

STUDENT/PARENT HANDBOOK

Message to Students

All personnel at the American International School of Costa Rica would like to extend a warm and caring welcome to all the new and returning students. This handbook is designed to provide you with helpful information that explains our policies, rules, and behavioral expectations. All policies and rules are created with the student best interests taken into consideration. Although the typical adolescent or teenager might question this statement, please be certain that school personnel will work with you to their utmost to assure a successful school year. However, we need your cooperation as well and together as a team, we can reach that goal. Please understand that our regulations are to promote a positive learning and secure environment for everyone's enjoyment. We hope that you will look at learning as a fulfillment and challenge yourselves to be successful learners.

Message to Parents

We welcome the parents as well as you are a major factor in your children's success. It is through a close bond with the school that will assure the level of accomplishment your child attains. Therefore, it is essential that your children come to school well nourished having eaten a good breakfast, well rested, 8 to 10 hours of sleep, so they can meet the demands of a full day of activities, and well prepared with homework completed and all their belongings they need for the day.

Home and school must work together to instill the skills and social responsibilities necessary for your children to obtain a well-rounded education. When you think we are right, support us at home. When you feel we might be wrong, support us as well, however call and make an appointment to discuss the situation with us. We both share the same goal, a secure environment and the success of your child.

When you have finished reviewing and discussing this handbook with your child please return the last two pages signed to their homeroom teacher. Thank you for your effort and commitment to working with us to provide the best education for your children.
- American International School of Costa Rica

INFORMATION

SCHOOL PROFILE

The Principal will maintain a regularly updated school profile that includes addresses, phone numbers, curriculum description, standardized test performance information, graduation requirements and college placement facts for use in disseminating information to parents, schools, colleges and universities. A copy of the profile is available on request in the office.

OFFICE HOURS

The main office and business office are open from 7:30 a.m. until 4:00 p.m., Monday through Friday.

DAILY SCHEDULE

School begins at 8:00 a.m. and ends at 3:00 p.m., Monday through Friday.

BUILDING ADMINISTRATION

Director Charles E. Prince

Assistant to Director/Curriculum Specialist Carolina Ramirez Guerrero carolina@aiscr.com

Counselor/MEP Ivania Quesada counselor@aiscr.com

Instructional Technical Coordinator Paul Carnevale paul.carnevale@aiscr.com

Accountant Manuel Cordero mcordero@aiscr.com

Adm Secretary Elizabeth Hernandez lzbth.hernandez@gmail.com

Secretary Paula Waltzing waltzingpaula@hotmail.com

Main Office Tel: 2293-2567 Fax: 2239-0625 e-mail: ais@aiscr.com

TRANSPORTATION

The American International School of Costa Rica contracts bus services to all general areas of the city. Fees for bus service are charged only to those families who use the buses. The current bus routes are:

Rohrmoser	Trejos Montealegre-Escazú	Sabanilla-San Pedro
Sabana-Escazú	Alajuela	Bello Horizonte-Escazú
Heredia-Cariari	Santa Ana- Escazú	La Uruca-San Pedro

EMERGENCY EVACUATION PROCEDURES

In the event of a major fire or earthquake, emergency information in both English and Spanish will broadcast on Radio Monumental (93.5 on the FM dial or 670 on the AM dial)

Emergency drills are held once each quarter. All faculty members are responsible for the safety of the students assigned to them at the time of the drill or real emergency and will take attendance to insure that all students are accounted for and evacuate the buildings by the route posted in each classroom or office. All teachers must carry a class list of the students he or she is responsible for during that period. Specific fire drill regulations will be posted in every classroom and be made known to students at the beginning of the school year. In case of other emergencies requiring evacuation of the buildings (e.g. bomb threat), similar evacuation procedures will be followed, although some evacuation routes may be changed. The routes will also be made known to the staff and students at the beginning of the school year.

Should evacuation of the school become necessary, parents must pick up their children since bus transport will not be available. In order to reduce traffic jams, we ask that parents park on the main street entering the Bosque de Doña Rosa (the boulevard) or area designated by the guards and proceed to the soccer field in front of the school to pick up your child.

MEDICAL EMERGENCY

In the event of injury to a student, the nurse will render first aid as necessary and will notify the parent immediately. Parents should have all emergency numbers on file with the front office.

If a serious injury were to occur requiring immediate transport to the hospital or clinic, the school will arrange for such transport by car or by ambulance, accompanied by school personnel. The school nurse will notify the parent immediately so that they may proceed to the hospital. Public ambulances will take students to the Hospital Mexico unless otherwise directed.

VISITORS

All visitors to the school must enter through the main gate and register with the guard. School-age guests of students may visit only during the lunch hour and must have prior permission from the appropriate administrator. Parents and volunteers must register at the main office, but may enter the school at any time during normal hours. They should not enter a class in session without an invitation from the teacher. Former students who have left the school as a result of disciplinary action may not attend as a visitor for any reason.

To further ensure the safety of all students and staff, we are expanding the Visitor Policy to include the following:

- All visitors must sign out when they leave school grounds.
- Any person without children in the school must have an appointment with a staff member. The visitor must wait in the front office, and the staff member must meet the visitor and escort him/her to a meeting area and remain with the visitor until s/he leaves the school.
- Any person without an appointment or children in the school must wait in the front office, for an administrator to meet with them.
- Any person delivering goods to the school must also follow the above policy. Persons receiving goods must escort the delivery personnel to the drop-off area.

*** These policies may be modified during school-sponsored events at the school at the discretion of the administration.**

GENERAL POLICIES

BOARD OF DIRECTORS

School policy is set and reviewed by a Board of Directors composed of parents of current students elected by the parent association during a General Assembly held in May of each year. The Board of Directors meetings are held the first Thursday of every a month and are open to the public. Faculty and staff are encouraged to attend. Faculty and staff are encouraged to attend. There is a non-voting seat on the Board of Directors for a Faculty Representative, elected by the faculty.

GENERAL ASSEMBLY

Assembly meetings are held twice a year, in November and May, and are open to the public. Faculty and staff are encouraged to attend and participate in discussions. Faculty and staff members who are non-paying parents or guardians of students enrolled in the school are not members of the association and may not vote on issues before the General Assembly.

