



AMERICAN
INTERNATIONAL
SCHOOL
CHENNAI



Middle School Handbook 2018 - 2019

Calendar 2018 - 2019

2018 - SEMESTER I						
July						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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December						
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30	31					

2019 - SEMESTER II						
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March						
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31						

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28	29	30				

May						
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June						
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23	24	25	26	27	28	29
30						

 Shaded boxes are days when the school will be closed for students.

 Framed boxes are faculty work days.

HOLIDAYS		
July	1-31	Summer Holidays
	25-31	New Faculty Orientation
August	1-8	All Faculty Orientation
	8	New Family Orientation
	9	School Re-opens
	15	Indian Independence Day
September	29-30	Fall Break
October	1-7	Fall Break
November	5-6	Diwali Holiday Weekend
	23	Thanksgiving Holiday Weekend
December	21	End of Semester 1
	22-31	Winter Break
January	1-13	Winter Break
	14-15	Pongal Holidays
	25	NESA Winter Training Institute/Republic Day Weekend
February	22	February Long Weekend
March	23-31	Spring Break
April	29	April Long Weekend
May	31	End of Semester 2
June	1	Professional Day/Summer Holidays Begin

School may be closed for up to 3 additional days for other public, religious or unforeseen events. In case of additional days of closure, the Head of School will announce make-up days at his discretion.

*Total Student Contact Days - 178

*Total Teacher Contract Days - 185

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THE SCHOOL



AISC Mission

Together
we inspire
a love of learning,
empowering all
students with the
courage,
confidence,
creativity and
compassion
to make their unique
contribution in a
diverse and
dynamic world.





AISC BELIEVES THAT...

- Each person has equal intrinsic value, worthy of dignity and respect.
- We are responsible for our choices and their effect on ourselves, others and the environment.
- Being open to new ideas and challenging experiences enriches our lives.
- Mutual respect, trust and caring foster healthy interpersonal relationships.
- Embracing our diversity makes us a stronger community.
- In an interconnected world, our positive contributions to the community and the environment are essential.
- Individuals thrive in a nurturing environment that provides for their physical and emotional safety.

RESPONSIBILITY

EXCELLENCE

INTEGRITY

RESPECT

DIVERSITY

Internationalism at AISC



At AISC, we define internationalism as:

Possessing a strong sense of one's own cultural identity; **Respecting** and **valuing** the differences of others; **Learning** about local, national, and global issues; **Showing** empathy for others and care for the world around us.

Therefore, as an international school, we are committed to:

Incorporating other perspectives; **Seeking** common learning experiences with all peoples;
Finding enriching connections between cultures; **Using** exposure to language, history, and the arts to access diverse cultures; **Working** well with all; **Contributing** through service;
Reflecting about our thoughts and actions.

The purpose of the Vision for of an AISC Learner is to bring coherence to our vision for the successful learner at AISC. With powerful meaningful descriptions of learners throughout our “system” -- Mission, Values, Student Learning Objectives, Statement on International-Mindedness, and the IB Learner Profile – we do not have a clear and coherent vision that ties our vital documents together. With a profile/vision, we empower ourselves with a common language; we provide an alignment structure so that as we explore the positively disruptive strategies of inquiry, personalization, design thinking, and problem-based learning models; and we have a common vision.





ABOUT THE SCHOOL

The American International School Chennai is a private, non-profit institution located in the capital city of Tamil Nadu, India. In April 1995, AISC opened its doors for the first time to eight students at the Russian Cultural Center with the support of parents, the Office of Overseas Schools, and the U. S. Consul General. By August 1995, enrollment had increased to eighteen students in Kindergarten through eighth grade. In January 1996 the preschool was added. In July 1997, a second campus was acquired on Murray's Gate Road and the educational program was expanded to include high school. In July of 2003, the school left its campuses in Alwarpet and moved to its current purpose-built 13-acre campus in Taramani. In 2006 the school was authorized by the International Baccalaureate Organization to offer the IB Diploma Program.

Today, the American International School Chennai offers an educational program based on an American curriculum that emphasizes the development of the whole child. The school, with a current enrollment

of approximately 900 students, independently operates under the auspices of the U.S. Consulate in Chennai. Our well-trained and committed professional staff is determined to provide the best education possible for its children and to make the American International School - Chennai a quality institution.

We prize the diversity of cultures represented in our student body. AISC provides an American-style education for students representing over 30 different countries, with American and Korean students forming the two largest national groups. Many of our school families come from the international business communities. At this time about 20% of our student body comes from the United States.

English is the mother tongue for about one quarter of our students. The rest speak English as a second, third, or fourth language, and their skill levels differ widely. Students may enter without previous knowledge of English through the middle school, and our EAL program provides support for them. At the high school level, ability in English is more closely linked to admissions decisions.



There are many opportunities for students to participate in co-curricular activities. A wide variety of competitive sports are offered, including basketball, soccer, swimming, track and field and volleyball. There are also opportunities for students to join clubs and activities, and to participate in dramatic and musical performances. The location of the school in the capital of Tamil Nadu offers many advantages, including guest speakers from the local business, artistic and diplomatic communities, the cultural benefits of an important capital city, and the opportunity to visit India and nearby countries.

AISC is a member of the European Council for International Schools (ECIS) and Near East South Asia (NESA) Council of Overseas Schools. In February 2004, AISC received formal accreditation from the European Council of International Schools (CIS) and Middle States Association (MSA). AISC is authorized to offer the International Baccalaureate (IB) Diploma Program. The AISC high school diploma has also been approved by the Association of Indian Universities.

GOVERNANCE

AISC is a nonprofit organization that is governed and maintained by a Board of Directors. The Board of Directors consists of representatives of the US Ambassador to India and members elected by the AISC Association. All parents or legal guardians of students attending AISC automatically become Association members and are encouraged to participate actively in all school activities.

The Board meets monthly to discuss the governance of AISC. In addition, the Board has several standing and ad hoc committees that meet on a regular basis. The Board appoints the Head of School who is responsible for the administration and day-to-day running of the school. The elementary, middle and high school Principals supervise the faculty and the educational program.

FACILITIES

All middle school students are encouraged to participate in the wide variety of co-curricular activities that are offered before and after school and on the weekends. In general, AISC assumes responsibility for the safety of all students during school hours as well as after school and on weekends while participating in teacher-supervised co-curricular activities.

Middle school students must NOT be at school before 8:00 am or after 3:45 pm unless they are in a school organized activity and under the direct supervision of the instructor, or under the direct supervision of their parents. Parents assume full responsibility for their child's safety at school before 8:00 a.m., after 3:45 p.m. or on weekends and school holidays, except when the student is participating in a teacher-supervised school-sponsored activity.

AISC reserves the right to restrict participation in co-curricular activities if a student or parent is not willing to observe the above regulations.

FOOD SERVICES

Food services at AISC are provided by the 'Taj Madras Flight Kitchen' and are available in both the cafeteria and the iHub. Student identification cards are used to pay for items in both locations and can be recharged at the Cash window adjacent to the Main Reception office. We offer a rotating menu over the course of 30 days that include a selection of vegetarian and non-vegetarian Indian, Asian and Continental options plus soups, a salad bar and more. Lunch is served in the cafeteria during a 50 minute period, and the iHub is open from 7:30 am to 6:00 pm; it is sometimes open later if there is a special event on campus.

In striving to meet the AISC nutritional guidelines at lunch, students are served a balanced meal

complete with fruit and dairy. In the iHub, prepackaged snacks are sorted and labeled according to percentage of total calories from fat so that students are informed and able to make good choices concerning nutrition. Feedback about food services can be directed at the Food Services Manager or the Associate Principal.

SCHOOL RULES

ID Badges

Please remember that to enter the campus one must have an AISC ID badge. Students will be issued ID badges and are required to carry them during the school day. Failure to have your badge results in disciplinary consequences. A lost badge has to be replaced.

PE Uniform

Students can purchase PE uniforms - shorts (unicolor royal blue) and T-shirts (grey cotton with school logo on front and AISC PE on back) through the finance office. Parents are strongly encouraged to label their child's PE uniform.

Language Use

AISC values its cultural and linguistic diversity. As a school offering an American curriculum, English is the principal language of communication and is the language of instruction in all subjects except French and Spanish class. There may be times when a student finds it beneficial to speak to another student in his or her mother tongue about a topic that provides clarity about an academic topic.

"Language courtesy" is important in the international context and is practiced at AISC. Private conversations in the students' other languages are acceptable and valuable, as long as nobody present is left out because they don't understand.

Teachers and staff are encouraged to find opportunities to publicly value students' other languages, admire their knowledge of them, and recognize their importance in today's world. Where possible, teachers and staff model the value of learning languages for academic development and world understanding, and make connections among languages. When English is not the mother tongue, it is important for students and their parents to acknowledge their responsibility to maintain mother tongue skills while students are simultaneously developing their English language skills.

Guests

Occasionally throughout the school year students may have friends or relatives visiting from other parts of the world. Parents may request permission from the Principal to have such a visitor attend our school for one day. Parents must review the school rules with the visitors prior to attending school for the day. Visitors must also bring a book to read to keep them occupied at various times during a lesson and must remain with their AISC student during the course of the day.

Parents who are interested in visiting classes during the school day are asked to meet with the Principal. The Principal will then meet with the teacher to determine an appropriate time and date for the visit.

Posting of Signs

Students may post signs for their clubs or organizations with prior permission from the Principal. Events that are not school-sponsored may not be advertised at the school without the permission of the school administration. Students and faculty are requested to use masking tape (not cellophane tape or putty) when posting notices to avoid damage to the wall surface.

Procedures for Withdrawal

Parents should notify the Middle School Office as far in advance as possible of the withdrawal date of their child from the school. A minimum of two week's notification is required. This notification should be given in writing by filling the form "Parents Request for Transfer Certificate" available in Powerschool as well as in the Middle School office.

When withdrawing, the student should request a withdrawal form from the Middle School Administrative Assistant. Transfer certificates and other records will be provided upon completion of the withdrawal form. Records cannot be released until all outstanding fees are paid and all borrowed materials are returned.

YEARBOOK

An annual school yearbook is made available to students before the end of the school year. The yearbook is produced by students. A teacher advises and assists the students in gathering photographs and designing and producing the yearbook. Students may pre-order their yearbooks or purchase them at the time of delivery.

STUDENT HEALTH

The School shall be responsible for caring for students in the case of accidents and injuries at all times while under school care, either on campus, travelling or attending off-campus activities. This policy shall cover minor injuries, serious accidents or sudden illness and the administering of medications.

A nurse is on the campus every school day from 8:30 a.m. to 4:30 p.m. The nurse's responsibility is to take care of illnesses and injuries that occur at school.

Medical procedures followed in case of a medical emergency include; first aid administered, the school notifies the parent, and the school notifies one of the AISC consulting doctors. If the child needs to be transported to a hospital, and can be transported safely, he/she will be taken by staff to one of the following medical facilities.

If the emergency is such that the child cannot be safely transported, emergency (ambulance service) will be called and the staff will administer the appropriate First Aid until advance medical help arrives. A staff member will go with the child in the ambulance to the hospital.

For minor injuries, first aid shall be administered by the nurse or, in his or her absence, another trained school employee. In the event of a serious injury or illness, the school's first priority shall be to obtain the necessary medical treatment for the student. The overall aim of the school's emergency procedures shall be to place the student in the care of his/her parents and/or qualified medical personnel as soon as possible. Every attempt shall be made to contact parents or guardians. If parents cannot be reached, then the Head of School or his/her designee shall assume whatever responsibility is necessary, including transport to local medical facilities.

Heat and Outdoor Activities

We are mindful of hot temperatures in Chennai and daily monitor the temperature in the hot season. Should the temperature reach 40C/104F, we will not send our students out for PE. Even when temperatures are well below 40C/104F and students need to be outside, PE teachers will keep it a short period of time. While we do not prohibit students from relaxing outdoors during break and lunch we will monitor kids to ensure that they do not spend too much active free time outdoors in the heat of the day. However, regardless of limiting sun exposure, please ensure your child remains

adequately hydrated in the heat by ensuring they have a named water bottle with them every day. For time outside, sunscreen and a hat are also highly recommended.

Student Health Records

Student health records are important sources of information. Annual medical updates, signed by a parent, are required every year. On initial enrollment or at the beginning of grade 6 a physician-completed form must be provided. Students with significant allergies or on daily medication should also submit annual physician records. These are all reviewed by the nurses and kept in the health office. Records are confidential but certain information, such as a severe allergy, may be shared with teachers on a "need to know" basis.

