

- Report cards are distributed four times during the year, following the end of each quarter.
- Students will receive their report card from their teacher.
- Documents will not be released unless accounts are paid in full.

4.10 Report Card Transcripts

There are two types of report card transcripts available to students and parents:

- Copies of Pre-school, Elementary, and Middle School (grades Pre-K-8) report cards.
- 9th-12th Grade Transcript: This transcript includes Grade Point Average (GPA) and credits for AISN courses taken during 9th through 12th grade only.
- A transfer certificate will also be issued.

Transcripts may be requested from the Business Office. Documents will not be released unless accounts are paid in full.

4.11 Website

The AISN website is updated regularly to provide the weekly newsletter information and calendar dates for the parents and AISN community.

- The AISN website address: aisnmauritania.com (no www.)

5 General Operations

5.1 Campus Security

In order to provide for the safety and well-being of the students at the American International School of Nouakchott, the following procedures will be adhered to:

Staff:

All staff - both teaching and support staff - shall be required to show their Embassy badge but shall not be subjected to a screening. Teaching staff may have access to the school whenever necessary. Support staff shall have access to the school during their normal working hours and with administrative permission on the weekends.

Parents:

All parents will be allowed entrance into the school during normal school hours. All parents will be issued a special AISN identification badge in order to facilitate entry to the school. A copy of an official ID must be kept on record in the school office. Parents may be denied access without their school badge.

Nannies, Maids and Drivers:

Nannies, maids and drivers who bring students to school will be issued a special AISN identification badge to identify them to security personnel. A copy of an official ID must be kept on record in the school office. Nannies, maids, and drivers may be denied access without their school badge.

It is the responsibility of the parent to notify the school if one of the above is no longer employed by the family and make arrangements for the new employee to be issued an AISN identification badge.

Volunteers:

Volunteers shall make prior arrangement with the business office in order for the office to notify the security guard that the school is expecting a volunteer.

Guests and Contracted Vendors:

All guests/contracted vendors arriving at AISN must go through an established screening process at the Embassy gate and must be escorted onto the premises by a member of the AISN staff during normal school hours.

Local Vendors:

In general, local vendors shall not have access to AISN. Should it be necessary for an AISN staff member to meet with a local vendor, arrangements should be made through the business office.

5.2 Package and Food Delivery

All packages and delivered items, including food vendors, shall be screened through the main entrance of the Embassy before being delivered to the AISN entrance. This includes all equipment sent out for repair or any bulk items being brought into the school. Students should not order food for delivery without permission from the director. All lunches must be delivered no later than 11:00 AM.

5.3 Daily Operational Hours

The American International School of Nouakchott regular instructional day begins at 8:00 a.m. and ends at 3:05 p.m. After-school activities are conducted between 3:05 p.m. and 3:50 or 4:30 p.m. The Business Office is staffed from 7:45 a.m. - 4:00 p.m.

Teachers are available in their classrooms from 7:45 a.m. until 3:45 p.m. unless students or school requires their presence thereafter. Teachers are expected to provide students with extra help, with homework, and contribute to the After-school program. (Refer to “After-School Activities” section.)

5.4 Daily Schedule

Monday through Friday*

7:30 -7:45 a.m. Students arriving before between 7:30 and 7:45 a.m. should report to the library where they can read quietly or finish homework.

7:45 – 8:00 a.m. Students should arrive. The playground is supervised.

8:00 a.m. **School begins.**

9:43 – 9:58 a.m. Break. Recess and Snack

10:00 – 10:15 a.m. D.E.A.R. (Drop Everything and Read) school-wide (not on Friday)

12:01 – 12:32 p.m. Lunch and Recess

3:05 p.m. Dismissal*

**Please note that each Friday students are dismissed at 12:36 p.m. Students do not eat lunch at school on Friday.*

Additional events held on a regular basis:

- Once a month we will hold an assembly.
- After-school activities may be scheduled from 3:05-3:50 or 4:30, depending on activity.

5.5 Dismissal with Other Students

For security purposes, a student MUST have a note signed by his/ her parent to give permission to go home with another student or to leave campus without an escort. Parents may also call the school to give permission for their child to go home with another student. In general, no student will be allowed to leave school with another person other than a parent or designated driver.

5.6 Drop-Off and Pick-up of Students

(Refer to “Campus Security”)

AISN does not provide bus transportation. Therefore, parents, drivers, maids or nannies for the families bring students to and from school. Adults escorting students to and from school require an AISN identification badge. Students are not allowed to leave with another student without notice. It is important for parents to inform the school when there is a change in their family’s transportation arrangements.