ACTIVITY CALENDAR

The Administration will maintain an annual activity calendar, distributed to faculty, parents and students. All school holidays and major events are indicated. Faculty members who sponsor student organizations or events are responsible for clearing those dates through the Administration. The Administration will publish an up-to-date monthly activity calendar.

PUBLIC MEDIA

The Director is the official spokesperson of the American International School of Costa Rica in all dealings with public officials and the media. Any requests for interviews and/or information must go through the Administration.

GRIEVANCE PROCEDURE

In general, American International School of Costa Rica will strive to resolve problems via open communication through established channels. Student or parent concerns regarding other students should be taken to the Administration. Students and parents who have a particular concern regarding their education, school policies, or faculty should take the following steps:

- Discuss the concern with the faculty or staff member involved.
- If not resolved, communicate your concern to the Administration.

PARENT TEACHER ORGANIZATION

American International School of Costa Rica enjoys the assistance of a strong P.T.O. AIS encourages all interested parents to join the P.T.O.

PARENT VOLUNTEERS

AIS encourages participation from the parents. When the need arises, parents who wish to volunteer should contact the Director. It is understood that the school invites parents to participate in extracurricular activities within the school.

STUDENT SUPPLIES

Organization is essential to students' success. Each class has a variety of supplies see the list below for the basic essentials. **Check with the classroom teacher to determine what you need, as different teachers will have students acquire further supplies.**

Basic Student Supply Packet:

1 or 2" three ring notebooks	Agenda	Assignment notebook
Thesaurus	Loose-leaf paper	Plastic zipper bag
Ruler	Calculator	Pens (Blue or Black)
Notebook dividers	Paperback dictionary	#2 Pencils

Backpacks, book bags and any other student materials can be searched if there is a reasonable suspicion that they may contain articles that are prohibited in school.

LOST AND FOUND

The Main Office maintains a lost and found area. If you lose something, check with the office immediately.

ELECTRONIC ITEMS

Walkmans, pagers, cell phones, iPods and game boys are not to be used on school grounds. Students may not use any of these electronic devices on the school campus. The school is not responsible for lost or stolen electronic equipment. Any student caught using one of these items will have it confiscated, and given to the Director and a parent will be able to reclaim it, during school hours 7:30a.m-3:30p.m. Cell phone use is permitted during break and lunch times only.

SCHOOL PICTURES

All students will have their pictures taken in the fall. Parents will be informed of the retake dates.

TEXTBOOKS

All students are required to cover books issued to them. If they show abuse, fines will be assessed. If a book shows excessive wear and abuse at the time of issue, PLEASE report it to the school immediately so that the fine will not be assessed. If a book is lost, stolen or damaged, a fee will be charged. It is the students' responsibility to take care of textbooks assigned to them. There is a \$100 fee per each lost textbook (US curriculum) and \$50 per each lost textbook (MEP Program)

USE OF SCHOOL FACILITIES

The Board of Directors of American International School of Costa Rica strongly encourages the use of school facilities for educational, civic, cultural and recreational events. School facilities may be made available for use by outside organizations for a fee. Advance approval of has to be made to the Director.

USE OF SCHOOL TELEPHONES

The office telephones are for school business and may not be used by students except in emergency situations. In emergency situations, parents can call the school and the information will be forwarded to the student by the secretary. **Students who want to make different transportation plans after school must bring a written note from home on the day of the change. STUDENTS WILL NOT BE ALLOWED TO USE THE PHONE FOR LAST MINUTE CHANGES.**

NEW STUDENT ADMISSIONS AND PLACEMENT

American International School of Costa Rica encourages diversity of its student population and admits students without discriminating on the basis of nationality, religion, race or sex. AIS screens new applications and admit only those students that

can succeed academically and contribute positively to the school environment. The admission committee includes the Guidance Counselor, Principal, and Director. Our admissions policy is as follows:

- New applicants must complete all application documents and submit official transcripts or grade reports for a minimum of the two previous years of education. In case of high school student, all records from the 9th grade forward are required.
- A letter of recommendation and financial records must accompany all admissions applications from an official of the student's previous school.
- American International School of Costa Rica will not accept any student that has been expelled from a previous school for disciplinary problems, academic failure or problems with drugs or alcohol.
- All applicants may be asked to take some form of admissions test to discern knowledge and skill levels. In each test result area (reading, spelling, arithmetic), the students must score at the appropriate grade level, at or above the 50th percentile, in order to be considered for non-conditional admission.
- Students of limited English proficiency will be asked to take a proficiency test and will be placed in the appropriate ESL level.
- The school may request outside tutoring, outside testing and evaluations, at the parent's expense.
- The Counselor and/or Principal will place students in the appropriate grade level or class after evaluation of the transcripts and test results. After placement, if a faculty member believes that the student has not been appropriately placed, he or she should immediately consult the Principal. The Principal or Counselor must approve all changes.
- Any exceptions to this policy are the sole decision of the Principal or Director

Pre-primary enrollment policy

American International School offers three pre-primary classes: Preschool, Pre-kindergarten and Kindergarten.

The ages of enrollment are as follows:

- Preschool: Age 3 by August 15
- Pre-kindergarten: Age 4 by August 15
- Kindergarten: Age 5 by August 15

Any exceptions to this policy are at the sole discretion of the Administration.

PERMANENT STUDENT RECORDS

The student records are maintained with the respect for the privacy of the student however are open to review by the parent, the student, and institutions. The student record indicates: credits earned, grades, attendance data, family background information, test information and scores.

WITHDRAWALS

In order to leave American International School with a clear record, the student must come in with their parent or legal guardian before they can withdraw from school. A parent release form is required before we release a student's grades to another school.

All school property, such as, textbooks, library books, locks, etc., must be turned in at this time. Any items not returned must be paid for before withdrawal.

Grades and records will not be released until all accounts are paid in the business office.

STANDARDIZED TESTING

American International School of Costa Rica uses standardized testing to assess student performance. Students in grades 1-11 take the McGraw Hill Terra Nova Standardized Achievement Test every year. Additional/testing for secondary students include the PSAT, SAT, and Advanced Placement tests.

DEGREES AND DEGREE REQUIREMENTS

There are two types of graduation diplomas offered at the American International School of Costa Rica:

U.S. High School Diploma and Costa Rica Baccalaureate Diploma

Requirements for the U.S. High School Diploma:

Meet the minimum requirements for graduation. Course credits are given from approved, accredited U.S. schools. Transfer credits may be awarded for courses deemed equivalent under Advanced (SACS) standards.

