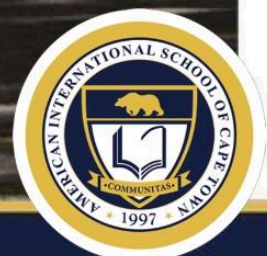
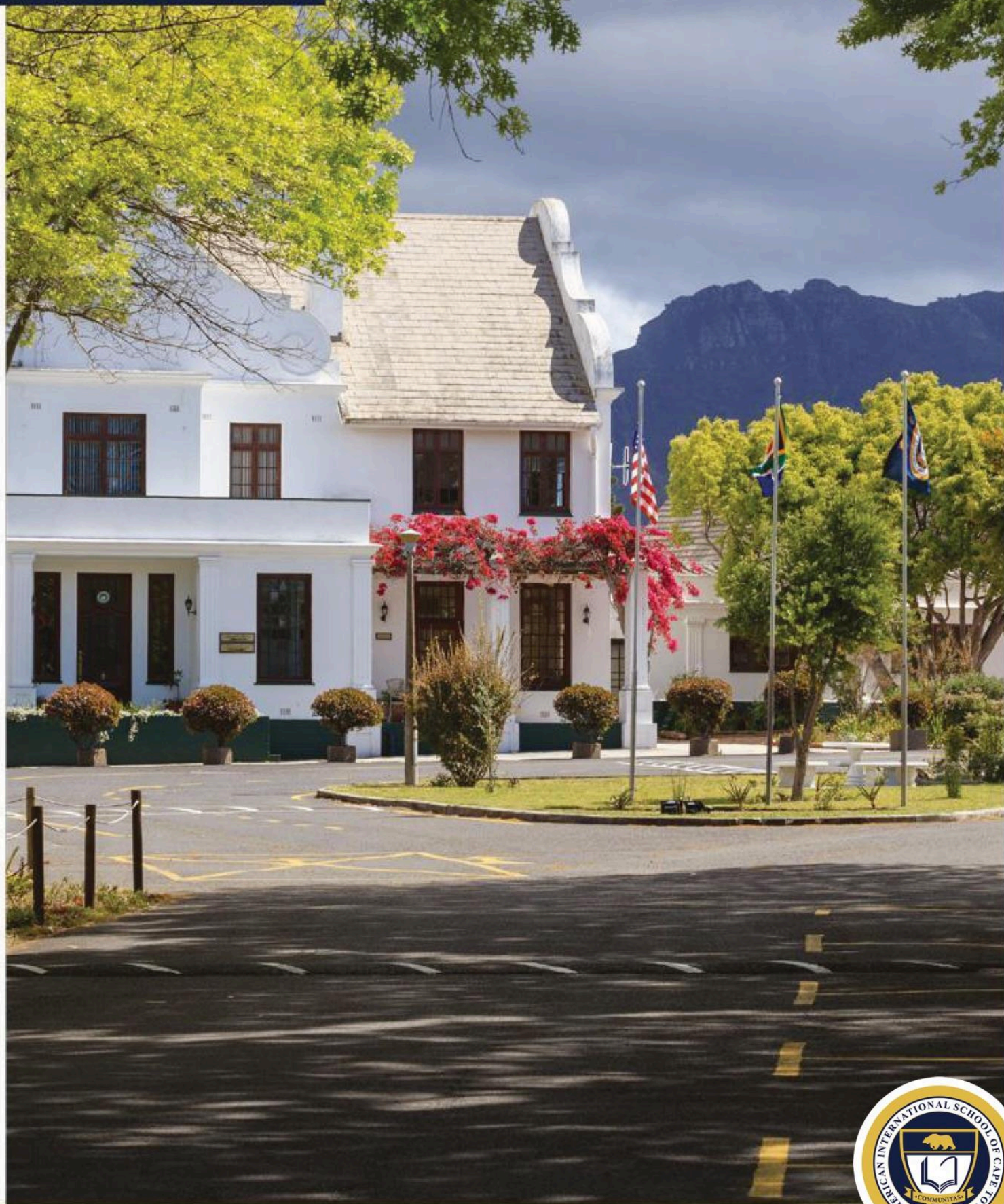


**PARENT-  
STUDENT  
HANDBOOK  
2024-2025**



**AISCT**

AMERICAN INTERNATIONAL SCHOOL OF CAPE TOWN



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# INTRODUCTION

Welcome to the 2024-2025 school year at AISCT! My family and I are thrilled to return to Cape Town and this incredible school. This year, both my children will be attending high school at AISCT. I started working at AISCT in 2002 as a teacher, returned in 2009 as Head of School, and eagerly anticipate the 2024-2025 school year with this extraordinary school community. As we enter our 27th year in Cape Town, I am excited about the opportunities ahead. This school year begins with a record enrollment of 550 students, a thriving academic environment consistently achieving outstanding results, and ambitious capital projects shaping our future.

AISCT is home to a vibrant campus adorned with unparalleled architecture and beauty. The recent acquisition of adjacent land has expanded our school's footprint to 24 acres. We are excited to announce the opening of our new library and media center this August, and the groundbreaking work of our aquatics center and expansive sports fields will commence this winter. The AISCT Board is committed to building world-class facilities in the years ahead, including a state-of-the-art theater, a gymnasium, faculty housing, and student dormitories, ensuring a bright future for our school.

However, these achievements are only possible with our incredible community. Our dedicated faculty from various corners of the world are committed to delivering a high-quality education to our scholars. Our talented support staff work tirelessly behind the scenes to maintain our campus's smooth functioning. Our scholars, representing over 65 nationalities, create a true international mosaic. Their remarkable achievements and university acceptances to some of the world's top institutions testify to their exceptional abilities. This diversity is a source of strength and pride for our school, fostering a sense of belonging and inclusivity.

The invaluable contributions of our parent community, particularly the Parents and Teachers Association (PATA), are evident throughout the year. Moreover, our community partners, including our accrediting body [WASC](#), our [AISA](#) membership, our collaboration with the [US State Department](#), and our affiliation with the [College Board](#), ensure that we uphold rigorous international standards.

We are ready to build on our remarkable achievements and set for an even brighter future. Thank you for entrusting us with your remarkable children and being part of our community.

Most Sincerely,

A handwritten signature in black ink, appearing to read 'K. Coordt', with a long horizontal line extending to the right.

Kevin Coordt M.Ed.  
Head of School  
American International School of Cape Town

## MISSION STATEMENT

A DIVERSE LEARNING COMMUNITY  
PROVIDING STUDENTS THE  
OPPORTUNITIES AND CONFIDENCE  
TO POSITIVELY IMPACT THE WORLD.

## VISION STATEMENT

EMPOWERING STUDENTS WITH  
RESPECT, RESPONSIBILITY, AND  
INTEGRITY.

### **EXPECTED SCHOOLWIDE LEARNING RESULTS** **(ESLRs)**

*Every student will demonstrate:*

#### **A Solid Foundation of Knowledge**

*The mastery of basic skills in all academic areas and  
a foundation of knowledge from which to draw*

#### **Positive Learning Skills**

*Affective and behavioral processes and skills that  
develop personal responsibility within a learning  
environment leading to the development of quality  
products*

#### **Effective Communication**

*The ability to express thoughts, ideas, and opinions  
in a constructive and effective manner*

#### **Global and Community Awareness**

*Skills that develop an individual's recognition of his or her role and  
responsibility within the family, the AISCT school community, regional  
communities, and the global community*

#### **Independent and High Level Thinking**

*The ability to expand learning beyond simple knowledge and recall*

#### **AISCT Definition of Learning**

Learning is the lifelong, dynamic process of acquiring and reflecting on  
knowledge and skills to make meaning in novel and authentic situations.



# AGREEMENT

The following terms and conditions were agreed to at the time of enrollment. They are provided here for your reference.

## Terms and Conditions

1. I/We agree that the student will abide by the school's established policies and procedures, as outlined in the attached Parent-Student Handbook and available at [www.aisct.org](http://www.aisct.org).
2. I/We agree to pay all fees and tuition according to AISCT Policy and that the school will withhold progress reports, transcripts, and diplomas if fees are not paid in full.
3. I/We agree that photographs, videos, audio recordings, and written works depicting any enrolled AISCT student may appear in school brochures, advertisements, press releases, school websites, and/or other promotional avenues deemed appropriate by the Marketing Department.
4. I/We understand and hereby authorize, appoint, and empower AISCT and its employees to take any action deemed appropriate for the benefit of the student in case of an accident, emergency medical need or surgical service if a parent or guardian cannot be reached to make decisions. Further, AISCT will not be held liable for giving such authorization. In addition, it is agreed to promptly reimburse and indemnify the school for any amount incurred as a result of the school giving the authorization to obtain medical care. Therefore, as a condition to acceptance at AISCT, I/we hereby waive and agree to waive any and all claims that we may have against the AISCT, its employees, board members, officials, and/or any individual members associated with AISCT, other than those claims resulting from gross negligence or willful misconduct of the school.
5. I/We agree to adhere by AISCT's 1-to-1 Technology Program, which requires students in Grades 3-5 to provide an iPad from home and students in Grades 6-12 to provide an iPad or a MacBook laptop computer from home.
6. I/We agree to inform AISCT if any circumstance or information described in the application form changes.
7. I/We understand and agree that academic and/or diagnostic testing may be administered to the student to plan or enhance his/her educational program once he/she is registered and enrolled.
8. I/We agree that AISCT is not responsible for damage to or loss of personal belongings.

# I. GENERAL BACKGROUND

## INTRODUCTION, GOVERNANCE AND MISSION

The American International School of Cape Town is an independent, co-educational school for expatriate and South African nationals wishing to pursue an international school program.

AISCT is established under the aegis of the International School Foundation; a not-for-profit organization accorded 501 c3 status by the Internal Revenue Service of the United States government. ISF is domiciled in Lansing, Michigan, and is directed by Larry Balli.

AISCT is overseen by a Board of Governors comprising Larry Balli, Michael Dougherty, Paul du Toit, Alasdair Sholto-Douglas, and Kristy Dewi, who have been appointed according to the bylaws of its Deed of Foundation. The Board is responsible for the school's fiscal solvency and overall success. Its responsibilities include:

- Oversee and promote the overall success and fiscal health of the school;
- Appoint and evaluate annually the Head of School, who administers school policy;
- Develop, approve, and insure the implementation of school policy, and insure efficient and logical allocation of the school's human and material resources;
- Monitor the use of the school's existing facilities and develop new ones which might enhance program delivery;
- Ensure the maintenance of the school's good relationships with the government of the Republic of South Africa in general and the Ministry of Education in particular;
- Meet periodically in accordance with the stipulations of the Articles of Association. The meetings are managed according to the Deeds of Foundation.

The self-perpetuating, "corporate governance" model used at AISCT and its sister schools in China has been supported for many years by the European Council of International Schools in the United Kingdom and by International Schools Services in the United States. It is the governance model endorsed by the National Association of Independent Schools, the largest organization for independent schools --defined as schools that are "not under government control"--in the United States. In its statement on governance, NAIS reviews the other models, details the problems with an annually shifting, parent-elected board (especially for international schools with their more transient populations), and then says this:

"The corporate model of a self-perpetuating board is what NAIS advocates, where the board chooses itself and its successors and is focused largely on the strategic future of the school. It sees itself as having only one employee to hire, evaluate, and fire (the head of school), and it scrupulously and thankfully redirects all constituent complaints to the proper authority, the head of school, then supports the head of school in his or her adjudication of any challenges. This 'above the fray' approach frees the board to focus on the larger issues of institutional stability and growth and sends a strong signal to the community that the board has confidence in the leadership of the school, never allowing itself to become 'the court of last resort' to adjudicate conflict and overrule management decisions, knowing that if it does so, it will revert to the first model of governance indicated above and forever after be relegated to operational oversight rather than vision and strategy and generative thinking, its proper role."

Three of the Board Members are designated as "Directors" by virtue of having established the school and financed its start up in the mid-1990s. These three are Larry Balli, Michael Dougherty, and Kristy Dewi.

In the event that a Board Member resigns, he or she will be replaced by appointment of the Board Directors. The criteria for selection in that case will be, as it was for the existing members, an interest in supporting AISCT, a willingness to invest time for meetings and activities, and the background, connections, and position to advance the school's mission.

The Board evaluates the Head of School annually. Parents, teachers, and students have the opportunity to communicate with the Board at the Annual Parent General Meeting and/or via the School Council / Administration. Board members visit AISCT twice per annum to communicate the school's financial position and plans for the future.

AISCT also convenes a "School Council" throughout the course of the year. The Council consists of seven members, three of which are community members elected by the school constituents, three of which are appointed by the ISF Board, and one teacher representative. The Council serves to advise and help guide the direction of the school. The AISCT Head of School also has a standing invitation to attend all meetings.

## **INTERNATIONAL SCHOOL FOUNDATION**

The International School Foundation (also registered as the International School Development Foundation) is a not-for-profit foundation established in Lansing, Michigan, USA, as a 501c3 charitable foundation, philanthropic contributions to which may be claimed against U.S. taxes. The mission of the Foundation is to assist in the management and development of small international schools with a U.S. orientation in locations having a sustainable population for school development. The ISF also has an interest in educational programs in the United States that would attract international students.

ISF has assisted with the establishment of schools in Australia, China, Indonesia and South Africa, The ISF currently manages Hangzhou International School (HIS, established in 2002), Shanghai Community International School (SCIS, established in 1996, with two campuses in Hongqiao, one for PreK-12th Grade campus and the other exclusively for Early Childhood, and two campuses in Pudong, one for Upper School and the other for Lower School), and the American International School of Cape Town (AISCT, established in 1997).

All of these schools have been accredited by the Western Association of Schools and Colleges (WASC). ISF is also in the process of establishing Bay Valley International Academy in Bay City, Michigan, as a transitional program for foreign students who wish to refine their English language skills and adapt to life in the USA prior to matriculation.

Each ISF-affiliated school was established and is registered according to its own Deed of Foundation, prepared according to the laws of the Ministry of Education in each respective country. Each school operates on a not-for-profit basis, and each has its own Board of Governors. The International School Development Foundation is currently under the sole direction of Larry Balli. Previous co-directors included Michael Dougherty and Kristy Dewi, and these three continue to sit on the individual school boards of AISCT, HIS, and SCIS. Mr. Balli has been a teacher and administrator in international schools since 1972, and is a former Head of School of Jakarta International School, one of the largest such schools in the world during his tenure. Mr. Dougherty has been a teacher and administrator in international schools since 1976, and was the founding Head of School of North Jakarta International School, which he headed for eleven years. Ms. Dewi has worked in international schools in various administrative capacities since 1984, and was involved in the financial management of the ISF-affiliated schools.

Most of the individual school boards also comprise additional members of the respective local communities, both expatriate and host country. This model of international school governance (as contrasted with annual elections from interested members of the parent community) is referred to as the corporate model, and has been endorsed by the National Association of Independent Schools as the most effective school governance model. Governance protocol includes parent input via various channels of communication established at each school, surveys, and parent organizations.

## **PHILOSOPHY**

Schooling should be a multifaceted experience which allows students to learn to think creatively and critically, to gain practical skills which will equip them for ensuing stages of education and life in general, to explore areas of interest, including their own selves, and to learn to work with and appreciate other people. We recognize that in addition to preparing students for each successive stage of their education, schooling forms a significant chronological segment of a person's life and, therefore, has its own intrinsic value and importance, a value beyond simply preparing for the next chapter or the next grade level. This lends an added significance and responsibility to all of the work we outline below.

Our aim in every classroom is to create a dynamic and interactive learning environment with challenges and expectations appropriate to the complex world our students will inhabit. We focus on the development of each student's skills, sense of logic, and general academic and social discipline. Most importantly, we aim to foster a lasting love of learning that will extend outside the school curriculum and beyond the student's years at AISCT.

Our students are inheriting a rapidly changing world in which the discovery, assimilation, understanding, and management of new information will be vital to them. Our goal, accordingly, is to reach beyond a content-oriented curriculum and to provide students with the academic skills and intellectual confidence to apply knowledge to thoroughly new problems and situations.

In doing so, we seek to take advantage of the many learning opportunities unique to the international school setting and, specifically, to our location in South Africa. Students with an understanding and appreciation of the diversity of nationalities and cultures are better prepared to tackle the challenges an increasingly interdependent world presents.