For significant conditions such as severe asthma, severe allergies, diabetes, or seizures, parents should inform the nurses immediately upon the first day of school and supply the health office with any emergency medicine indicated. If there is any change in the student's health condition at any time, it is the parent's responsibility to inform the health office.

Immunizations

The following are required in order to enter AISC:

- MMR (measles-mumps-rubella): 2 doses (generally, 1 is given at age 12-15 months, and a booster dose at age 4-6 years);
- TB skin test (PPD) or chest X-ray for students who have either had a positive PPD skin test in the past, or who are unable to have a PPD skin test. The TB screen and/or chest X-ray is only required once, prior to school entry. A positive TB skin test will require follow-up chest X-ray and physician referral.

AISC also recommends the following immunizations,

as appropriate, for all students:

- Typhoid
- DT or DTP (tetanus-diphtheria-pertussis), completed series plus booster if warranted;
- Polio: completed series plus booster if warranted;
- Varicella: completed series;
- Hepatitis B: completed series;
- Rabies.

Medications

The Nurse's Office has a limited supply of over-the-counter medications that can be given to the student without contacting the student's parents if the parents have already signed the Annual and Enrolling Health Forms. This permission is good for one year and must be renewed yearly by completing the appropriate section of the emergency medical form at the beginning of the school year. Please check the Health Form for the list of medications or contact the Health Office for more information.

If during school hours the parent desires the school to administer certain medication to their children, an "Authorization for Medication" form must be filled out. These forms are available in the Health Office. If it is prescription medication, a copy of the doctor's prescription should accompany it. The medication should come in the original container, properly labeled. This must be signed each year, should you desire this option for your child. You may also choose to authorize this medication for a shorter period. Students are not allowed to carry their own medication without receiving authorization from Health Office/Principal.

The administration of medications shall be done only by a qualified nurse or other trained school employee. Any medication must be accompanied by a written doctor's prescription as well as written

permission from a student's parents. No employee except a qualified healthcare professional or, in his or her absence, a trained school employee, shall administer a drug or prescription drug to a student by any means other than oral ingestion.

When to Keep Your Child at Home

To prevent spread of contagious disease and to enable a student to receive the rest needed for recovery, please do not send your child to school if he/she has any of the following:

- Fever
- Vomiting or diarrhea
- Scabies or lice (the child may attend school after treatment and the nurse has checked)
- Severe cough
- Severe sore throat
- Red eyes that are crusting or with discharge
- Body rash, unless a note from the doctor is presented stating that the child may attend school
- Severe "common cold" symptoms—stuffy nose, body aches, cough, thick nasal discharge, headache, itchy throat
- Whenever your child looks noticeably unwell

Students who come to school with any of the above symptoms will be sent home.

If a child has been given a medical order to stay home and rest because of infectious disease or injury, they must not attend school until they bring a physician's statement indicating they are able to return without risk to their own or others health.

Allergy Management Plan

All students with identified allergies will have an Individual Allergy Management Plan generated

to inform faculty and staff in the event of the student becoming symptomatic. Individual Allergy Management Plans will detail a student's specific allergies or concerns, possible symptoms for faculty and staff to be aware of, and the action plan required to reduce symptoms.

Our school nurses will generate plans from information supplied by parents with the Health Form, and it is a parent responsibility to keep the Health Office updated with both medications and current information on their child's allergies.

Through a coordinated approach Section Principals and counselors will distribute the Individual Allergy Management Plans to the teaching teams.

Further detail regarding medication protocols, the "nut-free approach", confidentiality, emergency response, and awareness education can be found in AISC's Allergy Management and Prevention Plan Policy.

STUDENT PROTECTION MANUAL

Student protection is a primary responsibility of schools in all contexts across the globe. The American International School Chennai (AISC) takes this responsibility with the utmost seriousness and pledges to ensure that all appropriate plans and measures are taken to ensure student safety at all times. AISC recognizes the gravity and difficulty of this pledge and that we must stay committed to integrity, compassion, and self-reflection in the domain of student safety.

Schools should be places where all students feel safe. We want to prevent student abuse before it happens, and ensure timely and appropriate detection, intervention, and reporting in the unfortunate event that it should occur.

Our strategy is to ensure that AISC faculty, staff, students, and parents understand child abuse;

know how to recognize its signs and symptoms; are familiar with reporting procedures; and know the responsibilities of reporters. Including how, when, and to whom to make a report. AISC strives to have policies, procedures, and training in place so that if child abuse is suspected, observed, or disclosed to any member of the AISC community, that person will have the knowledge, information and resources necessary to make sure that the student is safe, the situation is communicated promptly and effectively, and that the suspicion or incident is reported to the appropriate persons.

Please refer to the AISC Student Protection Manual for further information on how we aim to prevent and protect students from abuse in our school community.

SEVAI: SERVICE LEARNING PROGRAM

Service Learning links teaching and learning to an increasingly interconnected world. Assessing genuine needs, developing and implementing sustainable solutions and reflecting on personal growth and the impact of contributions are key steps of the process.

The aims of SEVAI are to develop:

- socially aware, empathetic individuals
- collaborative problem solvers who actively choose to embrace real world challenges
- reciprocal relationships of mutual respect between AISC and the greater community

The word SEVAI stands for service in Tamil. AISC has adopted the word SEVAI to represent our overall service learning programming. In our mission driven school, students are provided the opportunity to use their knowledge and skills in service to others in Chennai and beyond by participating in a variety of clubs, extensions of classroom activities and events. In middle school, students participate in SEVAI

through their own participation in these activities, in the science curriculum via the STEM project and via Week Without Walls when possible. SEVAI also helps students explore their passion for service by connecting them to the right NGOs or intra-school activities.

ELEMIDDLE CIC LIBRARY

The EleMiddle CIC Library develops students' information literacy, provides resources to enrich and support the curriculum, and promotes pleasure reading. Our library is called EleMiddle, meaning that we serve both elementary and middle school students. CIC stands for Collaboration and Inquiry Center and is an important part of our name too. We believe in the power of collaboration among faculty and students as part of the learning process. We also believe inquiry is essential to discovery and authentic learning. For this reason, we provide resources that appeal to a variety of interests and reading levels as well as services that fully support student learning.

The library is open:

- Monday, Tuesday, Thursday, and Friday: 8:00-5:00
- Wednesday: 8:00-3:30 (Early Release Days 8:00-2:00).

- Saturdays: 8:30-12:30 (except during school vacation or long weekends)

The AISC Library Mission

We collaborate with and empower students and staff to transform curiosity, creativity, and compassion into ideas or artifacts with personal, social, or global significance.

Library Resources

The EleMiddle CIC Library currently holds over 45,000 books, and we get hundreds of new books each year! Our extensive print and digital collections include every reading level and genre.

Students and parents who are interested in finding book recommendations can use the online catalog, browse the shelves, check out the interesting book displays, or ask any staff member for assistance. Our staff is committed to supporting all community members as they use the library and its resources.

To support a love of reading in any language, there are books in different languages, such as French, German, Japanese, Korean, and Spanish. In fact, we have books in over 50 languages!

Books can be found in different sections over the two floors:

Ground Floor

- Adventure
- Classics
- Fantasy
- Historical Fiction
- Horror and Humor
- Mystery
- Picture Books
- Realistic Fiction
- Science Fiction
- Sports Fiction
- Audio Books and DVDs
- Teacher Bookroom

Upper Floor

- Animals
- Biographies
- Fine Arts
- Folktales
- Graphic Novels
- Health
- India
- Math and Science
- Poetry
- Social Studies
- Books in Other Languages
- Newspapers and Magazines

The library also carries over 5,000 eBooks, including fiction and nonfiction. These can be read at school or at home, using school or personal devices. Please see any of the library staff for assistance in getting started.

The library is a virtual learning environment. Library users access information 24/7 by visiting cic.aischennai.org. This website contains great information on research, tech tools, and more!

Students also have 24-hour access to Destiny, our library catalogue. Destiny provides students with information about the books we carry, including summaries, reading levels, and availability. To visit the catalog, please go to: <https://aisc.follettdestiny.com>

The library subscribes to a variety of online databases and resources. These are login/password protected. Please ask any member of library staff for assistance.

Library Services

The library staff is available to offer students, parents, and teachers a wide range of services. The staff can recommend books and other resources for pleasure reading, research, and general inquiry.

The library runs orientations throughout the year on how to make the most of our center and the resources offered. Patrons are provided assistance in locating materials, using online databases effectively, and much more. Please ask any of our staff members for assistance.

The library sponsors many activities throughout the year, such as author visits. We also run a book fair in association with Scholastic India. This is a great opportunity for students and parents to buy wonderful books at great prices.

Additional Library Information

Middle school students can also come visit us at break, lunch, and after school. Students visiting the library during class time must bring a hall pass.

Please enjoy food or drink outside the library. Food and drink can damage books, carpet, and computers. Thank you!

Library patrons can normally keep a book for two weeks. After two weeks, the book is overdue. Please return all overdue books. Students and parents are allowed up to one overdue book on their account at any time. If students or parents have more than one overdue book, they need to bring these back before they can begin checking out other books again. Please pay for any lost or damaged items. Please see library staff for a bill, which can then be paid at the Cashier's window.

Parents are welcome to browse and check out books during the school hours of 8:30-3:30. However, as this is a student learning space, we ask that parents use other spaces (i.e. Madras Cafe) during school hours to sit, read, work, or socialize.

USE OF PHYSICAL FACILITIES

The physical facilities are an integral part of the school and were constructed and are maintained to further the educational mission of the school. AISC encourages members of the community to use the facilities when they are not otherwise being used by students. To help community members plan their activities, a schedule will be published each week showing when the facilities are available for use by community members.

Priority in the use of the facilities is as follows:

Regularly scheduled classes. The facilities are reserved for classes from 8:30 a.m. to 3:30 p.m. Monday through Friday.

Co-Curricular activities (athletics, ASA, student council, drama, music, etc.). Many of the Middle School and High School sports teams and clubs meet either before school between 6:00 and 8:00 a.m., after school between 3:30 and 6:00 p.m. and often on Saturdays. Other groups such as After School Activities also use the facilities, typically after school from 3:30 to 4:30 p.m.

We ask that students and families respect the needs of these student groups and ensure that they do not interfere with the practices, games or meeting by refraining from using the spaces when students are present during these times.

Parents are welcome to use the facilities when the groups noted above are not using them. Groups may reserve the facilities when available by making a request through the Athletics and Activities Director; some groups may require the approval of the office of the Head of School. Additional charges may be levied for use of the facilities. All bookings should be made as far in advance as possible, but not less than two weeks before the date of use. Availability of AISC facilities can be checked online at <https://sites.google.com/aischennai.org/aaa/facility-calendar>.

Admission to the swimming pool may be refused to anyone with an infectious condition. Any member that is or appears to be under the influence of alcohol or drugs will be denied use of the facilities.

While on campus, middle school students are encouraged to be in a school sponsored activity. Students may wait for their siblings after school in the iHub, CIC, the Raptors Field or Main Field. Middle school students are only permitted to be in the elementary school areas to pick up their siblings after school. Students who do not take this privilege and responsibility seriously or do not abide by the ES rules, then the privileges will be removed.

Rollerblading and Skateboarding

With our beautiful campus, it is tempting to bring your rollerblades and skateboards (or similar items) to ride around campus. There are many people walking around campus, including little children so we ask that students avoid bringing these items to school (not during the weekends either) for the safety everyone sharing our campus. We appreciate your cooperation.

Off-campus groups or individuals. Groups may reserve the facilities when available by making a request through the Athletics and Activities Director subject to the approval of the office of the Head of School. Additional charges may be levied for use of the facilities.

USE OF CAMPUS FACILITIES

The physical facilities are an integral part of the school and were constructed and are maintained to further the educational mission of the school. Regarding all aspects of our programs and specifically the use of facilities, the safety, security, and learning of our students is paramount at all times. All AISC families who intend to use the facilities during off-hours must agree to guidelines and have a signed form on file in the Athletics and Activities Director's office. AISC community members may use facilities during off-hours and when they are not otherwise being used by students. This applies to all facilities including outdoor fields. Use of all learning spaces is determined according to this tiered list of priorities:

- Academic instruction
- Co-curricular activities (athletics, after school activities, student council, clubs, etc.)
- Student recreation
- Community member use (parents, alumni, faculty and staff)

- Community group use

All AISC facilities (including outdoor fields, fitness center, climbing wall, locker rooms and pool changing areas) are reserved for instructional purposes from 8:00 a.m. to 4:00 p.m. Monday through Friday. Community members, including faculty and staff, may not use facilities for recreational purposes during the instructional day. Many of the co-curricular activities meet before

school between 6:00 a.m. and 8:00 am, after school between 3:30 pm and 6:00 pm or on Saturdays. We ask that community members respect the needs of these student groups and not interfere with the activities, practices, games, rehearsals or meetings. Community groups may also use the facilities -- contact the AAD office for information and requirements. General times for community use of facilities is below.