5.7 Field Trip Transportation

Administration, teachers, school personnel and parents provide vehicles for field trip activities. Parents must sign a form permitting the transportation of their children for field trips.

5.8 Lost and Found

There is a “lost and found” shelf located in the central lobby. Items of value will be kept in the office. Items should be claimed by the end of each quarter. Unclaimed items will be discarded or donated to the needy.

5.9 Student Attendance

Research indicates that a child gains most when he or she is in attendance at school on a daily basis and interacts with other students during the learning process. School policy requires students to attend all scheduled classes each day unless there is a valid reason for absence. Students absent more than twenty percent (20%) of the class time during a semester shall be given credit only upon approval of the Director.

The school will notify parents and students of unexcused absences and tardies on a daily basis. Keeping children out of school for reasons other than ill health is strongly discouraged.

5.10 Student Supervision

The safety and security of every student is a top priority that is taken very seriously by the AISN community. Students are to be supervised at all times by a member of the AISN faculty and/or staff and may not leave the school without verified parent permission.

5.11 Tardiness

Students who arrive to class later than 8:00 a.m. will be counted as tardy. Official absence numbers will be recorded on the report card.

5.12 Textbooks and Library Books

Textbooks are provided to AISN students, and each student is responsible for returning all school books in reasonable condition or they will be responsible for paying replacement or damage fees (including shipping). Students are NOT to write in AISN textbooks or library books. A replacement copy of a textbook may be issued upon payment for a lost or damaged copy.

6 Health and Safety Procedures

6.1 Communicable Diseases

In order to help insure that the risks of illness to students are minimized, parents are asked to notify AISN if their child has a communicable disease. During the period of communicability, the infected student should stay home from school. Parents are urged to keep their child/children's immunization program current, including required booster shots.

6.2 Emergency Plan for Earthquakes

Earthquake procedures employ the "duck and cover" method of student protection. As the tremors cease, teachers will follow the emergency evacuation drill procedures.

6.3 Emergency Evacuation Plan for Fire or Other

To ensure that faculty, staff and students are aware of procedures, an emergency evacuation drill is practiced a minimum of twice per year. Fire evacuation procedures are posted in each classroom. Students are instructed to follow teacher directions and move in a quiet and orderly fashion. The teacher takes attendance once students are assembled in the designated location. If any student is missing, the Director or his designee is immediately notified. Teachers, staff, and

students return to their classrooms once the Director or designee has given the “all-clear” announcement. Existing fire-safety devices in the AISN School include fire alarms, fire exit doors and fire extinguishers.

6.4 Medical Information

Upon enrollment, parents must complete a medical informational form providing medical information about the student and emergency contact information (name/phone number/location of preferred doctors, name/phone number/location of preferred clinic, medications, allergies, procedures to follow in case of an allergic reaction, etc.) Medical information about students will remain confidential. Information on medical conditions that may affect or be affected by school activities (i.e. asthma, heart conditions, etc.) will be shared with faculty as necessary. Parents are encouraged to provide students with hats, sun block, and a water bottle to be used for all outside activities in order to prevent heat-related illnesses.

It is essential that parents update their child’s medical information with the school annually.

6.5 School Cancellation

School cancellation may occur due to security issues or mechanical or natural emergencies. Should it become necessary to cancel scheduled classes, AISN personnel will be responsible for notifying each family. It is critical that the administration and each teacher should have current phone and e-mail contact information for each family. Teachers’ telephone numbers are to be current at all times in case of emergencies.

7 Academic Program

Founded in 1978, the American International School of Nouakchott (AISN) provides an educational program similar to that of other American international schools. The School provides programs for families seeking an education aligned with educational standards from the United States. Grade levels are currently from pre-school (4-years-old) through grade 12.

7.1 The Elementary School (Grades Pre-School – 5)

7.1.1 The Pre-School Program

The Pre-School program follows an appropriate developmental model, which is based on current research on how children learn. Children (age 4) are exposed to many activities leading to personal exploration, construction, confidence and competence. New materials are introduced as each child shows readiness for more advanced learning. The focus is on developing a child’s cooperative play skills with other children.

7.1.2 Kindergarten – Grade 5

The Elementary program offers a broad range of challenging and developmentally appropriate educational experiences in a safe, friendly and caring environment. The curriculum aims to

provide students with the opportunity to develop their intellect, creativity, independence and responsibility; to confirm their own values; and to recognize and appreciate the values of our multicultural and Mauritanian community.