Every high school student is required to take at least five academic subjects every year. The remaining two classes are electives. There are no free periods at the American International School of Costa Rica. Twenty-six (26) units or credits in grades 9, 10, 11 and 12 are required for graduation.

- Four units of English Literature
- Two units of English Grammar (9th - 10th)
- Four units of Social Studies (Including 1 year of U.S. History and 1 year of U.S. Government)
- Two units of a foreign language
- Three units of Math
- Three units of Science.
- Two units of Physical Education
- One unit of SAT Prep. for 11th and 12th and TOEFL for ESL students
- Five units of Electives

Advanced Placement Courses (AP)

Students are encouraged to enroll in AP courses. Students selecting this option are required to take the AP examination. The AP exams are given at the end of the year for an additional fee. Based on the student's performance on the AP exam, college credit may be earned. Payment of the AP exams is the responsibility of the parent.

The Costa Rican Baccalaureate Process:

American International School offers students the opportunity to strive for the Costa Rican Diplomas from the Ministry of Public Education (MEP). These are, Conclusion de Estudios de Educacion General Basica in ninth grade, and Bachiller en Educacion Media.

Twelve grade students will be tested in Math, English, Social Studies, Civics, Science (Biology) and Spanish. A combined average of these classes (grades 10 -12) is valued at 40%, which will be combined with the 60% of the MEP exams to calculate the grade recorded with MEP. The minimum passing grade is 70% to obtain the diploma. Students aspiring for this diploma must also submit, in writing and be approved by MEP, a Community Service project of at least 30 hours is required. These hours must be completed by the end of 12th grade. Students who plan to aspire for this diploma must be passing all classes, including required AIS courses, English 12 and U. S. History, with a minimum grade of 70% in order to apply.

Transfer students from other countries may request the MEP exams. Contact the MEP Coordinator of AIS for more information.

If a student fails any number of the MEP exams, s/he can take convocation exams (convocatorias) using the averaged AIS grades up to two years from the date in which s/he presented them. After that, each student must take the exam "Por Madurez" which is not part of the AIS program. The MEP Coordinator will be able to supply further information. In case of any conflicting information, the decision of the MEP will govern.

Transfer students from other countries may request the MEP exams. Contact the MEP Coordinator of AIS for more information.

GRADING POLICIES

The faculty reviews student progress and achievement regularly. These evaluations are based on the comprehensive curriculum plans, which the faculty develops for each course. In addition o regular homework assignment, the faculty administers tests, quizzes, oral and written reports, and creative projects to achieve a complete mastery of the concepts and academic skills covered in each subject area.

Honor Roll

Students who receive an average of 83 % or above in each subject will be awarded a certificate of Academic Achievement (B Honor Roll) for each quarter. The students who receive 92% average or above in each subject will be awarded a certificate of Academic Achievement (A Honor Roll).

Semester Examinations

At the end of each semester, final exams are given in December and June in all secondary academic courses. Advanced Placement students take the AP exam instead of a regular final. Finals are 90 minutes long, testing all material covered during that semester. These exams count for 20% of the semester grade.

Exemptions

For a student to be exempt from taking the semester final they must have an average of 92% or above for two quarters in a semester. It is not the total average of the two quarters. A student who is exempt has the responsibility to continue in class during review week and help the teacher with the review. The English Dept. does not exempt students from final exams grades 6-12.

Grade Point Averages for High School 6th - 12th grades

A grade point average is the numeric average of the points referenced according to this chart. Some schools in the US and Canada require transcripts to be recorded using the GPA scale.

GPA Scale	AIS Scale
A - 4	100 - 92 A
B - 3	91 - 83 B
C - 2	82 - 74 C
D - 1	73 - 65 D
F - 0	64 or lower F

Bachillerato Scale

The passing grade for 10th-12th grades MEP courses is 70%, including US Track courses. Any grade below 70 is failing. MEP guidelines for grading are applied to all courses. In grades 6th through 9th the passing grade is 65 in all courses.

A = Outstanding level of achievement in mastering the outcome or benchmarks of the subject. (92 to 100 on relevant assessments)

B = Above average level of achievement in mastering the outcomes or benchmarks of the subject. (83 to 91 on relevant assessments)

C = Average level of achievement in mastering the outcome or benchmarks of the subject. (74 to 82 on relevant assessments)

D = Below Average class work is still in progress and the student is continuing to make an effort to complete required benchmark assessments. (65-73 on relevant assessments)

F = Failure. Insufficient level of achievement in mastering the benchmarks of the subject; (64 and below on relevant assessments)

Inc=Incomplete W=Withdrew P=Pass F=Fail

Grading Point Average for Elementary School

100-92 on relevant assessments: E Excellent

91-83 on relevant assessments: G Good

82-74 on relevant assessments: S Satisfactory

73-65 on relevant assessments: NI Needs improvement

Below 65 on relevant assessments: U Unsatisfactory

NA - Not applicable : P - Pass : F - Fail

Elementary students will receive grades based on subject, social development and study skills.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian are the top two seniors with the highest grade point average. They will give speeches at the graduation ceremony. The Principal must approve their speeches prior to graduation.

In determining Valedictorian and Salutatorian for twelfth grade graduation. Honors and AP courses will receive 5 additional percentage points for this calculation. These are an estimated equivalent to additional quality points in a 4-point GPA average. To be eligible for Valedictorian and Salutatorian, the student must have completed the full 12th grade year at American International School of Costa Rica.

Transfer credits will be accepted in determining eligibility if the student transferred from an accredited school. If a student transfers to AIS from a letter grade system and appears to be eligible for Valedictorian or Salutatorian, all transfer grades will be converted to the AIS scale. According to a transfer student's previous school's grading scale, a letter grade will be converted to the middle numeric average for that grade (i.e. a B would be an 87 according to AIS scale).

The highest GPA earns the title of Valedictorian. And the second highest will be the Salutatorian. Only grades from 9-12 will be used in these calculations. No students will be considered for Valedictorian or Salutatorian if they have been suspended from school in their last year of high school or if they have excessive unexcused tardies or absences in their final year of high school. Move to next page or have a paragraph start on this page.

