



ALEXANDRIA INTERNATIONAL ACADEMY
PARENT/STUDENT HANDBOOK
2022 – 2023



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WELCOME TO ALEXANDRIA INTERNATIONAL ACADEMY

It is our pleasure to welcome you to the community of the Alexandria International Academy. We are delighted that you have decided to join us. We look forward to working closely with you. You, your children and our staff combine to form a powerful triangle of support for your child. When we work closely together as parents and school we cannot fail to achieve positive outcomes and good development for your children - our students.

In order for us to achieve this support, it is vitally important that you read and follow the contents of this Parent Handbook.

OUR MISSION

Alexandria International Academy (AIA) thrives to develop socially responsible individuals open to exploring new ideas and concepts from a global platform and at the same time preserving their own principles and heritage.

AIA creates a challenging multicultural environment with inspirational educators from across the world and international education programs supported by a philosophy of interrelated learning curriculums. These values and programs reinforced with parent involvement create a community of learning that develops knowledgeable individuals who are caring and tolerant of others.

IB MISSION

The International Baccalaureate (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



AIA CURRICULUM

Alexandria International Academy currently educates students in Pre-School through to Grade 12. We are an IB continuum school with an underpinning of American curriculum standards.

The curriculum synthesizes the best of educational systems around the world and allows students to transfer smoothly to any university worldwide. Our school is proud to be dedicated to helping students reach their highest level of success as global citizens.

The explicit aim of Alexandria International Academy is to be an exemplary IB World School and a globally respected center of educational excellence.

AIA inspires students to be globally aware and to apply their learning in positive meaningful applications wherever “life’s adventure” leads.

Individualized

Ever mindful of the PYP, MYP, and DP curriculum frameworks, our learning program reflects the multicultural composition of our community and benefits from the rich experiences of each student. Teachers work tirelessly to understand each student as an individual and to design an appropriate learning program to support, engage and extend the students, personally and collectively.

Inquiry-Based

The purpose of an integrated curriculum is to benefit the development of the “whole student” and to extend the ways the brain naturally strives to make purposeful connections between learning in various disciplines.

The PYP, MYP, and DP programs provide for this through the intellectually challenging and globally relevant “Transdisciplinary Themes” (PYP), “Interdisciplinary Studies” (MYP), and “Theory of Knowledge” (DP)

Transdisciplinary Themes

These themes represent “life-long inquiries” and each PYP grade revisits elements of these Transdisciplinary Themes throughout their years through age appropriate “Units of Inquiry”. Together these form the basis for globally and individually contextualized learning, and we represent that in what we call our school’s IB PYP Programs of Inquiry.

The school’s Programs of Inquiry incorporates the entire IB PYP Science and Social Studies curriculum.

Language, Mathematics, Physical Education, Additional Languages, and the Arts are integrated purposefully to allow for connection and application in meaningful contexts. However, the curriculum also allows for independent or “stand-alone” lessons in these areas. The knowledge, understanding and skills that are developed by this approach are further developed in the IB MYP and DP programs.

Interdisciplinary Units

In each year of the MYP program, the school offers an interdisciplinary program in 2 subjects: English and I&S. This is a deliberate tactic to address the reality that as knowledge and information multiply,

critical thinkers must successfully integrate disciplinary perspectives to understand complex issues and ideas. Even though the school organizes learning into disciplinary compartments as a response to increasing specialization, our ever-changing world also demands education that empowers people to integrate disciplines in novel and creative ways. This is encouraged through the “Interdisciplinary Unit(s)”. The approach uses the English Curriculum as a basis.

Alexandria International Academy designs its learning programs deliberately so that all teachers have a shared responsibility for knowing and developing the full potential of the students in their care.

This commitment requires careful dialogue, planning and reflection between teachers and families in order to adapt the program according to student needs.

Students share and celebrate their learning across the curriculum and across languages during regular assemblies and school meetings. This encourages goal setting, curricular connection, reflection and confidence in the students to express themselves publicly in a variety of media.

Teaching and Learning at AIA

The staff of AIA is continuously striving towards new standards of excellence in the teaching and learning of conceptual understanding.

This means that AIA teachers spend time getting to know the strengths and challenges of each student, whatever their age and educational experience. They then plan activities to challenge our students to explore commonly held misconceptions and develop the skills and habits of critical thinkers.

All teachers and teaching assistants are required to participate in all scheduled professional development sessions. Individual mentoring is provided to assist both teacher and teaching assistant to attain excellence in teaching. This training and mentoring focused on professional and pedagogical practice are the cornerstone of our continuous improvement commitment.