## **GOALS**

The American International School of Cape Town is committed to being an international school which:

- Stimulates each student's love of learning and considers learning a lifelong process
- Identifies the physical, intellectual, social, emotional, and moral needs of its students, prescribed by the philosophies of the school
- Provides a safe and pleasant environment
- Encourages students to be active learners, creative problem solvers, and independent thinkers
- Develops each student's listening, speaking, reading, writing, and thinking skills. Helps students to access information and utilize knowledge
- Builds on successes of earlier education and prepares students for future learning
- Helps students discover relationships among disciplines
- Addresses individual differences within the parameters of our admissions policy and allows students to realize strengths and fulfill potential
- Helps students build confidence and self-esteem, and nurture responsible attitudes towards learning, the school, and the larger community
- Fosters cooperation, good manners, and consideration of others in all situations
- Promotes intercultural understanding, in light of a more globalized society
- Strives to build mutually beneficial and positive relations with our host country
- Welcomes parental communication and involvement
- Maintains a quality, appropriately-resourced educational setting for children
- Models the values implicit in the school's philosophy, goals, and objectives
- Promotes English language usage and proficiency

## **OBJECTIVES**

1. To stimulate each student's love of learning, AISCT will:

- provide an attractive classroom environment conducive to learning
- engage students in a variety of meaningful, interesting, and challenging learning experiences, both on and off campus
- employ a range of teaching strategies, situations, and resources to motivate students, enhance learning, and encourage students to become independent, lifelong learners

2. To adequately address the physical, intellectual, social, emotional, and moral needs of its students, AISCT will provide safe and appropriate facilities, an outstanding teaching faculty, adequate educational resources, and a program subject to constant review and improvement
3. To maintain a safe and pleasant environment at the school, the school administration will periodically assess the campus and the conditions requisite to preceding Points 1 and 2
4. To encourage students to be active learners, problem solvers, and independent thinkers, AISCT will:
  - maintain an atmosphere of open inquiry
  - engage students in hands-on investigative activities
  - devise stimulating and challenging assignments
  - allow students to generate and solve problems independently and in small groups
  - Program opportunities for students to collect, analyze, and apply data
5. To develop each student's listening, speaking, writing, reading, and thinking skills, AISCT will ensure that across the curriculum, basic skills of comprehension and articulation are at the core of all course work
6. To help students access information and utilize knowledge, AISCT will ensure that there are:
  - ample resources within the classrooms and library
  - time and opportunities to learn how to gain access to them
  - regular assignments that require students to assess what information is applicable to a given task, and then accumulate, select, and utilize this knowledge
7. To build on the successes of earlier education and prepare students for future learning, AISCT teachers will:
  - assess students effectively to understand their current skill levels, to ensure readiness for the next levels of course work, and to guide future learning programs
  - through on-going curricular review, ensure the sequence of course work from grade to grade
8. To help students discover relationships between disciplines, AISCT will:
  - integrate the curriculum, and plan tasks/activities that encourage students to use a range of skills
9. To address individual differences within the parameters of our admissions policy and allow students to realize strengths and fulfill potential, AISCT will:
  - tailor learning strategies, activities, resources and assessment to individual capabilities and styles
  - limit class size to optimize opportunities for individual attention
  - provide ESL support
  - serve as a resource to outside specialists for students with special needs
10. To help students build confidence and self-esteem, AISCT will provide opportunities within the classroom, and through activities and elective classes, allow each student to explore areas of interest and personal aptitude
11. To nurture responsible attitudes towards learning, the school, and the larger community, AISCT teachers and staff will:
  - value and reward academic achievement
  - model respect of the school and its property, the host country and its own values, and the members of the school community and the cultures which are represented therein
12. To foster cooperation in learning and play, AISCT teachers will include collaborative activities and games in their lesson plans, which will complement more traditionally competitive ones
13. To promote intercultural understanding, AISCT teachers will:
  - strive to recognize and learn from each national group represented in the classroom

- strive to feature a multiplicity of national and ethnic celebrations and focuses during the school year

14. To build mutually beneficial and positive relations with our host country, AISCT will:

- emphasize a strong curriculum in the culture of South Africa for all students
- strive to maintain a climate in which students develop respect for the South African staff and are exposed to accomplished South African figures from the outside community

15. To ensure good parent communication and involvement, AISCT will:

- publish a newsletter informing parents of upcoming events and opportunities to become involved in the school
- provide opportunities for parents to assist as volunteers in a variety of areas, such as the library, classrooms, and advisory committees

16. To ensure quality, appropriately-resourced education, the AISCT administration will:

- attract the best possible teaching staff to the school
- review fees annually, with a commitment to set fees as low as the school's financial state will allow
- keep abreast of current teaching trends by subscribing to professional teaching associations and providing opportunities for faculty to attend professional development courses and conferences
- provide professional development activities and opportunities organized by AISCT

17. For school personnel to model in all we do the stated values of the school, the AISCT administration will ensure that all faculty and staff are aware of school goals, objectives, and philosophy each year

## **THE SCHOOL'S EXPECTATIONS OF ITS STUDENTS**

We expect students to:

- Behave in a way that is conducive to a productive educational atmosphere. This means that students will not only strive to take full advantage of their own opportunities here, but also do nothing that might interfere with others striving to do the same.
- Respect their teachers and the AISCT staff.
- Arrive on time each morning ready to learn. This means that students have spent the necessary time on the previous day's homework, have had sufficient sleep, and have had breakfast.
- Show consideration for others and to accept and appreciate people from other races, creeds, and backgrounds.
- Show respect by refraining from boisterous behavior and the use of vulgar, obscene language. This also includes respect for those performing or speaking during assemblies or performances.
- Be sensitive to the feelings of the South African community and respectful of South African law in setting their own standards of behavior.
- Work and play together harmoniously, to help others, and to show good sportsmanship in games.
- Show care for the property, building, and flora of the school and to exercise responsibility appropriate to their age.
- Model the three Pillars of Character: Respect, Responsibility, and Integrity.
- Follow all school rules and policies of teachers and administration.
- Endeavour to speak English as a language of inclusion at all times.

## WHAT STUDENTS CAN EXPECT FROM THE SCHOOL

Students can expect that:

- The teachers and administration of AISCT have their safety and well-being in mind at all times.
- The teachers will be devoted to helping them learn and grow.
- The teachers will approach topics from a variety of angles to ensure that students with different learning styles will have every opportunity to visualize and grasp new curricular material.
- The teachers will listen to them and try to understand them, although teachers may not always condone a student's behavior or agree with everything a student says or wants.
- AISCT is a safe space that embraces and celebrates differences and encourages open-minded communication, which comes from mutual respect for one another and the community as a whole.

## WE VALUE

- An atmosphere of open inquiry tempered with a sense of order and consideration for others.
- The appreciation of diversity, equity, inclusion, and justice, and the opportunity to learn from the multitude of cultural backgrounds represented at international schools like AISCT. Please visit our [DEIJ webpage](#) for more information.
- We recognize the individual nature of each student and value a community in which these individuals can learn together harmoniously.
- The opportunity to stimulate the love of learning which, we believe, is inherent in every child.
- Creative and inventive thinking and the ability to approach problems from different angles.
- The opportunity to learn about South Africa, our host country, and the importance of our South African teachers and staff, who serve as our most important link to this country.
- The human relationships that constitute our community and foster learning: relationships between teachers and students, between students, between teachers and parents, and between parents and their children.
- Parents' ideas, involvement, and contributions to the life of the school.
- The development of character and integrity in each of our students.

## II. DAY-TO-DAY PROCEDURES AND SYSTEMS

### ACCREDITATION

AISCT is fully accredited by the Department of Education in the Western Cape and by the Western Association of Schools and Colleges (WASC) in the United States. AISCT was awarded the maximum six-year (2021-2027, full Term) accreditation period. Our work with WASC is ongoing and involves annual audits.

### ACRONYMS

AISA	Association of International Schools in Africa
AP	Advanced Placement
DEIJ	Diversity, Equity, Inclusion, and Justice
ECD	Early Childhood Development
ELL	English for Language Learners

ES	Elementary School
ESLRs	Expected School-Wide Learning Results
HS	High School
LS	Lower School
MADD	Music, Art, Drama and Dance
MAP	Measures of Academic Progress (NWEA)
MS	Middle School
MUN	Model United Nations
PATA	Parents and Teachers Association
PLC	Professional Learning Community
PSAT	Preliminary Scholastic Aptitude Test
RSA	Republic of South Africa
SAT	Scholastic Aptitude Test
SLT	Strategic Leadership Team
STUCO	Student Council
US	Upper School
WASC	Western Association of Schools and Colleges

## **ADMISSIONS**

AISCT is open for admission and for local students, as well as expatriate students whose parent(s) or guardian(s) have a foreign passport and a valid work and residence permit or as otherwise approved by the Government of the Republic of South Africa. For a student to be eligible, the school administration must agree that the student has a reasonable expectation of academic and personal success within the AISCT program.

The admissions process is based on previous academic records (except in Pre-Kindergarten and some cases in Kindergarten and even in Grade 1), an interview, and the school's placement assessments. (Complete beginners in English may not be able to take placement assessments; in these cases, AISCT must depend solely on previous school records, an interview when possible, and the information supplied by parents.)

AISCT often admits students who are complete beginners in English. AISCT will enroll children if they show evidence of being able to adapt to the language and program even if this will require a considerable period of transition. Because the ability to learn English is essential for academic and social success at AISCT, the school reserves the right to restrict the admission of non-English speaking children in a given class or grade if it is felt that additional non-English speaking children at this grade level would be difficult to accommodate effectively.

AISCT may deny admission to those students who can be determined, on the basis of the above criteria and other information which may be available, to have learning difficulties which are beyond the scope of the school's educational programs, or who have not performed adequately at the previous school(s), regardless of the reason. The school expects all teachers to cater to their students' individual needs, and, of course, with the range of language proficiencies at a school like this, each teacher is called on to develop individualized programs and expectations.

AISCT offers a Learning Support Program which extends our mission by celebrating diversity and welcoming students who learn differently, as we believe that diversity enriches the whole community. Mild to moderate learning support can be provided, given that we feel confident in our abilities to meet the needs of students who learn in their own unique way.

If, after a child has already been enrolled, the school becomes aware of learning differences outside of the range described above, the school reserves the right to withdraw the offer of enrollment. This admission revocation is particularly applicable if the parents have not been completely honest in the presentation of information at the time of application.

AISCT will continue to admit students who have a desire and motivation to succeed and whose learning differences the school has judged as able to be addressed within the normal framework of the school's classroom program. If the expectations and performance of these students are significantly different than those of the other students in the class(es), the school Progress Report will indicate this "Modified Program" to ensure clear communication with parents and other educational institutions.

However, if the requirements or individual needs of a student are so great as to demand an inordinate amount of time and attention from teachers, to the detriment of the other students in the class(es), then admission will not be offered to that child. In older grades particularly, poor past performance, whether due to learning differences or other problems, can result in denial of admission to AISCT.

Sometimes, learning difficulties are obscured by language difficulties and do not become evident for several months, or a student who is achieving at first and second grade level within the range described above is not able to achieve in the third grade for developmental or other reasons. In cases of students already enrolled at AISCT who subsequently evidence learning differences, the criterion for continued enrolment becomes this: "Are we doing this child, or the other children in her/his class, a disservice by continuing to enroll her or him?" The first half of this question is often complicated by the subsequent consideration, "What will the parents do if the child is asked to withdraw?" However, the school must make its determination on the basis of what the parent should do in the child's best interest, which in some cases means leaving South Africa. Thus far in such cases, the administration and teachers involved have been able to work with the parents to pursue alternative programs at least several months prior to withdrawal from AISCT, and the children in question have usually been able to complete the school year at AISCT.

AISCT will continue to refer children to qualified educational psychologists when testing can provide information which will help with an admissions decision, or in cases when testing will help the school to work more effectively with students already enrolled. Students with emotional or behavioral problems beyond the range that the school is qualified to address have been required to undergo counseling as a condition of continued enrolment.

AISCT reserves the right to refuse admission to any student for whom an appropriate educational program and support services are not currently available.

## **ADVANCED PLACEMENT EXAMINATIONS**

Enrolment in AP classes in the High School is determined by student performance in previous courses (prerequisite minimum grades needed) and by teacher recommendation. Students and parents are required to sign an AP Agreement form. There is a 3 week probationary period at the start of the year to ensure all students enrolled in AP courses are suitably motivated for this level of study. During Semester I, student performance in AP classes will be monitored to ensure enrolled students are coping with the course. Student grades will be evaluated at the end of Semester I and recommendations will be made regarding enrolment for Semester II. It is expected that all students that are enrolled in AP courses at the start of Semester II will sit the final AP College Board examinations in May. A decision not to take the final exam in May could result in the removal of the AP designation from student transcripts. Those students taking the external AP exam paper in May are not required to sit an internal final exam at AISCT in June. In this case, Semester II grades are calculated on the cumulative semester 2 grade. By November of each school year, parents are billed for each AP Exam that their child intends to take (the rand equivalent to the College Board cost to school in USD). Once we have received confirmation and payment for AP exams, the school's AP Coordinator will place the exam order with the College Board. Any student in Semester II AP classes is required to sit the mock AP exams in April. (Please note that AP mock and final exam days count as regular school days and full-day student attendance is expected).

## **AFTER-SCHOOL ACTIVITIES**

The vision of AISCT is to expose our students to as many activities as possible and give them an opportunity to participate in as much as they can and would like. We try to have a balance between outdoor and indoor activities with variety being a factor. We do not require, but we do encourage all of our students to sign up for at least one after-school activity during each term. We recognize that on occasion there will be clashes between different activities but we will do our best to manage these.

Our vision in the Elementary School and Middle School is to expose, build and prepare the students for high school, so that they can make an informed decision as to which activities they would like to focus on, with fun and enjoyment being the main purpose. Our vision in the High School is to give the students a more focused program, where they can improve and focus on specific skills and knowledge.

One of our goals every year is to compete in more matches and tournaments against other schools. Please review the [Sports and Activities Handbook](#) for additional information.

## **ASSEMBLY/PERFORMANCE BEHAVIOR**

AISCT provides a variety of opportunities for students to view live performances and to participate in assemblies and activities. Students are expected to conduct themselves in a mature and responsible fashion at all times in the assembly area. Proper assembly conduct/etiquette includes:

- Turning off all electronic devices (phones, music players, computers, etc.)
- Removing hats and keeping movement in seats and talking to a minimum during performances
- Keeping feet off seats
- Refraining from calling out performers' names or "cat-calling"
- Recognition that a person standing at the microphone signals the start of an event and that quiet is required from the audience
- Respecting the performers and audience by not moving about during a performance and entry or departure of the assembly should only occur between acts

Adherence to these guidelines will ensure that performances are more pleasant for everyone.

## **ATHLETICS**

The athletic policy at AISCT is predicated on the following: participation of as many students as possible; exposure of students to as many athletic experiences as possible; skill development; enjoyment; the cultural context and composition of the student body; and, equity as far as possible in terms of gender, age and activity. The athletic program comprises three elements: PE classes as part of the regular academic program; the after-school sports program; and, the health program. The latter is delivered through the Upper School Health program and via the Communitas classes. The focus of the PE program is: skill development (particularly hand-eye coordination); fitness enhancement; the development of a positive attitude to physical activity; knowledge of the body and movement; and the development of team work and working together. The after-school program has a similar focus, but places more emphasis on teamwork and competition, with the school engaging in competition with other local schools.

AISCT also has a Sports Committee, a student body made up of volunteers who have an interest in assisting the Sports and Activities Director with the organization and operation of the athletic program.

AISCT has a sports eligibility policy. This policy is applicable to all competitive sports at AISCT. It has been put in place to maintain a strong focus on academics at our school, while encouraging a good balance between sports and academics.

Our Sports Eligibility Policy at the Upper School level is based on the 'No Pass = No Play' principle. This means that a student with a failing and/or incomplete grade in any subject is ineligible to represent AISCT in matches until a passing grade is reflected.

Students with failing or incomplete grades will therefore be ineligible to represent AISCT in matches until rectified. During this time, students are permitted to participate in practices and attend matches, but they are not permitted to play competitively. Also, during this time, students are required to attend office hours for the course(s) in question to earn eligibility to participate in practices. At the start of each semester, students begin with a 'clean slate'.

In the case of sporting tours, student eligibility will be determined on the cut-off date for travel arrangements. The cut-off date will be communicated to all players by coaches well in advance.

This policy was not created to place any pressure on the students who choose to play sports, but rather to encourage a healthy balance between sports and academics and to use sports as a motivator for improved academic performance.

## **ATTENDANCE**

Regular attendance is important to the academic success of students. Students are expected to be in attendance and in class on time each school day. While the school is aware that students once in a while are unable to come to school due to emergencies, illness, visa complications, or family business, parents are urged to avoid scheduling trips that necessitate a student's absence from class. There is no actual substitute

for classroom instructions. To be considered for an exception due to extraordinary circumstances, parents are asked to notify the school ahead of time of the dates concerned. Parents are asked to be forthright in their justification of their child's absence. Any student who is absent from school is required to provide written confirmation from parents explaining the reason for the absence and submit this communication to the student's classroom teacher or upper school secretary on the first day the student is back in school. In cases of prolonged illness (in excess of two days out of school), the student should bring a doctor's note to excuse the absence, stating any restrictions (medications, diet, and participation in sports).

A student gains the most benefit when he/she is in attendance on a daily basis for an entire school year. AISCT's philosophy is clear: Education is the most important priority for all its students. When students go on home leave, or have extended breaks from school, they miss important instruction and educational interactions with teachers and classmates. While teachers can provide assignments and recommend work with advanced notification, teachers are not expected or required to create extensive individual programs for students who miss school for long periods of time. Students who miss a day or two due to illness are responsible for making up any essential tasks that have been missed.

Except in rare instances, students must attend a minimum of 80% of the class periods in each semester in order to earn academic credit. For returning students, this is usually calculated from the first day of the semester. For students transferring into the school this is calculated from the date of the student's enrolment, assuming that they are transferring into AISCT with an acceptable attendance record from their previous school. This means that if a student misses more than 20% of the class periods in a semester (generally 10 classes), the student may not be promoted to the following grade, and for students in grades 9-12, credit may not be granted. Student absences from school that are not connected to the school curriculum or program (illness, suspension, visa work), will be recorded as a "class absence" and will be included in any calculation of total absences for the semester or year for that particular course. Each class will be considered separately. Any student in grades 9-12 accumulating a total number of absences for a semester in excess of the 20% allowed by the AISCT attendance policy may be denied credit for that course. The student and parents of any student exceeding the 20% absence allocation will have the right of appeal and a committee will be convened, including the school administration, counselor and the class teacher(s) to consider the appeal. The student and parents will present the appeal in writing to the Head of School who will then convene the attendance committee. The students and parents will present the appeal in person to the committee and the committee will make a judgment as to whether credit can be awarded.

The judgment of the committee will be based on the following factors: the total number of absences, the nature of the absences, the academic performance of the student in the class, and the efforts made by the student to make up missed work. An absence record that includes "unacceptable absences", such as suspensions, truancy, unexplained absences, family vacations, etc. will be looked on unfavorably in terms of awarding credit. An attendance record that includes serious illness, fee issues, absences due to visa issues, etc. will likely be looked at more favorably. It also has to be understood that, regardless of the reasons for excessive absences, the committee will not be able to award credit should the total number of absences be well in excess of the 20% allowed.

It is hoped that this attendance policy will encourage the student to monitor his or her school attendance more carefully and take more responsibility for attendance and school absences.

Extended Absence due to unavoidable circumstances – for example Visa Renewals

If in the event of unavoidable circumstances such as visa renewals, a student is absent for an extended period of time, special arrangements can be made. AISCT will do what it can to keep absent students current with their learning. The section below outlines what is reasonable and possible (and what is not) in the event of extended absence:

What we CAN do if a student is going to be out of school for an extended period of time:

- Provide information before departure of all units / chapters that will be missed
- Make regular assignments/tasks available via appropriate digital platforms (as happens at present)
- Provide updated information about class content (upon email request from parent)
- Grade any work that is submitted via the online platform (if appropriate)
- Study guides for exam preparation will be available via the online platform (if appropriate)
- Exempt students from missed assessment tasks so overall grade is not affected (if appropriate)

What we CANNOT do:

- Provide daily updates of lesson plans/ lesson content for each class missed
- Expect teachers to email / update the digital platform to include every single missed classwork or homework assignment
- Permit off-campus testing for final exams, assessment tasks, unit tests, or quizzes.
- Provide synchronous or asynchronous online lessons

## **AWARDS CEREMONIES**

At AISCT, we believe that there is a value in recognizing and rewarding student effort and achievement in the academic, service, arts, and athletic areas of our program. Student recognition and reward serve as a motivational force to all students. Elementary and Middle School students are recognized in termly recognition gatherings and a yearly recognition assembly at the end of the school year. AISCT also recognizes the successful completion of Middle School by the Grade 8 students and the successful completion of Elementary School by the Grade 5 students in their respective 'moving up' promotion ceremonies. High school students are recognized in semester Honor Roll celebrations as well as a year end awards ceremony.