PROMOTION/RETENTION, INCOMPLETE GRADES, CONVOCATORIAS AND FAILING GRADES

Promotion/Retention in Elementary grades

Promotion to the next grade depends on the student's satisfactory completion of the required curriculum for the school year. A conditional pass is given when a student has a yearly average below 65 in one or two major subjects, such as Math, Language Art, Reading, Social Studies, Science, or Spanish this means that promotion to the next grade will depend on the completion of required work during the summer.

If the child fails the make up test, they will be given a second opportunity.

A student is retained in the same grade when he/she is below 65% in more than three academic subjects.

When a student misses school for long periods of time due to illness or any other unforeseen extenuating circumstances, we will classify his/her grade as an "Incomplete" grade allowing the student ample time to successfully complete the class. A date will be set for the completion of the course. Any incomplete work not returned by the due date will be considered a zero and will be averaged into the final grade.

New students are given grades if they have been enrolled for 25 days or more at AIS.

Students who fail up to two courses are allowed two extraordinary exams (Convocatorias) based on the courses content for the year under Costa Rican law. These are to be given during the summer vacation period and must be successfully passed by at least a 65% for credit to be issued. The maximum grade permitted on a report card for the class resulting from taking extraordinary exams (Convocatorias) is 65% for the year.

If a student fails more than three courses in a school year, they will not be eligible to take any extraordinary exams (Convocatorias) and will have to repeat the school year.

REPORT CARDS/MID-QUARTER REPORTS

Report cards are issued at the end of each quarter. Mid-quarter progress reports are sent home halfway through each quarter. Please review the report card and the mid-quarter report carefully with your child, sign them, and return them within three days. Students must attend classes a minimum of 30 days to be assigned a grade for a quarter. No report card will be given to a child if he/she has outstanding debts with AIS, such as bus, tuition, library fines, etc.

PARENT TEACHER CONFERENCES

Parent teacher conferences will be held at the end of each quarter. The hours for those conferences will be sent to parents before the conferences. Parents are strongly urged to attend all parent/teacher conferences in order to have more detailed discussions about their child's progress.

STUDENTS' RIGHTS

A Right Is A Privilege To Which One Is Justly Entitled

Students cannot be prevented from participating in a program solely because of race, ethnic, origin, religion, sex, sexual orientation or physical condition. In addition, they have the right to equal educational opportunity without interference from other students and people who do not belong on campus.

DUE PROCESS

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. Students will be allowed to tell their side of the situation before a decision is made regarding consequences they will face. Students and parents are entitled to appeal suspensions.

Appeals will be made to the Director.

EXERCISE FREE EXPRESSION

Students are entitled to express their opinions in an appropriate manner and to circulate petitions.

Students are entitled, with permission, to use specified bulletin boards for posting of notices concerning school activities.

FREEDOM OF ASSEMBLY

Students are entitled to hold meetings at a time, in a place, and in a manner that does not disturb classroom instruction. Prior Administrative approval is necessary.

NOTE: No form of expression shall interfere with the right of others to express themselves or with the conduct of school and classroom activities.

STUDENTS' RESPONSIBILITIES

Rights come with Responsibilities

- Respect the rights of others to study and learn
- Attend school daily
- Be on time for classes
- Abide by student conduct code

- Cooperate with school staff at all times
- Complete all in-class and homework assignments and meet deadlines
- Come to class with necessary books and materials
- Respect people and property
- Carefully use and return all materials
- See that school correspondence to parents reach home
- Proper use of language
- Proper uniform attire

RULE VIOLATIONS

STUDENT CODE OF CONDUCT

INTRODUCTION

The goal of discipline at American International School of Costa Rica is to maintain order while teaching young people to make responsible choices and to learn that their decisions have consequences. Students attending AIS are expected to understand and follow common rules of respect, courtesy, the rights of others, and safety. These are discussed with the students the first day of school.

The Citizenship Code of AIS

AIS promotes an environment where everyone is a good citizen and is appreciated regardless of race, religion, personal beliefs or individual differences. All members of the school community are expected to be good citizens. Good citizenship includes the following:

Courteous: Offer to help without being asked. Be kind to people and try to prevent problems.

Positive Attitude: Be willing to learn and look at the benefits from learning something new. Understand that there are positive outcomes from every situation and be aware of them.

Respectful: Show consideration and appreciation for others. Treat others, as you would like to be treated.

Responsible: To meet the expectations of the faculty and staff. Be conscientious of and comply with school rules and policies. Take ownership for one's actions.

Honesty: Take responsibility for what you say and what you do. Be truthful to yourself and others.

Self-discipline: Meet your responsibilities and goals without being reminded to do so by your friends, parents or staff. Do what you say you are going to do.

Kindness: Volunteer to assist others when needed. When relating to others, be thoughtful, helpful, tolerant and accepting.

Courage: Stand up for what you believe is right in the face of resistance.

While we expect everyone to adhere to the above stated principles, there may be times when this is not the case; therefore we are addressing the following behaviors, which are unacceptable. The stated consequences will go into effect if any of these behaviors is exhibited.

SCHOOL AIDE DISCIPLINE

The foundation at school wide discipline starts in the classroom. Each teacher is required to discuss appropriate behavior with his/her students and then clearly post a set of classroom rules that each student should respect. All faculty and staff are empowered to set rules and standards of appropriate conduct in their respective areas. The Code of Conduct is based on promoting positive behavior change rather than punishing misbehavior, however misbehavior will have certain consequences.

COMMUNICATION IS THE KEY TO POSITIVE BEHAVIOR CHANGE

When a student behaves inappropriately, it is the responsibility of the teacher to identify and discuss that behavior with the student, discuss appropriate expectations, and come to an agreement regarding positive change.

Administration and faculty members are empowered to implement appropriate measures to maintain structure and order in his or her classroom, including, but not limited to:

- Communication
- Verbal Warning
- Student Conference

- Call home to parent
- Referral to principal or psychologist/counselor
- Conduct Reports (also available for teachers to assign)
- Contracting
- Suspension out of school
- Recommendation to the Board for permanent suspension

Consequences for inappropriate behavior are designed to educate students that their behavior affect them as well as the community and how they can make better choices in the future.