Assessment and Reporting

PYP, MYP, and IBDP have individual Assessment Policies which share the same philosophy and principles. However, some practices differ and these are incorporated in the various documents. Reporting carried out in a very similar manner in MYP and DP. However, PYP’s reporting system differs markedly and will be explained to parents in our regular newsletters.

The Learner Profile

Our teaching and learning are underpinned by the IB Learner Profile.

<https://www.ibo.org/contentassets/fd82f70643ef4086b7d3f292cc214962/learner-profile-en.pdf>



ADMISSION POLICY

AIA seeks students who are above average in academic ability and highly motivated in order to excel within the rigorous academic programs.

Parents of students need to agree to and adhere to the guidelines and regulations. Please refer to the separate AIA Admissions Policy which can be found on the school's website.

Students are admitted based on the following criteria:

- Parents and applicants must interview with the school to determine the appropriateness of placement within the school, grade level and class. While decisions are open for discussion the school retains sole right to final decisions.
- All students and above will have a placement test (designed for each level) to determine the appropriateness of placement within the school. While decisions are open for discussion the school retains sole right to final decisions. Pre-K and KG students will have an informal assessment.

To ensure the desired level of quality education AIA reserves the right to restrict acceptances.

YEARLY REGISTRATION PROCESS

Before the end of each year, a "registration for next year form" will be given to you to fill and return to the school administration before the school year ends. Kindly write down if your child will be attending the next school year at AIA or not.

WITHDRAWAL FROM THE SCHOOL

If a student intends to withdraw from the school in the middle of the year, parents must inform the administration. Refer to the AIA Admissions Policy on our website for details. If a student is not returning to the school the following year, it is the responsibility of the parents to notify the administration before the school year ends.



PARENT-SCHOOL COMMUNICATIONS

Email

School correspondence will be sent to parents by e-mail, or through the Toddle application. Please make sure the school has a valid e-mail address for your family, and that you are registered on the Toddle app. It is each parent's responsibility to read and respond to all communications from the school in a timely manner.

Meet the Teacher

A date will be set for parents to meet their child's teacher (s) at the beginning of the year.

Parent-Teacher Conferences

We encourage regular communication between home and school. There will be parent teacher conferences scheduled throughout the year. Should parents wish to communicate with a teacher or anyone from the administration, please email or send a Toddle message. If a meeting is required, phone the school secretary to make an appointment as staff and the principal are not always readily available. A member of the school management will always be present at any significant teacher/parent event.

Program Information Meeting

During the school year, there will be one program information evening. At this time, the teachers will outline the program and curriculum they will follow and will be available for questions. This is an ideal opportunity for parents to become acquainted with the Primary Years Program (PYP), Middle Years Program (MYP) and Diploma Program (DP). Please note that this is not a time to discuss the progress of individual students. If you wish to discuss your child's progress, please make a separate appointment with their teacher.

Student reports

Report cards will be issued 2 times per year. Mid-semester progress reports will also be issued 2 times per year. In the PYP, each student will produce a portfolio of work during the year which will be available for parents to review.

Parent queries/concerns

Parents are encouraged to contact the school whenever a question or an issue of concern arises. Please contact the teacher most directly involved. If problems remain unresolved, please refer to the PYP, MYP, or DP coordinator. If the problem still remains unresolved, kindly seek an appointment with the Principal. On these occasions, the Secretary will confirm that the above process has been followed. However, there may be occasions when the Principal needs to be involved in the first instance.

PARENT ABSENCES

Please notify us if parents are away and a child is being taken care of by someone else. At times, the behavior of a child can be different when parents are away and it helps us deal with this if we are aware of the situation. Please also notify us of contact details of the person caring for the child.



ADDRESS CHANGE

Please inform the school promptly if you are moving to a new address or have a new telephone number or email address.

APPROPRIATE PARENT SUPPORT OF THE SCHOOL

To be successful, AIA needs and expects the active support of its parents. It is vital that you understand and embrace our mission, fully support our curriculum, faculty, staff and administrators. Further, it is understood that trust and mutual respect are the most essential underpinnings of an effective working relationship between parents and AIA. Parents best support AIA by communicating concerns constructively to teachers, coordinators and administration. AIA expects every member of the community to be treated by with respect, civility and dignity.

DISMISSAL BY AIA

The school reserves the right to discharge, at any time, any child, who, in the opinion of the administration and their teacher is not benefiting from the instruction or whose behavior is detrimental to the program at the school. The recommendation and observations of the student's teacher are taken into consideration and withdrawal is not undertaken unless the school can see that it is to the best advantage of the student, and/or the classroom and/or the good order of the school.

