



American International School of Lesotho

Parent-Student Handbook

SY 2024-2025

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Welcome

Dear Parents and Students,

Welcome to the AISL Student/Parent Handbook for the 2024-2025 academic year! We trust that you will find all the pertinent and necessary information for daily life at AISL in this handbook. Whether you are new to our "caring community", or have had your children here for years, we hope that this handbook will be insightful.

Despite being a relatively small school by most international standards at roughly 107 students, we find strength in our diversity. At present, our school is approximately one third local Basotho and two thirds international. Our international students hail from 15 countries and speak a variety of languages. Thanks to our size, I can comfortably say that I know each student quite well and take pride in greeting each student, by name, every morning. One of the first things that many families notice is that we do not have uniforms at AISL – a fact that makes us different from every other school in Lesotho. Having no uniforms further emphasizes that each student is unique, and has different social, emotional and academic needs. Indeed, our school's mission is to "follow each child's path" and we recognize that everyone's path in school (and in life) is, by its very definition, one-of-a-kind.

Please know that you are welcome to visit campus anytime, regardless of whether or not you have an appointment. We welcome all children and families, from diverse backgrounds, to learn with us and discover what makes AISL such a special community.

As always, we welcome your feedback, comments and suggestions.

In Partnership,

Mrs. Kayla Dorsey-Twumasi (KDT)
Director
director@aisl.co.ls

Administration and Educational Team


The school is administered by the Director, who is responsible for the organization, operation, and overall management of the total school program. The administrative and educational teams are listed below:

Early Years Division	
Mareitumetse Motsoasele	Preschool Teacher
Lerato Lenkoe	Teacher's Assistant (Pre-School)
Betty Matlali	Pre-Kindergarten Teacher
Tsepang Komeke	Teacher's Assistant (Pre-K)
Kerrina Phase	Kindergarten Teacher
Mannini Makara	Teacher's Assistant (Kindergarten)
Lower Elementary Division	
Mamorena Sefali	Grade 1 Teacher
Rachael Fink	Grade 2 Teacher
Paballo Moseme	Teacher's Assistant (Grades 1 & 2)
Upper Elementary Division	
Ntšili Motsieloa	Grade 3 Teacher
Likonelo Majara	Grade 4 Teacher
Moliko Mohale	Grade 5 Teacher
Middle School Division	
Loveness Mufumi	Grade 6 ELA & Learning Support Teacher
Albert Billones	Middle School Math & Science Teacher
Nthabiseng Rasethuntša	Middle School ELA & Social Studies Teacher
Specialists	
Melanie Demula-Masiu	Music Teacher
Thabiso Baholo	PE Teacher
Ruth Oduware	Art Teacher
Rohini Pulyadath	Librarian
Belinda Mukendi	French Teacher
Administration & Support Staff	
Kayla Dorsey-Twumasi	Director
Mahlape Mosoeunyane	Business Manager
Mamali Makara	HR Manager & Finance Assistant
Tlapane Tsehlo	IT Coordinator
Limphe Makhaba	Administrative Assistant
Sengovuka Mlotshwa	School Nurse
Motlatsi Ntelekoa	Head of Security
Malefetsane (Sam) Matlali	Facilities Supervisor
Eliza Busa	Custodian
Mapaki Tsenoli	Custodian
Bokang Selai	Gardener
Thabang Liau	Driver
Thapelo Mokheleli	Driver

AISL Promise

The AISL Promise (pasted below) is at the core of everything we do as a school community. When we need to make decisions as a community, we revisit the AISL Promise – our school's mission.

The AISL Promise



We are a **caring** community, following **each child's path** to a strong **academic, physical** and **social** foundation, nurturing **responsible world citizens** and **life-long learners**.

AISL History & Overview

The American International School of Lesotho (AISL) was founded in 1991 to serve the needs of the American community, and other families seeking English-language education in Maseru. Currently, AISL is a non-profit, independent, co-educational day school for students from Preschool (age 3) through Grade 8 (age 14). AISL is committed to providing a high quality English language education rooted in an American oriented curriculum for students from a wide range of nationalities and cultural backgrounds within Lesotho.

Our U.S.-style educational program, which meets standards similar to those in quality public schools in the United States; encourages and fosters an approach to education, which enables students to take full advantage of the local context and diverse community; increases mutual understanding and cooperation between the people of Lesotho, the United States, and other nationalities, by serving as a demonstration of best practices being utilized in the U.S. The school curriculum utilizes the American AERO standards that are aligned with the Common Core. AISL is accredited by the Middle States Association of Colleges and Schools. The school year is divided into 3 terms extending from late August to November, December to March, and March to mid-June. AISL is synonymous with a caring community. We invite you to partner with us as we continue this tradition.

AISL is fully accredited by the Middle States Accreditation (MSA), MSA is a voluntary, non-governmental membership association that defines, maintains, and promotes educational excellence across institutions with diverse missions, student populations, and resources. To continue accreditation, AISL must maintain all standards specified by the accrediting agencies.

AISL Beliefs/Core Values: We believe in the dignity and worth of each student, and recognize the importance of his/her responsibility to his/her fellow man in the world community. We believe that all youth, of all races, cultures and creeds, should have equal opportunity for education consistent with their individual capabilities and academic needs. We believe that education should encourage in students the development of personal values and thinking processes which will facilitate their adaptability to a changing society. We believe that learning continues throughout an individual's life span. Therefore, education should foster independent thinking, exploration and experimentation as a life-long process.

Profile of an AISL Graduate

A graduate of AISL will...

- Communicate ideas and information confidently and creatively in various modes.
- Demonstrate the ability to apply independent, critical, creative and analytical skills to complex problems.
- Demonstrate an understanding and appreciation of cultural, social, scientific, economic, and political ideas, and practices in an international context.
- Understand the importance of an intellectual, physical, and emotional balance to enjoy an energetic, wholesome and productive life.
- Understand their own culture and appreciate the opportunity to interact with individuals of diverse backgrounds, while also respecting their different perspectives, traditions and

cultural values - including those of Lesotho.

- Demonstrate mutual respect and cooperation in their social, cultural and academic interactions.
- Understand how the responsible use of technology can positively impact their lives.
- Appreciate the essential elements of an American curriculum within an international context.