The School Board or Administration may from time to time establish new policies relating to student discipline.

Inappropriate/Aggressive Behavior: When a person acts contrary to normal social standards and intentionally harms another person physically or verbally. Intentionally vandalizing the environment is also considered aggressive behavior.

First offense: verbal warning, and possible further consequences as deemed necessary by teacher, principal and/or director.

Second offense: meeting with director and parents and detention.

Third offense: one-day suspension.

*Physical fighting is an exception and will be subject to a minimum one-day suspension.

Inappropriate Language: The use of language which is considered offensive is not permitted on campus.

First offense: verbal warning, and possible further consequences as deemed necessary by teacher, principal and/or director.

Second offense: meeting with director and parents and detention.

Third offense: one-day suspension.

Theft: When a person takes something that doesn't belong to him/her without permission.

First offense: meeting with director and parents and detention.

Second offense: one-day suspension.

The following are examples of major infractions. Violations of these standards will result in a conduct report and/or immediate suspension, along with a meeting of the discipline committee.

-The possession of any implement that could be used as a weapon.

-Theft and vandalism to school property and/or property of others.

-Forgery of school documents.

-Inappropriate behavior, remarks or bullying that demean an individual on the basis of their race, sex, religion, sexual orientation, background, of disability.

-Aggressive, violent, or potentially dangerous behavior (fighting).

-Possession or use of cigarettes, alcohol, or illicit drugs in school or out of school while wearing on a school sponsored activity.

-Possession of pornographic, material physically or via the Internet and improper use of the Internet.

-Leaving school without permission or skipping classes.

-Insubordination; failure to respect reasonable directions.

-Failure to attend detention.

SCHOOL RELATED SUBSTANCE ABUSE:

No student, regardless of age shall possess, give, receive, purchase, sell, or distribute any illicit drug or alcohol, or consume, or be under the influence of any illicit drug or alcohol in any of the following instances:

a. on school property

b. on a school bus

c. during the course of any school-sponsored activity such as an athletic contest, field trip, or social functions.

Failure to comply with this policy will result in immediate suspension and behavioral probation. The student will also lose the privilege to participate in extracurricular activities and school functions.

DISCIPLINARY PROCEDURES

After the immediate suspension of a student, the following procedure will be followed for determining appropriate disciplinary action (based on Decreto Ejecutivo N° 31635 -MEP Reglamento de Evaluación de los Aprendizajes FEBRERO, 2004 EVALUACIÓN DE LA CONDUCTA articles 56-89)

- The parent will be notified in writing or by phone immediately after the suspension, and the student and parents may request meeting with the Director and Principal.

The Faculty Disciplinary Committee will mandate corrective action for the student.

BEHAVIORAL PROBATION

In the case of serious and/or chronic misbehavior, a student may be placed on behavioral probation at any time during the school year. Conditions of probation will be set in writing at the discretion of the school administration, in the form of a contract between the student, the parents and the school. The contract may include mandatory counseling as one of the conditions.

INDEFINITE SUSPENSION

Serious misconduct, or failure to fulfill the contract terms of behavioral probation within the specified time, is considered grounds for indefinite suspension. In such cases, the student is suspended until the end of the academic year, and may not be re-admitted for the following academic year. Students however, will not be denied their assignments. They will be sent via e-mail or a parent or guardian can pick it up in the main office. Failure to comply will result in failing the courses. Admission for a subsequent school year is at the school's discretion.

- The parent will be notified in writing or by phone immediately after the suspension, and the student and parents may request meeting with the Director and Principal.

BEHAVIOR STANDARDS

HEALTH REQUIREMENTS

1. Health information sheet
2. Non-prescription medications sheet
3. Immunization record
4. Physical Test (Dictámen médico) (Will be offered on campus)
5. Audiometry and Eye screening for PS-PK-K and 1st grade children (will be offered on campus)
6. Special Medication form in case the student takes prescribed medication at school

DRESS CODE

Uniform and student appearance:

Costa Rican law requires all students to wear uniforms. The AIS uniform is required for all students, and students should keep uniforms neat and clean. Please consult with the Principal if you have specific questions.

Students are required to wear the American International School uniform. All students must wear the appropriate shirt with school emblem.

Boys and girls should have neat hairstyles. Boys with shoulder-length hair or longer must keep it pulled back in a ponytail. Hair must be in tones that would be considered natural hair color. Only moderate jewelry and cosmetics are allowed. Visible body piercing is not allowed other than earrings (studs or rings). Hats, or other headgear, are not permitted.

Adequate clothing covers students from shoulder to mid thigh. Boys and girls must wear straight-cut Khaki or beige trousers. Cargo pants are acceptable. Jeans are not allowed. Pants must not be over-sized. Skirts, and shorts are also allowed but they have to be knee length. Also, beige or white socks and closed tennis (sneakers) shoes. (No Fluorescent colors). Any T-shirts worn under the shirt or blouse should be short-sleeved, solid white or official school T-shirts. Shirts must not be tight and may not expose the midriff, spaghetti, tube or halter tops are not allowed. Pants may not expose undergarments. Over-sized, torn, faded or dirty trousers are not allowed.

In addition, students are required to have a physical education uniform, which consists of dark colored or black shorts and a white, T-shirt and sneakers. Elementary students (Pre-School -5th grade) wear the PE uniform all day on the days that they have PE. Their PE uniform consists of the regular school uniform and sneakers.

Uniform shirts must be purchased at the American International School store. The standard khaki or beige pants may be purchased in many local department stores.

Students who are out of uniform may be asked to wear ones supplied by the office, as appropriate uniforms are required to attend classes. Disciplinary action will be taken for repeated uniform infractions.

DETENTIONS

There are two categories of detentions: academic and behavioral. An academic detention is given as an aid to the completion of schoolwork under supervision; a behavioral detention is given as a disciplinary measure.

An academic detention is given to a student who has failed to complete work for that day. The detention is served during the lunch period to allow the student time to do the assignment with a teacher. An academic detention has no behavioral consequence, nor any effect on the overall conduct grade. The detention may not be postponed; it must be served during the stated lunch period. Failure to appear for academic detention will result in a behavioral detention.

A behavioral detention is given when the rules of conduct are broken. There are two types of behavioral detentions: lunch detention, after-school detention. A full lunch detention is given for a minor offense or disruption after a warning from an advisor. Students will spend the time engaged in activities determined to be appropriate and beneficial by the supervising educator.