Pool	Varies by season.
Gym	6:00 pm - 9:00 pm Monday – Friday
Fitness Center	4:00 pm - 9:00 pm Monday – Friday
Tennis Courts	5:00 pm-9:00 pm Monday – Friday
Outdoor Fields	6:00 pm - 9:00 pm Monday – Friday
Climbing Wall	6:00 pm - 9:00 pm Monday – Friday

For all facilities: Weekends by prior booking only. Tournaments, games and practices are given preference on weekends. Listed times are subject to regular change based on events and student needs.

The facility schedule is posted on the Athletics and Activities web page - <https://sites.google.com/aischennai.org/aaa/facility-calendar>

For information contact:

- Pool inquiries - Aquatics Director, Mr. Giovanni Bello at bgiovanni@aischennai.org
- All other - Athletics and Activities Director, Mr. Ryan McFarland mryan@aischennai.org and Administrative Assistant to AAD, Ms. Monicka Davi (dmonicka@aischennai.org)

PARENTS ON CAMPUS – GUIDELINES FOR EMERGENCIES

General Guidelines

- Parents (and their visitors) are responsible for obeying the instructions from security staff or school administration during an emergency situation.
- Parents should allow the evacuation process of our students to proceed undisturbed.
- The soccer field is the safe assembly area which is commonly designated during fire evacuation.
- The soccer field has a specific area earmarked with a sign board for parent/visitors to assemble near the northwest corner of the field.
- In some situations, the school gym is the evacuation area. When this is the case, parents will be instructed to proceed there and where to gather once they arrive.
- Parents/Visitors will not be permitted to move off campus while an emergency situation is in progress.

- In an emergency situation, parents should not use the elevators.

If there is a duck and cover situation (earthquake)

- Parents should take immediate cover under any available resource in the area.
- If no cover is available, they should move close to an interior wall and stay low to the ground and cover head with arms.
- Once the shaking has stopped, parents should evacuate the building and proceed to the soccer field or other destination as directed by security staff.

If there is a lock down situation (unsafe to be outside of the buildings)

- Upon hearing of a lockdown, parents should secure themselves inside the nearest available room and lock the doors.
- Parents should stay in the same position until further instructions are communicated by the security staff.



MIDDLE SCHOOL

JUNIOR

CONTACT INFORMATION

Address: 100 Feet Road, Taramani, Chennai, Tamil Nadu 600113

Telephone: +91 44 2254 9000

Fax: +91 44 2254 9001

Website: www.aischennai.org

Administration

Principal	Ms. Jessica Pechhold	pjessica@aischennai.org
Associate Principal	Mr. Andrew Ranson	randrew@aischennai.org
Administrative Assistant to MS Office	Ms. Azizunnisa	sazizunnisa@aischennai.org
Middle School Counselor	Ms. Jennifer Gold	mscounselor@aischennai.org
Admin Assistant to the Counselling Suite	Ms. Margaret Samuel	smargaret@aischennai.org

Teachers

Grade 8

EAL Language Arts/Social Studies	Mr. Gregg Phillips	pgregg@aischennai.org
EAL Math/Science/EAP	Ms. Leena Thomas	tleena@aischennai.org
Language Arts	Ms. Heidi Sager	sheidi@aischennai.org
Math	Mr. Ryan Sager	sryan@aischennai.org
Science	Ms. Cynthia (Thia) Milone	mcynthia@aischennai.org
Social Studies	Mr. James Knoebber	kjames@aischennai.org

Grade 7

EAL Language Arts/Social Studies	Ms. Vinitha Rajkumar	rvinitha@aischennai.org
EAL Math/Science/EAP	Ms. Kimberly Cavender	ckimberly@aischennai.org
Language Arts	Ms. Allison Jacobson	jallison@aischennai.org
Math	Ms. Lakshmi Saravanan	slakshmi@aischennai.org
Science	Mr. Robert Bouma	brobert@aischennai.org
Social Studies	Mr. Michael Simmons	smichael@aichennai.org

Grade 6

EAL Language Arts/Social Studies/EAP	Ms. Kathryn Ahuja	akathryn@aischennai.org
EAL Math/Science	Ms. Kanthimathi Sundaram	skanthimathi@aischennai.org
Language Arts	Ms. Lydia Okutoro-Seck	olydia@aischennai.org
Math	Mr. Jayme Gawrych	gjayme@aischennai.org
Science	Ms. Rebekah Lopata	lrebekah@aischennai.org
Social Studies	Mr. Cory Milone	mcory@aischennai.org

Cross Grade Level

Art	Mr. Sujeeth Kumar	ksujeeth@aischennai.org
Art	Ms. Heather Hall	hheather@aischennai.org
Band/Guitar/Strings	Mr. Cary Stewart	scary@aischennai.org
Band/Guitar/Strings	Mr. Jason Kennedy	kjason@aischennai.org
Choir	Ms. Deborah Lee	ldeborah@aischennai.org
CIC/Library	Mr. Jeremy Willette	wjeremy@aischennai.org
Design Technology	Mr. Roger Bodary	broger@aischennai.org
MS Associate Teacher	Mr. James Smeltzer	sjames@aischennai.org
EAL Program Director	Ms. Sarah Sahr	ssarah@aischennai.org
EAP	Ms. Kimberly Cavender	ckimberly@aischennai.org
French	Mr. Remy Liotard	lremy@aischennai.org
French	Ms. Miriam Chakko	cmiriam@aischennai.org
LSS	Ms. Lucy Palmquist	plucy@aischennai.org
Physical Education	Mr. Cristian Luca	lcristian@aischennai.org
Physical Education	Ms. Gemma Adderley	agemma@aischennai.org
Physical Education	Mr. James Dowling	djames@aischennai.org
Spanish	Ms. Alejandra Ramallo	ralejandra@aischennai.org
Spanish	Ms. Lisa Daniels	dlisa@aischennai.org
Theater	Ms. Rachel McCallum	mrachel@aischennai.org
Secondary Tech Integrator	Ms. Kiruba Janani. N	nkirubajanani@aischennai.org

Leadership, All School Faculty and Staff

Head of School	Andrew Hoover	headofschool@aischennai.org
Chief Business Officer	Alankrit V Arora	aalankrit@aischennai.org
Director of Technologies and Innovation	Sherriden Masters	msherriden@aischennai.org
Director of Teaching & Learning	Daniel Love	ldan@aischennai.org
Director of Advancement	Kirsten Welbes	wkirsten@aischennai.org
Admin. Asst. to DA	Sherene Williams	wsherene@aischennai.org
Communications Director	Shannon Zirkle	zshannon@aischennai.org
School Psychologist	Nigel Holdsworth	hnigel@aischennai.org
Athletics & Activities Director	Ryan McFarland	mryan@aischennai.org
Admin. Asst. to AAD	Monicka Davi	dmonicka@aischennai.org
ASA Coordinator	Sripriya V	vsripriya@aischennai.org
Aquatics Director	Giovanni Bello	bgiovanni@aischennai.org
Admissions Director	Sanja Ilić	admissionsdirector@aischennai.org
Admin. Asst. to AD	Sujatha Nair	nsujatha@aischennai.org
Main Reception	Sonia David	dsonia@aischennai.org
HoS Office	Angeline Mohan	mangeline@aischennai.org
Business Office	Sudha Meeran	msudha@aischennai.org

PARENT/HOME COMMUNICATION

We, as a middle school, provide excellent learning experiences, enriching activities, challenging sports programs and lasting friendships. The programs offered in grade 6 through 8 are in alignment with the mission of the school and address the needs of our internationally diverse young adolescents. Our students are well prepared to transition into schools in the United States as well as to other international schools.

Our community embraces international diversity as we consist of students from about 30 different nationalities interacting, learning with, and developing lasting friendships. We also embrace our host country whether it is through bring in local culture and events or through field trips. Through our advisory program we help students to learn about themselves, foster empathy and appreciation for others, and celebrate the unity in our diversity. Our extensive English as an Additional Language (EAL) program meets students at their level of English and provides support and instruction to learn English while learning subject area content.

We strive to provide an academically challenging environment in order to foster intellectual curiosity and a sense of responsibility in our students. We offer an American curriculum with an international perspective. Our integrated core courses break down the barriers of content allowing more time and flexibility, deeper learning and closer connections with fewer teachers. Technology is seamlessly incorporated into all subject areas and students celebrate their learning with their parents with the end of the year E-portfolio presentations. Our Week Without Walls experience builds our students independence, responsibility, and takes learning outside of the classroom.

To fully educate the whole person, we are

committed to cultivating lifelong learners and balanced, service-oriented citizens, who are thereby prepared to positively contribute in a globally competitive world. Our programming supports this belief by empowering students with the opportunity to both choose from a variety of elective classes during the school day and participate in various extracurricular activities before and after school. Our programs help students to grow and develop in many different areas. We have an active Model United Nations (MUN) Club where students travel to an international conference each year. Students enjoy our performing arts program: music - instrumental, strings or choir and theater, our physical education, art and world language program offering Spanish or French. We also offer the opportunity for students to participate on 10 different sports teams and other fine arts activities, often competing at other international schools in India. There are musical festivals, annual art shows, and a variety of after school activities. Our service learning program is developing to weave community service into our curriculum.

The middle school years are a time of transition and change as students grow physically, socially, emotionally, and cognitively. We work as a community of faculty, staff and in partnership with parents to ensure that there is a supportive environment for this development.

We invite you to join us in this endeavor.

Communications

Email

The school uses email extensively to communicate with parents and students. It is essential that parents provide the school with a working email address and is checked frequently. Parents should immediately report any change of address, email address or telephone number to the Admissions

Office. Students are provided with a school email address that should be used in all communications with teachers and the school administration.

Principal's Notes

The Head of School and the Middle School Principal weekly update electronic newsletters to keep parents informed of student events. These newsletters are vital communication links between parents and the school. These newsletters can also be accessed electronically via the AISC learning management system PowerSchool Learning (a login is required) and the AISC app.

Back to School Night

To encourage and facilitate parental understanding of school programs, an evening is set aside in late August or early September for parents to visit their children's classes and meet their teachers. This is an opportunity for teachers to explain the year's program and content along with curricular goals and objectives for the classes. Parents are strongly urged to attend at all grade levels.

School Community Calendar

The school Activity Calendar announces school activities, parent meetings, school board meetings, etc. We recommend that it be kept in a prominent place for easy reference.

Information Sessions

At various times throughout the year the Principal, the Counselor, the IT Director and other faculty members will host information sessions for parents and students. Information on these sessions will be sent through the weekly notes to notify all parents.

School Website

The school provides information regarding

academic and co-curricular programs on the school website, www.aischennai.org. The information on this website is available to the public.

PowerSchool

In addition to the school website, the school provides password-protected portals with information about the academic and co-curricular programs. PowerSchool provides parents with access to student grades, attendance, and report cards. PowerSchool can be accessed through aischennai.powerschool.com/public or from the quicklinks on our website. Parents will need to create their own account and link to their own children in order to follow their child's academic progress in Powerschool.

PowerSchool Learning

PowerSchool Learning allows parents to access course pages for their children in the Middle School. Teachers maintain separate pages for their courses that contain online learning activities, homework assignments, and other communications. Course pages do not replace the use of the Student Handbook / Planner for recording homework. PowerSchool Learning can be accessed through aischennai.haikulearning.com and you may login with the password provided to you via email from the IT Office.

MIDDLE SCHOOL LOGISTICS

School Hours

Middle school classes are held from 8:30 a.m. to 3:30 p.m. Teachers begin their duties at 8:00 a.m. No supervision is provided before 8:00 a.m. or after 3:45 p.m. unless the student is in an official school activity. Parents are requested to pick up their children promptly after school hours.