Where appropriate, a thematic approach integrating curriculum areas such as literacy skills, math, art, science and social studies is used to provide enriched opportunities for concept development. The curriculum includes art, French, music and physical education; technology is integrated throughout the curriculum. A wide range of assessments are utilized to evaluate the student’s success, and students are encouraged to reflect on and self-evaluate their learning.

Depending on enrollment, elementary classes might be taught in multi-age groups.

7.1.3 Elementary School Grading

Elementary students are graded on a standard – based report card using the following scales:

GRADING KEY		STUDENT RESPONSIBILITIES KEY	
Exceeding expectations	4	Consistently demonstrates the responsibility	4
Successfully meeting and sometimes exceeding grade level expectations	3+	Usually demonstrates the responsibility	3
Successfully meeting grade level expectations	3	Sometimes demonstrates the responsibility	2
Progressing with support and approaching grade level expectations	2+	Rarely demonstrates the responsibility	1
Progressing with support	2		
Improving but not meeting grade level expectations	1+		
Not meeting expectations	1		
Not observed at this time or does not apply	N/A		

7.2 The Secondary School (Grades 6-12)

Students receive instruction in core subjects of English language arts, French, mathematics, science, and social studies. The development of writing skills is an integral part of the English curriculum. Science focuses on developing observation skills through hands-on activities.

Secondary students also have weekly instruction in art, music, and physical education. These classes meet from two to three times a week. Since technology is integrated throughout the secondary curriculum, each secondary student is required to have his/her own personal laptop/Chromebook at school each day. If needed, Chromebooks are available for purchase at the school.

Note: Because of our size, most of our classes are combined or integrated. Students from two or more grade levels or ability levels often co-exist in the same classroom environment.

7.2.1 Secondary School Grading System

The secondary school (grades 6-12) uses the following grading system:

Letter Grade	Percentage Range	Grade Point
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3

B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

Any grade averaging .5 will be rounded up. (Example: 86.5 would be rounded up to 87)

The Grade Point Average (GPA) for classes is calculated on a mean average of grade points earned. (GPA = total grade points / number of credits)

Other marks may be used in exceptional circumstances (see below):

NG - No Grade

This grade is given to a student whom a teacher is unable to grade, due to insufficient information. The Director must be consulted before a teacher determines the student should receive a “NG – No Grade” mark on their report card.

I - Incomplete

An incomplete grade indicates that the student has not completed all the required work for the course, and must complete it to earn a quarter grade. The work must be completed in a predetermined time frame. If it is not completed within that time frame, the student receives an F for the quarter. Incomplete grades that are later changed by the teacher are communicated to the Director and an updated report card is issued to the student and school records are also updated. The teacher must consult the Director before giving a student an “Incomplete” grade.

P /F - Pass/Fail

The “pass” grade may be given to a student with special circumstances dependent on a student’s effort and not on percentage grading. It indicates that the student is “working” or “making adequate progress.” However, the grade will not be a factor in the student’s grade point average. A student will receive a P or F for each quarter as earned. The Director must approve a “Pass” or “Fail” grading mark.

Honor Roll

The AISN Honor Roll has been established to acknowledge middle school and high school students who have achieved academic success in all of their classes. Placement on the Honor Roll is determined by a student’s grade point average (GPA). Three levels of the AISN honor roll and their respective GPA ranges are as follows:

- Director’s Honors: Students with a GPA between 3.80 or greater
- High Honors: Students with a GPA between 3.50 and 3.79
- Honors: Students with a GPA between 3.20 and 3.49

Exceptions: Occasionally, a student will have earned a GPA of 3.20 or higher and will not be allowed on the Honor Roll. These exceptions include:

1. A student who has failed any class

2. A student who has earned at least two or more “D” grades in the term
3. A student who has been given a grade of “I” (Incomplete)
4. A student not enrolled in at least five classes

7.2.2 Middle School (Grades 6-8)

The Middle School grades at the American International School of Nouakchott are designed to provide a smooth transfer from the elementary school years to the high school program.

There are many physical, social, and emotional changes associated with early adolescence. The AISN teachers are qualified to be responsive and recognize the many challenges and opportunities facing students at this level.

7.2.3 High School (Grades 9-12)

AISN has a full high school program. Grades 9-10 were accredited in 2009 and Grades 11-12 were accredited in 2014. Courses are offered based on teacher experience and student needs and interest. Advanced Placement (AP) courses can be offered in specific subject areas.

Grade Level Advancement in the High School

- Students must obtain at least 4 credits by the end of grade 9 to advance into grade 10.
- Students must obtain at least 9 credits by the end of grade 10 to advance into grade 11.
- Students must obtain at least 15 credits by the end of grade 11 to advance into grade 12.