Board of Governance: The Board is responsible for the strategic, long-term health of the school, not the daily operations, which are the responsibility of the Director. AISL is governed by its Board of Advisors who each serve two-year terms. Five of the Board members are elected by the AISL Parents' Association at The Annual General Meeting. Two board members are appointed by the U.S. Ambassador, and up to three are self-appointed by the Board as per its needs/wishes. All Board members sign a "contract" once they join the Board that outlines conflicts of interest, conduct, and work expectations. The Board typically meets four times a year at least, and committees meet more frequently. Board members are elected at the Annual General Meeting held each year at the end of the last term. Should a challenge arise, we encourage families to engage productively with teachers first, followed by the Director, and then the Board, if a resolution is not reached. Please note that the Board operates, and makes decisions as a collective body, not as individuals. If you are interested in contributing your expertise as a consultant to one of our Board Committees to advance our Strategic Plan **please email Administrative Assistant: 'M'e Limpho at: Imakhaba@aisl.co.ls**

Board Committees:

1. Finance
2. Governance
3. Campus/Facilities

AISL School Board Members for 2024-2025

Heidi Blake Chairperson (Elected)

Lineo Thahane Vice Chairperson (Elected)

Venla Leskinen Secretary (Elected)

Theko Bereng Treasurer (Elected)

Masupha Lesala Member (Elected)

Augustin Douillet Member (Elected)

Elizabeth Mina Member (U.S. Embassy Appointed)

Peter Green Member (U.S. Embassy Appointed)

board@aisl.co.ls

Parent-Teacher Association (PTA): The PTA is a voluntary organization of parents and teachers that supports the school, and serves as a liaison between the school and the parent community. The PTA also organizes several yearly activities in order to: 1) Bring the school and community together 2) Raise funds to help improve the school programs and facilities. We welcome new and returning families to participate in any capacity with the PTA to expand the efforts of the association. All skillsets are needed and encouraged. Each class will have a parent PTA class representative for the class who will help to share PTA related information for that particular grade via the class WhatsApp group. Please email: pta@aisl.co.ls for more information.

AISL PTA Members for 2024-2025

Joselyn Thiemann (Chair)

Garu Yoonjung Kim (Vice Chair)

Aurelie Voix (Treasurer)

Therese & Gabriel Gabiro (Communications Team)

General Admissions Guidelines: Students are admitted to AISL after parents complete the necessary Admissions Application Form that includes the students' former report cards, health and vaccination records, financial clearance, and other pertinent information. Admittance is subject to final approval by the Director and/or Admissions Officer. The full application procedure can be found at <https://aisl.co.ls/admissions-statement>. Students are admitted and placed in their respective grades with age being the primary factor. However, a child's social maturity, assessments, academic record, English proficiency and prior schooling are all used in determining grade placement.

Students must be the following ages by October 1st of the school year to enroll in grades:

Preschool: 3 years old and toiletied by October 1st

PreKindergarten: 4 years old by October 1st

Kindergarten: 5 years old by October 1st

Other Admissions Guidelines: Final decisions about admission, particularly for those students in classes that are already at capacity, are made at the sole discretion of the Director. As a matter of admissions policy, preferences will be given to the children of the U.S. Government employees and employees of other missions, organizations and businesses entering into an agreement of sponsorship/support with AISL, U.S. Citizens, and families that enroll all of their school age children in AISL.

Students are seldom placed at a grade higher than the age indicated. Such an advanced placement would occur based on gathered data, and only when the following clearly exists: superior academic performance, social maturity, and a need for a more advanced academic environment.

Curriculum: The medium of instruction at AISL is English. In order for students to progress academically, they must be able to communicate in the English language. Parents of students who are admitted with an English proficiency below what is needed in class may be asked to provide additional tutorial support after school. The curriculum at AISL is similar to that of American schools using the Common Core as a foundation, and based on the AERO (American Education Reaches Out - www.projectaero.org) standards. Regular academic courses include: language arts, reading, mathematics, science, health and social studies. In addition to the regular academic courses – music, art, library, IT, French as a foreign language and physical education are all offered.

Learning Support & Special Education Program: Currently, AISL does not have a full Special Education Department. However, given the skill level of our educators, and Learning Support teacher, we are able to accommodate a number of student learning profiles. We are presently staffed to meet the needs of children with mild disabilities. However, there may be times where our current capacity does not meet the specific needs that have been recommended by a

medical professional that a child may require to be successful in our school environment. If that is the case, we will recommend, or help families to find that support within the wider community, or different setting, or get the support required if it is feasible for us to do so. A child will not be admitted if they require an Individualized Education Plan (IEP) that our present staff is not able to fully and adequately meet. AISL is not currently equipped to provide testing that would identify students with special needs.

The goal of the AISL Learning Support program is to provide support to students experiencing academic difficulties who are identified with mild learning difficulties or special needs, who may or may not have an IEP. Academic support may be provided in the classroom or through pullout sessions that match individual student needs appropriately. Pull out learning sessions may be provided individually or in small groups depending on the needs of the students.

Curriculum & Course of Study: AISL consists of three academic divisions.

Early Years (Preschool, PreKindergarten, & Kindergarten): Our full day early years program combines classroom and play-based curriculum for three, four, and five year old students. Our program is designed to prepare young students for kindergarten by teaching them to interact with peers and adults appropriately, language and communication skills, early literacy and math skills, as well as problem solving skills and understanding the nature of science. Students are given the opportunity to express themselves creatively through art and exercise regularly through physical education.

Elementary Grades 1-5 (Lower and Upper Elementary): AISL Elementary Curriculum is a standards based curriculum using the AERO standards in English/Language Arts, Math, Science, Social Studies, and exploratory subjects. All students in grade 1-2 have classes in French as a foreign language, and Art. All students are required to participate in physical education.

Middle School Grades 6-8: The AISL middle school curriculum prepares students for high school. The curriculum uses the AERO standards as a framework for all subjects.

Attendance, Tardiness & Absences

The typical school year consists of approximately 180 student instructional days. In order to be successful in their educational program, students need to attend classes every day. Repeated or extended absences may impact a student's development.

School Hours

Monday – Thursday 8:00-2:30pm.
Preschool- Grade 8

Friday 8:00 – 12:15pm.
All grades/students

After School Activities 2:30-3:30pm.
Tuesday-Thursday

The office also generally has staff on campus until 16h00 on Monday-Thursday and until 13h00 on Fridays.