It is understood that detentions take priority over sports practices, tutoring or other after-school activities. Parents will be notified of the after-school detention, and a one-day minimum suspension will result after three such detentions.

Three conduct reports (after-school detention) are the final step before student suspension.

STUDENTS' BATHROOM

Students are to use the restrooms only in the parts of the building where they are assigned. Students must remain in their wing at all times. Students are not allowed to visit other parts of the school unsupervised. Students must have a hall pass to go to the restroom.

LOCKERS

- Do not share your locker or combination.
- Keep money and other valuables at home.
- Lockers may be inspected by school administration at any time.
- Thefts must be reported to the Administration.
- Students can lose their locker privilege if they do not follow these rules.
- Students who damage their lockers are responsible for replacing it with another.
- AIS is not responsible for valuables stolen from lockers. **DO NOT BRING VALUABLES TO SCHOOL.**

ATTENDANCE

The school operates a 'closed campus' and has a responsibility to know where every student is at all times. We keep careful attendance records and call home to inquire when a student is absent. The school appreciates the parents calling to explain an absence.

SCHOOL SCHEDULE

Students must arrive to school by 7:40 a.m. If the student is not enrolled in any after-school activities, he/she must take the 3:00 pm bus or his/her parents or legal guardian must pick him/her up no later than 3:15pm. If the student is enrolled in an after-school activity, he/she must take the 4:30 pm bus or his/her parents or legal guardian must pick him/her up no later than 4:30pm. For safety reasons, students must be supervised by a teacher while on school campus.

CLOSED CAMPUS

Because the school is responsible for student safety and well-being, AIS students must remain on campus during the school day, including after-school activities. Students who leave school without permission will receive disciplinary action.

CLASS ATTENDANCE

Attending class is mandatory for every student. A pass from the teacher is required for any student who is out of class for any reason. No more than one student will be allowed to leave the classroom with a hall pass at any given time. Teachers may choose to send small groups of students to the library or computer lab with a pass if prior approval is obtain from that teacher. They must be supervised by the teacher.

TARDINESS

Students who arrive after 8:00 a.m. are considered late for school, and must sign in with the secretary to obtain a late slip before proceeding to class. Three unexcused tardies for any class or homeroom will result in unexcused absence. Teachers are responsible to write a referral to the main office.

Students are expected to be in regular attendance and report to classes on time. Excessive tardiness may affect your standing in NHS, extracurricular activities participation or chances to become Valedictorian or Salutatorian, etc.

PASSING PERIOD

Students are allowed four minutes passing time between classes for water breaks, use of restroom and lockers. This is ample time for a small campus. There is no reason why students should not make it to class on time. Students who are late to class will be given a referral to the Principal, who will assign lunch detention.

ABSENCES

Absences are excused for legitimate reasons, such as illness, participation in athletic or interscholastic competition or other reasons at the principal's discretion. Students with excused absences will have the opportunity to make up assignments or examinations missed. Students who are absent without legitimate reason (unexcused) are not allowed make-ups and will receive a zero in the class work or examinations missed.

If a student must miss school for an entire day or any portion of it, the parent has to obtain prior approval from the Principal or Director. A doctor's note is required in case of prolonged, illnesses and absence. Absence before and/or after a holiday, is highly discourage by the school.

It is the full responsibility of the student to inquire about class assignments and tests missed during their absence, whether excused or unexcused and take the necessary steps to make up all missed class assignments. Makeup work is too completed within five days after the student returns to classes.

Students may have up to seven absences, excused or unexcused, in one quarter. Arriving late to school three times will result in a detention. Students with three unexcused absences may be suspended from school. The Director or Principal reserves the right to waive the seven-day absence policy in cases where an emergency situation or long term illness occur. Students arriving to school late must sign-in at the office to receive a pass prior to reporting to class.

TRUANCY

Truancy is an unexcused absence that indicates a willful and premeditated violation of the attendance regulations. Truancy will result in suspension and habitual truancy can result in expulsion from school.

HOMEWORK

All AIS students are recommended to read or be read to at least 20 minutes each night. Parents please encourage and support this behavior.

Homework is an extension of in-class work completed outside of class and not under the direct supervision of the teacher. Homework is a valuable learning tool that reinforces what was taught in class and provides for additional practice.

Kinder - will have homework on occasion.

1st: up to 20 minutes, Monday through Thursday

2nd: 20 - 30 minutes a night

3rd: 20 - 30 minutes a night

4th: 30 - 45 minutes a night

5th: 45 minutes - one hour a night

6th: 1 - 1 ½ hours a night

7th: 1 - 1 ½ hours a night

8 - 12th: 2 hours a night

Include in the above times is ESL, 15 - 30 minutes a night depending on the grade of the student, and Music will have one project due for the year.

Homework Policy for Grades 7-12

General homework: Students can receive 100% credit if homework is turned in 100% complete on time. Students can receive 60% if homework is turned in one class period late. Students will receive 0% credit if homework is turned in later than this.

Special Assignments: Late grades concerning special projects and reports remain at the discretion of the individual teacher.

MAKE-UP WORK

Students are responsible for getting assignments and making up tests or quizzes missed due to absence. Students have one day is provided for every day absence to make up the missed work. Extra time may be given under extenuating circumstances upon the Principals or Director's discretion

ACADEMIC HONESTY

Honesty is a valued trait in any individual. Academic honesty is basic principle of AIS and of the community in which it services. Several forms of academic dishonesty constitute violations of the AIS Conduct Policy. Copying another students work and passing it in their own, plagiarism and cheating are all types of academic dishonesty.

Plagiarism: Plagiarism is a form of cheating, which is against the law. Plagiarism is deliberately taking text from a written document and presenting it as your own.

Cheating and copying other students work: comes in many forms and will not be tolerated. Cheating is presenting another person's work as your own. This includes tests, papers, homework, projects, etc.

If students are caught violating any of those examples of dishonesty, the following consequences will be put into effect:

First offense: loss of credit for the work, a zero will be given for that assignment, letter home to the parents, and detention.

Second offense: loss of credit for work, a zero, and director, teacher, parent, student meeting, and detention.

Third offense: one-day suspension.