## **BIRTHDAYS**

Teachers will recognize student birthdays as appropriate for the age in question. Invitations to private birthday parties may be distributed at school ONLY if all children in the class are invited. AISCT discourages special arrangements made by parents for parties at school during the school day. Parents who would like their child's birthday celebrated must make arrangements with the teacher in advance and the celebration can last no longer than 15 minutes and should occur during non-instructional time. Students are permitted to wear civvies clothing when their birthday falls on a school day. If their birthday falls on a weekend or holiday, the child/parent can arrange with the teacher to wear civvies on an alternate school day closest to the birthday.

## **CAMPUS USE**

All school buildings are closed to students after 5:30 pm on school days, unless under the direct supervision of an adult or teacher and all students should vacate the school campus by 5:30 pm unless supervised by a member of faculty. All visitors to the campus are expected to sign in and sign out at the entrance gate on weekends and after 5:30 pm on a school day and must wear a visitor's badge. If parents and local organizations would like to make use of the AISCT campus outside of school hours, this may be possible if it does not interfere with the regular running of the school program. All requests of this nature must be presented in writing to the Head of School and / or Estate Manager. Facility hire costs may be incurred.

## **CHEWING GUM**

Chewing gum is not allowed on the AISCT campus, unless otherwise specified for a student learning need.

## **CHILD PROTECTION**

In the event of suspected child abuse and neglect, AISCT teachers and counselors are mandated reporters as per South African law. As such, they will follow procedures set by the social services department.

AISCT has a Child Protection Program which defines and communicates our policies and procedures with regards to child protection. This program is available on the school website. At the beginning of each year, or as part of joining AISCT, all staff, parents, coaches and others working at the school are expected to read the program and sign a letter of confirmation as part of our awareness program.

## **COMMUNICATION: EMERGENCY**

In the event of an emergency, all AISCT families will be contacted by SMS, email, and if appropriate, a direct phone call.

## **COMMUNICATION: PARENT-TEACHER**

Any concerns about a student's progress at school should first be communicated to the teacher involved. If, after such communication, the parent feels that further attention is advisable, the parent should contact the school section Principal and/or the Head of School to discuss the matter further. Problems will be minimized and the school climate enhanced if parents respect lines of communication (following proper channels), read the AISCT Newsletter, check the sources of information and rumors before drawing conclusions, and accentuate the positive. We ask parents to work cooperatively with the school staff to ensure a successful school experience.

Parents wanting to meet with a teacher should make an appointment in order not to interrupt the teaching/learning process and in order to ensure that the teacher is available. Parents are not permitted to make visits to classrooms during the school day without the permission of the teacher or the school office.

## **COMMUNICATION PROTOCOL**

In order to best support your child in the AISCT educational environment, we encourage open lines of communication between administration, faculty, and families. To this end, this Frequently Asked Questions (FAQs) document should help direct you to the appropriate AISCT personnel. In our experience, we have found that calm, solution-oriented dialogue with mutual respect and diplomacy has proven to be the most effective approach to problem-solving and addressing parent concerns. We, therefore, suggest that you arrange to meet with AISCT teachers/administrators in person to discuss matters concerning your child.

### **Attendance:**

\*My child is unable to come to school for some reason. Whom do I tell?

- Email your child's homeroom teacher and copy our school administrative assistants: Di Rice ([drice@aisct.org](mailto:drice@aisct.org)) (Upper School) or Charlene Jacobs ([cjacobs@aisct.org](mailto:cjacobs@aisct.org)) (Lower School).

### **School Time Appointments:**

\*I need to pick up my child early for some reason. What should I do?

- Notify your child's homeroom teacher and division administrative assistant in advance if possible and be sure to sign out your child at the front office.

\*My child will arrive late to school for some reason. What should I do?

- Notify your child's homeroom teacher in advance if possible and be sure to have your child sign in at the appropriate office and collect a LATE PASS. Lower School students should present themselves to the secretary in the front office; Upper School students should present themselves to the secretary in the Upper School office.

### **Dropping-Off Materials:**

\*My child forgot his lunch/PE kit/science project. Where do I take it?

- Please drop off any such items at the front office. School secretaries will ensure the items get to the intended recipient.

### **After-School Activities:**

\*My child will be unable to attend her after school activity today. Whom do I tell?

- Please email the teacher who supervises the afternoon activity or leave a message with the school secretary.

\*Will my child's after school activity occur?

- If after-school activities are canceled for some reason, we will do our best to send you a message via SMS and provide you a phone call or email. If you are unable to collect your child at the end of school, your child will be supervised for the duration of the activity time. We do our best to never cancel an after school activity.

### **Urgent Messages:**

\*I need to get an urgent message to my child during the school day. What should I do?

- Please contact the front office. Our secretaries will ensure your child receives the message.
- Please note that students are always welcome to use school telephones to make urgent phone calls to parents/guardians. Students should only communicate private/personal messages during non-instructional time.

### **Academic Concerns:**

\*My child is struggling in a particular subject area. What should I do?

- Make an appointment with your child's teacher for that subject to arrange a meeting in person to discuss your concerns.

\*My child was unable to complete his/her homework for some reason. What should I do?

- Notify your child's teacher for the subject and explain the situation. Arrange to meet in person if necessary.

\*Emotional Concerns: The school needs to be aware that my child is going through a difficult emotional time at present. Whom do I tell?

- You can liaise directly with your child's teacher, an administrator, or a school counselor.

#### **School-related Incident:**

\*Something happened at school today which concerned me. To whom do I speak?

- If this is specifically related to a particular teacher/subject, arrange a meeting in person to discuss your concerns as soon as possible.
- If this is specifically related to social interactions between your child and other students, arrange a meeting with the class (homeroom) teacher or counselor to discuss your concerns as soon as possible.
- If this is an ongoing problem that has not been resolved in person with the teacher in question, make an appointment with the school section principal or Head of School.

#### **Financial Matters:**

\*I have a question about fees. Whom do I contact?

- Any matter related to fees and finance should be directed to the finance department.

#### **General Contact:**

\*I want to contact my child's teachers individually. Where can I find their email addresses?

- AISCT employees have email addresses that all follow the same format: first initial followed by surname followed by @aisct.org (example: djubert@aisct.org, pthorpe@aisct.org). Teachers and key personnel can be emailed directly from on our website.

## **COUNSELING**

The AISCT Counseling program focuses on students' academic, personal/ social, and career development. Individual counseling services are provided to students whose learning is being affected by difficulties in any of these areas. Referrals can be made by teachers, administrators, or students themselves. Students are able to make use of the counseling services at AISCT without prior parental agreement. Long term individual counseling is beyond the role of the school counselor. In the instances where therapeutic intervention is required, the counselor will contact parents and refer accordingly. As far as confidentiality is concerned, sessions are kept strictly confidential except when students disclose information that compromises their safety or that of others.

## **COMPOSITE CLASSES**

When numbers or academic composition of a group of students warrants it, a composite class may be formed. In such cases, students will be clearly categorized as following one or the other grade level program represented in the composite class. For example, in a composite Kindergarten/Grade 1 class, some students will be in Kindergarten and will follow a Kindergarten curriculum, and some will be in Grade 1 and follow a Grade 1 curriculum. At the end of the year, those finishing the Kindergarten program will be promoted to Grade 1, and those completing the Grade 1 program will be promoted to Grade 2.

## **DIPLOMAS**

A high school diploma is awarded at graduation after a student has completed all graduation requirements. Students who meet their graduation requirements in the December following their expected graduation year, are awarded their diploma in December at the end of semester assembly and are invited to participate in the graduation ceremony in June of the following year. Replacement diplomas are available for a fee of Rand 100 per certificate.

## **DISCIPLINE**

### **a. Belief about Discipline**

Discipline at AISCT is designed to make the classrooms conducive to learning and the campus a safe, friendly, pleasant place to study and interact with others. A well-disciplined environment with clear expectations is essential in order that we may accomplish our most important role in instruction. At the core of our belief about student discipline are the three pillars of character: **Respect, Responsibility, and Integrity**. By modeling these three pillars of character, most issues that we face can be handled with minimal disruptions to the educational program. AISCT offers the following guidelines and expectations to assist teachers in handling student discipline.

Most aspects of our Discipline policy can be encompassed in the following statement:

At AISCT, we respect:

- Learning
- All People
- Property
- Personal Space

Respect for all people runs through all aspects of the school environment. Teachers can expect that members of the administration will treat staff, parents, and students with the highest degree of respect. The faculty will expect that all students not only treat all of the adults in the school with respect but also each other.

In regard to teacher interactions with students, when disciplining students, there is no room for yelling, degrading or demoralizing a student. Reprimands of a more serious nature should be handled in private rather than in front of other students. Sarcasm is a risky interaction with students and has no place in the classroom. One never knows how the statement may be received by the student, and although sometimes meant to be done with humor, sarcasm can have damaging effects on a student's self-esteem. With regard to student interactions with each other, put-downs or teasing will not be allowed between students, and those students who are so inclined will face consequences. Our expectation in this area will be to maintain only positive interactions at all levels.

Respect for property addresses the need for all equipment, books, supplies, and materials as well as the facility itself to be properly cared for. Care of our teaching and school environment will help us maintain our supplies and materials and the quality of the facility.

There is no place for profanity of any kind in the school, and respect for language must be maintained.

Respect for each other's personal space includes students' desks, backpacks, or any space that is of a personal nature. It also means that students must respect the teacher's personal space as well.

We always keep our hands and feet to ourselves. This is of utmost importance in maintaining the safety of each child. In student interactions with each other, behaviors such as hitting, kicking, pinching, biting, and other unwanted physical contact, will result in serious consequences and will not be tolerated.

In summary, high expectations for respect and good citizenship by our students will result in less time being spent on reacting to adverse behavior. In other words, we get what we expect.

**b. Behavior Documentation**

Behavior documentation is done through our student information system. The issuing of a behavior infraction is one of the consequences applied to students who have made a poor decision in school that has led them to act outside of a school policy or caused a disruption to the learning environment. Behavior infractions may be issued for actions such as a uniform infraction, chewing gum in school, public displays of affection, use of profanity in the hallways, repeated disruption of the learning environment or any other minor infraction that has in some way interfered with the purpose of the school. Behavior infractions are issued by any faculty member and are submitted to the Principal's office where they are recorded on file.

AISCT follows a progressive discipline model. Any student who is issued with 3 behavior infractions within one school term will automatically be issued with a detention. Three detentions in any school year will escalate to a suspension. Multiple suspensions in a school year will escalate to a disciplinary hearing and potential expulsion from school. Parents will be informed of behavioral infractions; detentions and suspensions are noted on the student's file.

### **c. Discipline Process**

All adults who are working in the school are part of the discipline process. This is to say that teachers are responsible for all students, and not necessarily just the students in their class. As an example, if a particular staff member happens to be the adult who sees inappropriate behavior by a student, it will be that staff member's responsibility to address the behavior. If it is of a serious nature, by all means the homeroom teacher should be involved, but most of the behaviors that staff will experience with the students can be handled with friendly reminders and clarification of the school's expectations.

Teachers are expected to try a variety of interventions and consequences before they involve the Administration in their discipline process. Warnings, withholding of privileges (such as recess), issuing behavior infractions, detention, and parent contacts are all examples of interventions that a teacher might try before involving the Principal and Head of School. If these attempts have been tried and the student is still having difficulties making good behavioral choices, then involvement of the Administration for discipline will be encouraged.

When the teacher conducts a discipline conference with a student, this is the general process that will be used. Teachers are also encouraged to document any interventions with students.

#### **Step 1: Identify the Problem**

Why are you here?  
What choices did you make that got you in trouble?  
Do you understand why this behavior is inappropriate?

#### **Step 2: Clarification of Expectations and Problem Solving**

At AISCT, we expect students to . . .  
The reason we expect this is . . .  
How do you think you might handle this same situation in the future?

#### **Step 3: Assigning of Consequences**

Classroom teachers can assign the following consequence:

- Verbal warning
- Withholding of privileges (recess)
- Issue a behavior infraction (3 behavior infractions = detention)
- Contact Parents
- Note in file
- Detention
- Refer student to Principal

All interventions for discipline by the section Principals and Head of School will follow a similar process as above, and all interactions will be documented in the student management system for possible future reference. Specific consequences will be assigned by administration based on the seriousness of the offense, the frequency of the student's inappropriate decisions for their own behavior, and the student's attitude during the discipline process. The following offenses have serious consequences which could include out-of-school suspension (1-3 days) and/or expulsion from AISCT:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or furnished firearm, knife, explosive, or other dangerous object-laser pointer.
- Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
- Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol, or intoxicants.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property, including vandalism and graffiti.
- Stole or attempted to steal school or private property.
- Repeatedly possessed or used tobacco or product containing tobacco or nicotine
- Repeatedly possessed or used e-cigarette or vaping device and/or paraphernalia.
- Committed obscene act(s) or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.

- Disrupted school activities, willfully defied school personnel in the performance of their duties.
- Knowingly received stolen school property or private property.
- Committed sexual harassment\*
- Participated in an act of hate violence, which includes any hateful content that discriminates on the basis of race, religion, gender, ethnicity, or sexual orientation.
- Harassed, threatened, or intimidated another student.
- Being truant from school
- Academic dishonesty and/or falsification of school or official records

\*AISCT defines harassment as: Deliberate or repeated offensive comments, gestures, or physical contact of an abusive or intimidating nature, sexual or otherwise, in the school or school sponsored environment. The School Board, School Council, and administration shall view such behavior as a serious violation of the standards of conduct expected from all employees, students, community members, and visitors of the AISCT and such behaviors shall be grounds for disciplinary or other action. AISCT is bound by the regulations outlined in the South African [Code of Good Practice on the Prevention and Elimination of Harassment in the Workplace](#).

An anti-discrimination code is signed by all students and staff each year and can be found [here](#).

Out of school suspensions are recorded as unexcused absences. Two suspensions from school in any one year will result in a disciplinary hearing.

## BULLYING

Bullying may be defined as the activity of repeated, aggressive behavior intended to hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person. There are many other types of aggressive behavior that don't fit the definition of bullying, but this does not mean that they should not be addressed.

AISCT does not allow bullying and harassment. We believe every student has the right to feel safe at AISCT.

Bullying and harassment have a negative effect on academic performance and create a hostile learning environment. Threats, harassment, intimidation, and cyberbullying are all forms of bullying and will not be allowed at AISCT. Bullying and harassment are considered from the perspective of the victim. If the behavior is not wanted, it is harassment even if the harasser means it as friendship. Teachers who witness or are made aware of any incident of bullying or harassment will act immediately and notify school administration.

Consequences for any form of bullying are outlined below:

**First Offense** could include: conference with administration, written apology letter to victim, communication with parents, and detention.

**Second Offense:** could include the above, plus conference with parents and administration, in-school, and/or out-of- suspensions.

**Third Offense:** could include the above, plus multiple day out-of-school suspension and/or expulsion. In the determination of appropriate consequences, a number of factors must be taken into account.

## Disciplinary Hearing

When there are serious allegations against a student or a case of repeated violations, the school will notify the student and parents in writing regarding an upcoming Disciplinary Hearing. Student and parent rights are outlined below. The Disciplinary Hearing takes place according to a prescribed procedure which is based on the fundamental principles of law and natural justice.

Please note that the school reserves the right to review and adapt this document when necessary. The school acknowledges that the age of the child is important in this whole process and for Elementary School age children two options would be made available to a child involved in a serious disciplinary issue:

1. To dispense with the Disciplinary Hearing and allow the school administration to adjudicate on the matter.
2. To opt for the use of the Disciplinary Hearing, with the parents determining whether or not the child should be present. In the case where the child will not be present, the parents will have the option of

representing the child at the hearing. A copy of the disciplinary hearing steps can be requested from the Head of School.

## **DISPLAYS OF PUBLIC AFFECTION**

Because so many cultures and age groups coexist at AISCT, it is important that students demonstrate an attitude and behavior regarding interpersonal relationships that is acceptable to people of various cultural and ethnic backgrounds and different ages. The school recognizes that genuine feelings of affection may exist between students, however, the public display of such affection on campus is not acceptable. Students should refrain from inappropriate behavior, such as intimate and prolonged embraces, kissing and similar actions offensive to the general public on campus, on school transportation, and at school events.

## **DISMISSAL**

The school day ends at 2:50 p.m. Elementary students are expected to leave campus at the end of the school day, unless involved in a scheduled after-school activity. Lower School students not picked by 3:00 p.m. will be sent to After Care, which comes at a cost to parents. Upper School students are encouraged to sign up for afterschool activities however, if they are not signed up for a school sponsored or private after school activity, they may remain on campus provided that they involve themselves in some kind of constructive activity. (Playing soccer on a free field, shooting hoops if the court is free or completing homework in the cafeteria or outside on a picnic bench for example). Upper School students who are found loitering after school and are not engaged in a constructive activity will be banned from remaining at school after hours for a period of time as deemed suitable by school administrators.

Students are to remain at the loading zones to be picked up. Lower School students are not allowed in the parking area or to walk out of the gate unaccompanied by parent or guardian, without prior permission given by the parent or guardian. Students must board their cars only at the loading zones.