Daily Schedule

8:15	Morning Bell
8:30 - 9:50	Block 1
9:50 - 10:00	Passing
10:00 - 10:30	Advisory
10:30 - 10:45	Break
10:50 - 12:05	Block 2
12:05 - 12:45	Lunch
12:50 - 2:05	Block 3
2:05 - 2:15	Passing
2:15 - 3:30	Block 4

Morning Procedures

At 8:15 a.m. students are permitted to go up to the 2nd and 3rd levels of the school. At 8:30 a.m.

students must be in their first period class ready to begin the lesson. The first five minutes of the day is very important as notices are read from the daily bulletin and attendance for the day is taken. Please ensure that you arrive to school on time and prepared for the school day. Students that arrive to school after the 8:30 a.m. bell must report to the Middle School office for a late pass.

Break Time

During the morning break time it is suggested that you have a light, healthy snack. During break time students can have a small bite to eat, drop off and pick-up materials from their lockers, use the toilet facilities, meet with teachers, play on the soccer field if they don't disturb the PE classes or socialize with friends. Students can purchase snacks before school, at break-time, lunch, and after school.



Food and Drink

Food and drink should be consumed on the ground floor only. Students are responsible for and expected to clean up after themselves. Gum chewing is not permitted on the school campus. Students are not permitted to purchase coffee or soft drinks.

Fire and Emergency Drills

AISC will have emergency drills at regular intervals in order to familiarize students with the appropriate procedures for emergency evacuation. Evacuation maps are posted in each classroom and the students will be given instructions for responding to a fire, earthquake, civil disturbance or an intruder on campus.

Social Events

At all school-sponsored events, all schools rules apply. Students who leave the premises or campus

may not return to the event. Attendance at such events will be restricted to AISC students, unless special permission is received in advance from the Middle School Principal. In general the hours for evening events will not extend past 8:30 p.m.

Students at evening events must stay within the boundaries of the venue and the immediately adjacent walkways. For dances, the volume of the music should be set at an acceptable level which respects the rights of others, including tenants of nearby buildings, and the physical limitations of the equipment.

Students who enter the gate for an event must remain at the event for the duration of the event. Leaving early is not permitted without prior permission from the Principal. Good taste is expected for dress and behavior. Questionable dress and behavior will not be allowed, and students who violate standards of propriety or school rules will be required to leave the event.



BELONGINGS

Lockers

Each student in middle school is provided with a locker and a combination lock for safe keeping of books, materials, and equipment. Students are also provided with a PE lock and they should place the lock on the PE locker at the start of the class, and then remove it at the end of their PE class. Locks left on overnight will be removed.

Use of a school locker is a privilege, not a right, and continuation of the privilege is conditional upon the student treating the lock and locker with care. Each student is to use the locker that was assigned to him/her and is responsible for its contents. Lockers in need of repair should be reported to the Middle School Office. Students are strongly urged not to share their combinations with classmates. If a student has reason to believe that someone knows his or her combination, s/he should bring the lock to the Counseling Office for an exchange. Items taken from an assigned locker are the responsibility of the student except in cases of forced entry.

According to school board policy, locker inspections are permitted at the discretion of the administration.

Lost and Found

All personal articles (clothing, notebooks, PE uniform, book covers, lunch boxes, calculators, etc.) should be labeled with the name of the student. All articles lost and then found by someone other than the owner should be given to the school receptionist. Found articles will be stored near the Madras Campus. Periodically those articles that are not claimed will be turned over to a local charitable organization.

Students and parents are advised that while many lost items do eventually make their way to the

office, many items do not. This is especially true of money and small electronic devices, such as cell phones, calculators and personal music players. Be aware that thievery can and does occur. Although the administration will do everything within its power to discourage theft, AISC cannot assume any financial responsibility for lost or stolen articles. Students should immediately report any loss to the Middle School Office. Students are advised against bringing large amounts of money to school, or leaving valuable items in their lockers. Book bags and books that are set down outside the lockers are particularly vulnerable to theft and damage.

STUDENT WELLBEING

Student Wellbeing Philosophy

We believe it is our collective responsibility to intentionally promote wellbeing and empower students to thrive. As a community, we define wellbeing as feeling good and functioning well. Knowing and taking care of oneself, making positive choices and helping others enables students to flourish.

The Student Wellbeing Framework at AISC is comprised of four domains: Healthy Habits, Self Awareness, Self Management and Positive Relationships. These domains guide the programming of Student Wellbeing at AISC, which:

- provides education for students in the four domains.
- creates opportunities for students to enhance their wellbeing.
- embeds a culture of wellbeing throughout the school.

Student Rights and Responsibilities

The School is a community of learners, and in any effective community the individual's rights

and responsibilities are interdependent. Students safeguard their rights by being responsible for their own behavior and taking responsibility for their actions. This includes respecting the individual rights of others and helping to provide a safe and positive learning environment for all members of the school community.

Specifically, students have the following rights and responsibilities:

- The right to a quality education and the responsibility to put forth a sincere effort to learn and make the most of opportunities offered at the school.
- The right to equal educational opportunity and freedom from discrimination, intimidation and/or harassment of any sort from other students or the school staff and the responsibility to respect the same rights of other students and treat them in the same manner they expect to be treated.
- The right to learn as much as possible, explore ideas and feel free to express various points of view and the responsibility to cooperate with school staff and refrain from any behavior that diminishes the right and opportunities of others to learn and express their views.
- The right to be treated with respect, understanding and kindness and the responsibility to treat others with the same respect and understanding.
- The right to a safe and orderly school environment and the responsibility to observe school rules and act in a manner that safeguards the health and well-being of others.
- The right to expect one's own property to be safe and secure and the responsibility to respect the property of others as well as the

property of the school.

- The right to free inquiry, opinion and expression and the responsibility to observe reasonable limits that prevent abuse of these rights and do not violate the rights of others.
- The right to procedural due process in cases of suspension, expulsion, and other disciplinary matters and the responsibility to be fair and honest in exercising this right.
- The right to privacy and confidentiality, including the privacy of school records and the confidentiality of conversations with school staff, and the responsibility to be worthy of the trust and confidence of teachers, administrators and parents.
- The right to inspect and review all personal academic records and request a correction or deletion where a record is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student and the responsibility to be fair and honest in exercising this right.
- The right to establish and participate in student organizations and activities and to choose freely whether to belong to an association and the responsibility to ensure that all students are given an equal opportunity to participate and to make positive contributions to the school.

Counselor

The Middle School Counselor supports the students in areas of academic, social and emotional well being. The Counseling Department encompasses a broad range of services for students some of which include; individual and group counseling, parent and teacher consultation and referral services, and assistance with transitions of students to and from AISC.

The Counselor will assist students with overcoming barriers to academic success and personal well-being. This is achieved through responsive services such as individual and group counseling and consultation with parents and teachers. It is also the counselor's role to help support a safe learning environment and to work to safeguard the human rights of all members of the school community.

Student Support Process

A multi-tiered framework is in place at AISC to support students. A collaborative team, including teachers and relevant support service professionals, work closely with parents to evaluate individual student needs and develop strategies to support students in their studies at AISC.

Learning Support Services (LSS)

Learning Support Services (LSS) offers academic support to students at AISC Middle School. Specifically designed to target students with mild to moderate learning difficulties, LSS provides both strategy training and content-based instruction. Short term accommodations and interventions can be provided to students in need, and often are sufficient to allow students to continue their learning independently. Students with documented mild learning disabilities can receive services with an Individual Learning Plan (ILP). The ILP will include goals driven by identified need and reviewed and updated annually for appropriateness.

For students to receive ongoing services through Learning Support Services, there must be sufficient data/evidence to indicate the need for continued support. A collaborative team will determine the nature and type of assessment needed. This might include targeted assessments dependent on the area of concern conducted by our Learning

Support Teacher, Speech and Language Pathologist or School Psychologist. The evaluation results must document a need for ongoing services. If a full educational assessment is deemed necessary, a family will be given a six month grace period during which time the student will continue to receive services with the understanding that an evaluation report is forthcoming.

Resolving Problems or Concerns

Resolving problems or concerns at school is always most effectively done when they are brought to the immediate attention of the appropriate faculty member or administrator. At AISC we ask students and parents to use the following procedure to resolve difficulties or concerns.

- Discuss the matter first with the classroom teacher if it relates to grades, curriculum, homework, class behavior, etc.
- If the matter cannot be resolved with the teacher, then discuss it with the Principal, Associate Principal, or the Counselor, as appropriate.
- If the matter cannot be resolved with the Principal, Associate Principal, or the Counselor, then discuss it with Head of School.

WHEN PARENTS TRAVEL/ TEMPORARY GUARDIANSHIP

For the student's protection, it is important that the middle school office be informed when parents travel and leave a student in the charge of a temporary guardian. The "Certificate of Guardianship" available in the middle school office needs to be filled in by the parents and filed with the middle school office.

ACADEMICS

Grade Placement

Students who enter AISC will be placed in classes on the basis of official records from the previous school and placement assessments that may be given prior to admission at AISC. Final decisions on grade placement will be made by the Principal.

Student Organization

It is important during the middle school years for students to gain an understanding of, and develop successful habit around organization. There are several tools available for students as they create a habit of organization. Grade 6 students mostly use a paper planner. The use of Google Calendar is introduced in Grade 7 and should be the primary tool during Grade 8. Typically, a teachers will have an agenda of the day's lesson on the board, along with homework and students should use the first few minutes of class to document assignment due dates. Major assignments can be found on the PowerSchool Learning parent portal and/or the PowerSchool gradebook parent view. The Planner is an assignment book that is interwoven into each class. The use of tools like the planner

and Google Calendar help develop organizational and time management skills. They also help to maximize school effectiveness and increase home-school communication. It is expected that each student use a tool to assist with the organization of assignments. Assignments, specific directions and due dates should be regularly checked as a means of increasing the level of direct communication between home and school.

Textbooks and Band Instruments

The school provides students with Textbooks and Band student with Musical instruments for their use during the school year. Students are responsible for the safekeeping and good condition of these items for the duration of the school year. During the final weeks of school students must return their textbooks and instrument in good condition to their teachers. Failure to return these items in good condition will result in the final report card being withheld until the replacement cost is paid to the Finance department.

Every student enrolled in a band class will have an instrument for their exclusive use. This may be a school-owned instrument or a personally-owned instrument. All band instruments should



be kept in the student's home until Band meeting days. Each instrument will have an assigned cubby in which the instrument should be stored during school hours. The purpose of the cubby is to keep each instrument safe and healthy, in a supervised, air-conditioned location. Furthermore, the cubby system is designed to simplify the student's day, so that the expensive and delicate instrument does not have to be carried around campus. Music teachers can only be responsible for an instrument which has been properly stored in the assigned cubby in the music room. Instruments left around campus are at serious risk of damage and/or loss; students are reminded that any damage or loss of an instrument will be charged to the student at the full replacement cost of the instrument. Instruments which are placed correctly in the assigned cubby are sure to be safe, happy instruments!

PE & MUSIC UNIFORMS

Physical Education: Appropriate P.E. shoes with non-marking soles, bathing suit, towel and soap for showering, lock for the PE lockers. It is highly recommended that students have sun-cream, a ball cap or sun hat, swim goggles and students should have a separate bag for their PE kit.

Students that will be participating in the MS music program must wear special clothing for Concerts consisting of a pair of full-length black dress pants and black dress shoes (no sandals). A black music shirt purchased from the school rounds off the concert outfit.

Students planning on joining a sporting team will be representing the school while traveling and participating in tournaments; hence, there is a dress code that is required. Students must have a khaki-colored skirt /trouser and enclosed shoes.

REPORTING STUDENT PROGRESS

The purpose of the report card is for teachers and students to formally reflect on and communicate student's academic achievement, growth, work habits, and attitudes to their parents and others, based on our school's learning expectations.

What are Standards?

At AISC, we have carefully selected standards that form the backbone of our curriculum. Based on these, we form enduring understandings and essential questions. Standards are designed to articulate the understandings, knowledge and skills students will achieve at each grade level. A standard is a written description of what students should know and be able to do in a particular content or subject area. Our standards are largely based on those from National Council for Social Studies, Next Generation Science Standards (NGSS) and the Common Core State Standards (CCSS).

Standards-Based Assessment is sometimes known as outcomes-based assessment or criteria-based assessment -- it is not the same as standardized assessment or testing, which might be an exam or external assessment unrelated to AISC standards. Standards-based assessment is a process where a student's performance is assessed against a criteria or learning target in a specific subject. We are assessing a student's ability to demonstrate, that they know, can do or understand at the selected grade level.

The Elements of Standards-Based Assessment

- Students are aware of the criteria of what to do in order to be successful.
- Students are provided with feedback about how to improve with regard to the criteria;

they know what they need to work on in order to improve.