Drop Off: Parents may drop off their children as early as 7:40am. Starting at 7:40am., teachers watch children in designated play areas around campus. Please do not drop off your children prior to 7:40am. as they will be required to wait at the gate with the security officers until the appropriate adult supervisors arrive.

Absences: When a student is absent for illness, a phone call to the office advising us of the absence - and the possible length of time of the absence - is required. If phone contact is not possible, please send an email to our Administrative Assistant, Ms. Limpho Makhaba (lmakhaba@aisl.co.ls), your child's teacher, and School Nurse.

Tardiness: The formal school day begins promptly at 8:00am. When students arrive late to school they miss morning meetings, which is a crucial classroom routine to start their day, important announcements and instructional time.

Early Dismissal: If you need to dismiss your child early from school, please let your child's teacher, and the Main Office know in advance. You will need to collect your child, and sign them out of school at the Main Office.

Vacations and other extended absences: Parents are encouraged to arrange their vacations to coincide with the school's calendar. In cases where this is not possible, parents are expected to notify the classroom teacher and office at least two weeks before departure to allow the teacher sufficient time to prepare student work to be done while the student is away. It is the responsibility of the students and parents, to ensure that any material missed during the absence is covered. If a student is absent due to an illness, arrangements can be made for makeup work. Parents are asked to consult with the child's teacher directly.

Should a child be absent for 15 consecutive school days without written notice from the family, you shall forfeit your slot at AISL, and be subject to re-enrollment. AISL will of course make several attempts to contact the family regarding the child's absence, however, it is the responsibility of the family to notify the school of such an absence in advance, or throughout the absence when it is unexpected.

School Dismissal and Pickup

- Please make certain that your child is picked up from school at the appropriate dismissal time. Kindly call the school's office if you will be late.
- Students who are on campus must be supervised at all times. Only students registered for, and participating in an activity may remain on campus after 2:30 p.m. All other students must either be picked up by their parents or take the bus service home.
- Consistent late pick-ups from school may require your child to take the AISL school bus (at the parents' expense). Children are not supervised after the official end of classes if not enrolled in an after-school activity, thus the parents are responsible for their child's safety and well-being after that time.
- All students must be picked up from our campus by a registered adult. Whenever the person for pickup changes, a copy of the person's picture ID needs to be sent to the Main Office, as we share it with the teacher and Head of Security. Failure to communicate with the Main Office, will result in us not releasing your child to that adult for safety reasons.
- No students of any grade level are permitted to go home with another student unless the

parent has sent in written permission beforehand or called the school's office to inform the Administrative Assistant or class teacher. Students are not permitted to make calls from the School Office at dismissal time to make their social plans.

Meerkat After School Activities (MASA): AISL organizes an optional After School Activities Program for all students. These activities are scheduled Tuesday, Wednesday, and Thursday afternoons from 2:30 p.m.-3:30 p.m. Most activities change on a term basis. MASA starts 2 weeks after the start of school and after the semester break. ASA are a mixture of teacher led and external provider options. Some MASA are at no additional cost to families, and others require a fee to be paid to the school via wire transfer in advance of a child's participation. We strive to "nurture responsible world citizens and life-long learners" through MASA.

Field Trips: AISL may offer field trips to a variety of locations throughout the school year. These trips are extracurricular activities, and are not mandatory. Students are encouraged to attend whenever possible. Students who plan to attend must provide a completed permission slip.

Parents may be responsible for costs incurred while attending a sponsored event, including, but not limited to: transportation, entry fees, and meals.

- Students must meet the following criteria before they are permitted to attend a field trip:
- The student must comply with all school policies
- The student must not be under any conduct restrictions
- As always, students are expected to dress appropriately. It is inappropriate for students to wear immodest, suggestive, unclean, vulgar, obscene, or distracting attire. Students should remember that when they are on a field trip or in any other public place in a school related capacity, they are representatives of the AISL community. They should conduct themselves in an appropriate manner at all times, as their conduct is a direct reflection on themselves, their families, and their school. Students must comply with all school policies and must follow the direction of the school staff supervising the event.

Classroom Without Walls (CWW): CWW is a schoolwide curricular initiative that takes place annually for an entire week in February. The purpose of CWW is for students to engage in hands-on learning experiences that further enrich our curriculum, and extend beyond the classroom environment. Thus, this is not a holiday week off from school. During this week, students may travel as a class throughout Lesotho, or to other countries in the region to expand their learning. Community partners may visit our campus to collaborate with teachers on specific topics of interest connected to our standards. Teachers submit proposals, and risk assessments either at the end of the school year, or in September to begin planning early. To ensure safety, and help mitigate risks, risk assessments are reviewed with the support of the security office at the U.S. Embassy.

Parents financially sponsor activities that have a fee associated during CWW. To support equitable participation amongst our students, teachers are required to create an affordable budget, include free activities as much as possible, and inform parents of estimates early so that they may plan accordingly. We encourage parents to volunteer as much as possible during CWW.

Grade Promotion & Retention: Students will normally progress annually from grade to grade. Exceptions may be made per the recommendations of our professional teaching faculty when they are in the best educational interest of the student. At the end of the academic school year, the teaching staff recommends those students for promotion to the next grade level.

AISL recognizes that each possibility of retention should be considered individually. To be promoted to the next grade level, the child must have demonstrated proficiency in meeting the grade level standards, and a readiness for the next grade level both academically and socially. The basic guide is: a student will be retained in the same grade if the student has not successfully met the academic standards in the current grade level, if the student is socially immature, if the student has missed a significant number of school days (equivalent to an entire term), and/or if there is reasonable hope that another year at the same level will be beneficial for the student and result in a positive change. Such recommendations are informed by various data points that will be shared with parents. In these cases, it is expected that the teacher will have discussed the possibility of retention with the parents no later than the end of Term 2. Should families reject the retention recommendation, they will need to do so in writing, and submit a support plan for review that notes how they will partner with the school (and external providers where necessary) to help the child progress in the areas noted in the school's retention decision.

Should a request be made for a child to be placed one grade higher than normal, strong reasons must exist as superior academic performance is not enough. There must also exist superior social maturity, and a clear need for a more advanced academic environment. In most cases, the child will be placed at the appropriate age/grade level, and the individual student's program will be enriched and extended.