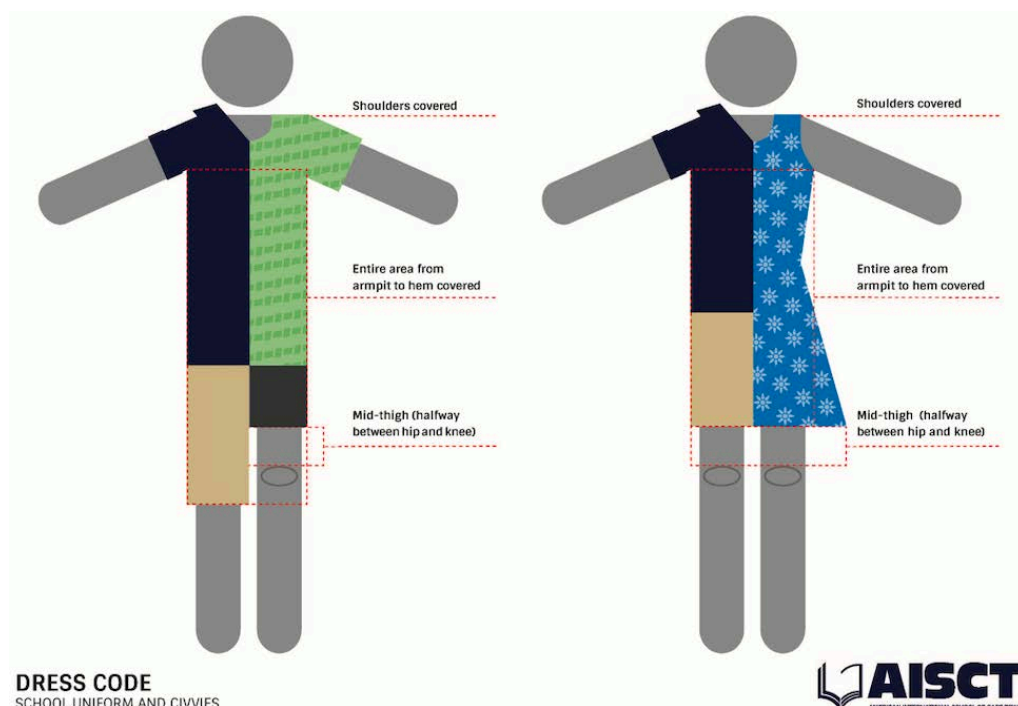
Unsupervised students are not permitted on campus after 5:30 p.m.

## **DRESS CODE / UNIFORMS**

Consistent with the school's mission statement, the Dress Code policy seeks to provide students with a valuable feeling of equality and a sense of orderliness and school community.

AISCT students wear a school uniform consisting of khaki shorts, slacks, pinafore or skirt, blue polo, and a blue sweater, hoodie, or fleece. All students are to wear shoes or sturdy sandals at all times, no "flip-flops", "thong" sandals or "shower shoes/slides". Caps, hats, hoods, or other non-religious headwear in the classroom are not permitted.

There are occasionally Uniform-Free Days ("Civvies Day") on which students are not required to wear the uniform. On these days students must look neat and presentable. In the simplest of terms, the expectation for civvies days is the following: Modest, appropriate attire that covers from the shoulders to the mid-thigh (halfway between the hips and knees).



Failure to adhere to any aspect of the dress code or uniform policy will result in one of the following: the student is required to wear a school-provided uniform; the parents are asked to supply alternative appropriate dress; the student is given a new uniform which is billed to the family; or if the student refuses to change, is sent home. Uniform offenses would be considered behavioral infractions and be subject to our discipline policy.

All students in grades 6-12 must change from their regular school uniform into their Dance/P.E. clothing for Dance and P.E. classes and activity sessions. Students who do not have the proper school attire for P.E. or Dance will be required to seek out the appropriate attire (i.e., phone home, purchase a new uniform, use a spare uniform). If a uniform is not sourced, the student will not be allowed to participate in the lesson and theory work will be assigned. The details of the uniform policy are shown below:

***The AISCT uniform exists for the benefit of our students and the larger learning environment. It is expected that the following policy be adhered to by all students. Students' general appearance must be appropriate to the educational environment and not be a distraction to the learning environment.***

**Uniform items are to be purchased from the school uniform shop on-site. Students should be dressed in current uniform items bearing the AISCT logo. Non-uniform overcoats, hoodies, jackets and the like are not permitted during class time. The only hoodie allowed at school is the AISCT school hoodie.**

Lower School	Upper School
Navy blue short/long-sleeve polo shirt	Navy blue short/long-sleeve polo shirt
Khaki shorts, pants, pinafore, skirt	Khaki shorts, pants, skirt
Navy blue fleece, navy blue V-neck sweater	Navy blue fleece, navy blue V-neck sweater
Navy blue long-sleeve sweatshirt & hooded sweatshirt	Navy blue long-sleeve sweatshirt & hooded sweatshirt
Navy blue long-sleeve shirt	Navy blue long-sleeve shirt
PE: blue and gold short-sleeve sports shirt and navy blue shorts or track pants	PE: blue and gold short-sleeve sports shirt and navy blue shorts or track pants
Dance: activewear long leggings (black/navy), shorts or the official AISCT PE shorts, the AISCT PE top or plain black/navy short or long sleeve top, long hair tied back with hair tie/ bandana/ hairband	Drama blacks: plain black leggings or sweatpants and a plain black t-shirt  Dance Girls: activewear top (black or navy), activewear leggings or shorts (black or navy no print), no rings, bracelets & watches, long hair tied back with hair tie and/or clips

	Boys: Sleeveless tank top or short sleeve t-shirt (black/ navy, black jogger or drama slacks, long hair tied back.
Khaki cap/hat	Hooded Sports and Activities Sweatshirt
<b>Grizzly Cubs:</b> Navy t-shirt, shorts, and sweatpants	Senior shirt and jacket for Grade 12 only

- A. Non-school issued shirts, jackets, sweaters, jumpers and other top wear is **not permitted** during class time.
- B. During the swimming season, girls' costumes must be one-piece. Swim caps are required for all.
- C. All students are encouraged to wear a school issued hat/cap during the summer months. Students in ECD to Grade 5 are expected to wear a school issued hat/cap and may not be able to participate in outdoor activities if they do not wear one.
- D. Shirts and sweatshirts advertising a school production or other school event may only be worn during the week leading up to the performance with prior permission. These are not considered part of the school uniform.
- E. All student appearance should be appropriate to the school environment and not distract from learning.
- F. Any issues pertaining to uniform or student general appearance not detailed in this policy are left to the discretion of the school administration.

**The AISCT Uniform Shop is open Monday-Friday from 8:00-4:00. Should you have queries, please contact Veronica Holland by email at [vholland@aisct.org](mailto:vholland@aisct.org) or by phone on (021) 713-2220. Please note the Uniform Shop can accept cash or credit card.**

## **DROP-OFF AND COLLECTION OF STUDENTS**

AISCT uses a stop and drop system, through which parents and drivers will utilize our circle drive to load and unload students in the morning and afternoons. Therefore, parking in the main drive is not permitted. All vehicles enter the front gate, follow the demarcated lanes and stop momentarily for loading and unloading. Parking on campus will be limited to the areas in front of the school office and designated areas. These measures have been put in place to guarantee consistent traffic flow and ensure the safety of our students while on campus. We greatly appreciate your help in keeping our traffic areas clear and safe for our children.

**Morning Arrival:** The AISCT campus opens officially at 7:45 a.m. for students. Students arriving before this time will be asked to wait in the office. Unless an appointment has been scheduled with a teacher or member of the administration, please ensure that your children are not delivered to campus before this time.

**After School:** School dismisses at 2:50 p.m. on Monday to Thursday and 1:45 p.m. on Friday for early release. AISCT is proud to offer a variety of After-School Activities each term. These activities provide supervised instruction for our students each day from 3:00 p.m. – 4:00 p.m. (2:00 p.m. - 3:00 p.m. on Fridays) and sometimes longer. Those students completing the necessary sign-up forms are welcome on campus after school for the appropriate activities.

## **EMAIL ADDRESSES**

Parent email addresses from the school's database will be shared with the PATA Central Committee in order that the committee members can communicate directly to parents about school initiatives and events. Parents are requested to advise the school if this presents a problem.

## **ENGLISH LANGUAGE LEARNERS**

English Language Learners (ELL) classes are for students for whom English is not the first language. All AISCT teachers are expected to accommodate in their program those students. This accommodation involves individualized approaches and, in some cases, parallel curricula allowing the ELL students to work within the mainstream classroom as their English skills are developing. It is important that students start speaking and listening to English quickly to develop their reading and writing skills. An additional fee is charged for students enrolled in the ELL program.

## **EXAMINATIONS**

All High School students (Grades 9-12) take summative assessments at the end of the first semester on the material covered during the entire semester.

At the end of the second semester, all students in grades 6-12 are expected to take a final summative assessment in each of their subjects as scheduled. The final assessment shall include questions on the most important material covered during both semesters. Important material means topics which need mastery for the continuation of the students' studies. Students who have enrolled at the beginning of the second semester may be exempted from answering questions on topics covered during the first semester and will be given other questions instead.

If there is a valid reason for a student missing the final examination (illness, visa issues, family circumstances, etc.), every effort will be made to reschedule the examination to a later date. If the absence is due to illness, a doctor's note must be provided. Should it prove impossible to reschedule the examination for reasons beyond the control of the school, it may be necessary to either:

1. Award an incomplete with a view to the student making up the exam at some future date, as determined by the school, or
2. Award a failing grade. Failure to take the scheduled final examination without a valid reason will result in a failing grade for the missed final exam.

Early examinations at the end of the year may be requested from and approved by the Head of School, if the student's family is reassigned to another country or is expected to take home leave before the end of the school year. Early examinations are not allowed for the sake of early vacation or for the sake of attending another school in the following school year.

Attendance at examinations is considered part of the 80% attendance policy needed for course credit. Grades will be computed to include the examination grade, which may count up to 20% of the semester grade.

Arrangements for students with accommodations such as extra time, extended breaks or use of a separate testing room, will be made in line with the AISCT letter of accommodations pertaining to the individual student.

## **FACILITIES USE**

The school wishes to share its facilities, when possible, with school community groups and to offer use of School facilities after school, in the evenings, and on days that school is not in session. The Board authorizes the Head of School to schedule and manage the use of facilities on the basis of priority and community need and to set the rules and procedures that are necessary to protect school equipment, materials, and facilities; while providing the kind of reasonable access that AISCT has traditionally afforded its community. The expectation is that the facility is left exactly in the state it was found and all trash is removed and any damages to gardens or facilities are reported immediately. It is an expectation that vehicles will not be driven or parked on the grass areas and the pool area is considered out of bounds to all unless specific permission has been given for the use of this facility. All requests should be made to the Estate Manager at least two weeks in advance of the function, giving details of all needs and requirements for the use of the facility. Please note that the school assumes no responsibility for loss or damage to the personal belongings of persons associated with the function and assumes no responsibility for personal injury sustained by any persons attending the function.

Facilities may never be allocated to outside groups at times that would interfere with any school function schedules for the students and/or their parents.

All individuals and groups who use AISCT facilities or equipment must follow the rules laid down by the School, including security requirements. If a fee is to be charged, this will be done in consultation with the Head of School and Operations Manager.

## **FIELD TRIPS**

Field trips are an important part of the school's program. The goals of these trips include exposure to the culture and geography of Cape Town and social and behavioral experiences for the students.

### **1. Expenses**

The school will provide transportation for approved trips in the general Cape Town area. Students will usually pay for entry fees and meals.

## 2. **Geographical Limits**

Day field trips are limited to the Cape Town area (generally within an hour's radius of the school). The administration and faculty agree that the goals of the school's field trip program can be met without traveling great distances or incurring great expenses.

Overnight field trips may be planned and developed as integral parts of the year's programs for upper grades. Trips involving school days may also include weekend days.

## 3. **Participation**

All class members are encouraged to participate in field trips. Assignments and supervision for non-participating students will be the responsibility of the teacher. Students who do not participate in the overnight field trips will join one of the classes remaining at AISCT or pursue independent work on campus. The Principal must approve arrangements in advance.

## 4. **Permission Forms**

Details of the field trip and its justification will be sent via letter or email from the sponsoring teacher. This letter will include a permission form that must be signed by the parent and returned to the teacher if the student will participate in the field trip.

The school uniform is required on all field trips, unless an exception is made by the Principal. AISCT expectations and understood codes of behavior are in effect on all field trips, just as they would be on the campus.

## **FINANCIAL AID**

The School Board is committed to providing financial assistance to AISCT families who have demonstrated financial need. Such assistance will be provided in the form of a tuition grant. The full details of the Financial Aid Policy, together with details relating to the application process can be found in the 'Financial Aid Policy' document.

Financial Aid Guidelines:

- Available to all families attending AISCT that meet the eligibility criteria
- Available only to families through the official application process
- Recipient students are subject to the same standards of student performance as other students at the school and must maintain a "B" average across all academic subjects and/or are meeting the majority of grade level standards
- Awards can be given to a maximum of 50% of full tuition rates
- Annual re-application required for all recipients
- Unreported change in financial status may require cancellation and/or re-assessment of the award
- Awards are only applicable to tuition costs, as determined by the committee
- The application procedures attached must be strictly adhered to
- Maintenance of strict confidentiality by all parties involved in the program
- The financial aid awards' budget cannot exceed 3% of anticipated tuition revenues for the year

## **FOOD**

For the daily snack, students should bring a healthy snack and a water bottle. Daily hot lunches for students in ECD - K2 are included as part of school fees. Lunches for students in grades 1 - 12 are the responsibility of the student. Students may bring a lunch from home, which should be clearly marked with his/her name, or students may participate in our hot lunch program at an additional cost. If they choose the latter, they must make arrangements with the cafeteria for payment. Lunch cards can be preloaded with funds for student lunch purchases. Food delivery services are not permitted during the school day.

## **GIFTS AND SOLICITATIONS**

### **1. Gifts to the School**

Any student, class of students, or a student organization may offer a gift of an item or money for a specific or general purpose to the school, or may finance a project appropriate to the functions of the school. The Head of School is authorized to accept or reject such gifts as is deemed appropriate.

Any student, class of students, or student organization wishing to make a gift to the school shall notify the Head of School of such intent. The Head of School shall acknowledge gifts accepted on behalf of the school.

The Head of School shall notify the Board of Directors of the receipt of a student gift to the school.

### **2. Gifts to AISCT Faculty / Staff**

Students and parents are discouraged from the routine presentation of gifts to staff/faculty of the school. When a student wishes to present a gift to a staff member, the gift must not be elaborate or unduly expensive. This policy does not intend to discourage acts of generosity; simple remembrances expressing affection or gratitude shall not be regarded as violations of the policy.

### **3. Student Solicitations**

Students may not solicit funds for any non-school activity without the express written approval of the Head of School. Students may not sell items on campus without the express written approval from a Principal or Head of School.

Commercial agents may not advertise or solicit business on the campus without the approval of the Head of School. Representatives of any newspaper, publication, or news service may not solicit the opinions of students on campus without the approval of the Head of School.

## **GRADE LEVEL PLACEMENT**

AISCT will assess each student in relation to his or her abilities, age, and physical and social development. Upon enrolment, students are tentatively placed in a grade or section based upon their previous academic history and their chronological age. For younger grades, greater emphasis is placed upon age. Students who are two years old by September 1 will be eligible to enter Grizzly Cubs. Students turning four will be eligible for Kindergarten 1, students turning five will be eligible for Kindergarten 2 and so forth. AISCT will consider children who turn two between September 1 and December 31, but this may involve a trial day. In addition, those children accepted into the Grizzly Cubs Program will only transition to Kindergarten 1 when they are four years of age by September 1.

Generally, students are placed based on chronological age and natural progression. Students who transfer into AISCT from a school system operating under a different calendar will be assessed and placed accordingly. Social, developmental and academic progress are all considered in this assessment.

It is hoped that the discussions between the school and parents regarding placement of a child will create an educational experience that serves the best interests of the child. The final decision for student placement, however, rests with the school administration.

In some cases, the AISCT administration will recommend that a student be retained at a grade level for the next school year. In some cases, this is a recommendation only, and parents will make a decision after meeting with a panel of teachers who will advise on the situation. In other cases, when the teachers feel strongly that it would be detrimental for the child and/or the other students in the class for the child to be promoted, the school may make the re-enrolment of the child contingent upon retention. (See also Support Programs in Curriculum section and Admissions Policy.)

## **GRADUATION REQUIREMENTS**

### **Minimum Credit Requirements**

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Foreign Language	3 credits
Physical Education	2 credits
Fine Arts/ Performing Arts	2 credits
Other Electives	10 credits
<b>TOTAL CREDITS</b>	<b>30 out of 32 possible</b>

Additionally, all students must demonstrate a commitment to service. Students in grades 11 and 12 will design an Impact project that culminates in a presentation in their senior year which is a graduation requirement.

In order to graduate with an AISCT high school diploma, a student must complete one full academic year at the school. This means that it would not be possible for a student to transfer into the school after the beginning of the school year in August and receive an AISCT high school diploma in the June of the same school year. Students transferring at the start of Grade 12 will be required to take one core class in each academic discipline.

The AISCT High School Diploma is awarded for successful completion of 30 out of a possible 32 credits over the 4-year program. Students transferring part way through the program will get an individualized set of graduation requirements based upon evaluation of previous school records/transcripts. Students will only be allowed to transfer credits for courses completed in Grades 9-12. Credit for courses taken via an approved and accredited online institution will be noted on the AISCT transcript. AISCT will accept a maximum of 4x 0.5 online credits to be transferred onto our transcript. Should students wish to enroll in courses not currently offered at AISCT, this is permitted upon approval from the school administration provided that the course is part of an approved and accredited online institution. For an approved, compatible system, grades provided by an online provider can be included on the AISCT transcript and incorporated into GPA calculations. If the course uses an incompatible grading system, then credit can be included and a Pass/Fail noted but the grade can not be included in GPA calculations.

Course costs will be at the expense of the family. Students will be permitted to take a maximum of one yearlong VHS/K12 course per annum as part of their AISCT course load. Grades and credits for this one course will be included in the AISCT transcript. Students in Grade 12 will be required to enroll in a minimum of 3 core academic courses throughout the year. Students in Grade 11 and 12 enrolled in 2 or more AP classes may be enrolled in an AP Study Hall class for one schedule block (max). AP Study Hall is not a credit bearing class and no grade is awarded.

In the case of failing grades: Credit for required 'foundation' courses must be recovered either online or 'in-house' (i.e. by repeating the course offered at AISCT). If credit is recovered 'in-house' then the grade earned for the credit recovery course will remain in the transcript and the F for the previously failed course will be replaced with N/C (no credit) on the transcript. Credits recovered online (from accredited institutions) will be noted on the transcript but those grades will not be included in AISCT GPA calculations.

## **GUARDIANSHIP**

Students enrolled at AISCT must have adequate supervision by parents or guardians. If parents leave Cape Town temporarily and leave their child(ren) in the care of someone else, parents are required to notify the school giving all dates, names, numbers, and pertinent information in advance. Students should be left in the guardianship of a responsible adult who can communicate with the school if needed.

If during the school year both parents/guardians plan to leave Cape Town while the student remains in attendance at AISCT, they must appoint a temporary caretaker and notify the school in writing as far in advance as possible.