- Students are provided with details about how they will be assessed against the criteria so they know what sort of practice to do and where to focus their energy.
- Students have opportunities to show improvement with regard to the standards; they are able to re-assess in order to demonstrate proficiency in the standards.

How will student progress be measured?

Teachers collect evidence of student understanding through observations, class work, projects, and assessment data. Teachers consider the most current and the consistent assessment data as evidence of learning. Earlier assessments may no longer be relevant if students have demonstrated further progress. Students are assessed on the content with the following description:

- Mastering the Standards
- Approaching the Standards
- Developing Understanding of the Standards
- Beginning to Meet the Standards

Student demonstrates their Student Learning Habits in the following areas:

- **Preparation:** Student actively plans for learning activities, displays effective organization and manages their time well.
- **Engagement:** Student actively participates in learning activities and is communicative about their thinking and learning.
- **Collaboration:** Student works with various peers by showing respect and compassion in a diverse classroom environment.

- **A Growth Mindset:** Student can thoughtfully self-assess and strive for continual improvement.

They are assessed on their Student Learning Habits with:

- Consistently
- Usually
- Occasionally
- Rarely

Reporting Student Progress

Teachers assess students, providing them with feedback regarding their progress towards mastery of academic standards and Student Learning Habits. This feedback takes place both formally and informally; feedback can often be found in the form of comments or information shared with students via a rubric that is part of an assignment. Often, students will add artifacts to their E-portfolio as well. Students are expected to reflect upon their learning and may be asked to complete a rubric, commenting upon their growth and learning, before a teacher provides feedback.

Report cards are only one part of the overall reporting system. Should a parent have questions about current assignments, they are encouraged to log into the PowerSchool portal and review their child's progress. This allows parents to keep up-to-date on the daily assignments, projects, tests and other assessments that teachers are using to gauge student growth and learning. Teachers will communicate with parents any concerns they may have regarding a student's progress towards mastery of both the academic standards and the Student Learning Habits.

If there is a concern that a student is missing or producing work that is not contributing to their ongoing growth, and they are in danger of

developing a habit of such behavior, teachers will communicate directly with parents. Since middle school represents a spectrum of academic, social and emotional development, these interventions may look different at each grade level.

Students are also encouraged to share assignments that have been commented upon by teachers, with parents as well. The E-portfolio is also a resource that showcases a student's growth over time with parents, future teachers, and other family members who may live in another city, country or continent.

Student-Parent-Teacher Conferences and report cards are also part of the overall reporting system. Mid-way through each trimester, there will be a Student-Parent-Teacher Conferences for all three parties to learn about student growth in regards to the learning habits and academic standards. Students and parents will be able to see the consistency to which students are prepared for class, engaged in classroom activities, collaborating with peers and thoughtfully self-assessing their learning to guide continual growth.

Report cards are issued at the end of each trimester. In addition to feedback about the Student Learning Habits, each teacher will comment upon a student's progress within the academic reporting standards. These report cards become a permanent part of a student's academic transcript that is shared with future schools if appropriate.

Although there is an understanding of the goals of the reporting system in the middle school, teachers will use other strategies and structures and will not be limited to the information described herein.

Student/Parent/Teacher Conferences

Conferences are an opportunity for students and teachers to share reflections on the learning process. Three-way conferences will occur during the first trimester, second semester, and student-

led portfolio presentations followed by parent-teacher conferences will occur during the third trimester.

Additional conferences during the year may be scheduled as needed and may be initiated by either parents or teachers. A conference may be arranged by calling the school office for an appointment with the teacher and/or the counselor or administrators. Parents who are unable to attend scheduled appointments to discuss their children's work are urged to rescheduled appointments to discuss their children's work are urged to reschedule those appointments at a more suitable time.

Student E-Portfolios

All students are required to maintain an E-portfolio over the course of the year and to present their E-portfolio prior to the end of the school year. In the spring, we have our student-led E-portfolio presentations where all students present their work to their parents. Students hold the key too much of what they know and are able to do. They understand their strengths and they can identify the things that challenge them.

Creating a portfolio and preparing for the portfolio presentations asks students to examine work and to think about the strengths and the challenges of that work. The portfolio becomes a collection of samples that contains concrete evidence of learning and growth in a variety of areas and skills. It demands reflection and self-evaluation and offers students an opportunity to report their progress in a way that engages them in meaningful conversation about their learning.

Preparation and successful implementation of portfolio presentations demand active participation from students, teachers, and parents. It creates a purposeful way for young adolescents to have a sustained and focused conversation with parents about their learning.

By providing students an active and meaningful role in interpreting their own learning, we provide an authentic context for self-evaluation, a context that fosters accountability and the honest appraisal of both successes and challenges.

ACADEMIC PROBATION

A student who are only “beginning to meet the standards” in numerous classes may be placed academic probation by the Principal. Academic probation will result in the student and parent meeting with the Counselor or Principal to develop a learning plan that will outline specific requirements that the student must meet while on probation. The learning plan may be altered or amended by the school to best meet the needs of the student.

If a student is placed on probation, the specific terms will be described in a written letter to the parents and may require the student to attend monitoring meetings with the counselor, or mandatory lunch or after school study sessions.

After the period of academic probation, if it appears that the student is unable or unwilling to improve to a level that indicates potential to meet course requirements, the student may be dismissed from AISC.

RECOGNITION ASSEMBLY

Grade Level Recognition Assemblies are held at the end of the school year to recognize students for their achievements, contributions and growth throughout the school year.



HOMEWORK ASSIGNMENTS

Homework assignments are valuable tools for helping students make the most of their learning experience. Homework reinforces learning through practice and further application of skills, develops study habits, enriches learning through independent study and research and provides additional time for students to complete assignments. Homework assignments may include, but are not limited to, any tasks completed outside of class, including projects, presentations, and essays.

To support students and increase parent communication with regards to homework and classroom happenings, teachers post information on their PowerSchool Learning course page. PowerSchool Learning can be accessed anywhere in the world. Parents will be sent instructions on how to access PowerSchool.

Student Responsibilities

- Keep informed about assignments, including due dates.
- Contact the teacher to find out about assignments missed due to absences.
- Ask questions of the teachers when assignments or directions are unclear.
- Set aside a regular time for studying and find an area that is conducive to studying.
- Work on assignments independently unless instructed otherwise by the teacher.
- Complete assignments to the best of his or her ability.
- Complete assignments according to the given instructions, format and deadline.
- Appropriately acknowledge the sources of information not independently developed by the student.

Teacher Responsibilities

- Assign relevant, appropriately challenging and meaningful assignments that support classroom learning.
- Consider the availability of resources when setting due dates.
- Give clear instructions and make sure students understand the purpose of the assignment as well as the due date, during a class period, allowing time for student questions.
- Provide feedback (using rubrics when possible) and return graded assignments in a timely manner.
- Follow school procedures that ensure that a student has a maximum of two major assignments or tests for any given day.
- Assign weekend assignments that are no longer than a daily assignment.
- Refrain from giving assignments over the Winter Break, Spring Break and the summer vacation.

Parent Responsibilities

- Provide access to a printer
- Provide encouragement and support
- Provide assistance, as suggested by the teachers; when necessary
- Ensure independent habits by refraining from “over-correction” or too much assistance
- Provide a quiet well-lit place for study and to limit distractions
- Limit commitments during study time (e.g. extra classes, television, social engagements)
- Contact teachers about problems or concerns with homework

Homework Guidelines

Homework guidelines increase as student's progress through the grades, although the amount and nature of the homework will vary according to the age and grade of a student. It will also vary with the time of year, test schedule and school calendar.

A guide to the average time expected to be spent on regular homework assignments is:

- Grade 6: An average of one hour a night
- Grade 7: An average of one and a half hours a night
- Grade 8: An average of one and a half to two hours a night

STUDENT CO-CURRICULAR ACTIVITIES

The co-curricular program at AISC is designed to provide a well-rounded education by encouraging students to grow intellectually, socially, and emotionally, in a wide variety of afterschool and weekend activities. Student organizations, clubs and sports provide opportunities for leadership, development of interests and promote the general welfare, morale and educational experiences of the student body as a whole. Because we have a large number of co-curricular activities in the middle school, there are fewer options offered in Arts, Sports, & Activities (ASA) program.

Since the program reflects the interests of the student body, new activities can be initiated by students and staff as long as the activities (1) are compatible to the Mission and Values of the school, (2) have sufficient student interest, (3) are affordable and can meet any facility restrictions, and (4) are sponsored by a faculty/staff member or school approved adult. The Principal must approve the addition of any new activity.

Student participation in any organization shall be voluntary and no student shall be forced to join any group.

It is advised that students choose activities carefully. Each student must balance the time and workload demands between their course obligations and their co-curricular activities. Students should consult with their parents to assist them in selecting appropriate choices so as not to overextend themselves.

Students who are doing poorly in one or more of their courses should carefully consider whether to participate in co-curricular activities. If a student is not maintaining a satisfactory academic performance at any time, the teacher(s) may recommend that the student not participate. The administration will forward that recommendation to the students and parents. In these cases the parents will have the final decision.

Students placed on Disciplinary Probation may be excluded from participation or travelling on events such as, but not limited to MUN, ISTA, AMIS, SAISA and ASIAC.

A student who is absent for more than two periods during the day may not participate in any after-school activities that day, without the Principal's approval. Students who leave school during the day due to illness may not return that day for co-curricular activities or for school sponsored events either on or off campus. In the case of a student who is sick the day of a school play or musical performance and thus is unable to attend classes, yet who feels duty bound to perform that evening, the student's parent or guardian must phone the Principal that morning to explain the circumstances and request permission to attend the performance.

Students are expected to be in class the day after a school-sponsored absence. Students who arrive to campus from school sponsored trips after 10:00

pm are excused for 10 hours. For example, if a trip returns to campus at 11:30 pm, the student is expected to be in class at 9:30 the following morning.

CO-CURRICULAR EVENTS CALENDAR 2018 - 2019

As we continue to add activities and events to the calendar, we do our best to spread them out in the calendar. With only a few overlapping events, students will need to learn to select activities that most interest them when conflicts arise.

The following table of events and conflict matrix provide students with clear dates of when all the events take place to make those decisions.

Absence Due to Co-Curricular Activities

A number of the school's co-curricular activities take students away from their classroom obligations. For activities that take students away from AISC on school days, students must complete a Pre-Arranged Absence form prior to the absence.

Outbound Date	Event Dates	Return Date	Event	Venue
NA	8-9 September	NA	Big Bad Blue	AISC
NA	12-13 October	NA	ASIAC Soccer	AISC
24-Oct	25-27 October	28-Oct	SAISA Swimming	Amman
6-Dec	7-8 December	9-Dec	ASIAC Table Tennis & Badminton	ASB
NA	7-8 December	NA	ASIAC Music Fest	AISC
24-Jan	25-27 January	28-Jan	MS ISTA	Chiang Mai
7 Febuary	8-9 February	9 February	Math Counts	ASB
7-Mar	8-9 March	10-Mar	ASIAC Volleyball & Tennis	AES
20-Mar	21-23 March	24-Mar	AMIS MS Mixed Choir	Frankfurt
NA	11-13 April	NA	SAISA Track and Field	AISC
18-Apr	19-20 April	21-Apr	MS MUN	Malaysia
NA	18-19 April	NA	MS Theater Production	AISC
25-Apr	26-27 April	29-Apr	MS/HS TASMUN	Taipei
9-May	10-11 May	12-May	ASIAC Basketball/Swimming	AES

Travel Guidelines

AISC supports student travel to various events away from school. We consider these to be exceptional educational opportunities, offering students a chance to meet people from other parts of India and other countries, to learn more about the history, geography and culture of the host country and to enhance their awareness of global issues.

While travelling, students serve as ambassadors for AISC. They may stay in a hotel or board with host families. The students' safety and well-being are of paramount importance. As a result, students participating in school trips are expected to abide by AISC policies and procedures at all times. Students and their parents will be expected to sign an agreement to this effect prior to each trip involving an overnight stay.

Students on school trips will be supervised by AISC teachers and/or administrators. The ratio of chaperones to students on international trips will be at least 8:1; for trips within India the ratio will be at least 10:1. Trip chaperones will have full authority to establish curfews, study periods and meeting times. Students are expected to be on time for meals, departures of the transportation and all events. Chaperones may also establish other guidelines for dress and behavior as far as they are not inconsistent with this policy.