Home Learning (Homework): Home learning is preparation and practice for class carried out independently by the student, with facilitation from parents as needed. Home learning may be in the form of special projects, research, writing, and problem solving in written or computerized form. If your child is struggling to complete their home learning tasks, please contact your child's teacher. We encourage all students to engage in parent-led (depending on the age) and independent daily reading practice. Each teacher will provide their specific guidelines (assigned days, times, and formats) regarding home learning.

In general:

- Early Years: May have home learning on occasion. Kindergarten will have regular reading/phonics practice.
- Grades 1-3: 15-30 minutes per night
- Grades 4-5: 30-45 minutes per night
- MS: 45minutes up to 1 hour 30 minutes a night

Student Responsibilities: Students need to be aware that keeping up with assignments is often crucial for success in their courses. Reflection, practice, and synthesis of classroom material are essential for growth. Students must take it upon themselves to fully understand each teacher's expectations, with respect to assignments, at the beginning of a course and proceed to use assignments as a tool to increase understanding and progress.

Students should:

- expect home learning
- use a planner/diary to organize assignments
- submit homework and assignments in on time

- thoughtfully do their own work and not copy assignments
- reassess returned assignments and note all feedback
- makeup all assignments missed

Parent Responsibilities: Parents have a special responsibility to ensure that students prioritize school work and complete home learning and other assignments. Additionally, parents maintain a connection between home and school by contacting teachers when their student is experiencing difficulty with assignments.

Parents should:

- read course syllabi to learn about course requirements, individual teacher's grading of homework and frequency of assignments
- provide appropriate time, materials, and space for home learning
- contact teachers with questions and concerns
- contact school when a student has been absent two days or more to get homework assignments
- ensure a balance between schoolwork and other activities

Standardized Testing: Standardized testing is administered each term for Math and Literacy for students in grades 1-8 (Kindergarten students test starting in the second term of the school year) using the NWEA Measure of Academic Progress (MAP) Test. The MAP test is an adaptive computerized test, with results made available within a week of closing of the testing period. Results are shared with parents (either via email, or as a hard copy report) shortly thereafter. Data is also gained through reading, writing, and math assessments, and other diagnostics tools.

Assessments: The following assessments are an integral part of information gathering at AISL:

- Pre-assessments (diagnostics) are given at the beginning of instruction to find out what students already know, in order to plan the next stage of learning.
- Formative assessments (ongoing) provide feedback and information during the instructional process, while learning is taking place. They are useful in making instructional adjustments and interventions during the learning process.
- Summative assessments give students opportunities to demonstrate what they have learned, by providing information and feedback at the end of the teaching and learning process. They can be written or oral, and used to evaluate the overall effectiveness of instruction, school improvement goals, and student placement.

Learning Platforms: We utilize the following on-line learning platforms: Seesaw, IXL, Google Classroom, Raz Kids, and Mystery Science that may require students to login, post, or access at school or home for the purpose of home learning, assessments, and information.

Report Cards: Report cards are emailed to parents, or printed upon request, at the end of each trimester (three times a year). In addition to receiving grades in mathematics, English language arts (ELA)/reading, science, and social studies, students also receive grades in French (starting in Kindergarten) physical education (PE), art, and music (starting in Preschool). Teachers are responsible for assessing students in a meaningful way and for keeping track of those assessments through the school year for report cards. Teacher comments allow the teacher to individually address each student in terms of, but not limited to: suggestions for academic

improvement, specific projects/assessments, student behavior, general observations from the term as well as any major concerns/comments that should be conveyed.

In addition to academics, we also foster strong character in our students, and provide remarks on their character development and progress.

	AISL Kindergarten to Grade 8 Grading System
N	Not assessed during this term
1	Making limited progress toward grade level standards with support
2	Making expected progress toward grade levels standards with support
3	Making expected progress toward grade level standards
4	Consistently exceeds expected progress toward grade level standards

Reporting students' progress is enhanced during parent conferences throughout the school year.

Conferences: At the conclusion of the first and second terms (following the distribution of the first and second report cards), the entire team (student, teacher, parents) come together for a conference. Students are encouraged to lead the academic conference to discuss their strengths, areas for growth, strategies to improve in the future, as well as goals for the upcoming term. Conference formats will differ depending on the age of the student, but we feel that this first portion empowers each student to take charge of his/her own learning. This is a time for parents, students, and teachers to talk about student progress and to plan strategies to help students be more successful. Parents are also encouraged to schedule conferences at any time during the year if they feel there is a need to do so. It is not necessary to wait until a term concludes to discuss a child's progress and/or serious concerns. Conferences may be scheduled virtually or in-person. Parents are expected to consult with the classroom teacher first regarding any questions or concerns before addressing it with the Director if needed. Matters should be brought to the Director if they have not been handled at the teacher level.

Parent-Teacher Communication: As a caring school community, we expect that all interactions between parents and school employees, and students and school employees be respectful at all times even during moments of disagreement. Such respectful communication expectations include electronic and written correspondence, and in person interactions. In the event the expected conduct is not demonstrated, employees and students will be subject to our HR policy, and disciplinary guidelines respectively.

Parent Code of Conduct

Parents and guardians of AISL play an essential role in creating a safe, nurturing, inclusive and a respectful educational environment. By embracing this Code of Conduct, you contribute to the overall success of AISL, and ensure that the school remains a space where every staff member is valued, every family is secure, and every child can thrive.

The AISL Parent Code of Conduct has been created to ensure that all interactions amongst parents, the school, staff and students are constructive and promote healthy relationships, learning and wellbeing and are aligned with our School Mission, Vision, and Respectful, open

interactions and dialogue ensure a positive school climate for everyone in our community, reducing stress and anxiety and providing a good model for our students and a framework for effective partnership between the parents, the school and the AISL and community at large. It is to ensure that everyone who visits the school campus is able to do so in a safe and harmonious manner and to ensure that all the stakeholders are not subject to aggressive, hostile or violent behaviors.