Because illness, accidents, and unforeseen problems can occur at any time, the school asks that the duly appointed caretaker live with, or in close proximity to the student to provide adequate care and supervision

(a domestic worker does NOT qualify as an acceptable caretaker, regardless of the age of the student). In the event that the supervision of the student is deemed inadequate by the school, an alternative arrangement may be required.

Students will not be admitted to the school if a student is not living with a parent or close relative. Non-family guardians do not fulfill the enrollment criteria. Exceptions to this must be approved by the Head of School.

The school's concern in this matter is not intended to interfere with the personal responsibilities of parents. Experience has shown that while a student is attending AISCT, the school must be able to contact parents or caretakers at any time.

Non-custodial parents are not guaranteed access to the school campus or school events.

## **HEAD LICE**

Parents should be advised that it is common during any school year to have cases of head lice at school. Head Lice, which is not considered a serious condition, is quite common in schools. Students who are detected as having head lice will not be able to remain at school until they are free of any lice or nits. The more menacing aspect of head lice is the nits, or eggs. These are small darker colored hard casings, which attach themselves to the hair shaft. The best way to rid the head of nits is to carefully pull them free from the hair shaft one by one. Very fine-toothed combs, available locally, can be effective in removal of the nits as well. Unless the hair is free from the nits, it is highly likely that an infestation of lice will continue to reoccur. If live head lice are detected, the hair should be treated with shampoo products designed for treatment of head lice.

When head lice is detected in the classroom we send out a notice informing parents and involve our first aid responder in diagnosing and checking. Students who miss school due to head lice will require an examination by the first aid responder before returning to class. Please inform the school if your child has head lice.

## **HOMEWORK**

Homework is an important part of our educational program. It provides students with opportunities for independent practice, skills reinforcement, and research. It also promotes good time management and responsibility. As students can become overloaded with homework, and as inadequate sleep is counter-productive to the learning process, particularly for Upper School students who have several teachers making assignments, the guidelines below have been developed. Occasionally, work may take longer than the prescribed times. If this happens regularly, parents, students, and teachers should discuss the situation to see whether there is a problem in the way the student is approaching the assignments. If it takes considerably less than the prescribed times, then there is the possibility that the homework is not being addressed properly, in which case the teacher should make specific recommendations to the student and parents for more effective handling of homework assignments. However, the amount of time a child spends will depend on his or her academic background, study skills, maturity, and organization.

Total homework time for any given night will vary. Some children will find some assignments more time-consuming than other children do, and sometimes this divergence will vary according to the subject. (One child might complete math homework in less than the average time, but social studies in more than the average time.)

Grades K2-Grade 1: No formal homework; reading at home is expected.

Grades 2-5: Weekly math packet given and students are afforded the full week to complete it. Reading at home is expected and project research will be assigned on an as needed basis.

Grades 6-12: Students should expect one to two and a half hours of homework per night, primarily from their core subject classes. This does not apply to AP courses which require considerably more independent work time than regular high school courses.

No individual subject should require more than two and a half hours of homework per calendar week (seven days) for Lower School students or three and a half hours for Upper School students. When homework in a subject is assigned one day and due the next day, the assignment should take no longer than forty minutes.

Teachers are encouraged to prepare a one or two week homework plan for distribution and/or communication to students. This plan can outline the homework expectations for the next one or two weeks, can allow students to plan in advance (again, particularly for the Upper School students who may receive major assignments from several teachers), and can help promote efficient time management for students. Teachers should consider scheduling a homework-free night occasionally.

If homework is consistently taking considerably more or less than the time suggested above, or if the student insists that "we never have any homework in that subject", then there could be a communication problem. Parents in this case are encouraged to arrange a meeting with the teacher to address this misunderstanding or any problems that may exist in the way the student is addressing the assignments.

### **MAKE UP WORK**

When students have extended absences from school, they miss important instruction and educational interactions with teachers and classmates. While teachers can provide assignments and recommended work with advanced notification, students miss the benefits of the direction and supervision of the teachers for accurate understanding and development of skills. Students who miss a day or two due to illness are responsible for making up any essential tasks that have been missed.

Teachers are not expected or required to create extensive individual programs for students who miss school for long periods of time. Students who miss a day or two of school due to unexpected absences, such as an illness, are expected to follow-up with their teachers and check documents online. In the case of known upcoming absences, in grades 6-12 a Make Up Task Form can be used for this purpose. It is the student's responsibility to ensure all essential assignments are completed. (See also Absences /Attendance)

### **HONOR CODE**

The school's listing of student expectations at the beginning of this manual states that the school expects students to work together and to help each other. AISCT knows that students do, in fact, help each other learn, and this encourages a classroom environment in which the ideas of students are valued both by the teacher and by fellow students.

Students may get help from a parent in understanding an assignment or in solving a problem. Parents and students should realize that the purpose of the homework is to reinforce what the child has been doing in the class and to solidify understanding. Therefore, parents who help children with homework should ensure that the student is able, after receiving help, to solve the problems or do the work independently. This same thinking applies when a student receives help from another student or tutor.

Students preparing compositions or papers must adhere to MLA protocols when submitting any work for assessment grades. Students who steal, attempt to steal, or possess a stolen exam have violated the code of academic honesty and will face serious consequences.

Most tests, quizzes, and written assignments (compositions, research papers, and so forth) are intended by the teacher to be done independently by the student. Students who copy information from another student or who, in any way, present writing as their own work when it was in fact taken directly from someone else, have violated the code of academic honesty.

The AISCT Honor Code, of particular application to the High School, is worded as follows:

"I realize that copying and presenting the work of someone else, or that generated systems such as AI or machine learning, as if it were my own is dishonest. I realize that it is my responsibility not only to adhere to the above code but also to report to the teacher any such dishonesty of which I am aware. Whether I myself copy the work of someone else, give my own work for someone else to copy, or tolerate such action in others, I am guilty to one degree or another of academic dishonesty."

Honor code violations are serious, and students who are involved in an incident of academic dishonesty could receive the following consequences:

**First Offense:** automatically required to repeat or resubmit the piece of work under supervised conditions and a one-day in-school suspension.

**Second Offense:** automatically required to repeat or resubmit the piece of work under supervised conditions and a one-day out-of-school suspension.

**Third Offense:** automatically required to repeat or resubmit the piece of work under supervised conditions, an out-of-school suspension, and a disciplinary hearing, and potential expulsion from school.

**HOUSE COMPETITIONS:** Upon admissions, students are assigned to one of three houses, Lions, Leopards, and Cheetahs. Siblings are assigned to the same house. House competitions occur throughout the school year.

## **INFORMATION TECHNOLOGY USE**

AISCT offers student access to a computer network for the Internet. To have access to the Internet, all students must obtain parental permission as verified by the signatures on the form "Technology Acceptable Use Policy."

Technology use at AISCT can be summarized as follows:

**Grades 1-2:** Students have access to school-owned iPad carts to use in class. No other device use in school is permitted without expressed teacher permission.

**Grades 3-5:** 1:1 iPad program in place. Students are required to bring their own iPads to school to use in class.

**Grades 6-12:** Bring your own Apple Device (BYOAD), either an iPad or a MacBook.

### **Technology Acceptable Use Policy** *(signed at time of enrollment)*

#### **1. SCHOOL CODE OF CONDUCT**

This Policy supplements the existing policy framework at AISCT (the School). Notwithstanding the existence of this Policy, the use of the School's telecommunications Network, any School computer, and any mobile phone (also referred to as cell phone or smartphone), laptop, tablet, or other mobile communication system (each a **personal electronic device**) by learners and staff shall remain subject to all other applicable protocols specified in the Student-Parent Handbook.

#### **2. USE OF THE SCHOOL NETWORK**

The School believes in the value of technology as an educational resource. In order to promote educational excellence and so as to facilitate resource-sharing, innovation and communication, the School is pleased to be able to offer learners and staff access to the AISCT information technology Network, which includes but is not limited to Google Workspace, digital educational and productivity platforms, and the Internet (**the Network**).

Access to the Network by learners and staff, whether using a School computer, a personal electronic device, or otherwise, is at all times subject to the following:

##### **2.1. ACCEPTABLE USE OF THE NETWORK**

- 2.1.1. The Network is maintained to support teaching, learning, and administrative activities at the School. You may use the Network for any legal activity that is in furtherance of this aim, as well as the aims and policies of the School in general.
- 2.1.2. Each person given access to the Network must do all things necessary to maintain the security of the Network, including using strong, unique passwords and keeping them confidential.

##### **2.2. UNACCEPTABLE USE OF THE NETWORK**

- 2.2.1. **Content not related to School activities** – Users are not permitted to use the Network for non-School related activities, such as network games or the transmission, streaming, or hosting of large audio or audiovisual files.

- 2.2.2. **Content in violation of Code of Conduct** – Users shall not use the Network to intentionally access, transmit, copy or create material that violates the rules stipulated in the Student-Parent Handbook.
- 2.2.3. **Inappropriate Material** – The Network shall at no time be used for the solicitation, transmission, viewing, or storage of any content that is obscene, lewd, or indecent, including any pornography or other sexually explicit or suggestive content (together referred to as **inappropriate material**).
- 2.2.4. **Illegal Content** – The Network shall at no time be used to solicit, transmit, or store content that is defamatory, fraudulent, or otherwise unlawful, including content that solicits, encourages, or provides instructions for the commission of a criminal offense. Content relating to or in furtherance of illegal activities will be reported to the authorities.
- 2.2.5. **Expression of Bigotry** – The Network shall at no time be used to transmit, store, or view content that is racist, sexist, homophobic, or otherwise discriminatory.
- 2.2.6. **Bullying and Harassment** – The School does not allow bullying. The Network shall at no time be used to engage in conduct that causes or could reasonably cause mental, psychological, physical, or emotional harm to any person or which inspires the reasonable belief that such harm may be caused. This includes content that is insulting, harassing, threatening, or abusive. All forms of bullying and harassment are clearly prohibited in the Student-Parent Handbook.
- 2.2.7. **Spam** – The Network shall at no time be used to transmit unsolicited promotions, advertising, contests, or chain letters or other material that is designed or likely to cause annoyance, inconvenience, or needless anxiety (spam).
- 2.2.8. **Intellectual Property** – The Network shall not be used to infringe the copyright, trademark, or other intellectual property rights of any party. In particular, the Network may not be used to access, download, store, or transmit music, videos, or other content in violation of the intellectual property rights of any party.
- 2.2.9. **Malware/viruses** – Users shall take care not to access, transmit, download, or store any virus, corrupted data or other harmful or destructive files that may damage or disrupt the performance of the Network.
- 2.2.10. **Impersonation** – When accessing and/or using the Network, users are not permitted to forge other users' names, disguise their identity, impersonate other users, or send anonymous communications.
- 2.2.11. **Hacking** – No person shall hack or attempt to hack into the Network or access or attempt to access any information stored on the Network to which such person is not entitled access.
- 2.3. **CONTENT FILTERING**
  - 2.3.1. The School utilizes filtering software and other technologies to prevent users from accessing certain inappropriate or irrelevant content via the Network (**Filtering Software**). Users are prohibited from circumventing or attempting to circumvent any Filtering Software that may be in place from time to time. Students are not allowed to use VPNs or proxies while connected to the school's network.
  - 2.3.2. Teachers may from time to time recommend and use public websites over which they have no control but that are, to the best of their knowledge, legitimate and safe. Despite every effort to supervise learner-use of the Network and the employment of Filtering Software, the Network could potentially be used to access inappropriate material. Learners are required to take responsibility for his or her use of the Network and to avoid inappropriate material and are further required to report any inappropriate material accessed via the Network to a member of staff.
- 2.4. **MONITORING OF NETWORK ACTIVITY**
  - 2.4.1. Those who use the Network shall have no expectation of privacy in respect of their activity over the Network, including all information stored on the Network. All activity that takes place over the Network is monitored and logged. Logs include email usage, web pages visited as well as all search queries used on sites such as Google, and Wikipedia.
  - 2.4.2. Usage logs may be made available to the Schools' administration upon

request, to be examined, used, and disclosed as management in its sole discretion deems necessary (for example, to protect the health, safety, discipline, or security of any person). Usage logs and information located on the Network may also be used in disciplinary actions.

### **3. USE OF MOBILE PHONES/SMARTPHONES, LAPTOPS, AND TABLETS**

- 3.1 No personal electronic device brought onto the property of the School shall contain any inappropriate material.
- 3.2 Students in Grizzly Cubs through Grade 8 are not allowed to use mobile phones during school hours. If mobile phones are brought onto campus, they must be switched off and remain in the students' bags or lockers.
- 3.3 Students in grades 9 through 12 are permitted to use mobile phones on campus. The use of mobile phones in the classroom is at the teacher's discretion. Phones should remain out of sight and not in use unless a teacher has given explicit permission for the phone to be used. Such use shall always be restricted to educational purposes and shall not include any telephone calls or messages, even to or from parents or guardians. The Student-Parent Handbook clearly sets out the appropriate manner for students to contact their parents or guardians, and vice versa, during the school day.
- 3.4 Students from Grizzly Cubs through grade 8 are not allowed to use mobile phones, tablets, laptops, or any other personal electronic devices during lunch breaks or between class periods unless under the direct supervision of a teacher.
- 3.5 Users are required to install the latest security updates on their devices and use antivirus software to protect against malware.
- 3.6 A personal electronic device used in breach of clause 3.1, 3.2, or 3.3 may be confiscated by any staff member and locked securely in the Principal's or Head of School's office until the end of that School day.
- 3.7 The School is aware that personal electronic devices can be used as instruments to commit or record the commission of **Serious Offences**, as identified in the Discipline chapter (page 20) of the Parent-Student Handbook (which include academic dishonesty, extortion, bullying, and sexual harassment).
- 3.8 In order to honor the commitments the School has made to all its students and their parents, it needs to investigate these offenses, and it cannot do so effectively or at all without being able to **seize and search** a student's personal electronic device that is reasonably suspected to contain evidence of such offenses.
- 3.9 The School has, however, set itself strict **conditions** for doing so (modelled on the United States federal law).
- 3.10 A personal electronic device brought onto School property by a student may be seized by a staff member **only** upon reasonable suspicion that it contains evidence of a serious offense and must immediately be delivered to the Head of School, who must:
  - 3.10.1. satisfy him/herself that the suspicion is reasonable;
  - 3.10.2. store the device securely; and
  - 3.10.3. schedule a formal search as soon as possible.
- 3.11 A seized personal electronic device may be **searched only**
  - 3.11.1. by the Head of School or a person designated by him/her specifically for this purpose, provided that the person conducting the search must be of the same gender as the student in question;
  - 3.11.2. in the presence of the student concerned (who is obliged to unlock the device and any files or folders within it, when requested to do so by the person conducting the search);
  - 3.11.3. in the presence of a parent or guardian of the student, unless this condition has been waived by the parent(s) or guardian(s);
  - 3.11.4. in a manner that is strictly proportional to the purpose of the search and is sensitive to the privacy of the student and any other persons whose private material may be stored on the device.
- 3.12 Any student, parent, or guardian aggrieved by the grounds on which or the manner in which a search has been conducted may lodge a complaint with the School Council to be considered promptly.

### **4. PRIVACY**

- 4.1. The School respects the privacy of all learners and staff and expects those who use the Network or who bring personal electronic devices onto the property of

- the School to do the same.
- 4.2. No student shall use any electronic device to take any pictures, voice or video recording during any lesson or classroom activity, without the explicit permission of the teacher concerned.
  - 4.3. Outside of class time, students and parents should be mindful when taking any pictures, voice or video recordings on school property to ensure this does not violate another person's privacy.
  - 4.4. Where any person is instructed by a member of staff to cease taking pictures, voice or video recordings on School property, such person shall cease to do so immediately.
  - 4.5. Where any person is instructed by the Head of School to remove a social media post that violates the privacy of others, such person shall do so immediately and delete the material from their personal device.

## **5. DISCLAIMER**

- 5.1. The School accepts no responsibility for personal electronic devices brought onto School property. The responsibility to keep devices secure rests with the individual owner, and the School will not be liable for any loss or damage of any such device (unless caused by intentional or grossly negligent conduct attributable to the School).
- 5.2. All access to and use of the Network, whether using a School computer or personal electronic device, is at the sole risk of the user. The School makes no representations or warranties, implied or otherwise, that the content available via the Network is free from errors or omissions or that the Network will be uninterrupted or error-free.
- 5.3. Neither the School nor any of their employees, other members of staff, or governing bodies, shall be liable for any loss, damage, or inconvenience of whatsoever nature arising directly or indirectly from:
  - 5.3.1. the access or use by any person of the Network, whether using a School computer or personal electronic device, including the accessibility of any content via the Network;
  - 5.3.2. the inability to use or access the Network;
  - 5.3.3. the use by any person of any personal electronic device while on School property;
  - 5.3.4. any content existing on any personal electronic device brought onto the School property or exposure of any person to content existing on any personal electronic device;
  - 5.3.5. the loss or theft of any personal electronic device of any person on or from the School property.

## **6. SANCTION**

- 6.1. **General** – Should any person be found to be in violation of this Policy, their network access could be restricted.. The breach of this Policy by any person shall further be considered serious misconduct and subject to disciplinary procedures as contemplated in the Student-Parent Handbook or School Policy Manual.
- 6.2. **Additional Learner Sanctions** – In addition to the sanctions contemplated in clause 6.1, the conduct of learners using the Network and/or any personal electronic device may amount to serious misconduct as contemplated in Schedules 1 and 2 Provincial Gazette Vol. 6, No. 144, 4 October 2000. Any learners found to be in violation of this Policy may also:
  - 6.2.1. be temporarily or permanently prohibited from bringing any personal electronic device onto School property; and
  - 6.2.2. if they breach that prohibition, have their device confiscated for a period of up to one week.

# **Social Media Policy**

## **1. Introduction**

The American International School in Cape Town (hereafter referred to as AISCT) recognizes the evolution of social media as a mechanism of communication in education and a mechanism of communication in our daily lives. It has become an important and powerful tool from which huge benefits can be derived. However, if social media is not used responsibly, it presents huge risks to individuals and organizations. The negative consequences of social media use can have long-lasting repercussions. To optimize the

responsible use of social media, AISCT encourages and expects that its staff, students, and parents use social media in adherence with appropriate and acceptable practices governing such use.

While AISCT facilitates an open and expressive environment and respects the right to free speech, it also recognizes the obligation of all to ensure that communications are lawful and do not cause harm to AISCT and third parties.