Facilitating dishonesty by knowingly helping or attempting to help another commit an act of academic dishonesty is also a violation of AIS policy.

If an instructor finds that a student has violated the AIS Academic Honesty Policy, the instructor has the right to lower the student's grade, or even to fail the student for the course. The Director may sustain or recommend modification of the penalty given by the faculty member, or may recommend sanctions which exceed those originally given, such as suspension or indefinite suspension from AIS. The Director may also recommend sanctions for offenders who have committed multiple violations of the Academic Honesty Policy.

HARASSMENT

It is the policy of American International School that students and employees must be allowed to work and learn in an environment free from harassment. Any form of harassment is expressly prohibited and will not be tolerated.

Harassment

Harassment is defined as verbal or physical conduct that threatens, insults, demeans or abuses a person because of his or her race, color, religion, ethnic origin, sex, sexual orientation, or disabilities, harassment interferes with the person's work and academic performance that creates an intimidating and hostile environment while in the working environment.

Any person who believes he or she has been the victim of harassment should report the alleged acts immediately to the Administration.

The Administration will investigate the complaint in an immediate, appropriate and equitable manner and respond to the student and/or parent in a reasonable amount of time.

If a teacher, or other staff member knows that harassment is occurring during school or at school-sponsored activities; he or she must take immediate steps to stop the harassment and report their findings to the Administration.

ANTI-BULLYING POLICY

Bullying is considered to be aggressive behavior and will be dealt with in accordance to the conduct policy.

Mutual respect forms the foundation for interpersonal behavior expectations at the American International School of Costa Rica. AIS takes the responsibility of creating a safe, caring learning environment very seriously. While less-than-polite interaction between peers is a fairly common part of life, it is something we expect students to overcome. More severe types of negative interactions, such as bullying, are not tolerated at AIS.

Bullying can be defined as the use of one's strength or status to intimidate, injure, or humiliate another person of lesser strength or status. Typically, it is repeated over time and takes place out of the view of supervising adults. Bullying can be categorized as physical, verbal, social or emotional.

Pressure/ Unfair treatment due to bullying is associated with student absenteeism, poorer academic achievement, social isolation, and internalizing problems resulting in depression and stress. Research shows that bullying can have lasting adverse effects on children, however carefully implemented school programs can substantially reduce bullying.

American International School of Costa Rica views bullying seriously. The principle aim is to foster an atmosphere where bullying is discouraged and is seen as inappropriate. Children are not expected to tolerate bullying or to suffer in silence. They will be encouraged to disclose problems in an environment in which they feel safe and have confidence. Early intervention is important if behavior is to be changed.

Bullying can be defined as the use of one's strength or status to intimidate, injure, or humiliate another person of lesser strength or status. Typically, it is repeated over time and takes place out of the view of supervising adults. Bullying can be categorized as physical, verbal, social or emotional.

American International School of Costa Rica expects students, staff and parents to immediately report incidents of bullying to the Principal or Director. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or on school-sponsored activities, whether on or off campus.

SERVICES

CAFETERIA INFORMATION

Food will be provided breakfast, break, lunch and after school in the cafeteria and is available to all students.

Cafeteria Procedures:

- Maintain straight and orderly lines without pushing or cutting line.
- Elementary students must sit in designated class seats and remain seated until dismissed.
- Clean up your area of the table and floor when finished.
- Place all trash in the trash receptacle when finished.

COUNSELING

- A counselor is available to assist in developing better study habits, learning to get along with others, establishing educational goals, and resolving personal problems.
- Counseling service is here to support and assist students in post-graduation planning; however, it is the student's responsibility to meet college application and admission deadlines.
- Counseling services are available to all students, staff, and parents.
- Counseling may be conducted individually or in groups.
- Counseling will be conducted in a climate of confidentiality.
- Counseling is conducted in such a manner as to help the students achieve better self-understanding, self-awareness, and planning.

All discussions with the counselor will be confidential unless the child is considered to be at risk or a danger to themselves and others. In these instances the Director and Principal will be notified by the counselor and together they will assess the severity of the situation and take the necessary precautionary steps.

The following are procedures for seeking Counseling:

- Appointments: contact the counselor or secretary.
- Students must sign up between classes or during free time.
- In an emergency students may be sent to the Counselor with a pass.

HEALTH CARE AND RELATED INFORMATION

Parents must provide the school with three functional emergency numbers. We cannot release a child in case of an emergency to a person not listed on the emergency card. Without a list of emergency contacts, we would have no choice but to call 911, at your expense, if your child has an injury or illness that could be life threatening. Please complete health records with all important health information and keep these updated at school.

- Please do not send children to school if they are ill. If a student comes to school and starts to have a fever, or questionable rashes, we will call the parents to take the students home. Acute illness and accidents will always be dealt with immediately.
- The nurse office is located next to the cafeteria. A nurse is stationed at the school Monday-Friday from 8:00-4:00p.m.
- All students must have a pass to receive treatment in the nurse office.
- The health room is available for first aid and emergency situations. It is not a substitute for medical needs requiring the services of a physician.

MEDICATION

In those instances when it is necessary for a student to receive medication in school for any reason, the following procedure must be followed:

- Parents must complete the school form "Authorization for Giving Medication at School". Please note that we must have a copy of the physician's prescription. The medication must be brought to school in the original prescription bottle. The prescription must be clearly marked with: the doctor's name, the child's name, the name of the medication, the dosage, how and when it may be given. The school will not administer any medication without a written consent from the parents.
 - The school will not administer any medication without a written consent from the parents.
- Any student giving any medication to other students will face disciplinary action by the administration.

IMMUNIZATIONS

All students must have the proper immunizations to attend school. This includes 4Hib for preschools, 5 DPT, 4 Polio and one or two MMR depending on the students' grade level. All students entering the 7th grade must have a second MMR, if the second MMR was not previously given. Students without the required immunizations are subject to exclusion from school.

LIBRARY

The Library is open from 7:30 to 3:30, Monday through Friday. The library has been established, maintained and developed to serve students and teachers as a reading, learning, and research center. Faculty members may schedule time to bring their entire class to the Library for research or study. Scheduling must be done through the school librarian or appointed staff member, and faculty members must supervise their students at all times. Library skills, research, storytelling and literature discussions are available through the Library. Students, parents, faculty and staff are welcome to sign out books for personal use.