7.2.4 Graduation Requirements

Students will be required to attend 2 full semesters per year in high school, as well as earn a minimum of 23 credits, in order to obtain a high school diploma from the American International School of Nouakchott.

Language Arts (English)	4 credits
Social Studies/History	3 credits
Mathematics	3 credits
Science	3 credits
French (Foreign Language)	3 credits
Fine Arts (Art, Music, Drama, Journalism)	1 credit
Physical Education	1 credit
Electives	5 credits
Successful completion of:	
<ul style="list-style-type: none"> • 40 hours of Service Learning (4 years @ 10 hours per year) 	

1. A one-credit course meets the equivalent of five 50-minute periods per week.
2. A credit is earned only for secondary school courses, which must be passed with a grade of D or better.
3. The Physical Education requirement may be waived for valid medical reasons or religious reasons, when applicable.
4. English Language Learners may receive only one year of credit as an English graduation requirement.

5. Course work completed in other schools will be evaluated at the time of enrollment and credit will be allotted for equivalent subjects towards the AISN diploma. AISN transcripts will only contain grades for courses completed at AISN.

7.2.5 Service Learning (Graduation Requirement)

AISN high school students must perform at least ten (10) hours of Service Learning each year during their four years of high school (grades 9 through 12). Service Learning is defined as *time volunteered to benefit the community*. The hours could be environmentally related or from working with people (such as helping the elderly, infirmed or tutoring students). Hours to qualify for Service Learning will be determined by the advisor or sponsor of the Service Learning Program and the Guidance Counselor.

Students entering AISN in the middle of the academic year will have their service learning hours determined by the faculty involved with the Service Learning program. Students should obtain approval for Service Learning activities before the activity begins to ensure activity is appropriate and valid hours will be granted.

7.3 Additional Programs, Services and Assessments

7.3.1 College Counseling and Application Assistance

AISN provides college counseling services. Curriculum has been developed which will take students through the college application process. Services include: assisting students and parents in researching majors and universities; meeting with students in grades 11-12 and assisting them with the completion of college applications as well as keeping all teacher recommendation letters and other relevant information in each student's file. Students also receive guidance on registering and preparing for required college entrance exams including the SAT, TOEFL, and IELTS.

7.3.2 Computer and Internet Access

Students at AISN will use a variety of information sources including the library and computers with AISN approved software and the Internet. The primary function of these resources is to support and enhance student learning. Students will be asked to sign an *Information Technologies User Agreement* contract containing rules and responsibilities when using AISN computers.

7.3.3 Differentiation of Instruction

Within the classroom, AISN teachers offer enrichment programs and/or differentiate instruction in an effort to meet the needs of all AISN students.

7.4 Health Services

AISN does not have a nurse, however each classroom teacher is provided with a First Aid Kit for minor injuries. AISN staff receives First Aid Training.

Since AISN does not have a nurse, any medication to be taken during the school day needs to be given by the parent or by another individual designated by the parent. Medication needs to be in the original packaging, with appropriate instructions signed by medical personnel or by the parent/guardian.

7.5 Library Services

The AISN library is located in the center of the school to emphasize AISN's commitment to reading. The library environment is conducive to learning, allowing students to read, research, and study.

The AISN library uses the *Destiny Library Management* software for cataloging and circulation of materials. This system is accessible online so that patrons can access the library catalog from any location with internet service. The website address is aisn.follettdestiny.com.

The guidelines for library check-out of books:

- **Pre-school students:** No more than two books – when returned, students may select two more books and one video.
- **Elementary** (Grades K-5): Up to three books – when returned, students may select up to three more books.
- **Secondary** (Grades 6-12): Up to five books – when returned, students may select up to five more books and two videos.

The school must be reimbursed for any lost or damaged books or resource materials.

7.6 Lunch Program

AISN works with a local food vendor to offer a lunch program. Students may also bring their own lunch (or nannies, drivers or parents deliver lunch.) Students eat outside on picnic tables.

The local food vendor will provide a two-month menu so that families can order lunches in advance. Payment (exact amount) should accompany each order. No refund is given for meals missed due to absence or emergency closure of school. AISN is not directly involved in providing this lunch program, but facilitates its use by school families.

7.7 Physical Education Program

Physical Education (PE) is an integral part of the AISN curriculum. All students are to take part in PE. In the event that a student needs to sit out a PE lesson for reasons of ill health, a signed letter of explanation should accompany the student to his or her PE teacher. The student is to remain with the class during this time. Students who cannot participate in swimming due to religious reasons are excused. However, all students are required to participate in other physical education activities, such as exercise, running, basketball, etc.