## **2. Purpose**

The purpose of this Policy is to guide AISCT employees, students, and parents in the appropriate use of any social media platforms in any communications that may be linked to AISCT in any way, whether these platforms are provided by AISCT or by third parties.

**It is important to remember that most individuals, whether students, parents, or employees, can be linked with AISCT, even if they do not specifically identify AISCT as their school, the school their child attends, or their place of work. This is due to inferences that can be made from viewing an individual's social media platforms (e.g., most of their friends attend AISCT, so it is likely that the individual in question attends AISCT, or they have been tagged in a school-related post or photograph by a friend or by the school, or they are wearing an AISCT uniform in a photograph).**

## **3. Scope**

This Policy applies to all users of AISCT information and information systems that fall under the control of AISCT. It also alerts AISCT's employees, students, and parents to the legal risks associated with activity on social media, which may in any manner link employees, students, or parents to AISCT. This Policy supersedes any previous Policy.

## **4. Glossary of terms**

- 4.1 For purposes of this Policy, **social media** means any facility for online publication and commentary, including, without limitation, blogs, wikis, and platforms such as Facebook, Google Plus, Instagram, LinkedIn, Twitter, TikTok, Snapchat, WhatsApp, Flickr, and YouTube, and any other forms of communication that may now and in the future be classified or generally regarded as social media.
- 4.2 **ICT Safety Officer** means the Head of School or an employee appointed by the Head of School to ensure safe use of information and communication technology (ICT) by students and employees, as envisaged in this Policy and the Technology Acceptable Use Policy.

## **5. Principles**

- 5.1 AISCT recognizes the opportunities and challenges provided for communication by social media platforms for employees, students, and parents.
- 5.2 AISCT's Policy is to encourage employees, students, and parents to use social media responsibly.
- 5.3 AISCT's Policy is to empower users of AISCT's information, information systems, and third-party information systems facilitated by social media platforms to understand both the benefits and potential risks related to using social media, so that they may enhance their use and avoid or mitigate the associated risks.
- 5.4 AISCT also recognizes that the evolution of social media is occurring at an unprecedented rate and that this Policy will, therefore, need annual review to ensure that it remains relevant and helpful to employees, students and parents.
- 5.5 AISCT has a proud reputation and has the right and responsibility to take prudent and proactive steps to protect that reputation. If an employee, student, or parent engages in any social media activity that may bring AISCT into disrepute, then AISCT will be entitled and obliged (in the interests of all its stakeholders) to take steps to protect itself from any actual or potential adverse publicity. This may include disciplinary measures against employees or students, contractual or other legal remedies against parents, as well as public statements denouncing and distancing AISCT from the activity in question.

## **6. Guidelines**

### **AISCT employees and students**

- 6.1 AISCT employees and students should not engage one another directly on any social media platform, whether by direct messaging or by adding one another as friends, followers, or similar connections (unless they are immediate family members).
- 6.2 If it is necessary, for any reason, to establish an employee-student chat, group, or similar communication on any social media platform (including WhatsApp), the ICT Safety Officer or staff delegate must be included in it from inception.
- 6.3 Any student or employee who becomes aware of any such direct engagement or communication, whether actual or attempted, should report it immediately to the ICT Safety Officer.
- 6.4 These measures may seem overbearing, but they are regrettably necessary (especially in light of scandals at other schools). While AISCT trusts its employees and students and does not expect that they will engage one another inappropriately, it is vital to ensure that they are not even perceived to be engaging inappropriately. Transparency is thus necessary to protect the reputations of all employees and students concerned, as well as AISCT itself.
- 6.5 Should an employee become aware of a social media discussion, thread, post, comment, statement, or misrepresentation that may affect the reputation of AISCT, its employees, students, or parents, the Head of School should be alerted to this as soon as possible. The employee should not engage in any form of communication regarding this thread or post on behalf of AISCT unless explicitly instructed otherwise.

### **Employees, parents, and students**

- 6.6 AISCT's employees, students, and parents using any social media platform should not claim or appear to be doing so on behalf of AISCT or as a representative or spokesperson of AISCT (including by using the AISCT logo), unless expressly authorized to do so by the Head of School.
- 6.7 Employees, students, or parents should refrain from posting any content on AISCT's social media accounts or tagging AISCT's social media accounts in any content, which is unrelated to AISCT's formal operations as an educational institution (for example, advertising businesses, promoting charities, or advancing political or religious views) without prior written consent from the Head of School. Such content will be removed, and any person posting such content may be blocked from further engagement with AISCT's social media accounts without further notice.
- 6.8 Employees, students, or parents expressing views concerning any AISCT-related matter on any social media platform (not limited to AISCT's own social media accounts) should consider expressly stating that these are their personal views, which do not represent the views of AISCT or its other employees, students, or parents.
- 6.9 Nevertheless, even when expressing personal views on social media, employees, students, and parents should take care not to damage the reputation of AISCT or any of its employees, students, or parents (for example, by publicly criticizing any such person, rather than privately lodging a grievance through the formal channels).
- 6.10 Employees, students, and parents using social media should not infringe the dignity or privacy of any other employee, student, or parent, for example by directly or indirectly alienating, teasing, belittling or criticizing them, impersonating them, or sharing embarrassing or unflattering images of or information about them without their consent.
- 6.11 Importantly, even when engaging in social media activity that is unrelated to AISCT, employees, students, and parents may still affect the reputation of AISCT and its other employees, students, and parents:
  - 6.11.1 This is especially so in respect of social media activity that may be perceived by the general public to demonstrate bigotry of any kind (such as racism, sexism, homophobia, xenophobia, or prejudice against people with disabilities). This includes sharing or liking bigoted content originated by others. Such content could include, for example, cartoons, jokes, or memes that are insensitive to women, religious minorities, or the victims of documented crimes against humanity (such as the Holocaust and Apartheid).
  - 6.11.2 Recent experience has shown that, once a person has engaged in such activity (which tends to go viral relatively quickly), activists place pressure on any institutions connected with that person to denounce and distance themselves from that person. This includes a

school at which the person is an employee, student, or parent.

- 6.11.3 Each employee, student, or parent is responsible for knowing and keeping within the boundaries of lawful behavior (including social media behavior) under South African law, such as prohibitions on defamation, fraud, and copyright infringement. If a person's unlawful behavior attracts adverse publicity for AISCT, then AISCT will take steps to protect itself, as well as its other employees, students, and parents.

## **7. Enforcement of This Policy**

- 7.1 This Policy is not a binding contract. It is intended to alert employees, students, and parents to the main risks associated with the use of social media and to forewarn them of the steps that AISCT may be required to take to protect its reputation and the interests of all its employees, students, and parents.
- 7.2 The Policy will inform AISCT's interpretation and enforcement of its rights and duties under the Student-Parent Handbook, its Codes of Conduct, and the contracts it has concluded with employees and parents.

## **INNOVATION TERM**

Innovation Term takes place annually, immediately after Term 4. During this term, students engage in a choice-based, real world challenge or exploration aimed at developing their critical thinking, creativity, collaboration, and communication skills. Participation in Innovation Term is compulsory for all students up to Grade 11 (participation for graduated seniors is optional) and forms part of the minimum attendance figures required to earn credit for Semester II. Student performance and participation in Innovation Term is assessed as a complete or incomplete mark and will be awarded along with narrative feedback on the school report card and on official school transcripts.

## **LEAVING CAMPUS**

Students are expected to remain on the school campus for the duration of the school day. Parents who know in advance that a child will have to leave school before the end of the school day should send a note or email to the classroom teacher or the front office. Any student leaving the school early must be signed out by a parent or responsible adult at the front office, even if the student will be returning later (in which case the student is signed back in). An exit pass must be obtained from the front office and handed to the guard on the way out.

## **LIBRARY**

K2 through Grade 5 students have regular Library visits. Students in Grades 6-8 have reading time built into their English program. In addition to Library lessons, students use their Library time for research on class projects, browsing, checking out books, and reading.

Library materials may be checked out during class visits to the Library. The checkout period for students will vary by grade level. The number of books permitted for checkout will also vary by grade.

Students who lose books will be charged the replacement cost of the book, a processing fee, and an administrative charge that includes the handling and shipping fee. The school would rather have the books than the replacement money, of course, so students are encouraged to be responsible, and parents are asked to check book bags, bedrooms and living areas periodically for library materials, which may have been overlooked or forgotten.

Two weeks before the end of each grading period and the close of the school year, students with overdue books receive a written reminder notice. Progress Reports and the Final Report will not be issued to those students until all outstanding materials are returned or the replacement fees paid.

## **LIBRARY MATERIALS SELECTION**

Collection, development, and materials selection in the Library is undertaken in keeping with the mission, goals, and objectives of AISCT and its educational program.

### **1. Responsibility for Selection**

Primary responsibility for the selection of materials for the AISCT Library is delegated to the Librarian, who coordinates suggestions from the Head of School, teaching staff, and the AISCT Library community of users. The Administration has final authority for approving school Library material selections.

## **2. General Principles of Selection**

The Library provides a wide range of materials with broad appeal and the presentation of different points of view. Materials are selected to support the curriculum and to stimulate growth in factual knowledge and literary appreciation. Opposing points of view on controversial issues are represented to encourage the development and practice of critical analysis of all media. Materials represent many religious, ethnic, and cultural groups.

The final decision as to what materials an individual student will be exposed to rests with the student's parents. However, the wishes of one student's parents to restrict their child's reading may not infringe on other parents' rights to permit their children to read or view the same material.

## **3. Criteria for Material Selection**

Library books, magazines, and CD-ROMs are selected for their relevance to the curriculum and age and reading level appropriateness. Timeliness, merit, or lasting value, and appeal to imagination and to intellect are other factors for consideration in book selection. Accuracy, clarity, and cost relative to the materials budget are also criteria for selection.

## **4. Procedures for Selection**

In selecting materials for purchase, the librarian evaluates the existing collection, consults book reviews and articles on newly published materials, uses publishers' catalogs and bibliographies of selected works for school libraries, solicits recommendations from the teaching staff, and accepts suggestions from students and other members of the AISCT community.

## **5. Procedure for Challenging Library Selections**

A parent who feels that a book or books are inappropriate for the Library can identify the book, note in writing the passage or passages or other reasons for which he or she feels the book is inappropriate, and submit this memo to the Librarian or Principal. A committee comprised of the librarian, teachers, administrators, and a PATA representative will review the challenge and determine whether to keep the book in general circulation, limit its access, or remove the book entirely from the Library.

## **LOCKERS**

AISCT provides students with lockers to allow safe storage of personal belongings that are required for a productive day at school (i.e., all technology devices). All students are expected to make use of allocated lockers and adhere to locker use agreements.

### **Locker rules & regulations**

1. A locker is available to each student in grades 4-12.
2. Lockers will be assigned for use only while the student is enrolled or school is in session. It is the student's responsibility to remove articles from the locker when not enrolled or at the end of the school term. At the end of the term, assigned AISCT personnel will inspect lockers and will dispose of any articles left inside.
3. Students may not change lockers without authorization from the homeroom teacher.
4. Your assigned locker is the only locker you are allowed to use.
5. Each student is responsible for the care and appearance of his/her locker. Lockers should be kept clean and neat, both inside and out. Every so often, you will be asked to clean out your locker. Please cooperate and remove unwanted papers and other articles that might be taking up valuable locker space.
6. Storage or possession of prohibited items at school such as alcoholic beverages, flammable liquids, firearms, explosives, other potentially dangerous/hazardous or illegal substances in lockers is strictly forbidden.
7. Lockers are subject to inspection by authorized school personnel at any time.

8. Each student must provide their own combination lock for their locker. The combination must be Lockers should be locked at all times. Never leave your locker without making sure you have locked it. Shut the door, turn the combination dial, and test the door to make sure it is locked.
9. The school is not responsible for lost or stolen items.
10. Report locker problems to your homeroom teacher. Your homeroom teacher will have the combination to your locker and they will be able to open it in an emergency.
11. Students are responsible for managing their time in a way that allows them to go to their locker between classes only.
12. Lockers are not to be used as a reason to be tardy to class. If there are locker problems, the student should report to his/her assigned class on time and report the problem to the teacher.
13. Students who enter or attempt to enter another student's locker are violating school rules and are subject to consequences. Any person caught tampering, opening or removing items from any locker other than his own, without proper authorization, will face disciplinary action.
14. Students are required to keep valuable items that are not being used in class secured in their lockers.
15. Items placed in the lockers may not be attached to the locker surfaces with adhesives (sticky substances).
16. Food items are not to remain in the lockers after school hours. Double check this for the weekends and holiday breaks.
17. Students will have access to their lockers from 7:45 a.m. when the school doors open until 5:30 p.m. when the school doors are locked. Please remove valuables and any items you will require at home before 5:30 p.m.

## **LOST AND FOUND**

Lost and found items are periodically put on display at the beginning and end of the school day. The school will eventually donate unclaimed items to a used uniform inventory, or to community service projects. This takes place once a term. The school strongly encourages parents to have their student's clothing and personal items clearly marked with the student's first name, last name, and grade, when practical, as this allows the school to return lost items directly to the student.

As members of the AISCT community, students are expected to turn in found items to the "lost and found" area. Although the school takes seriously its duty to protect the students, it cannot prevent some losses, often due to student negligence. The school will not reimburse lost or missing items and lost student items are not covered in the school's insurance policy.

## **MEDICATION AND ALLERGIES**

Any medication to be administered during the school day must be sent to the first aid center. The medication should be properly labeled with the name of the student, name of medication, dosage, and time the medication has to be taken. The parent must send a note to the school authorizing school personnel to administer the medication. No medication will be given to any student without parent and/or doctor authorization.

Teachers may dispense medication to students on field trips, where prior parental permission has been obtained. The AISCT Medication form can be used for this purpose.

AISCT operates with an "allergen-aware campus", meaning that the school is not "nut-free", but takes necessary precautions to safeguard anaphylactic pupils, especially in the lower Elementary School. Classrooms with particularly sensitive children are made "nut-free" as far as possible. It is very important that the school is advised about students who have allergies of any kind, including students who require Epi-Pen or Ana-Pen.

## **MONEY AND VALUABLES**

Students are discouraged from bringing large amounts of money or expensive items to school. If such items are brought into school, they should be locked in the student's locker. Parents should encourage their children to be responsible with their personal possessions. (See also Cell phones, and Lost and Found)

## **NORMS OF COLLABORATION**

At AISCT we value collaboration between the school, parents and students and in order to enhance this collaboration the school adheres to the following norms based on the work of Garmston (1994): pausing; paraphrasing; probing for specificity; paying attention to self and others; presuming positive intentions; and, balancing advocacy and inquiry.

## **ONLINE CLASSES**

All applications for student enrollment on online courses are subject to prerequisites, course availability, AISCT teacher recommendation, current AISCT course offerings, student numbers, and AISCT scheduling logistics. (It must be noted that a student's desire to enroll in an online course may not always become a reality due to the aforementioned constraints.)

Each application for an online course is considered on a case by case basis. Enrollment can be approved at the discretion of AISCT's administration upon consideration of the aforementioned constraints. Depending on the content, rigor and accreditation of these courses, grades and credits earned via online courses may be transferred into the AISCT transcript and may be counted towards the AISCT High School Diploma. (Normally a maximum of 2.0 credits can be transferred from online courses towards the diploma.)

For further information regarding online courses, please contact the High School Principal.

## **PARENTS AND TEACHERS ASSOCIATION (PATA)**

**Mission Statement:** Together as parents, students, staff and friends, we will build a solid foundation that unites our diversity and fosters a cohesive community.

**Vision:** To provide support to the school community through the coordination of activities and projects outside of the regular school provided curriculum.

### **Goals:**

- Encourage parent and community involvement
- To help coordinate programs outside of the provided curriculum in which volunteer parents provide assistance to the teachers and the school
- Encourage participation by all without discrimination
- To work collaboratively with school leadership including administrators, teachers and staff
- To effectively communicate decisions and events with all PATA members
- To raise funds to support various efforts that build our community

### **How to get involved in PATA**

Feel free to contact any member of the Executive Committee to ask questions about the school community or to volunteer. You can also contact the Committee by email: [pataconnect@aisct.org](mailto:pataconnect@aisct.org). PATA has many opportunities, big and small, for parents to volunteer their time, expertise and energy, and to get involved in the life of the school. Come and see!

### **PATA meetings**

Meetings are held on a regular basis and will be announced in advance.

### **Structure of PATA**

PATA is legally a branch of the AISCT system and follows the direction of the administration and Board of Directors. Therefore, the administration reserves the right to make all final decisions regarding PATA activities.

Each year, PATA membership (Parents and Staff) will be responsible for nominating and electing an executive committee to coordinate all activities. The executive committee is formed by the following positions: President, Treasurer, Secretary and Class Coordinators) all elected offices may be held jointly by two people. The PATA executive committee is elected during a meeting in May/June.

It is the responsibility of the executive committee along with the administration to find and appoint other people to fill the many positions needed to coordinate the various committees and community building activities. It is critical that the executive committee maintain a high level of communication with the building administration.

The Head of School will attend the meetings, listen to input, share information, and provide clarity and assistance when necessary.

The President is responsible for chairing PATA meetings, giving general guidance and support to the PATA committees, and working with the executive committee to create the activity schedule for the year.

The Vice President is responsible to fill in for the President in their absence and to assist in the creation of the yearly activity schedule.

The Treasurer is responsible for creating a yearly budget plan, keeping track of all PATA funds, recording expenses and income and for signing off on all finances approved by the executive committee.

The Secretary is responsible for taking notes at the monthly meeting, distributing those notes to all committee members and for making those notes available to all stakeholders via the Friday News or the PATA web page.

### **Decision Making Process**

Decisions that need to be made shall be presented to the PATA membership at the PATA meetings.

If voting is required to make a decision, a legal quorum shall be met at a PATA meeting if there are ten (10) PATA members present. A majority of those present are needed to vote at all meetings. (A majority is 50% + 1).

### **Fundraising**

PATA operates under the license and government registration of AISCT on a non-profit basis. The importance of fund raising by PATA is to be seen as a way to unify our community and support the community building activities, rather than for a financial gain. The money arising from fundraising is to benefit our school and our children. All money raised by PATA will be allocated towards items outside of the scope of the school's operating budget. To ensure that parents see the benefit of these funds during their stay at AISCT, it is a requirement that all funds earned under the auspices of PATA be allocated and spent within a reasonable amount of time of having been raised. Each year, PATA will be allowed the liberty to make charitable donations based on membership approval.