Transportation to and from all off-campus co-curricular events will be arranged only by AISC or its designated agents. Students must travel to all events with the team or club and will return to AISC with the team or club unless being picked up by their parent. A student who arrives after the departure time will not travel with or join the team or club by other transportation. No student on a school-sponsored trip should use public or private transportation without an official AISC chaperone or without their express permission.

Students are expected to be prepared and to attend all scheduled activities. Students must remain under the supervision of the chaperones when not participating in a planned activity. This includes all shopping and dining outside of the event location. During the evening times allocated for homework, study will be in the student's assigned room or other designated area.

Students are expected to wear appropriate attire while at the event and while travelling. The standard of dress while travelling on a school trip is higher than that for everyday school wear.

Students must be in their assigned room or host family home by the curfew set by the chaperones. Chaperones will check personally or by telephone to ensure that the students are where they should be. Students may not switch rooms or host family homes from the official assignments. Students are reminded that they are guests and are expected to act with decorum, especially regarding quiet in the hallways and in the rooms. Boys and girls will be housed in separate rooms. Boys are not allowed in girls' rooms and vice versa.

Students are expected to complete a Pre-Arranged Absence Form at least two days prior to the event to ensure that their teachers are aware that they will be away from school and that the student understands the expectations for completing assignments while they are away, including due dates for when they return. The chaperones will set aside time and locations for student study during the trip. Students are responsible for making up all missed work in a timely manner. In general, students will be allowed one school day for each day missed to submit late assessments without penalty.

Students may not use any medications unless prescribed and/or administered by a licensed medical physician or cleared and recorded by the chaperones/advisors on their field trip forms.

Chaperones have the authority to determine appropriate consequences for a student's failure to abide by AISC regulations. Students may be restricted from participation in the event activities. The chaperone will communicate any concerns to the Principal. In the event of a very serious infraction, a student may be sent home at parent expense. It will be the responsibility of the Principal to impose further appropriate disciplinary action as necessary, up to and including suspension or expulsion from school.

Field Trips

Field trips enhance learning and apply concepts through practical experiences. Sometimes field trips are used to introduce lessons and sometimes as culminating activities. Field trips offer opportunities for integrating learning between subject areas. Parents grant permission for students to attend field trips as part of the process when applying for admission to AISC. Teachers notify parents and parents complete and submit permission slips prior to students participating on a field trip.

Excursions refer to overnight field trips. These trips offer similar experiences as field trips. Excursions require specific parental authorization and require that the student's Visa is current.

Both school-sponsored field trips and excursions require students to follow school rules and display proper conduct.

Week Without Walls

The Week Without Walls program is embedded in our middle school culture and it is expected that all students participate in this program. In the Week Without Walls (WWW) program, students are out of the regular classroom setting. Students are involved in research pertaining to their Week Without Walls beforehand in their Advisory class and complete further work during the week.

Week Without Walls provides students with a unique cultural, personal, interpersonal and environmental experience not available within the regular classroom walls. Students learn, reflect, and grow as individuals. The aim of WWW is to:



- Take learning out of the school and into the real world.
- Provide authentic, direct exposure to India in order to nurture a better understanding and appreciation of Indian culture.
- Develop new friendships as well as strengthen existing ones.
- Promote individual responsibility and independence
- Increase respect for the environment and local culture through exposure to unique habitats and the effect of human populations on land.

Middle School WWW trips typically take place in October or November.

STUDENT ACTIVITY FUNDS AND FUNDRAISING

Authorized student organizations shall be required to obtain approval for establishing accounts from the Principal. Student organization accounts shall be informally audited annually by the Administration, and unused funds will be carried over from year to year. Should the organization disband, the membership at the time shall recommend the allocation of remaining funds, with approval for disbursement required from the Principal.

Campaigns organized by students, faculty, or parents to raise funds for any purpose shall be limited in number and shall possess an educational value. Additionally, any fund-raising in the middle school must have specific approval from the Principal or Assistant Principal.

The faculty sponsor for each student organization shall be responsible for supervising the accounts of the organization. In addition, from time to

time, the School's Business Manager or his or her designee shall monitor student funds, including sources, accounting, expenditures and provisions for safekeeping of funds.

ASSEMBLIES

Assemblies, including sporting event activities, are provided to enhance learning, promote teamwork, develop school spirit, encourage sportsmanship, celebrate accomplishments, extend classroom activities, and provide a forum from where students can perform and demonstrate skills learned. The assemblies aim at bringing the whole school together, thus fostering a sense of community, and also help keep students informed. For our assemblies students and teachers are asked to show their spirit and wear their Advisory t-shirts all day. During assemblies all students are expected to be courteous to performers. Applause is the correct and courteous way to show approval of a program or a speaker. Never 'boo' anyone, even in fun.

STUDENT BEHAVIORAL EXPECTATIONS

The best education takes place in a community where there is trust and respect, allowing everyone to take appropriate risks in their pursuit of knowledge and understanding. Students and teachers come to AISC from many different cultures and ethnic backgrounds, races, religions and experiences. As an international community, AISC will go beyond tolerance to treasure differences and look upon them as opportunities for learning that will enrich each individual and promote personal growth.

In creating such an environment and culture, the school's efforts will include maintaining an atmosphere of respect for self and others, communicating clear behavioral expectations,

supporting educational programs which advance tolerance and learning, sponsoring events that celebrate diversity, and providing clear consequences for those whose actions detract from this safe, respectful environment.

Teachers use a variety of classroom management techniques to teach appropriate behavior. Physical punishment is not allowed. Discipline is viewed as a way to modify behavior to correct inappropriate actions. Teachers handle most discipline problems within the classroom. If negative behavior becomes frequent or is extreme, the student may be referred to the Principal and the teacher will inform the Principal of the nature of the problem and complete a Referral to Principal.

At AISC we believe that discipline should begin at the lowest, most appropriate level; be timely, reinforce our expectations for student behavior, and have appropriate consequences for violating our expectations of behavior; include consequences that increase according to the nature of the violation; and, that it should be fair. Early intervention by the classroom teacher, grade level team and/or counselor is used where appropriate to change behavior before discipline is needed.

Major violations of rules of conduct or persistent violation of such rules in spite of warning and counseling may result in disciplinary probation, suspension and/or expulsion. Major violations include but are not limited to fighting, bringing a weapon on campus, vandalism, alcohol or illicit drugs on campus, or flagrant insubordination to a staff member. Decisions regarding probation and suspension will be made by the Principal.

Public Behavior

The AISC community includes members of widely differing ages and maturity as well as diverse social and cultural groups. All members of the school

community - students, staff, faculty, parents, family members, and guests - interact in a social and cultural environment that includes certain norms of appropriate public behavior.

For these reasons, it is important that all community members conduct themselves in a manner that is respectful of the school's Core Values and Mission and responsible and sensitive to those who may be offended by their behavior.

Behavior that is inappropriate on campus, on school trips, on school transportation, or which targets community members through social media, includes, but is not limited to, excessively loud or violent behavior, profane or vulgar language, verbal abuse, slander or the maligning of another's reputation, bullying, obscene gestures, fighting, threatening or causing physical injury to another individual, inappropriate public displays of affection, smoking, and drug or alcohol use.

Public Displays of Affection

Public displays of affection are inappropriate in a school environment.

Dress Code

Students are expected to be clean and neat while at school or at school sponsored events. Appropriate standards of dress must take into account the many nationalities and cultures that are represented in the school. Students should be dressed in a manner that is not offensive to general opinion or disruptive to the educational environment.

To help students define what is acceptable dress within our international school community the following standards apply:

- All clothing should be clean and in good repair. Cut-off shorts or torn clothing are not permitted.

- Wear clothes and outfits that respect the culture of the host country and other nationalities.
- Shoes or sandals must be worn.
- Substances that are not allowed on school campus (such as alcohol, tobacco or other drugs) are not permitted on clothing, book bags, notebooks, etc.
- Clothing should not display offensive language.

All students are expected to wear designated physical education uniforms during PE class, theater class and follow the music dress code when performing. Details of the dress code for co-curricular activities can be found in the Activities and Athletics handbook.

On matters of dress, the administrator's judgment is final. Administrators may request a student to return home for the purpose of changing into appropriate attire or may ask the student to change into appropriate clothing.

ATTENDANCE

Classroom learning activities are essential to the acquisition of the knowledge, skills and attitudes identified in the school curriculum and to the preparation of our students for success in their lives beyond school. Being absent from school is unavoidable in some cases, but when absences exceed a reasonable limit the academic integrity of an AISC education is compromised.

It is the responsibility of the parents and students to ensure that students maintain satisfactory attendance. It is the responsibility of the Administration to ensure that satisfactory attendance records are maintained. Parents are required to call MS Office before 8:30 a.m. to inform about any absences for the day. Teachers report attendance to the office each day using the

school's electronic database.

When, in the opinion of the Administration, it appears that a student's academic progress is suffering as a result of irregular attendance, the Administration will take appropriate steps to correct the problems. This may include disciplinary action for unexcused absences or being placed on academic probation.

Excused Absences

An Excused Absence is one for which missed work may be made-up. When it is necessary for a student to be absent, the following reasons shall be accepted as Excused Absences:

- illness;
- family emergencies (i.e. serious illness or death in the immediate family);
- medical, legal or religious duties which cannot be cared for after regular school hours;
- participation in a school-sponsored activity; or
- such other reasons as approved by the Administration.

Work missed during absences shall be made-up in a timely manner, usually within the same number of school days missed plus one, unless special arrangements are made with the teacher(s) before the last day of turning-in missed work.

If a student knows that he/she will be missing school ahead of time, he or she must make arrangements with the teacher(s) regarding the work that will be missed.

Unexcused Absences

An Unexcused Absence is one for which missed work may not be made-up and includes all absences

not defined in “Excused Absences.” The following are examples of unexcused absences:

- staying away from school to do school work;
- staying away from school to avoid academic deadlines;
- absence for personal or family trips without prior approval from the Principal; or
- any absence not approved as an Excused Absence by the Administration.

An absence is assumed to be unexcused unless otherwise indicated. When a student is absent, s/he has five consecutive school days after his/her return to clear any unexcused absence. A student may appeal an Unexcused Absence to the Principal.

When a student is absent for more than 50% of any single class period, s/he will be considered an absence, not tardy. A student who is absent for more than two periods during the day may not participate in any after school activities or school-sponsored events that day without the Principal's approval. Students who leave school during the day due to illness may not return that day for co-curricular activities or for school-sponsored events either on or off campus.

Limit on Absences

Students who attend school or a class for less than 85% of the total number of school days may be assigned additional course work or placed on academic probation.

This policy pertains to excused and unexcused absences, with the exception of days missed for disciplinary suspension and school-sponsored trips (e.g. AMIS events, SAISA, ASIAC, etc).

When a student is absent for four classes in a trimester the school will send a written notice to the student and the parents or legal guardian. When

a student is absent for seven classes in a trimester the school will send a written request for a meeting between the student, the parents or legal guardian and the Principal. The consequences of missing more than 15% of the class periods of a course in a semester will be included in these communications.

Pre-Arranged Absences

When students know in advance that they will miss school, as for a school-sponsored trip or family emergency, they are responsible for completing a Pre-Arranged Absence Form prior to departure. Since valuable classroom learning will be missed during such absences, students must take responsibility for making up missed lessons and assignments.

Tardy Policy

It is essential for students to be on time to all of their classes and to bring all necessary materials and assignments to class so that they are fully prepared to engage in the class. When students need to leave the classroom to retrieve books or assignments, valuable class time is compromised or wasted. When students arrive late, they miss important introductory information and directions. Late arrival also disrupts the class and is disrespectful to other students and to the teacher. Parents will be informed of repeated tardiness with progressive consequences put in place. Chronic tardiness will be referred to the Middle School Administration.

- The student will meet with the Middle School Administration.
- The student will be assigned to supervised space for lunch detention (MS office).
- A letter will be sent to the student and copied to the parents or legal guardian noting the chronic issue and consequences.

Should the issue persists:

- A meeting will be held with the Middle School Administration, parent, and student.
- The student will be placed on disciplinary probation for the balance of the term. Any additional tardies during the probationary period may result in an in-school suspension.

Teachers are responsible for dismissing students from class on time so that they have the full passing time to reach their next class. Students who are kept after class should receive a note of explanation for the next classroom teacher. Teachers will inform students when they are being marked late to class. Students will not be subject to additional consequences beyond the school policy.

Late Arrivals

Any student who arrives after 8:30 a.m. is expected to sign in at the middle school office before going to class.