Parents are encouraged to provide students with hats, sun block, and water in an unbreakable container. On completion of the lesson students may change into a clean, dry set of clothing. ALL students MUST wear the appropriate shoes when participating in physical education classes and activities (tennis shoes, gym shoes, running shoes, etc.).

7.8 Standardized Assessments

7.8.1 Measurement of Academic Progress (MAP)

Adaptive test results provide the administration and teachers with information needed to enrich current programs, improve curriculum, and strengthen instructional strategies. It also provides a comparison of AISN students with students from the United States and other countries using an American-based educational system. We currently use Measures of Academic Progress (MAP) testing. This is not a standardized test as the test adapts to students depending on their level of success. If students answer questions correctly, it becomes more challenging. If students answer questions incorrectly, it becomes easier. The test is given throughout the year to all students in grades K-12 in order for AISN to measure student growth in a given school year and throughout their time at AISN.

7.8.2 Writing Assessment Program (WrAP)

This assessment, given annually to grades 3-12 provides holistic scoring using a six-trait, six-point rubric similar to those used by our teachers. Results can help us target needs for instruction in writing.

7.8.3 Renaissance Learning Accelerated Reader and STAR Reading

Accelerated Reader is a software program that helps teachers and students monitor progress in reading. Students take short quizzes to check comprehension of books read during daily reading.

STAR Reading is another tool that provides computer-based assessment of a student's overall reading ability. These tools are used at the Elementary level.

7.8.4 Testing Site for AP/PSAT/ SAT

AISN is an official PSAT/SAT/AP testing center. Here is a list of exams deemed important:

- PSAT 8/9 (Preliminary Standardized Assessment Test) is for all students in grades 8 and 9 who wish to attend college.
- PSAT (Preliminary Standardized Assessment Test) is for all students in grades 10 and 11 who wish to attend college.
- Students should take the SAT (Standardized Assessment Test) after they have completed the PSAT, in the spring of their junior year (grade 11) and the fall of their senior year (grade 12).
- It is recommended that all students who are non-native speakers of English take the TOEFL (Test of English as a Foreign Language) exam in the spring of their junior year (grade 11) or the fall of their senior year (grade 12). These scores are usually required for

applications to American colleges and universities. Some universities in other countries also require the IELTS (International English Language Testing System) exam for non-native speakers of English. It is recommended that this test be taken in the spring of their junior year or fall of their senior year.

Testing information and testing schedules are available with the College Guidance Counselor.

7.9 Student Service Team (SST)

The Student Services Team (SST) is comprised of the Director and the full-time staff. Any teacher can propose a student for the team to discuss. The teacher will present the problem and solutions that he/she has tried. The team will help think of other possible solutions in order to help the student succeed.

7.10 Tutoring Service

In line with our American school identity, AISN seeks to exhaust all alternatives to remediate an enrolled student's academic difficulties. This may include, but is not limited to, the following:

AISN teachers working with the students in their classes before or after school, strategy meetings with teacher colleagues, frequent parent communication, and, finally, a referral to the AISN Student Service Team (SST).

A recommendation for private tutoring of students is a consideration, especially for students with ELL (English Language Learning) concerns. If a family employs a private tutor, the tutor should meet with the teacher(s) to best understand how he/she can support the student.

AISN faculty and staff are permitted to tutor AISN students for pay only under the following conditions:

- The teacher does not provide direct instruction to the student in the subject area as part of the regular school program or issue a grade in this area.
- If the tutor does teach the student, the SST determines that this tutoring does not represent a "conflict of interest" and is in the best interest of the student.
- The tutoring takes place outside of the regular school hours (8:00 – 3:30).
- The tutoring must take place on the campus of AISN and must take place between 3:30 p.m. – 5:00 p.m.

7.11 Student Learning Climate

The American International School of Nouakchott believes that in order to be a highly effective school, teachers and students must go about the business of teaching and learning in an efficient, effective and caring manner. AISN values a school climate where teachers and students feel both respected and a sense of belonging.

Teachers have the primary responsibility in dealing with transgressions quickly, fairly, and without lingering resentments. In cases of continued transgressions after appropriate teacher intervention (conferencing with students and/or parents, implementing strategies such as seat assignment changes, calling parents, etc.) or in cases of blatant misbehavior, students are referred to the Director for action and possible consequences per school policy.

7.12 Academic Honesty

AISN maintains a zero tolerance for cheating or plagiarizing. Reoccurring incidents of cheating or plagiarizing by a student may result in academic probation or suspension.