As a parent/guardian in the AISL community, I agree to:

- Treat all members of the school community, including AISL staff, faculty, Board Members, students, and other AISL parents, with respect, courtesy and consideration in my interactions and communication.
- Ensure my interactions in the community make others feel safe, including students, fellow parents, staff members and visitors.
- Demonstrate the AISL Promise of being open-minded, caring and responsible with my child, and in my engagements with the AISL community.
- Respect points of view that are different from my own, and refrain from actions and behaviors that could be perceived as offensive, degrading, harassment or discriminatory toward any member of our community.
- Be an active partner in my child's education by attending meetings, conferences, and school events when possible, as well as providing a safe, nurturing and healthy environment at home that is conducive to my child's wellbeing and learning.
- Provide vigilant supervision of my child during events that take place after school hours.
- Embrace diversity, and promote an inclusive and welcoming environment for all students, families, and staff, regardless of race, religion, gender, orientation, nationality or background.
- Approach teachers, administrators and the Board from a position of trust and partnership, expecting that decisions are made with the best interest of my child and the greater AISL community in mind. When dissatisfied with a situation or decision, follow the appropriate channels to ask questions, pursue grievances, offer advice and register concerns in a civil and open manner.
- Not engage in negative, defamatory discussions that can be divisive, and hurtful to any members of the AISL community including students, parents, faculty, staff, and administrators – in person, on the phone, in writing on social media and messaging platforms.
- Not share sensitive information or make malicious or judgemental gossip, accusations and unproductive or unkind talk about other members of our community, including students, staff, and other parents.
- Not use profanity, insults, harassment, offensive language, or aggressive speech toward any member of our community or in any situation related to AISL.
- No breaking of any of the school's security procedures. No physical assaults or threats of.
- Not move to exercise any undue influence or authority over the teaching staff or the academic programmes of the school and its management and administration.

If a parent or guardian violates this Code of Conduct, the Director may take action to document and investigate the alleged violation followed by a formal meeting or written exchange with the parent, after which a formal warning may be delivered. If violations are found to continue or worsen. Further action may be considered, including banning the parent(s) in question from all school premises for a period of time. The School Board will be informed of the ban and will, in extreme situations, as appropriate, seek help from external authorities.

Library

Procedure to join the AISL Library:

1. Have a parent sign the consent form (new students receive it with their admission package) and turn it in as soon as possible.
2. The school will provide a plastic carry folder for check outs. This minimizes the risk of damage to books.
3. Details are entered into the online database and students receive a unique library ID number.

Check out policy:

All patrons (including faculty and parents) check out a book for 14 days. All grades visit the library at least once a week and are encouraged to exchange books the following week. By Grade 1 and above, students are welcome to exchange books daily. Students also check out multiple copies for project work assigned by their teachers.

During the break (Christmas, Easter, etc.) students can check out a maximum of 5 books when accompanied by a note from parents stating that they are aware of this special checkout and that the books will not travel outside Maseru, and will be returned without damage. The Library also issues books during the long winter break. Students are welcome to check out a maximum of 5 books *if* they are returning to AISL the following academic year and *if* there is no financial hold on their account.

We encourage our students to use the library and select books that interest them. Please note that we provide independent browsing of our collection and do not prescribe what your child reads. We have structures in place to encourage your child to make good choices when it comes to selecting the right book(s).

Settling fines:

Fines need to be settled if a book is torn, damaged, or soiled. We encourage students to place their books in their folder to avoid damage to the copies. For younger students, we encourage them to be supervised while reading. If a book is torn, we urge that parents not try and mend it. Please send it to the librarian and we'll try our best to mend it here at school. Fines are set in local currency, though our books are purchased and shipped from the United States. If the book is available locally, fines are set to reflect local costs. However, there have been precedents where the library has had to import copies of books to replace the lost/damaged copies. Please be informed that in such a situation, you will be paying for shipping costs and

import duties to replace the lost/damaged books.

Other information:

Parents are welcome to read at the AISL Library, and we also welcome volunteers. In the past, several families have generously donated books to our library. We continue to accept donations and will add these titles to our collection.

If you have any queries or concerns, please contact the librarian, Ms. Rohini Pulyadath on library@aisl.co.ls.

Plagiarism

- Plagiarism is the representation of the words or ideas of another as one's own in any academic work. Examples of plagiarism include, but are not limited to:
 - Using unauthorized aids on an assignment, essay, quiz, or test
 - Having someone, other than the student, complete an assignment, essay, quiz, or test
 - Using Artificial Intelligence as your own work
 - Submitting another person's work
 - Submitting the same work for more than one course or assignment without prior written approval from the instructor(s)
 - Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission
 - Signing in to a live session for another student who is not present and/or leaving a session without logging off or without indicating that you have "stepped away"
 - To avoid plagiarism, every direct quotation must be identified by quotation marks, or by appropriate indentation, and must be cited properly according to the accepted format for the particular discipline. Acknowledgement is also required when material from any source is paraphrased or summarized in whole or in part in one's own word. Information that is common knowledge need not be cited; however, the sources of all facts or information obtained in reading or research that are not common knowledge among students must be acknowledged. In addition to materials specifically cited in the text, other materials that contribute to one's general understanding of the subject may be acknowledged in the bibliography/works cited page.

Students should be encouraged to discuss any questions about what constitutes plagiarism with the faculty member teaching the course. The educators responsible for monitoring the student's coursework can help to clarify any confusion concerning the topic of plagiarism. Students that are found to be in violation of the matter may be subject to failing the class or assignment.

Internet and Technology Usage

In years past, middle school students were allowed to bring their own laptops or tablets to school. This year, AISL will do away with this practice for all students. Notification will be sent to parents once implemented. Instead, we will supply students with school approved Chromebooks for supervised use at school when needed for academic purposes only during class time.

Students will be required to return the Chromebook by the end of the school day, if not sooner. For those middle school students who need access to a Chromebook at home for academic purposes, may rent one for our IT department, if available, for a fee. Please refer to the [rental agreement](#) for more information.

When using AISL devices, students are expected to do so carefully and responsibly.

AISL has set guidelines intended to promote the responsible use of technology. The use of the

computer network is a privilege. All members of the community should follow an ethical and respectful approach in using the network. Failure to comply with regulations may result in suspension of privileges, or removal from the network along with additional disciplinary actions.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data. Where a student is suspected of inappropriate use, this will be reported. Where a device is used to capture inappropriate images, audio, or recordings, the device will be confiscated. While every reasonable effort is made by AISL staff to prevent children's exposure to inappropriate content when using the AISL network system, it is not possible to completely eliminate the risk of such exposure. In particular, AISL cannot filter Internet content accessed by your child from home, from other locations away from school or on devices owned by your child.