Leaving Campus

Students are required to remain on campus for the entire school day. The school day begins at 8:30 a.m. and ends at 3:30 p.m. Students are not to leave campus during the school day unless they have permission and have signed out at the Middle School Office.

- Students who are injured or become ill during school hours should see the school nurse. If it is necessary for a student to go home, the nurse will phone the parent or legal guardian to inform them and arrange for transportation. The school nurse will inform the office that the student is checking out. The student must get a pass to leave campus from the Office.
- Students who become emotionally upset

should go to the Guidance Office or to the school nurse for help.

- If an emergency develops that requires the student to leave, the student should go to the Principal for permission.

It is important to understand for students to receive written permission from the Middle School Office before leaving campus during school hours (8:30 a.m. until 3:30 p.m.). Failure to receive written permission before leaving campus will be considered unexcused absences from all classes missed.

ACADEMIC HONESTY

Trust is perhaps the most essential element in teaching and learning. Only when there is trust can open exchange of ideas take between the teacher and the student. Teachers assess students, through homework, tests, and other oral and written exercises, in order to gauge how well the student has understood the concepts or developed the skills being taught. When a student deceives a teacher by using the ideas of another person without citing them, by gaining advanced knowledge of a test or by bringing “cheat sheets” into a test, he/she undermines the teacher’s ability to help him/her learn. Ultimately, it is the student who loses out. With this in mind, it is important to both the faculty and the students to protect and maintain a high degree of honesty at our school. By doing so, we can avoid the needless trouble brought about by academic dishonesty in the form of cheating and plagiarism.

Peer pressure can play a significant role in academic dishonesty. The student who shares homework or reveals test questions may think that she is helping out a friend. However, in reality it is practicing academic dishonesty since she is providing an unfair advantage to one person over the rest of the

students in that course.

Academic dishonesty includes but is not limited to the following: giving or receiving information on a test, quiz, homework or other evaluation in such a way, that would be considered cheating. This could include: copying from another student, having cheating notes, using a calculator without the teacher's permission, and gaining advance access to test materials and/or using someone else's ideas or statements as one's own without giving credit to the author, in such a way that would be considered plagiarism. This could include not giving proper citation in a research paper by crediting the source of information, the copying of another student's work (i.e. homework assignments) and handing it in as one's own, the giving of one's work to another to copy, or any other similar use of another's work.

A student who becomes aware of cheating or plagiarism by another student should contact the teacher, the Counselor or the Principal. All information received will be kept confidential. The Principal will then investigate the allegation and determine whether an offense has occurred.

Consequences for Academic Dishonesty

The consequences of a first violation are:

- a meeting with the teacher, student and parents
- a letter to the parents describing the event
- redo the assignment honestly during lunch or after school sessions

The consequences of a second violation are:

- a meeting with the teacher, parents and administrator

- a letter to the parents describing the event
- redo the assignment honestly during lunch or after school sessions
- a disciplinary report

The consequences of a third violation are:

- a meeting with the Principal and parents
- a letter to the parents describing the event.
- redo the assignment honestly during lunch or after school sessions
- the student will be placed on disciplinary probation

If in the judgment of the Principal, in consultation with the Head of School, the violation is of sufficient magnitude and/or if the violation takes place in the context of a history of other violations of School policy and rules disciplinary action up to and including probation, suspension, note on academic record, or expulsion may be imposed.

Giving credit to other sources is one of the most common ways to avoid academic honesty infractions. Below is an outline of the expectations for middle school students by grade regarding the level of detail in a citation. There are several web-based tools that support the creation of citations, works cited pages, and bibliographies. Among the most used at AISC are NoodleTools.com and Easybib.com. Unless specifically instructed otherwise by a teacher, students should use the Modern Language Association (MLA) format.

AISC Middle School Citation Expectations

Grade	By the end of grade 6	By the end of grade 7	By the end of grade 8
AISC grade level expectations to meet citation standards	<p>When citing, all of the important information needs to be present, but it is still OK if it is not in perfect MLA format. The following information must be present in grade 6 citations for the formats listed below. Unlisted resources are still flexible until grades 7 and 8.</p> <ul style="list-style-type: none"> • For Books: title, author, date, publisher, city • For Websites: title, author/organization, URL, date, date accessed 	<p>When citing, information needs to be in correct MLA format the resources below. Resources not listed below are still flexible until grade 8. Students should know how to use online citation makers for MLA format, but still need to double check the citation for correct MLA format if they use them.</p> <ul style="list-style-type: none"> • book • database • magazine • photo/image • reference source • website 	<p>When citing, information needs to be in correct MLA format for all resources, including, but not limited to, the list below. Students should know how to use online citation makers for MLA format, but still need to double check the citation for correct MLA format if they use them.</p> <ul style="list-style-type: none"> • anthology • book • database • film/video clip/ • television show • lecture/interview/ • radio • magazine/journal/newspaper • photo/image/work of art • reference source • website

Additional Notes:

- All students in grades 6-8 need to quote or paraphrase to avoid plagiarism. Paraphrasing means using different words and phrases than the original text to express the same or similar idea.
- Starting in seventh grade, standards say that students should be taught to experiment with different descriptions within sentences before

quotes are introduced (i.e. The book, Dogs, states, "..."; The book, Dogs, by John Smith, suggests that "..."; John Smith, an expert on dogs, says "...")

- All students need to use page number references inside their text when writing. Formal in-text citation format beyond the inclusion of page numbers will be taught beginning in high school.

ALCOHOL AND OTHER DRUGS

The staff, students and parents of the American International School - Chennai strive to promote a healthy lifestyle consistent with our stated objectives. The use of alcohol and non-prescription drugs or other addictive substances by students is injurious to student health and is inconsistent with the school beliefs. Therefore, such use or being under the influence while at school or during school-sponsored events may result in disciplinary action, including expulsion.

Definition

For the purpose of this policy, prohibited use of drugs while at school or during school-sponsored events is defined as the possession, use, distribution, sale, attempt to sell, giving away, or being under the obvious influence of such substances as:

- alcoholic beverages;
- marijuana and similar drugs;
- non-prescription drugs whose use is illegal either in India or under U.S. federal law;
- psychoactive nonprescription drugs;
- inhalants;
- anabolic steroids;
- “look alike” imitation substances for the above;
- paraphernalia related to any of the above that is obviously intended for drug-related activity.

This list is not intended to include every substance whose use is prohibited by this policy. After seeking advice from pertinent professionals, both on and off campus, the Principal may include in this definition other substances not specifically listed.

The proper use of prescription drugs is not prohibited under this policy. However, use

of prescription drugs at school or on school-sponsored activities must be in accordance with the rules included.

A search of lockers and personal belongings will be undertaken if there are sufficient grounds for suspecting that a student has drugs or drug paraphernalia in his or her possession. In such cases, the student should open the locker or personal belongings in the presence of the Principal or a faculty member designated by the Principal. If the student is unwilling or unable to do so, the locker or personal belongings may be opened by the Principal in the presence of at least one other member of the administration or faculty and in the presence of the student, if possible.

When it is determined that a student has violated this policy, the Principal will notify the Head of School, parent or guardian, and health professionals, as appropriate. A student may be suspended for the time required to decide what action is to be taken. However, any suspension lasting more than one week must be approved by the Board President. If the act or use is determined to be so extreme that expulsion or a suspension of longer than one week is recommended, such action must be approved by the Board of Directors.

Consequences

The consequences of a first violation are:

- A conference between student, his/her parent(s), Principal and Counselor.
- An out of school suspension from school and school activities for a length of time determined by the Principal in consultation with the Head of School.

The consequences of a second violation are:

- A conference between student and parent(s) and the Principal and Counselor.

- An immediate suspension from school and all school activities for a length of time determined by the school.
- Mandatory individual or family counseling as determined by the school; a minimum of three counseling sessions must be completed.

If violation of these guidelines is deemed of sufficient gravity, such as the distribution of substance to other students or repeated violations, the student may be expelled from school. All suspensions for more than five days or expulsions must have the approval of the Board of Directors.

Evaluation and Counseling

If the prohibited use of drugs or alcohol is determined to be part of a potential chemical dependency, the student may be required to participate in a counseling program administered by an outside agency. The expense of such a program will be borne by the student and his or her family.

Tobacco

Use of any form of tobacco by students is prohibited on campus, at all school-sponsored events, and while on school-contracted transport. Violation of this rule is a serious matter and will result in disciplinary action.

Consequences

The consequences of a first violation are:

- A conference between student and parent (s) and the school administrator and counselor.
- A one-day in-school suspension.

The consequences of a second violation are:

- A conference between student and parent (s) and the school administrator and counselor.
- A three-day suspension out of school.

In the event that a student has persistently violated this policy or demonstrates a wilful disregard of the policy, the student may be subject to further disciplinary measures, up to and including expulsion.

SOCIAL MEANNESS AND BULLYING

We believe that every child has the right to learn in an atmosphere of mutual trust and respect. Social meanness, harassment and bullying are not acceptable behaviors at AISC. We, as a school, undertake proactive and preventive approaches to ensure a safe environment. Our policy is to promote a positive school environment in the classroom, common areas, and at school-sponsored activities.

It is also the goal of AISC to maintain a safe and supportive school environment for all students free from harassment, intimidation, and/or bullying and free from discrimination on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, size or weight.

Mean behavior is purposeful and hurtful, but may happen only once or twice. It can be exhibited through acts such as teasing or name-calling, social exclusion, insults, threats, hitting, pushing, kicking and may occur either in person or electronically. Bullying is defined as any of the above acts that are intentionally cruel, usually repeated, and with a social or interpersonal power imbalance, where one person feels they do not have the power to stop it.

Mean behavior, harassment and bullying can take many forms including social, verbal, online, and/or physical incidents and, in addition to the examples above, might include:

Physical Aggression: Unwelcome physical contact, inflicting bodily harm, physical contact with sexual

overtones

Social Alienation: Public humiliation, malicious exclusion, malicious rumor mongering, threats of isolation

Verbal Aggression: Intimidating phone calls, texts, emails, verbal threats of aggression of property and possessions, verbal threats of bodily harm; and/or

Intimidation: Extortion, taunting, threats toward family members, coercion, use of demeaning nicknames, catcalling.

For the purposes of these guidelines, harassment and bullying consist of the repeated exposure over time to negative actions targeted at a specific victim(s). However, should the act be grievous, repeated exposure is unnecessary for the behavior to be considered in violation of the school's behavioral expectations and for disciplinary action to be taken.

Guidelines for Situations Involving Social Meanness, Bullying or Harassment

Consistent with processes for resolving other complaints or grievances at AISC, reports of harassment and bullying will be resolved at the lowest level possible. Therefore, a member of the school community who believes he or she has been subjected to harassment or bullying should first consider telling the person(s) that the conduct is offensive and request them to stop.

If it is difficult for a student to speak directly to the person, or if the offensive behavior does not stop after the request to cease, or if the student or parent feel that they need assistance with an ongoing issue of social meanness or bullying, they should bring it to the attention of a teacher, section counselor and/or section Principals. The situation will be assessed as either a counseling issue or a discipline

issue and referred accordingly for further action. These actions will be developmentally appropriate and may range from a session with the counselor to disciplinary meetings with the administration. For serious incidents of misconduct, consequences may include suspension or expulsion from AISC.

Note: A person who knowingly makes a false report of harassment and bullying may also be considered to have violated this policy, and subject to the courses of action and consequences herein.

Education and Prevention

The prevention of social meanness and bullying requires a thoughtful educational program. The school will include in its educational program, information about social meanness and bullying as appropriate (for example classroom guidelines, character education) so that everyone will understand the intention of this policy, the appropriate ways to interact with others, and what to do if a person feels they are being impacted by social meanness or bullying as defined by the policy.

COOPERATION WITH SCHOOL EMPLOYEES

All students are expected to cooperate fully with school employees (teachers, substitute teachers instructional assistants, bus drivers, lifeguards, cafeteria workers, etc.) as they perform their duties. Our policy of full cooperation makes no distinction between the various employees. Acts of blatant disrespect towards any school employee will result in a parent conference. Serious or repeated acts of disrespect may result in additional consequences, up to and including an in-school suspension for a stated number of days at the discretion of the Principal. Continued disrespect towards school personnel may result in expulsion from school.

VANDALISM AND THEFT

The act of willful damage to school property is a serious offense. This includes writing on desks, walls, or other school property including electronic websites belonging to the school or staff members, as well as any other damage, destruction or defacement of property.

This also includes the theft of any property from AISC or from a fellow student. Students who cause such damage or that are found in possession of an AISC or fellow student's property will be assessed all costs to cover repair or replacement.