Students caught cheating or plagiarizing may receive a “0” for the test or work and not be allowed to make up the work for credit. The teacher involved will notify parents. A report will be written by the teacher and submitted to the Director.

7.13 Academic Probation (Grades 6-12)

To aid students experiencing academic difficulty in mastering the necessary course content, the school has established the following academic probation policies:

- Students who earn a grade of “F” and one or more “D” grades or three or more “D” grades in any subject in any quarter will be placed on Academic Probation.
- Should the student fail to make significant progress toward obtaining “C” grades in *all* subject courses the following quarter, academic probation status continues.
- Students have two consecutive quarters to clear academic probation status. A student remaining on academic probation for three out of four quarters may not be allowed to continue enrollment at AISN.
- Probationary status carries over from one school year to the next.

7.14 After-School Activities

After-school activities may be scheduled for afternoons from 3:05-3:50 or 4:30 pm, depending on the activity. They may be provided in the following areas throughout the school year:

- Student Council
- Any clubs proposed by the students with a faculty advisor (ex. French Club, Environmental Club)
- Various Sports Activities (including swimming)
- Cooking Classes
- Dancing Classes
- Tae Kwon Do; Karate, etc.
- Art, Music and/or Drama
- Large and Small Games

Other activities and/or clubs may be formed based upon student interest and faculty expertise. Parents are welcome to sponsor activities.

7.15 Athletic Activities – Team Sports

Eligible students may participate in team sports. Events may include soccer (boys and girls) basketball, volleyball, and softball, as the opportunity exists in Nouakchott. AISN has qualified athletic instructors who will also help students develop a variety of sports skills during after-school activities. AISN is a member of the West Africa International Schools Athletic League (WAISAL) which provides students the opportunity to participate in athletic competitions with others international schools in the region.

Participating students should wear the approved AISN sports attire for competitive games. Participants must stay with their team and coach for the entire event or tournament. Players are representing AISN and should behave accordingly.

8 Discipline

AISN has high expectations for all students. Each teacher should assume responsibility for maintaining a reasonable standard of behavior in the classroom, building, and playground and at school sponsored activities and events. Students should know that all teachers represent the school and if a student needs to be reminded about behavior, it does not matter who the teacher is. A teacher should consult with the Director if a serious or significant problem seems to be emerging. A meeting with the teacher and student or a parent conference may be arranged. In all such cases, early identification and communication with parents is a must.

Students, teachers, and staff members should be treated and spoken to in a respectful manner. There is no place for sarcasm, abusive or demeaning language at AISN. Corporal punishment is prohibited.

Teachers should set classroom rules at the beginning of the school year with the input from students. It should be clear as to what is acceptable behavior and what is not. Consequences should also be posted. Should students continue to be disruptive, the teacher should refer the student to the Director's office.

General School-wide rules focus on Respect and include:

- a. Attending school on time
- b. Coming to school prepared
- c. Walking inside the school building
- d. Not hurting or being discourteous to others
- e. Dressing in appropriate clothing
- f. Not harming oneself
- g. Being considerate of others

8.1 Discipline Policy

The AISN Discipline Policy separates misbehavior into two steps. The following describe Step One and Step Two types of misbehavior, the disciplinary options, and procedures.

8.1.1 Step One Behavior

Step One behavior includes those actions that interfere with the orderly operation of the classroom or the school. An individual staff member will take disciplinary action. For serious misbehavior, the staff member may make a referral to the Director and request that he/she take disciplinary action.

Types of Misbehavior:

- Any form of distractive behavior
- Cheating (first incident)
- Frequent class tardiness
- Defacing school and/or other people's property
- Disrespectful or abusive speech or action
- Failure to follow established procedures or teacher directions
- Horseplay or pushing
- Littering
- Throwing objects (sand, rocks, etc.)
- Unauthorized use of school equipment (phone, copier, computer, sports equipment, etc.)

Procedural Steps:

- Verbal reprimand (first step to be taken)
- If a student is removed from class, he/she must be sent to the director's office or the receptionist.
- If deemed necessary, a Discipline Referral Form will be completed
- Referral Form sent home, signed by parents, and returned to Director

8.1.2 Step Two Behavior

Step Two includes those offences whose frequency or seriousness disrupts the orderly operation of the classroom and school. The Director will take disciplinary action.