The school is directly responsible for any funds raised under PATA's auspices. AISCT is obligated by its charter to ensure that all money raised by PATA is channeled directly back to the school.

Any money raised under the auspices of PATA is accountable to the school and is the responsibility of the school in terms of annual accounting and tax audits. All money raised by PATA must be deposited to the school accounting office, where a PATA account has been established. These funds are raised from parents and students in the name of the school. The school administration must approve proposed expenditures and ensure that they are of general benefit to the school and to as many students as possible.

### **PATA Activities and Support**

In addition to material allocations, PATA is seen as a resource for the faculty by volunteering time at school in various capacities, such as Library assistants (cataloging, reading to students) and "Classroom Coordinators" (parents who help support a classroom teacher by assisting with special activities and field trips). It is understood that parent volunteers assist only upon request of the classroom teacher or administration as coordinated by PATA.

PATA-sponsored activities may include parties at various holidays. PATA may sponsor such events as International Day. These activities are for the benefit of the entire student body and are dependent upon requests by faculty and administration as well as the degree of parental involvement. As PATA is dependent upon parents who volunteer their time and talent, the activities and the degree of "volunteerism" will inherently vary from one year to the next.

### **PARENT CODE OF CONDUCT**

AISCT expect parents and/or guardians to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behavior towards all members of the school community;

- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- correcting own child's behavior, especially in public where it could otherwise lead to conflict, aggressive, or unsafe behavior;
- respecting the school environment, including keeping the school tidy by not littering.
- observing campus security measures

In order to support a peaceful and safe school environment, the school does not allow:

- disruptive behavior which interferes with the operation of a classroom, an office area, or any other part of the school grounds. This includes words or actions that bring the institution into disrepute or gravely affect the conduct of school business.
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);
- damaging or destroying school property;
- abusive or threatening emails, phone, text messages, social media messages or other communications;
- chain email, group text messaging, or other social media communications that elicit or recruit unsolicited support for a concern or complaint and do not follow appropriate lines of communication

Violations of the Parent Code of Conduct will be reported to the appropriate administrator and may result in a parent and/or guardian being restricted from entering the school grounds to safeguard our school community. In extreme cases involving a major violation and/or repeated violations of the Parent Code of Conduct, disenrollment of the parents' children from AISCT may be necessary.

## **PARENT-TEACHER CONFERENCES & STUDENT-LED CONFERENCES**

Parent-Teacher Conferences are used to acquire an understanding of the student's progress and to discuss any special circumstances and needs of the students. AISCT urges every parent to use these opportunities to discuss their child/children's progress. Effective home/school communication increases the likelihood of student success. Parent-Student Teacher Conferences will be announced and generally take place once or twice per academic year.

Conferences are held twice a year: usually in the first two weeks of Term 2 and again in Term 3. The structure for these conference is as follows:

- Semester 1 Conferences: Conferences are scheduled with the teacher(s) and the parent(s). Students of all ages are encouraged to attend and participate in these conferences.
- Semester 2 Conferences: Student-Led conferences are scheduled for each family in ECD - Grade 11. Student-Led conferences give students the opportunity to present to their parents and discuss their learning and progress in relation to academic goals established at the start of the year and outline action plans about how to move forward with their learning.

## **PASSPORT AND VISA REQUIREMENTS**

By South African law, expatriate students attending AISCT must hold valid student visas issued by the Department of Home Affairs (DHA). Before a student commences classes, AISCT must have on file a copy of the following documents: student's passport and study visa specific to AISCT, father's passport and visa, mother's passport and visa, and medical insurance certificate. It is the responsibility of the expatriate family to ensure that all passports and visas are current and renewed before their expiration.

## **PETS**

Pets are generally not permitted on campus, due to health and safety concerns. Occasionally, an animal can be brought on campus for a "show and tell" sort of activity, but only after advance request and permission from the classroom teacher and/or Head of School.

## **POWERSCHOOL**

PowerSchool is an on-line student information and communication system, providing current information relating to news items, the school calendar, resources, and student assessment data.

## **RAINY-DAY**

A decision will be made by the Sports Director no later than 1:00 p.m. if an activity will be canceled due to weather. This decision will be determined by the state of the weather and/or pitch conditions and whether it is safe to continue with outdoor activities. Any cancellation message will be communicated to the parents. Hopefully, this will give parents enough time to make alternative transport arrangements for their child. If parents are unable to collect their child at a particular time, the child will be supervised until 4:00 p.m. In most cases, the activity will be moved indoors and it will continue on as normally scheduled.

## **RELIGIOUS AND CULTURAL BELIEFS**

At AISCT we believe that an effort should be made to accommodate all religions and cultural beliefs as long as pursuance of that religion or cultural belief doesn't distract from the education of students and as long as the accommodation is reasonably possible within the normal operating practices of the school. Under the constitutional guarantee of freedom of religion, AISCT neither advances nor inhibits religion and religious practices and assumes a position of fairness, informed by a parity of esteem for all religions. At AISCT we promote the core values of a democratic society, through the curriculum, through extra-curricular activities, and in the way we approach religious festivals, school uniform and diet, always governed by what the school feels is reasonably possible.

## **REPORT CARDS AND ACADEMIC RECORDS**

In Lower School, AISCT reports student progress four times during the year at term end.

In Upper School, AISCT reports student progress four times during the year at term end.

- October & March - a Mid-Semester Progress Report is issued. This indicates the students' current standing in each course.
- December & June - a Semester Report Card is issued. This indicates the students' grade for each course for the semester.

The Report Card is primarily a form of communication from teacher to student and parent. However, it also serves as communication between AISCT and another school to which the student might transfer. Additional means of communication include parent-teacher conferences, student-led conferences, informal meetings between teachers and parents, and messages, letters and notes.

AISCT uses Standard-Based Grading (SBG) in all grade levels. The term standards-based refers to systems of instruction, assessment, grading, and academic reporting that are based on the students' demonstrated understanding or mastery of the knowledge and skills they are expected to learn as they progress through their education. Learning standards are concise, written descriptions of what students are expected to know and be able to do at a specific stage of their learning. AISCT teachers use standards to design units of instruction and assessment opportunities. However, under the traditional grading system teachers are not able to grade and report on the standards being taught. Using SBG, teachers provide grades and feedback (on a 4 point scale) based on the standards.

In Grades K2 - 12 the following grading scale is used to report academic achievement as well as learning behavior for all students.

<b>Levels of Proficiency</b>			
<b>4 - Exemplary</b>	<b>3 - Proficient</b>	<b>2 - Approaching</b>	<b>1 - Beginning</b>

At the EXEMPLARY level:  Students demonstrate deep understanding of the assessed standard(s) and/or are able to creatively apply this understanding to new, authentic situations. They are able to accurately self-assess and reflect on their own learning.	At the PROFICIENT level:  Students independently and consistently demonstrate competence and sound understanding of the standard(s) assessed. With assistance, they can creatively apply this understanding to new, authentic situations.	At the APPROACHING level:  Students inconsistently demonstrate understanding of the assessed standard(s) and require assistance to reach proficiency. Students have a basic understanding but are not yet able to apply their understanding beyond this basic level. These students will occasionally demonstrate learning at the proficient or beginning levels.	At the BEGINNING level:  Students require extensive support in order to demonstrate a basic understanding of the assessed standard(s). There is limited connection to related or previously learned concepts. Even with assistance, the student is not able to demonstrate a proficient level of understanding.
<b>For Standards that require a frequency level of proficiency:</b>			
Students consistently and independently demonstrate accurate understanding of the standard.	Students usually demonstrate accurate understanding of the standard.	Students often demonstrate understanding of the standard but are not consistent.	Students rarely demonstrate understanding of the standard.

Report cards also report on student learning behaviors. These will be reported separately from student performance grades which will be based on mastery.

Some major components of SBG include:

- Assessments are designed with standards in mind
- Reassessment policy (a focus on the most recent learning)
- No zeros in the gradebook - the consequence for not doing work is that you have to do the work.
- Separation of achievement from expected learning behaviors (ELBs) such as late work, participation, etc.

The following are practices that will be new with standards-based grading in the High School:

- Students receive feedback (scores on a 4-1 scale) on individual standards assessed on a given task/assignment
- Rubrics are used to define [proficiency criteria](#) - not points or percentages
- More information is contained in the online gradebook; rather than an overall grade for an assignment, multiple standards will be reported
- The [Report Card](#) (see sample linked) provides feedback on standards in addition to the summary grade.
- Only summative grades are used to determine the overall letter grade.

Teachers will enter the proficiency level grades (from 4 to 1) for each assessed standard into their Gradebook. From these grades, PowerSchool calculates the overall letter grade for the semester based on the

scale below. This letter grade will appear on the student's high school report card, transcript and be used for GPA calculation. This process is exactly the same as our current system of grading.

It is crucially important to note that SBG in the High School has some significant differences to other sections of the school. Due to the need for a final letter grade and the associated GPA for college applications, students will still receive an overall final letter grade (A to F) for each semester in each course. This final letter grade will be recorded on the report card as well as the high school transcript. In this regard, the switch to standards-based grading and reporting has no impact on the college application process nor the post-secondary opportunities our students are afforded.

Parents should rest assured that these reports and ratings enable students to transfer successfully to schools around the world-

### **Letter Grade / Proficiency Scale Equivalents for High School Reports:**

GRADE SCALE		
PROFICIENCY	LETTER	GPA
3.80 - 4.00	A+	4.3
3.60 - 3.79	A	4.0
3.40 - 3.59	A-	3.7
3.20 - 3.39	B+	3.3
3.00 - 3.19	B	3.0
2.80 - 2.99	B-	2.7
2.60 - 2.79	C+	2.3
2.40 - 2.59	C	2.0
2.20 - 2.39	C-	1.7
2.00 - 2.19	D+	1.3
1.80 - 1.99	D	1.0
1.60 - 1.79	D-	0.7
1.00 - 1.59	F	0.0

AP Classes in high school receive a grade interval boost (Example: If a student earns a B in a class, the reported grade will be a B+.)

In grades 9-12, learning behavior data included on report cards will not be included in GPA calculations.

A traditionally strong feature of AISCT assessments has been the attention and time devoted to written comments on each student, which identify strengths and weaknesses and suggest strategies for continued improvement. These comments reflect the character and nature of the classroom experience for the school's students and provide a good basis for parent-teacher, student-teacher, and parent-student dialogue.

Students with outstanding fees, overdue library books, or other unsettled administrative matters will have reports withheld until the matter has been settled.

### **RESTORATIVE JUSTICE**

Very much a part of our approach to bullying and to discipline in general is the restorative justice model for managing student behavior. Restorative justice is an approach to justice that focuses on the needs of the victims and the offenders, as well as the involved community, instead of satisfying abstract legal principles or punishing the offender. Victims take an active role in the process, while offenders are encouraged to take responsibility for their actions. In addition, it provides help for the offender in order to avoid future offenses. Research shows that restorative justice that fosters dialogue between victim and offender shows the highest rates of victim satisfaction and offender accountability. Restorative Justice is an approach that has been adopted by many schools in many countries and is an approach that is endorsed by the local social services here in South Africa as a method for the better management of student behavior.

## **SCHOOL COUNCIL**

One of the responsibilities of the AISCT School Council is to assist and advise the Head of School and the board in relation to the creation and implementation of policy and the management of the school. The School Council consists of both elected and selected members, who are generally parents of students at the school.

## **SCHOOL FEES**

School fees, which consist of tuition fees and a capital fee, are payable before a student commences classes. School fees are payable in advance for the entire school year. Parents may request a semester payment plan. A full one term's notice is required for any subsequent school fees refund. Students who withdraw during the course of a semester are not entitled to any refund of that semester. No payment period smaller than a semester will be approved except in extraordinary cases.

In addition to tuition fees, a capital fee must be paid for each student in K1-Grade 12. While tuition fees provide for the school's operating budget (teacher salaries, books, and materials), the capital fee is the basis for the capital budget of the school, which finances the lease of the property, the maintenance of our campus, and the annual rental, renovation, and maintenance of the school buildings. The capital fee is paid if the student attends for any part of the school year and paid for the first four years of attendance at AISCT. The capital fee is non-refundable.

Special requests regarding the payment of school fees, including requests for financial aid or concessions, must be made in writing to the Head of School who will forward the request to the Board. Final decisions on payment requests will be made by the Board. No special arrangements regarding fee payments will be acceptable unless approved in writing by the Board.

See annual School Fees, available online, for more information.

## **SCHOOL HOURS**

- School begins for ALL students at 8:00 a.m.
- Students arriving after 8:00 a.m. will be considered tardy.
- Students will be dismissed at 2:50 p.m. Monday-Thursday. On Friday, the school has early release at 1:45 p.m. to support faculty professional development
- Buses will depart at 3:05 p.m. Monday-Thursday and 2:00 pm on Friday
- Late buses serve surrounding areas and depart at 4:15 p.m.
- Half day Grizzly Cubs students are dismissed at 12:15 p.m. daily.

## **SECURITY AND SAFETY**

Student safety is of paramount importance. AISCT practices evacuation and lockdown (ABCD) drills with all students and personnel. Closed Circuit Television cameras are used on the AISCT campus. AISCT has 24-hour security and contracts the services of immediate armed response teams and the Head of School has immediate radio access to the US Consulate's security division in the event of an emergency.

### **Emergency Procedures**

#### **1. Early Dismissal Notification**

The Head of School may decide to dismiss students early if unusual events occur on school grounds beyond the school's control (loss of power, etc.) or if events in the area threaten to create traffic congestion or hazards. In this case, parents will be notified of early dismissal (of more than one hour before the usual time) through SMS and email.

#### **2. Early Dismissal Procedures**

Upon instructions from the Principal, students will wait for dismissal from one of these three modes:

- a. Remain in class and continue school as normal.
- b. Collect their belongings and report to their homeroom, advisor's room or a designated safe area to await dismissal.

- c. Pack their belongings and await dismissal at a designated location.

The Head of School will be responsible for the master attendance list of students and for assigning available teachers for duty at dismissal. The telephone lines must be left open. Students should not make telephone calls at this time. To keep the telephone lines open, parents should avoid calling the school.

### **3. Transportation / Retention on Campus**

#### **a. School Buses**

Buses will only take students home if it is felt safe. Otherwise, students will remain on campus until such time as it is safe to depart or parents collect their children. Drivers must ensure that someone is at home before students are dropped off. If no one is at home, the student will remain on the bus, and the bus driver will contact the school for alternate arrangements.

#### **b. Dismissal of Individual Students in Private Cars**

Parents or drivers report to the Administrative Office and inform the administration of the student's name and grade level. A member of the school staff will summon the child. No parent shall enter the classrooms, but the parent should wait at the parking lot or in the front office while the child is being summoned. The parents or drivers will sign out their child(ren) using the sign-out book and will need to present an exit card to the guard at the gate.

#### **c. Retention of Students on Campus**

If it will not be advisable for some students or all students to travel home from school, the In-School emergency telephone chain will be initiated to inform parents of the retention of students on campus. In this case, parents will still have the option of trying to collect their child(ren) from school.

### **4. Emergency Communication During Non-School Hours**

There may be a time when school will not be open in the morning. In this case, the school will contact parents via the School Communicator, SMS network, email, and/or the emergency phone tree. The Head of School will initiate the telephone tree by telephoning those persons below him in the chain who will then telephone those below them. Homeroom teachers will contact the children in their homeroom classes. People then phone back up the telephone tree to confirm contacts have or have not been made.

### **5. Closure of School for Extended Periods**

The Head of School after consultation with the Board, will make the decision to close school for a period of time if, in his/her judgment, keeping the school open might constitute a hazard to students or teachers.

In cases of isolated civil disturbances, the school may remain open for those families who are able to commute without hazard, with a caution to those who may live in neighborhoods from which or through which it is not advisable to travel.

### **6. Fire Evacuation Procedures**

#### **a. Fire**

Teachers signal classes to evacuate the facility at the notification of the fire alarm. Any other environmental or hazardous situation will follow the same procedures. Fire drills for proper evacuation will have been conducted and designated locations will be posted with the classroom teacher.

#### **b. Evacuation Procedures**

The location of the fire or any other hazardous situation is reported to the Head of School and Administrative Officers. The Administrative Officers or front gate security coordinator will call the fire and police departments.

Teachers should ensure that classroom lights are turned off and that all windows and doors are closed as students evacuate the classrooms in a quiet and orderly manner.

When evacuating the classrooms, students should not bring their personal belongings with them. Teachers are required to take their attendance lists.

Teachers will accompany their classes in a specified evacuation route. Guests and visitors are expected to evacuate to any of the areas.

Silence must be maintained during the evacuation. Teachers are responsible for reminding students to be quiet. Students should stand quietly in a single line facing the school with their teacher or advisor in front.

The teacher takes attendance. The Principal checks the master attendance list.

The teacher or advisor reports any students unaccounted for to the Principal, who will circulate to all teachers to get this verbal report.

Specified Facilities personnel will circulate throughout the school to ensure complete evacuation as well as securing all dangerous utilities outlets; for example, disconnect gas, turn off electricity and water.

The Head of School will announce "all clear" which will indicate when students and teachers can return to their classes. This will be done by whistle or verbal notification from the Principal. If it is necessary to remain off campus, the Head of School will move students and staff to a secure location and initiate the In-School Emergency Telephone Chain to notify parents of early dismissal.

### **c. Fire Drills**

Fire drills are vital in order to ensure the safety of the students entrusted to the school's care. At least three drills will be held annually. Teachers must review fire drill procedures and the evacuation routes (available from the Administrative Officer) with their classes and stress the seriousness of emergency evacuation drills. Teachers must ensure that an evacuation map is posted in their classrooms.