It is the responsibility of students and families to be familiar and abide with the policies outlined below:

Student Cyber-Safety Agreement (Strategies to Help Keep AISL Children Safe)

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day.

Being cyber-safe is no exception and we invite you to discuss with your children the following strategies to help them stay safe when using IT at school and after formal school hours:

- I will use the Chromebooks, computers and other AISL IT equipment only for my learning.
- I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
- If I am unsure whether I am allowed to do something involving IT, I will ask the teacher first.
- If I have my own username, I will log on only with that username. I will not allow anyone else to use my name.
- I will keep my password private.
- I will use the Internet, e-mail, or any IT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
- While at school, I will search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing. I will report any known attempts of other students who try to get around, or bypass, security, monitoring and filtering that is in place at our school.
- If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will not show others. I will turn off the screen and get a teacher straight away.
- I will not use personal IT devices at school (this includes phones, laptops, tablets). Only with written permission from home and the school will I bring any IT equipment/devices to school.
- Only with permission from the teacher will I connect any IT device to school IT, or run any software.
- To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
- While at school, I will ensure it is safe with permission from a teacher before I put any personal information online. Personal identifying information includes any of the following: my full name, my address, my email address, my phone numbers, photos and tags of me and/or people close to me.
- I will respect all school IT and will treat all IT equipment/devices with care. This includes: not intentionally disrupting the smooth running of any school IT systems, not attempting to hack or gain unauthorized access to any system following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with technology; and reporting any breakages/damage to a staff member.
- If I do not follow cyber-safety practices the school will inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform my parents and hold securely personal items for potential examination.

Users who lose school equipment (including theft) will pay replacement costs. Users who damage school equipment while acting irresponsibly or neglectfully, will pay repair or replacement costs.

Ethical Use Policy

Privacy

Respect the privacy of others. Users must not intentionally obtain copies of or modify files, email, passwords, or data belonging to anyone else. Do not divulge personal information such as name, address, or phone number while on the Internet. All data and information on the schools computers can be accessed by the school at any time. Make sure, if more than one user works on the same machine, that the browser is configured to forget sensitive information such as passwords.

Protection of personal accounts

Work only in your own account. Take responsibility for your account and its contents. Protect/do not share your password and log off when your work is complete. Report any problems with your password or account to the IT Coordinator.

Appropriate Language or Materials

In any setting, including a 'virtual' one, use of language that is abusive, profane, racist, or sexually offensive is prohibited. Accessing or downloading offensive or sexually explicit material is also prohibited. Any action by a student that is determined by a teacher, staff, or IT Coordinator to constitute an inappropriate use of the Internet is a violation of this Acceptable Use Policy.

Copyright Guidelines

All computer software is protected by copyright laws, and unauthorized transmission of licensed software (uploading, downloading, altering, or copying) is illegal. If you include information obtained from the AISL network or the Internet in your own work, you must practice accepted rules for documentation by citing documents and by attributing authorship. Users should be aware of copyright infringements with respect to commercially available music and video.

Integrity of computing systems

Use of the network for any illegal activities, for example hacking, i.e., the unauthorized entry into any computer systems, or for any deliberate vandalism or destruction of computer equipment or computer files is prohibited. Do not change any settings on a shared computer. Do not add files to any directory on the network besides your own user folder. Do not spread computer viruses. Do not install any software.

Courtesy

Show exemplary behavior while using the network. If a computer lab workstation looks as if it is being used, please ask before closing any files or re-booting. Exercise care in the use of computer equipment. The community will suffer from broken or stolen hardware. No computers are to be used for game playing at any time.

Consider yourself a representative of AISL while using the network, exploring sites on the Internet, or using e-mail.

Student Email Acceptable Use Policy

AISL uses student email as an official means to effectively and efficiently communicate between students, faculty and staff. The primary purpose of student email is to meet the academic, student life, administrative, and business needs of the School. While the School will continue to communicate through printed publications and written correspondence, it is expected that the school will increasingly use student email as an official means of communication with AISL

students.

Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities;
- Commercial purposes;
- Personal financial gain;
- False identity in email communications;
- Misrepresentation of AISL;
- Distribution of electronic chain letters or unsolicited mass communications;
- Disruption, corruption or obstruction of electronic communications

Access Restriction - Access to and use of student email is considered a privilege accorded at the discretion of AISL. The school maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or School policies have occurred.

Privacy - The general right of privacy should be extended to the extent possible in the electronic environment. AISL and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The School reserves the right to access its computer and network systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Access - By accessing AISL's email, you agree to the terms of this Policy and that AISL, its staff, and officers shall not be liable for any damages or costs of any type arising out of or in any way connected with your use of this service.

Student Internet Acceptable Use Policy

Internet Safety

Keep your personal information private: Private information should never be given to anyone online without an adult you trust making sure it is okay. Tell your parents or IT lecturer if an online "friend" asks personal questions. *Keep away from mean websites:* Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, or unkind. Show your respect for others by staying away from these sites. If you visit one by accident, close it and tell your teacher or an adult.

Privacy and Security

Choose a good password and keep it secret: Passwords are very important to keep your information safe. *Some information is private:* There is information about you that you should avoid sharing online because it is private. *Privacy is important:* Always set privacy settings carefully so that only the people you know can see you and your personal information. You need to remember to use passwords that are hard to guess and find ways to keep them secret. *Respect other people's privacy:* Show respect for others privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

Relationships and Communication

There is a difference between online friends and real-life, face-to-face friends: Only invite people you actually know in the real world to be your friends in the online world.

Be responsible to your online and offline community: Good digital citizens are responsible and respectful in the digital world (and beyond).

Cyber Bullying

Treat others like you want to be treated: Show you care by not sending hurtful messages about other people, or forwarding messages that are unkind or inappropriate. *Don't say anything online that you wouldn't say in person:* Don't get involved in conversations that are unkind, mean or could be perceived as bullying. To get help, inform an adult you trust to help protect yourself and others.

Tell your parents/guardians and teachers if you are being treated unkindly or bullied: Tell them if you know about conversations you see that are unkind.

Digital Footprint and Reputation

Only post things that you would want your parents/guardians to see: Only place information online that is appropriate and post pictures that are suitable. Not everyone seeing your profile or pictures will be friendly. *Stay away from advertising and spam:* Advertising, spam, and unwanted messages can be a way to get access to your personal information or to damage your computer.