Types of Misbehavior:

- Continuation of Step One behavior
- Disruptive behavior at school sponsored activities
- Fighting
- Harassment of other persons (verbal or physical)
- Defiant behavior
- Leaving school or an assigned area without permission
- Obscene language and/or gestures

- Possession of any illegal or dangerous substances or items, such as, but not limited to: knives, fireworks, guns, drugs, tobacco, alcoholic beverages, matches or lighters, etc.
- Excessive school tardiness
- Theft
- Threat to others
- Using and/or supplying forged notes or illegal excuses
- Vandalism (willful or malicious damage to school property or property of others)

Procedural Steps:

- Completion of Discipline Referral Form (depending on the discretion of the Director)
- Form sent home and signed by parents
- If a student is removed from class, he/she must be sent to the director's office or the receptionist.
- Conference with parents, teacher and Director
- Other action or consequences as determined by the Director

When a teacher or staff member has sent a student to the Director's office, the student might be required to complete a *Discipline Referral Form*. The student will be required to write the reason he/she was sent to the office and write what he/she should have done or would do the next time if a similar situation occurred. The teacher/staff member will review what the student has written, make necessary changes or additions, and sign the form.

The Director will determine if a consequence for the behavior is appropriate. Lesser consequences would be missing recess for a period of time or simply notifying the parents. For a serious discipline problem, the student might have an all-day "in-school suspension" or other disciplinary action. The discipline referral form will be sent home with the student for the parent to read and sign. The student must then return the form to the Director the following day. The form is then kept on file.

In any and all severe disciplinary problems, actions taken may be at the discretion of the school Director. The director may assign detention, suspension, or any other appropriate consequences fitting the violation.

AISN strongly believes in a full and cooperative partnership with students and their parents. Open communication is always supported and encouraged at AISN.

8.2 Social Probation

Students with a previous history of excessive behavioral problems may be placed on Social Probation for the school year. Should a student on social probation be suspended out-of-school on more than one occasion, he/she may be asked to withdraw immediately. If, at the end of the first semester, the student's discipline record has shown no improvement over the previous year, he/she will be asked to withdraw.

8.3 Dress Code for Students

Each student at AISN shall attend school clothed in a manner that is clean, not hazardous to the safety of himself/herself or others, and does not distract from the required educational environment. Student dress at AISN tends to be casual. Shorts and T-shirts are popular; but they should be neat, clean and of a length that is not offensive to the host country. Items or apparel not allowed at AISN include the following:

- Apparel displaying tobacco, alcohol, drugs, or profanity (in any language) or displays that would be deemed offensive
- Sexually provocative or revealing attire (i.e. bare midriff, spaghetti strap tops, low-cut plunging neckline/revealing tops, tube tops, halter tops or any items showing undergarments)
- The wearing of sunglasses or hats in the classroom
- Sagging pants (waist must be above the buttocks)
- Shoes that are both safe and appropriate for school
- Tattoos (whether washable or permanent) must be covered with clothing and not visible during school hours

The length of clothing (skirts, pants, shorts, dresses) will be no shorter than the length of the student's fingertips when the student is at rest with arms relaxed at their sides. If the student cannot raise both arms above his/her head and not expose his/her mid-section, then the length of the shirt is inappropriate.

Consequences: Teachers will serve as the primary decision-maker and may refer students in violation of the dress code to the director. Appropriate action will then be taken - ranging from a warning (and the student must cover up or turn the article of clothing inside out), parent contact, or suspension from school after repeated violations.

Students may bring a change of clothes for PE, as there are no shower facilities. Swimming classes require bathing suits, shoes that are easy to slip on and off and a towel. Students must wear appropriate shoes (tennis, gym, or running shoes) for physical education classes.

8.4 Electronic Devices

MP3 players, I-pods, I-pads, games played on laptop computers, etc. are allowed to be used on the AISN campus before and after school and during morning recess and lunch for students. Cell phones are allowed to be used before and after school, between classes, at recess, and at lunch. Devices are permitted for use in the classroom during instruction time upon discretion of the teacher.

8.5 English Language Use

With the exception of French class, English is the language of instruction at AISN. Students, teachers, staff members, and employees are encouraged to use English while in the classroom, with the understanding that one's home language can be a valuable support in learning content.

AISN respects all of our languages spoken by students. While English is encouraged during recess and lunch time to support language development, AISN recognizes the value of all languages at these times.

8.6 Food and Drink

All food and drink should be consumed outside of the classrooms, except when authorized during snack or lunch time. Students are encouraged to have their own personal water bottles, and the school provides a supply of drinking water. Water may be consumed inside the classroom anytime.

Parents are encouraged to provide healthy snacks and lunch foods for their children. Candy and carbonated beverages (Coca-Cola, Pepsi, Sprite or some sports drinks) are not allowed. On special occasions, such as Fall Festival, exceptions can be made and are subject to the Director's discretion.