Library Rules:

- No food or drink allowed.
- Take proper care of all library materials.
- After using the books, please put them in the book cart provided for that purpose. Do not put them on the shelves.
- A silent environment should be maintained at all times.
- Students will not be allowed to check out AV equipment or videos.
- Students are not allowed to lie on the sofas or chairs. No feet on the furniture.

Lost books or materials/ Late Books

- The minimum fine for a lost book is 5,000 colones. When the cost of a book exceeds 5,000 colones, the student will be responsible for purchasing the replacement cost same book or covering the total cost of the book plus shipping when necessary.
- Students pay a fine of 100 colones per day for books turned in late.
- The fine for lost magazines will be the price of the magazine.

Students with overdue books will have their borrowing privileges suspended until overdue materials are returned and/or charges are paid. Report Cards and progress reports will be withheld until all fines are paid.

COMPUTER LABS

AIS is proud to offer a computer lab, for both elementary students and high school students.

The Computer Lab is available to students' for instructional periods as well as use during breaks, lunch and after school. No students are allowed in the computer lab without teacher supervision.

Please see attached computer usage policies in appendix. Students must sign and return the Acceptable Use Agreement as prerequisite to use of any school computer.

INTERNET ACCEPTABLE USE POLICY - STUDENT AND PARENT AGREEMENT FORM

The American International School supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental privilege of citizenship.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. AIS believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The use of technology at AIS must be in support of the mission and educational goals of the school. The use of technology is a privilege, not a right. Appropriate etiquette is expected and required of all users. Users are permitted to use the technology

resources for the purpose of research, lesson preparation, peer communications, and/or other information gathering and sharing as it relates to education. All AIS computers are to be used in a responsible, efficient, ethical and legal manner.

Internet access requires responsibility on the part of the student. Independent student access to the Internet will be provided only to students who have agreed to act in a considerate and responsible manner by signing, and having their parent(s) or guardian(s) co-sign an Acceptable Use Policy form.

All access to the network and Internet is permitted only via the student's own user name and password. A student will be responsible for any access attained through his user name; thus it is imperative that a student safeguard his password to avoid the use of his account by another. User access may be monitored, and a record of all user activity, including web sites visited, is maintained.

Communication on the Internet is often very public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in a classroom or on school property. Inappropriate materials or language should not be used. A good rule to follow is never view, send, or access materials that you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

All students will be trained in "Netiquette", Electronic Communication Ethics and User Responsibilities, as well as how to search the Internet competently.

Unacceptable behaviors include but are not necessarily limited to the following:

- Sending or displaying offensive messages or pictures.
- Using obscene language and harassing, insulting or attacking others.
- Loading software on school-owned computers.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another person's password or trespassing in another person's file(s) or work.
- Copying or using someone else's work.
- Intentionally wasting limited resources (time, paper, ink).
- Using the network to access pornographic or other inappropriate materials.
- Portraying oneself as a representative of AIS.
- Using the Internet for personal communication, or to access chat lines.
- Playing games.
- Non-academic uses, e.g., personal e-mail, downloading music, games, etc.
- Users are not permitted access to any part of the operating system or a given computer or computer network.
- Users are not permitted access to servers other than to save and retrieve personal files from designated places.
- Users are not to delete, add or alter any data other than their own.
- Users are not to deliberately destroy or diminish the value or effectiveness of any technology or information systems. This includes but is not limited to vandalism, creating or uploading viruses, attempts to breach system security, and the use of food or drink.
- Users are prohibited from copying AIS software for use on their home computers or to pass on to others.

CONSEQUENCES

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

- The student's parents will be contacted.
- The student may be given limited access to school equipment, networks and services.
- The student may be denied access to school equipment, networks and services.
- The student will be required to pay for all damage.
- The student may receive detention.
- The student may receive in-school suspension.

LEARNING SUPPORT PROGRAMS

The Learning Support Program (LSP) at American International School of Costa Rica is based on the assumption that every child is unique and has unique educational needs. The school makes every attempt to provide the student with the least restrictive environment where they can maximize his/her learning. The LSP works closely with administrators, teachers, and parents of students who need academic support in order to succeed in school.

LSP coordinates with teachers and administration to provide curricular modifications. These include accommodations provided for the MEP and college entrance exams. The program provides a variety of services to meet student-learning needs such as:

- Formal evaluation coordinated with recognized outside professionals in various areas in order to seek objective third party diagnosis.
- Individualized Educational Plan (IEP) for individuals who do not meet their grade level expectations. Every student in LSP has an Individual Service Plan, which indicates the educational benchmarks, and standards that are being met by the student in the program.
- Small group sessions when various students share a particular learning need and/or in need of specialized instruction to master a skill.

Parents or teachers are encouraged to discuss the need of LSP services for any student. LSP services will begin only after a student is referred in writing by a parent, teacher or administrator to the LSP specialist. The student is then tested and the deficiency has been identified and a course of action has been defined. Any additional formal testing for diagnosis completed outside of AIS will be the financial responsibility of the parents.

BUS CONDUCT

The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interests of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner. Students should use only the door at the front to enter and exit.
3. Students are to remain seated while the bus is in motion.
4. No part of the body should ever be extended outside the bus.
5. Aisles should be kept clear at all times.
6. Conversations should take place in normal tones of voices. A sudden scream or yell is especially dangerous.
7. Nothing should be thrown in or from the bus.
8. Crowding, pushing, shoving, etc. are not acceptable.
9. No food or drink should be consumed on the bus.
10. Smoking on the bus or while waiting is strictly forbidden.
11. Attitudes of helpfulness and cooperation will do much to ensure safe and comfortable bus transportation for all.
12. Students must wear a seat belt at all times.
13. Any changes to a student's bus schedule (cancellation, change of route, etc.) must be submitted in writing to the AIS office by 12:00 noon of that day.

NOTE: A student may be excluded from bus transportation for disciplinary reasons by the Director and/or Principal if deemed necessary. If a student is excluded from bus service because of poor behavior, the parent shall then be responsible for his/her child's transportation to and from school.

Buses will leave the school grounds shortly after dismissal. For those engaged in supervised after-school programs, the late bus will be provided and is scheduled to leave the school grounds at 4:30 PM.