Self-Image and Identify

Choose a good name: Use online names that are suitable and respectful. *Be safe when you talk online:* Only talk to people you know. AISL students are expected to demonstrate proper and appropriate cyber etiquette in all electronic correspondences (voice, mail, data, web postings, etc.) whether on school grounds, on the school network, or off campus on a non-school network.

Discipline Guidelines

At AISLE we understand that pushing limits is a normal part of learning and growing. We seek to understand the cause of student behavior, and educate our learners about making positive and responsible choices, and how their actions have affected others in our community. This often requires frank conversations with students as well as reflection by the offending student to think deeper about the effects of what happened. AISL has a tiered approach to discipline, and reflection is encouraged at each tier. All infractions should be handled within the framework of classroom agreements and school rules and by the staff involved with the student at the time of the infraction. Any number of the following consequences may be applied:

Tier I

a. One-to-one reminder on appropriate behavior; and/or reprimand on the inappropriateness of the infraction and a reminder on exercising appropriate behavior and that a repeat of the infraction will lead to further consequences

Tier II

b. Implementation of a behavior modification technique, plan, or activity
c. Loss of privileges or detention; natural consequence
d. Make an apology, amends, fix damages, or makes restitution

Tier III (Repeated ongoing behavior, or egregious behavior that requires direct administrative intervention)

g. Removal from the learning environment
h. Meet with the Director

- i. Possible suspension, or expulsion
- j. Behavior conference (student, parents, teacher(s), and administration)

If, after the conference, the behavior persists, a subsequent meeting with parents will happen where discussions about the student's future at AISL will take place.

**Some instances that require an immediate jump to Tier III may be, but are not limited to, the following: Violence, Threats, Harassment, Theft, Vandalism, complete noncompliance, bullying, Skipping Class, Drugs, Alcohol, Tobacco, etc.*

Parent Notification

A parent or guardian will be contacted in a timely fashion by the teacher involved or Director, informing them when corrective measures have been taken that involve loss of privileges, detention, suspensions or other similar actions. If a child is to be suspended from school, notification to the parent is required prior to implementation.

Students' Rights Each student has the right to the following:

- A meaningful education based on high academic standards which meet the individual needs of the student within the limitations of AISL
- Physical safety and protection of their property, including the right to practical school facilities
- Appropriate dialogue with AISL employees
- Protection from discrimination and harassment
- Due process procedures regarding their alleged involvement in an incident of misconduct

Student Conduct

Students enrolled in the school shall conduct themselves in a manner, which will bring credit to themselves and the school. Conduct expectations have been established with the intent to guarantee the welfare and safety of everyone. Guidelines are designed to help promote responsibility, reasonable order, and the good citizenship skills of each student.

AISL promotes an environment where everyone is expected to be caring and careful world citizens and is appreciated regardless of race, religion, personal beliefs or individual differences. All members of the school community are expected to be respectful at all times. AISL strives to provide a safe and supportive environment for all of its students.

Therefore, the following behavioral expectations have been established:

- It is inappropriate to physically abuse another person
- It is also always inappropriate to harm another person verbally
- To use language which is considered offensive on campus
- To take something that belongs to someone else
- To cheat, copy, and/or plagiarize
- To vandalize the school environment
- To use offensive and disrespectful language towards AISL employees; including verbally and physically threatening and intentionally invading the personal space of an adult for the purpose of intimidation

AISL defines bullying as:

The use of force, coercion, teasing, and threats to abuse, dominate or intimidate others. The behavior is repeated, and habitual. There is also a perceived imbalance of power (i.e. physical, and social). This distinguishes bullying from conflict.

Students are not allowed to possess or use the following on school property:

- All forms of alcohol, drugs, and smoking paraphernalia (including lighters)
- All forms of real or fake (toy) weapons (guns, knives, and objects that can be used to harm another or oneself).

*If such items are suspected to be in the possession of students, with reasonable cause, AISL employees are permitted to search a student's belongings in the presence of another employee, and parent notification thereafter.

Students Transferring from AISL

When preparing to depart from AISL, we ask that you let us know as far in advance as possible. We need to prepare a number of documents for your child's transfer (official transcript, financial clearance letter, recommendations if necessary, standardized testing reports, etc.) and the office needs *at least 5 working days* to have the necessary papers in order and, sometimes, even more advanced notice if it's a busy time of the year (summer and winter holidays especially).

Moreover, the office will send out a parent survey in December asking whether or not your child(ren) will return to AISL the following year. Failure to return this form or to let the office know in a timely manner could result in your child losing his/her place in their class. A timely, accurate completion of this form is extremely important as other prospective families may be applying for your child's space and the finance committee uses projected enrollment figures to begin developing the next academic year's budget. When departing AISL, we ask our families to complete an Exit Survey to provide us with feedback on our programming, operations, and academics.

Whole-School Activities

As a central part of our on-going effort to build community among our members, AISL has traditional programs that take place throughout the academic year which are led/coordinated by teachers, staff members as well as parents (PTA). Some highlights of this program include, but are not limited to the following:

Open House (September): This event, which takes place early in the school year allows parents to meet and interact with teachers of their children as well as the school administration.

Spirit Week (October): Themed-dress days occur throughout the week which culminates in a Halloween-themed day with games and prizes.

Thanksgiving Potluck lunch (November): The traditional North American harvest holiday is celebrated at the end of November with a potluck lunch involving all community members.

Moshoeshoe Celebration (March): We celebrate the Basotho culture, and history of Lesotho.

Reading Month: An entire month dedicated to the importance of reading.

Service Learning: AISL students are all encouraged to participate in community service activities that take place on and off campus.

Assemblies: A tradition at AISL, our students gather as an entire school for our assemblies, which are typically held on different Fridays throughout the month. Parents are encouraged to attend any assembly, especially those that are being hosted by their child's class. We encourage different classes to lead the assembly. This information will be conveyed to parents in a timely fashion prior to these special assemblies. Parent attendance is encouraged and highly appreciated when possible.

Meerkat Newsletter: On a bi-weekly basis on Friday's, the Director sends a newsletter to parents via email that contains important information on the happenings in/around campus as well as announcements about upcoming events and/or other pertinent information. Additionally, we also occasionally send home hard copies of letters when crucial information must be conveyed, and/or the parents are required to complete a form and send it back to school.