On special occasions (such as birthday celebrations, special holidays, rewards given by the teacher for reaching certain goals, etc.) food and drink may be consumed in the classroom with the teacher's consent. Under no circumstances should food and drink be consumed during regular instructional time.

Occasionally students are given the opportunity to purchase snacks and drinks from Student Council or from classes sponsoring special projects.

8.7 Homework

AISN believes that regular, grade-appropriate homework is essential for academic achievement. Homework is assigned on an individual class basis based on the teachers' professional judgment. Homework is intended to reinforce instruction and provide additional practice to meet class and individual needs.

The chart below provides suggested times for daily (Monday through Friday) practice:

Kindergarten	10-15 min. 2 x per week
1 st Grade	10-20 min. per night
2 nd Grade	20-30 min. per night
3 rd Grade	30-45 min. per night
4 th Grade	40-60 min. per night
5 th Grade	50-75 min. per night
6 th Grade	60-80 min. per night
Middle School	60-90 min. per night
High School	120 min. or more per night

8.8 Inappropriate Language or Gestures

The use of inappropriate words or phrases or gestures in any language is strictly prohibited during school or during AISN outside activities: field trips, athletic events, PTA events, etc.

8.9 Smoking

The American International School of Nouakchott is a smoke-free campus.

8.10 Acceptable Computer/Internet Use and Internet Safety Policy

In order for the AISN to be able to continue to make its computer network and Internet access available, all computer users must take responsibility for appropriate and lawful use of this access. While teachers and staff will make reasonable efforts to supervise student use of network and Internet access, they must have all computer users' cooperation in exercising and promoting responsible use of this access. Listed below are the provisions of your agreement regarding computer network and Internet use.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to your teacher or the Director. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming the AISN, another student or his or her property.

II. ACCEPTABLE AND UNACCEPTABLE USES

A. Education-Related Purposes Are the Only Acceptable Use by Students.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law.
2. Uses that cause harm to others or damage to their property. This includes altering system settings on any AISN computers, other networks, or other information systems.
3. Uses that jeopardize the security of any computer user's access and of the computer network or other networks on the Internet.
4. Uses that are commercial transactions. All computer users are prohibited from selling or buying anything over the Internet that can be attributed to or incur a cost by AISN.
5. Installing software of any kind without the permission of your teacher.
6. Inserting a disk, CD, or any other media without permission of your teacher.
7. Downloading software of any kind, media, or documents to the computer without the permission of the classroom teacher.

8. Streaming music, videos, or live media without permission of a teacher.
9. Giving your password to anyone or allowing others to use your password.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite and use appropriate language. Avoid language and uses that may be offensive to other users.
2. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. You must first get permission from this person
3. Be considerate when sending attachments with e-mail; large attachments use excessive bandwidth (where this is permitted).

III. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged children. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are expected to provide appropriate guidance to their children. If a computer user finds that other users are visiting offensive or harmful sites, he or she should report such use to a teacher or the Director

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the AISN's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.

D. Plagiarism and Copyright Statement. The AISN strongly condemns the illegal distribution and copying of intellectual material.

E. Active Restriction Measures. AISN, either by itself or in combination with the technicians of the Site providing Internet access, may utilize filtering software or other technologies to prevent students from accessing visual depictions that are

- (1) obscene,
- (2) pornographic, or
- (3) harmful to minors.

The School will also monitor the online activities of students and employees, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by the ICT Coordinator or Director, as

necessary, for purposes of bona fide research or other educational projects being conducted by students or employees. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]). A copy of this definition may be found online.

IV. PRIVACY

Network and Internet access is provided as a tool for your education or to conduct school business. AISN reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of AISN and no user shall have any expectation of privacy regarding such materials.

V. FAILURE TO FOLLOW POLICY

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated or restricted. AISN may refuse to reinstate access for the remainder of the student’s enrollment in AISN or, in the case of an employee, the remaining time of employment. If the incident involves the violation of civil or criminal law, the information about a user’s involvement in the violation maybe turned over to the proper legal authorities if requested. Any debt incurred by the user as a result of improper use of the Internet or email is the responsibility of the user and/or the user’s parent/guardian. AISN may also take other disciplinary action in such circumstances.

VI. WARRANTIES/INDEMNIFICATION

The AISN makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the American International School of Nouakchott and the Site that provides the computer and Internet access opportunity to AISN and all of their Board of Directors, administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the AISN in the event of the AISN’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on an AISN computer or on another computer outside the AISN's network.

US Legal References:

- Children’s Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
- Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
- Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Parents and students will be given a form to sign and return to school indicating that they have read, understand, and agree to abide by the terms of this policy.