#### **1. Emergency 'Lock Down' (ABCD) Drills**

##### **Emergencies – 'Lock-Down' Procedure (ABCD – All Behind Closed Doors - Drill)**

Should it prove necessary to secure the students on campus (baboon intrusion, outside intruder, etc.), the following lock-down procedures will be activated:

- a. An announcement will be made over the school's internal communication system by the main office that the ABC drill is operational and that all teachers should do the following:
  - a. Lock classroom doors
  - b. Turn lights off
  - c. Close classroom windows and blinds, where available
  - d. Secure students by having them sit on the floor at the sides of the room and under desks wherever possible in silence
- b. Designated personnel should secure all external doors
- c. Wait for an all-clear announcement from the main office. Once the all-clear announcement is made, normal classroom operations resume.
- d. The following procedures should operate in the case of classes not in regular classrooms:
  - a. Parthenon: students should be secured in the Band Room
  - b. Little Theater: students should be secured in the Little Theater and the door locked from the inside
  - c. Cafeteria: students should be secured in classrooms in Upper B Block

- d. Classes on the fields: students should be secured in the nearest secure area, the supervising teacher to determine this (i.e., Parthenon, pool change rooms, regular change rooms, PE office)

## **SICKNESS / ACCIDENT**

The school first aid center is responsible for caring for children who become ill at school and for dealing with accidents. Students who are ill should not be sent to school, as they pose a health risk to other students. If a child comes to school sick, the school will telephone the parent and request that the child return home. Students who have a fever are not permitted back to school until 24 hours after the fever breaks; students who vomit are not permitted back to school until 24 hours past the last vomit. We ask that parents adhere to these parameters to help keep all students at school healthy.

Children who have been absent due to illness may be required to bring a doctor's note to school with them when they return, and submit the note to the appropriate division office. The administration reserves the right to make final attendance decisions regarding the health and safety of all students.

More serious medical/accident situations are managed by ER-24, an external medical provider. The school will notify the parents as soon as there is any situation in which the parents should be made aware. To this end, it is extremely important that parents provide up-to-date telephone numbers, including home, mobile and office numbers, to the parent portal on Ed-admin.

It is required that parents will have medical insurance policies for their children to cover expenses for illnesses or accidents which may occur during their stay in South Africa, whether on or off campus. A copy should be submitted to the admissions office to keep on file. Although the school has liability insurance for gross negligence or willful misconduct, it does not provide routine medical insurance reimbursement for any medical costs. The school carries a small amount of accident insurance for any accident that occurs on school grounds. This insurance is in the amount of R5,000 and can be claimed for amounts not covered by an individual's medical provider.

The school holds liability insurance that covers all staff, student interns, students, trustees of the governing body and members thereof, members of the parent and teachers association, and other representative persons acting in such a capacity for and on behalf of the school.

## **STUDENT COUNCIL**

AISCT encourages the participation of its students in helping to create activities which are worthwhile and which help build a sense of school unity. To this end, AISCT students in the upper grades will have a middle school and a high school student council whose representatives are elected by their classmates.

## **STUDENT DRIVERS**

Students must apply to the high school administration for permission to drive a vehicle or ride a motorbike on the campus. A driver's application form must be completed and signed by parents and student drivers. All Students transporting themselves to school via motorized vehicle will need to submit a copy of an appropriate and valid driver's license to the school office. Students not in compliance with this policy will be prohibited from operating or parking their vehicle on the AISCT campus. A "dangerous driving warning" will be followed by an on-campus driving ban for a further offense.

## **SUBSTANCE ABUSE**

For the protection of our students, AISCT does not allow illegal drugs such as marijuana, ecstasy, amphetamines, performance enhancing drugs or other controlled substances other than prescribed medications. Any High School student may be subject to drug testing as deemed appropriate by the school administration.

The AISCT drug testing program will be managed by an external company that provides drug testing services to many schools in the local area. The drug testing program will incorporate the following features:

1. Tests will occur throughout the year.
2. Students selected for testing will be chosen at random or targeted.

3. All drug testing is made as non-invasive as possible and done via an on-site analysis of a urine sample or saliva sample using an FDA approved test.
4. The school will make every effort to ensure the confidentiality of the testing procedures and the subsequent test results.
5. A positive test will necessitate a conference with the parents and student and the following consequences will take effect:
  - a. First positive result: The parents make immediate arrangements for a drug counseling program for their child. An official report from the counseling services must be made available to the school. The student is subject to a second drug test after a period of 4 to 6 weeks after the first test.
  - b. Second positive result: A school committee will be convened to determine further steps, which could include further counseling, discipline, or any measure deemed appropriate by the committee.
  - c. Third positive result: A disciplinary hearing will take place.

While we appreciate the sensitivity relating to this issue and the testing of students, this process helps us to maintain an entirely drug-free student body. The reasons for having this program in place are as follows:

- It gives students an “excuse” to refrain from trying drugs under peer pressure, since a random or targeted test could occur at any time.
- Most importantly, it could enable the school to identify, counsel and if necessary remove a student from our community if he or she is posing a risk to the community. We are especially concerned that students receive appropriate counseling services where a need is recognized.
- Random or targeted testing on a school day will detect weekend drug use. It is important to remember that use of controlled substances is illegal. Therefore, it is within the school’s rights to take action on the basis of confirmed, off-campus use of such substances.

The school reserves the right to search any student backpack, car or locker if there is any suspicion of students having controlled substances in their possession. This search will take place in the presence of a school administrator and school counselor.

## **SWIMMING POOL RULES**

Swimming is part of the AISCT athletic curriculum. All students are expected to participate in this program. Students who should not swim due to illness should bring a note from the parent explaining the reason for the child’s not swimming.

Students who miss two consecutive swimming classes should bring a doctor’s note if they are to miss a third session. Parents who do not want their child to swim throughout the year should make an appointment to discuss this request with the Principal.

On swimming days, each student should bring a swimsuit and a towel in a waterproof bag. The school strongly urges that these items be marked with the student’s name!

Students should never enter the Pool gate or be in the Pool area, unless the teacher or teacher assistant is present.

## **Swimming Pool Regulations:**

- No students enter the pool area until the teacher opens the gate for them.
- Students remain out of the pool until the teacher says they may enter the Pool.
- No running, dunking, pushing, or rough play will be tolerated at any time.
- No food, drink, pool toys, or flotation devices are allowed without the teacher’s approval.
- The teacher/coach will remain out of the pool at times when students are swimming.
- All teachers/coaches working with students in the pool will be CPR trained.
- All swimmers will get out of the pool at the first sound of thunder or sight of lightning.
- KG1 and KG2 students who are sick or cannot swim for any reason will be accompanied by a teacher’s assistant who will sit with them at the Pool.
- Upper School students not participating in the swimming class will either do supervised physical activity or study under the PE teacher’s supervision.

## **TARDIES**

Students should be in class at the designated time ready to learn. If a student arrives after the class start time without authorization or comes to class unprepared or must leave to get materials, this can be considered a class tardy. Students arriving more than halfway through a class without authorization will be considered absent from class. Students arriving late to school must report to the office before going to class to get a class admit slip. Students late to school should not be admitted to class without an admit slip from the office.

In the upper school, any student recording five (5) or more tardies to school/class in a term (roughly a 9-week period) will be subject to disciplinary action. Parents will be contacted following the fourth tardy. After the fifth (5) tardy in any one term, a detention will be issued. Three (3) further tardies in a term will result in an additional detention. Legitimate reasons for tardy arrivals (as confirmed by parents) will be taken into consideration. In the case of excessive tardy arrivals to school, or to class, in-school suspensions may be issued.

## **TELEPHONE**

Students may use the school phones in the offices for important calls to parents only. Parents calling in may leave messages for students or teachers, but the office personnel will not summon teachers or students from class to come to the phone, as it is disruptive to classes.

## **TEXTBOOKS AND SCHOOL MATERIALS**

Textbooks, library books or other materials (other than consumables) issued to a student should be returned at the end of the school year. Students who lose or damage textbooks, library books, or other school materials are liable to pay for their replacement. Final report cards may not be issued to students until all school books and other school-owned materials are returned or paid for.

AISCT does not lend out textbooks over the breaks. Parents sometimes wish to have their children “read ahead” and get a “head start” on the coming year’s work, but in our experience, this does not benefit your child. Students can gain an imperfect understanding of a topic that then has to be “unlearned” and learned anew. Also they may feel they have already experienced this work and become less interested when it is presented.

Teachers can recommend excellent summer reading and writing plans which will enhance academic performance, but the school will generally not provide textbooks or programs for specific subject work in academic disciplines for the long holidays.

## **TOBACCO AND ALCOHOL**

The AISCT campus is a non-smoking environment, even in the outdoor areas. Trying to “police” drivers or visitors outdoors is difficult at times, but helps set a tone for our students as well as reduce fire hazard, avoid damage, and reduce the accumulation of cigarette butts. It is illegal for students to buy or use tobacco, and in any case, students possessing or using tobacco are subject to discipline, including suspension and ultimately expulsion. The same applies to e-cigarettes/vapes and associated paraphernalia.

Similarly, purchase, possession or use of alcoholic beverages is illegal for children under age 18. Even if over 18, possession of alcoholic beverages on campus is a serious violation, as is consumption during the school day or at any school function. Alcohol is, however, permitted on the AISCT campus on certain occasions with authorization from the Head of School. The school will occasionally have teacher and/or parent events on campus which may include wine, beer or other beverages. However, consumption by students, even those over 18, would be considered a violation and would result in disciplinary consequences as outlined previously in this policy.

## **TRANSPORTATION**

### **1. School Buses**

AISCT provides a limited bus service to parts of the Cape peninsula as an option for those who desire transport to and from school. The school reserves the right to refuse service to any part of the city that is impractical because of its location relative to the other pick-up points. The school also reserves the right to suspend or remove students from the bus service should they not adhere to the rules. The bus rules and regulations are the result of extensive experience with AISCT transportation needs, Cape Town traffic, parent/student input, and continuous monitoring. (See Rules of Conduct, below.)

The service is managed by the Estate Manager. Any complaints about behavior on the bus or suggestions regarding routing or pick-up patterns may be addressed to the school office. All routing decisions are made with an overall perspective of what is best in the context of the entire route, not just an individual's preference, and the actual conditions on Cape Town's roads (one-way streets, traffic patterns at different times of day) sometimes dictate routes that may at first seem illogical judging solely from looking at a map. Any suggestions regarding routing will be analyzed by the school office and, if deemed practical and logical, will be implemented. Information regarding the school's bus service can be obtained from the Estate Manager.

## 2. **Bus Fees**

Bus fees are set annually. They are subject to increase in the event of a significant rise in the cost of fuel or other costs that affect the bus service. Fees are charged on an annual or semester basis. However, students leaving at the end of the first semester in December, or starting school at the beginning of the second semester in January, will be charged 50 percent of the annual fee. No other refunds for partial-year usage are made. There are no discounts for one-way travel.

## 3. **Change of Address / Telephone Number**

Parents are requested to advise the school office of any change of address and/or telephone number as soon as they can. One simple change of address can set a complex chain of route changes into motion for the bus service, which might lead to the bus service unable to make the pick-up. It also may take more than just a day or two to confirm new pick-up times.

## 4. **Private Transportation**

AISCT is not responsible for student safety in any instances when students ride in private vehicles, including car pools arranged by parents.

The school is not responsible for any loss or damage to any vehicles parked on school grounds.

## 5. **Registration**

A bus registration form should be submitted to the office at least one week before the desired commencement of bus service. Every new address affects the routes of school vans, and service cannot be started prior to this one-week period. Registration requests are filled in the order of payment made and are subject to seat availability.

## 6. **Rules of Conduct for School Buses**

Of primary concern to parents and the school administration is the safety of each child. Unruly or disruptive behavior that might distract the driver will not be tolerated.

**The Basic Rule:** There is one basic rule, which supersedes all others in importance and simplicity: **REMAIN IN YOUR SEAT WITH THE SEAT BELT FASTENED AND DO NOTHING WHICH MIGHT DISTRACT THE DRIVER.**

**The basic rule can be expanded upon as follows:**

- Remain in your seat. Crawling around on the bus is forbidden.
- Wear your seat belt. (If you follow this rule, it will be easy to avoid breaking Rule No. 1!)
- Talk quietly and listen for instructions from the driver.
- Keep windows closed at all times (unless there is a breakdown in the AC). No purchase from or communication of any kind with street vendors or other pedestrians is allowed.

- Keep your hands and feet to yourself.
- Show respect for others.
- Do not do anything that might distract the driver. The actions, which might distract the driver, include the following:
  - Loud noises.
  - Throwing any item inside the bus.
  - Fighting or otherwise carrying on.
- Do not play music on the bus, either via the van's radio or via your own device, UNLESS it is a personal device player that will not bother others. Music on buses tends to get turned up and up until people are shouting. Behavior deteriorates, and the driver can become confused.
- Do not eat and drink on the bus.
- To minimize distraction to the driver, students are requested to leave the front seats vacant, unless there is no other seat available in the rear. If no space is available, only older children may sit in the front, as they are less likely to distract the driver.
- The bus driver is the "Captain of the Ship." His primary responsibility is the safety of the passengers. Students must obey any request made by the driver.
- If there is an accident or the van breaks down, listen for instructions from the driver. If you are told to leave the van, stay together with the other students as far from the road as possible until a service vehicle and another van arrive. The preceding thirteen rules and, of course, The Basic Rule are the ones the school is most concerned with as they affect safety. Here are a few additional rules that are more procedural in nature:
- Be on time. Your driver will wait three minutes past your scheduled time; after that, he has been instructed to leave without you so that the others on the route are not late to school. If your bus often waits for a "repeat offender" who is always late, please report this to the school office so that the driver can be reminded to move along to the next house after the three-minute waiting period. Also, please check with the office if there is any doubt about your own pick-up time. If your bus comes too early, you can have it wait until your scheduled pick-up time, but check to make sure of that time. Schedules change every time a new student is added to the bus system! If your bus is always early, let the office know so that the preceding students can be assigned a later pick-up time.
- If the bus does not arrive, please telephone the school to see whether it is simply late and about to arrive at your house. If the bus has missed your house due to a substitute driver unfamiliar with the route or some such reason, the school office can make other arrangements to come and collect your child.
- Students must be on the bus by 3:05 p.m. ready for a 3:10 p.m. departure from school. Students (bus riders) who wish to ride home with another student must bring a WRITTEN REQUEST from a parent (this also serves as a parental permission letter) in order to ride on a different bus or in a car. Any such request should be submitted to the Head of School's Office, and is contingent on availability of space. Students will not be allowed to board a bus that is already fully loaded. The further in advance the request is submitted, the greater the likelihood that the request can be approved.

Parents are asked to review with their child(ren) the regulations governing the bus service to ensure that they understand not only the rules in place but also the reason for the rules and our mutual concern for their safety. Students who do not adhere to these rules are subject to suspension and, ultimately, expulsion from the bus service. A form is required for signature by any parent who is using the bus service for their children, citing the rules of conduct and the parameters for riding. The form is available in the school office.

## **TRIPS AND TOURS**

At AISCT, we appreciate the value that residential educational and sporting trips and tours can add to an educational program. That being said, we acknowledge that student participation in such trips and the consequent loss of classroom time for an extended period of time can be detrimental to student learning. The following policy outlines the parameters associated with official residential trips for AISCT students:

- The trip/tour will (as far as possible) occur over weekends or during vacations
- Should school days be missed, then trip participants are responsible for contacting teachers regarding missing work and deadlines prior to trip departure through the 'Make-Up Task' form process
- Essential make up tasks must be submitted after return from trip/tour on or before the deadline that was agreed on the Make Up Task form
- There will be no tests/make up tests administered to trip/tour participants within two school days of the return date of the trip

- For each school day missed, one hour of study hall time will be provided to the trip/tour participants by the trip leaders

## **TRUANCY**

Full student attendance in class is necessary for successful learning in our program. For this reason, and with regard to the issue of student safety, it is essential that students report promptly to all classes in line with their schedule, so that they are properly supervised at all times and can be located immediately should the need arise. Should a student not report to the appropriate class without absence permission from a member of faculty, then the student is considered to be truant from class. Truancy is a very serious matter and the consequences for this range from a detention to suspension (for repeat offenses). Whenever a student is determined to be truant from class, the student will be required to make-up the missed work during the detention.

## **TUTORING**

AISCT does not promote tutoring as a solution for learning difficulties. Learning difficulties need to be addressed through other channels. Tutoring should be considered only when help from remedial sources seem insufficient; for example, in the case of a student who is a late enrollee or has missed school for some time due to illness or other reasons.

The school recommends that any tutoring arrangement be made after consultation with the classroom teacher. Sometimes tutors are unaware of the nature or subtleties of what has been presented in class and can add confusion when approaching the work with the child at home. The classroom teacher can make specific recommendations for areas on which to concentrate at home and can even meet with the tutor to provide him or her with further background with which to plan.

## **VIRTUAL LEARNING PROGRAM**

In the event the school has to close campus, classes will be offered virtually to all students.

## **VISITORS TO CAMPUS**

All visitors to campus need to check in at the front office and get a visitor's badge. Former students may visit the campus during lunch, but must check in at the front office. Former students are not permitted to spend the day. Prospective students may visit the school for a day to learn more about the school. Current AISCT students are permitted to invite guests to attend Student Council social functions, but this must be approved by the administration and parent contact details must be provided. The parent of the student inviting the guest must assume responsibility for the guest.

## **WAIT LIST**

In the event a grade level is at capacity, the Admissions Committee will place applicants into a "Wait-pool" status. Wait-pool applicants are considered for admissions once an opening becomes available. Applications will not be considered chronologically, but rather determined based on the AISCT admission priority chart (see below).

AISCT strives to have balance in all areas of diversity, with regards to nationality, gender, past academic success and potential success at AISCT. When an opening becomes available, the Admissions Committee will decide on a candidate and that candidate's family will be notified immediately.

## **AISCT Admission Priority Chart**

**Tier 1:** Children of full time AISCT teachers (including management positions)

**Tier 2:** Siblings of currently enrolled AISCT students

**Tier 3** Former AISCT students returning from time spent overseas

**Tier 4:** Children of Consulate families in Cape Town

**Tier 5** Children of AISCT Alumni (both graduated or former students)

**Tier 6:** Other Applicants

## **WEB SITE**

Information relating to AISCT can be found by accessing [www.aisct.org](http://www.aisct.org)

## **WITHDRAWAL FROM AISCT**

Students leaving AISCT should inform the Head of School's Office and the Accounts Department as soon as they know when they will withdraw by completing a Notice of Withdrawal which should be submitted at least 2 weeks prior to the date of withdrawal. This will enable the office to prepare leaving documents. Before such documents can be issued, a check out form must be completed by the student (or teacher at the Lower Elementary level), which checks on such things as outstanding fees, books and textbooks. This document must be signed off by the various teachers, administrative staff, and Accounts Department before any official school documents can be released.

All tuition fees must be settled before the Accounts Department will sign the form. Parents should acquaint themselves with the Tuition and Fees policy contained in this handbook, especially the Refund Policy, which stipulates that any student withdrawing from AISCT must submit in writing a minimum of one term's advance notice or pay for the term in lieu of notice.

Students who withdraw before the end of term, will not receive early reports.