2024-2025 AISL School Calendar: Please refer to our website's "calendar link" for the most up-to-date information regarding holidays, and other school activities: <http://www.aisl.co.ls>

Lost & Found: The responsibility for one's personal items ultimately belongs to the student, and our students are encouraged to keep track of their own belongings. Lost & Found is located in the large blue container at the school's entrance. Parents are strongly encouraged to label their child's clothes and belongings so as to better ensure they can be returned promptly to the correct child. Items that have gone unclaimed for long periods of time are donated to local charities/schools.

AISL Website: We encourage anyone wanting to learn more about AISL to visit our website for the most up-to-date information on happenings around campus. You can find us at www.aisl.co.ls and the offerings of the website include, but are not limited to: the school calendar, PTA news, our weekly "Meerkat Newsletter", photos from recent school events and even this handbook. Before a student's photo, video, or work can be published on-line, parents will have agreed to allow publishing of student photos and work.

Emergency Procedures: Throughout the school year, we practice scheduled and unscheduled emergency drills: fire/bomb; external threat/"safe haven"; and internal threat/"lockdown". Each building/classroom on campus has a detailed evacuation route as well as the necessary steps one must take for each of the three, relevant drills. In case of emergency, the Director is authorized to announce the closing of school if actual or potential hazards threaten the safety and well being of students or employees. The Director will use his/her best judgment to also consult professional staff and/or other community agencies responsible for the safety and well being of the community. The Director will, in addition, either inform and/or consult with the Board Chairperson. Emergency announcements may also be sent by the director or designated person, by other electronic mediums to the AISM community.

Parents, we would appreciate your support in the following proactive ways:

1. Please keep your phone charged and accessible at all times.
2. Please respond immediately to any calls from the school.
3. If contacted by the school please communicate with your spouse the instructions that you have given to the school regarding the collection of your child(ren).

4. If for any reasons these instructions change please call the school back on the same number that you were initially contacted on. This will minimize any confusion at the time of evacuation.

Safety Student: Safety is of primary concern to AISL teachers, staff, administration, and the Board of Governance. Regular maintenance aims to make AISM a safe, nurturing environment for students of all ages. If you have a safety concern, please contact the AISL office, your children's homeroom teachers, school nurse, or the Director.

Unfortunately, accidents do happen at a school and students do get hurt. When this occurs, AISL staff follow procedures to address the situation as best they can, which may include taking a student to the school nurse, or transporting to the hospital if parents request this upon notification of child's injury.

Child Protection: Child abuse and neglect are concerns throughout the world and AISL is no exception. Child abuse and neglect are violations of a child's human rights, and are obstacles to the child's education, as well as to their physical and psychological development. At AISL, we endorse the UN Convention on the Rights of the Child.

All staff employed at AISL are required to report suspected incidents of child abuse or neglect, whenever the staff member has reasonable cause to believe that a child has suffered, or is at significant risk of suffering from abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations, respective to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the respective child protection agency in Lesotho, to the appropriate child protection agency in the home country, and/or to local authorities.

AISL seeks to be a safe haven for students who may be experiencing abuse or neglect, in any aspect of their lives.

As such, AISL:

- Will update and post AISL Child Protection Policy annually to our school's web-site
- Will communicate this policy annually to students
- Will provide training for all staff
- Will make every effort to implement hiring practices to ensure the safety of children
- Will review the policy annually for compliance and effectiveness. In the event of a staff member reported as an alleged offender, the AISL will conduct a full investigation, following a carefully designed course of due process, while keeping the safety of the child as the highest priority.

Non-discrimination & Anti-harassment: AISL prohibits discrimination or harassment on the basis of actual or perceived race, color, religion, ancestry, national origin, gender, gender identity/expression, sexual orientation, HIV/AIDS status or mental/physical/sensory disability that takes place on school property, at any school-sponsored function, or on a school bus, and that (1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of the school. A school employee, student or volunteer who has witnessed, or has reliable information that a student or school employee has been subject

to discrimination or harassment shall report the incident to the Director or an appropriate school official.

Nurse : AISL has a full-time school nurse on staff. In the event of illness or injury during school, the school nurse will provide appropriate assessment and care of the student; will contact parents/guardians concerning their child; and will recommend a referral to outside medical personnel when necessary. In addition to being involved with health education classes and other issues of public health in the school setting as they arise, the AISL school nurse may be involved in coordinating health screenings for students and staff as necessary. When completing our application form, parents are required to inform the school of a child's existing medical conditions, including allergies, and if there are any changes to their health during the course of the school year. It is the responsibility of parents to ensure that the Nurse has current medication such as an asthma inhaler/pump, and an EPI pen to support your child while at school. Please **do not** send your child to school with any form of medications (including unprescribed), without informing the Nurse, and providing consent of administration. If you have any questions, please contact our school nurse. nurse@aisl.co.ls

Student Dismissal for Health Reasons

Parents will be contacted and students may be required to leave early if they exhibits the following symptoms:

- Temperature of 37.8°C (100°F) or above
- Diarrhea
- Vomiting
- Physical injury that needs further, immediate medical attention
- Persistent illness/discomfort that prevents normal participation in class activities.
 - To be dismissed for medical reasons, a student must be assessed and given approval for dismissal through the Nurse's office.
 - Students may not simply call to go home if feeling unwell. If your child has been feeling ill or calls you complaining of illness, please refer him/her to the Nurse's office. If you have particular concerns, feel free to call the Nurse during school hours to discuss the situation.

Students may be excused from Physical Education if:

- They become ill or injured during the school day and the Nurse determines they should not participate
- They present a note from a parent/guardian or medical certification that explains clearly the reason, nature and duration of exclusion from PE

AISL Food Allergy Guidelines

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if all parties work to minimize risks and provide a safe, educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, during school-sponsored trips and activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on

written form.

- Provide properly labeled medications and replace medications after use or upon expiration.
- If your child participates in school lunch, you are required to read the ingredients for each meal, and note if your child has any allergies. Should you require additional information about the ingredients of a meal, please let us know as soon as possible.

Educate the child in the self-management of their food allergy including:

- Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods
- Symptoms of allergic reactions
- How and when to tell an adult they may be having an allergy-related problem
- How to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information

School's Responsibility

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to teacher, principal, counselor, and school nurse (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.