In addition, depending on the severity of the incident and at the discretion of the Principal, the student may be suspended from classes for a period of time. In the event of very serious or repeated offenses, the Principal may recommend expulsion.

PHYSICAL VIOLENCE

Physical violence or the threat of physical violence toward members of the AISC community are considered serious violations of school rules and will not be tolerated. Such actions may result in the student being placed on disciplinary probation. The student may face immediate suspension. In the event of a second or subsequent violation of policy, or if a violation of the above policy is deemed of sufficient magnitude, depending on the nature of the incident, the age and general behavior of the student and whether or not it is a first or repeated offense, the Principal may recommend expulsion.

WEAPONS

Carrying dangerous weapons or toys that resemble dangerous weapons on to the AISC campus or while participating in AISC-sponsored activities is prohibited. On matters of what constitutes an offensive or dangerous weapon or toy, the Principal's judgment will be final.

DISCIPLINARY PROBATION

When the magnitude of violation of rules of student conduct is serious, or when violations persist in spite of counseling and/or warning of the student and parents concerned, the Principal may place the student on disciplinary probation. The Principal must inform the Head of School of such a decision.

In all cases where a student is given disciplinary probation, the student and parents must be informed in writing both of the reason for the probation and the terms of that probation. When the Principal thinks it is necessary and appropriate, the student will be recommended for counseling. All instances of disciplinary probation must include reference to the consequences of any further violation of the rules of student conduct, and this must be shared in writing with the student and parents concerned. Disciplinary probation may include restrictions on participation in co-curricular activities, and/or the requirement that break and lunch periods be spent in supervised areas.

SUSPENSION

Suspension is defined as the removal of a student from classes and/or from the School for a time not to exceed five days for each occurrence. When in-school efforts to resolve student disciplinary problems through counseling or in-school disciplinary measures have not been successful, or when the initial offense is considered sufficiently serious, the Principal has the authority to suspend a student for a period of up to five days.

Grounds for suspension include: harassment or bullying, stealing, cheating, lying, disrespect toward students or adults employed by the School, smoking on school grounds, abuse or destruction of school property, fighting, possession of dangerous weapons, alcohol or drugs, repeated violations of

the dress code or other behavior which is deemed to be improper or offensive.

Once the decision is made to suspend a student from school, the Principal shall notify the student and the student's parent(s) and discuss the circumstances and reasons for the serious disciplinary measures. The Head of School must be notified as soon as possible. A follow-up letter will be sent to notify the parents of the decision, the reasons, and the duration of the suspension.

During suspension a student shall be expected to make up any missed classroom assignments for credit but may not participate in any after school activities or sports.

EXPULSION

Expulsion is defined as the permanent removal of a student from the School. If a student's conduct fails to improve after one or more suspensions, or if the initial offense is considered sufficiently serious, the student may be expelled from the School.

CELL PHONES AND OTHER AUDIO/VIDEO DEVICES

Students may use mobile phones while on campus for the purpose of making phone calls; however, the use of mobile phones while in class is prohibited unless expressly allowed by the teacher. The use of recording devices either video and/or audio are not permitted on school campus unless under the express permission of a teacher or administration. This includes taking pictures or movies using mobile phones.

Violation of this rule will result in immediate confiscation of the phone/digital device by the teacher or staff member, who will give it to the Principal. The student must obtain the device from the Principal.

- First offense: Device is confiscated and returned to student at end of the school day.
- Second offense: Device is confiscated and returned at the end of the following school day with a discipline report sent home to parents.
- Third offense: Device is confiscated and held pending a parent conference to determine whether the student is responsible enough to have the device on campus.

NON-DISCRIMINATION POLICY

The American International School Chennai celebrates the diversity in our community. The School ensures that each student is treated with dignity and respect and protected from intimidation, discrimination, physical harm and/or harassment from other students and/or school staff. The School treats all students equally regardless of gender, in allowing them access to courses of study, career guidance, preparation and qualifying examinations for further study, athletics and extracurricular activities. School regulations, communications and staff development opportunities shall reinforce these expectations.



INFORMATION TECHNOLOGY

MS 1-to-1 Bring Your Own Technology

AISC is heading into its fifth year of a 1-to-1 Bring Your Own Technology (BYOT) personal computing initiative for students. BYOT is a form of collaboration between home and school where families supply each child with a device that best meets his or her own learning needs and the school provides a high-speed wireless network, world-class software tools, and complementary devices for checkout.

The program began in the 2013-2014 school year, and currently all students in grades 3-12 are required to participate. You can learn more about the program by visiting the Quicklinks on the AISC website or typing bitly.com/aiscbyot into a browser..

Our Criteria for a Successful 1-to-1 Program

All students and staff have ubiquitous and unobstructed access to the information technology tools necessary for learning and use them frequently.

- Teaching and learning has been ultimately transformed in support of our student learning objectives.
- More intense investment and engagement are achieved on the part of the student.
- Closer, more relevant, repeatable, and authentic interaction with content have been achieved.
- Students are transported to places, experiences, perspectives, cultures, and people otherwise difficult to reach.
- Essential teacher-student interactions that drive both human and academic growth have been empowered and enabled, not replaced

or reduced.

- All students demonstrate digital citizenship skills to conduct themselves ethically and securely with digital communication tools.

AISC Secondary Technology Responsible Use Policy

The guidelines below apply to any and all digital devices students may be using in school, including but not limited to laptops, smartphones, mp3 players, ipads, and ipods.

Technology Use Guidelines

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual students understand responsible use. The school may restrict, suspend, or terminate any student's access to the school's technology systems and network for not respecting these guidelines.

I. Digital Citizenship

The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the principles of digital citizenship is essential for us to live our mission at AISC. These digital citizenship principles apply in school and at home during the school year.

A. Digital Rights and Responsibilities

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.

- Students will respect one another's work in shared files by not deleting or changing the work of others without consulting the author.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used in academic work, must be properly cited, including information from the Internet.
- All work submitted must be the work of that student. Copyright information is available in the library.
- Consider the impact on others when downloading large files for school

B. Privacy & Security

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Accessing other people's accounts in any form is not allowed.
- Sharing of ID's or passwords is not allowed and will face grave consequences..

C. Digital Etiquette

- Any online communication should be something you could say in person: this includes emails, instant messages, digital images/videos, or web postings.
- Use networks responsibly; only use those networks which you have legal access to.
- **Be aware that anything posted on the Internet is permanent.**

D. Communication

- Derogatory, obscene, or otherwise

inappropriate e-mail exchanges, instant messages, digital images, or web postings are considered cyber-bullying and are prohibited.

Any form of cyber-bullying will be dealt with swiftly and may carry severe consequences.

II. Ethical use of Technology

Students may use digital devices in supervised areas including classrooms, the think tank, and the libraries as long as they have a teacher's permission.

A. Internet

As a mission driven school, the Internet should be used to promote the instructional mission of AISC.

1. The following activities show responsible use of the Internet:

- Researching
- Communicating
- Web-based learning applications
- Responsible social networking
- Educational learning networks

2. The following activities demonstrate responsible use if part of an assigned activity or allowed by a teacher during breaks or lunch:

- Listening to music
- Watching movies or videos
- Instant messaging, joining chat rooms, chatting, or social networking
- Educational use of online games

- Downloading media from the Internet
- Instant messaging, joining chat rooms, or social networking
- Online gaming and downloading music/videos/software from the internet.

The following activities are considered irresponsible use of the Internet

- The Internet contains information that is inconsistent with AISC's mission (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.). Users may not access, store, share, or display such information.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the internet is prohibited.
- Online gaming and downloading music/videos/software from the Internet
- Utilization of instant messaging, chatting or social networking for purposes of cheating or plagiarism in any method, can be grounds for expulsion from the school.
- Instant messaging, chatting or social networking during a designated classroom time that has not been designated for electronic social interaction.
- Watching of movies, or videos, or online games, listening to music, or downloading media from the Internet that is not relevant to the current designated classroom time that has not been designated for that particular electronic activity

B. Communication Tools

- Classroom teacher's technology policies

may vary due to the manner by which they integrate technology into their class. These policies are to be followed.

- The primary purpose of AISC Gmail is for school related communication that serves the teaching and learning at AISC.
- Students may not send an email (or "spam") to a class, an entire grade level, or any group within the school. Such communications should be processed through a faculty member and/or posted in school announcements.
- Students may use age appropriate social networks to communicate responsibly with peers and teachers. Many of these social networks will be designed for specific classes.

C. Monitored Use:

- E-mail and other uses of electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.
- As a rule, AISC will protect students' privacy and will treat students' electronic information as it treats any other student property. However, the school reserves the right to randomly search students' personal belongings, laptops (personal and school – issued) and school-issued accounts.

III. Technology Maintenance

Computers and computer accessories are sophisticated devices that require care and gentle treatment to function properly; if you mistreat your device it will likely run poorly or malfunction. Replacement of these devices will be the responsibility of the student and their family..

A. In the Classroom

- Students are responsible for their own use of technology in the classroom and must obey the rules and guidelines that the teacher sets. If problems arise with certain students, we will handle it on a case by case basis. Network restrictions and or monitoring of students may occur if these problems persist.
- Students are cautioned against eating or drinking around their devices.
- Students should save all school work in their Google Drive.

IV: Consequences

- Deliberate attempts to violate AISC's Responsible Use Policy, compromise, degrade, or disrupt system performance may result in restricted use of technology at school or other appropriate consequences.
- The American International School of Chennai may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the Responsible Use Policy





RAPTOR



ACTIVITIES AND ATHLETICS

There are a number of after school activities and athletics offered at the Middle School. In addition to the physical education courses that are part of the required curriculum, there are paid Arts, Sports & Activities from the ASA Office, co-curricular activities sponsored by teachers, and team sports. Middle school students are eligible to participate in SAISA Swimming and SAISA Track and Field and all

ASIAC activities meets and athletics tournaments.

Information about physical education is available in the Curriculum Handbook and through the PE Department teachers. For information regarding the activities and athletic policies and expectations, please see the Activities and Athletics Handbook.

Below are the activities available to students:

Athletics Activities	Co-Curricular Activities	Paid Arts, Sports, & Activities (ASA)
ASIAC Badminton ASIAC Basketball ASIAC Band and Choir ASIAC Drama ASIAC Soccer ASIAC Table Tennis ASIAC Tennis ASIAC Swimming SAISA Track and Field ASIAC Volleyball	Activities Committee AMIS Honor Band AMIS Honor Choir Art Club Assembly Committee Blue Cross Service Project ISTA (Theater) D'Light Club Math Counts Model United Nations (MUN) MS Theatre Production Rock Band Student Ambassadors Student Voices Forum World Scholar's Cup	For the most current list of activities available for each season, please see the Athletics and Activities website https://sites.google.com/aischennai.org/aaa/asas

SWIMMING

Please note that swimming constitutes 20% of the Physical Education curriculum. Students will need a properly fitted swimsuit and goggles. Female students are required to wear a one-piece swimsuit. Male students need a swimsuit that can be tightened at the waist. Students with long hair are required to wear swim caps. Sun shirts are optional.

If a student is in attendance at school and is allowed to participate in recess, sports and ASA's,

it is expected that they will participate in PE class, including swimming. Minor colds, muscle pain or small scratches are not valid excuses for a child to miss their swim classes, whereas recovering from an ear infection, surgery or broken bones would constitute a valid excuse. The PE teachers at AISC are trained to adapt classes for students who might be recovering from muscle injuries. Water is very therapeutic and most lessons can be adapted to help, rather than cause further injury.

Parents who want their child excused from PE class must send a note for the first absence and if a student is to miss a second class, they must send a doctor's note. Student's without a note will be expected to swim.

Learning to swim is an important lifelong skill and provides health and safety benefits. At AISC, we follow the American Red Cross Learn to Swim Program, which differentiates student learning

through a program of progressive lessons based on the individual's current skill level, allowing them to move through levels at their own pace. Missing lessons during PE class hinders their ability to develop confidence and move on to the next level. If you have any questions or concerns, please contact your child's PE teacher or the Aquatics Director.



SIGNATURE PAGE

Dear Students and Parents,

Your signature below certifies that:-

1. I hereby acknowledge that I have received the 2018-2019 Middle School Handbook.
2. I have read and understand the Middle School Handbook and agree to abide by all of the policies and practices described therein.
3. My signature indicates that I have read and understand all of the information contained in Middle School Handbook.

Student Signature

Parent Signature

Date

Date





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