- In some cases, a child is accepted in the school and later on throughout the year, the child shows that they are unable to cope with our school structure. The school reserves the right to ask parents to see a specialist doctor. Also, the school reserves the right to dismiss the student from the school.
- If the school dismisses your child for any of the above reasons, there will be no refund of prepaid tuition.



AIA POLICIES

Arrival and departure times

Respecting time at AIA is a way of showing respect to others. Late arrivals, early departures and absences will be recorded on the student report card for use in interpreting student progress.

When a student arrives late, it disrupts the class in session and alters the student's connection with the process of learning, the class group and his/her peers.

Gates will be locked and students will not be admitted to school after 8:05am, without a valid excuse. Attempting to abuse this system with constant "excuses" will result in them not being accepted.

Early departures will only be allowed in cases of emergency or official appointments (government, embassy, etc.)

Morning arrival

The school day starts at 7:50am. Students will be marked late if they arrive at the classroom after this time.

- Classroom Registration begins at 7:50am sharp.
- Students start to proceed to their classrooms from the bus shelter at 7.45.
- Classes start at 8:00 am.
- Students (Grades 1-5) arriving at the gate after 7:50 (even a minute after) will be taken to Reception and the parents called to inquire as to the reason for lateness. These necessary procedural checks will delay students' entrance to 1st lesson.
- Teachers will be on duty from 7.30 daily.

This does not include students arriving by our school bus. If our school bus arrives late, the school will follow up with the driver to ensure arrival on time.

End of day dismissal

School day ends at 3:00 pm. Unless travelling by bus, please ensure that your child is collected by 3:10 pm from outside the third gate.

Kindly make sure you arrive on time as there is no supervision except for the security personnel after 3:20 pm.

If you are delayed please telephone the school office to make us aware of your problem. You will be required to complete a 'Drop Off and Pickup' Consent Form which gives details of approved adults carrying out this task.

Leaving school early during the day

A written request for an early dismissal must be presented or emailed to the school reception in advance. Please email Ms. Youstina Adel at youstina.adel@aia-edu.com. Requests by phone must be limited to strict emergencies.



If a child becomes ill during the school day, the parent or guardian will be contacted and requested to pick up the child as soon as possible. All students, parents, guardians must sign out at the school reception if they leave prior to the end of the school day.

Doctor/dental appointments can generally be scheduled for after school hours and will not be accepted as valid reasons for early leave.

ABSENCES

Students are expected to attend school at all times when classes are in session. The only exceptions are if a child is ill or needs medical treatment that cannot be scheduled at another time, death in the family, or when observing a religious day or holiday.

Sporting or cultural activity absences will require an official document to evidence the event requirement. Approval to attend sports/cultural practices during school time will not be given. Please request approval for special leave. It is not acceptable for parents to advise the Principal that they have already made arrangements. A request for approval must be made.

A doctor's note is required for absences due to illness beyond 2 days.

Under extenuating circumstances, students may be excused from school. Parents should see the teachers about work their child will miss during the absence and should attempt to make up any work they can. However, it is impossible to make up all work that is covered during the normal school day as much of it depends on interactions with the teacher and the rest of the class. We would appreciate it if parents avoid unnecessary absences (including part days) as these are often disruptive and disturbing to the child's education, to the other children in the class and to the teachers.

Students are expected to adhere to the school calendar, holidays should be arranged to coincide with the calendar.

Students are not to be taken out early just prior to a holiday or to return to school late after a holiday.

Please note: Students missing more than 20 days of schooling in one school year will not automatically be promoted to the next grade. Promotion of these students will be discussed by the teachers and the Principal.

TRANSPORTATION

Students taking the bus: It is essential that if you have any changes regarding your child's pick up from school, that you contact the school before 12 pm so that we have time to inform all the staff members involved.

PUBLIC BEHAVIOUR

Students are expected at all times, to exercise courtesy and refrain from using obscene language or creating any sort of disturbance to others. This behavior is also expected on the way to and from school – including while on buses. The school will not condone or tolerate behavior either during or outside school hours which is damaging to the school community or which jeopardizes the reputation of AIA. Whenever/wherever a student is wearing an AIA uniform, they represent our school and are expected to act as such.



All school rules are applicable to students, parents, bus drivers and personal drivers within a perimeter of 100 meters around the school. This ensures that the school community is safe in the areas around the school.

FIELD TRIPS

Field trips are arranged by the school teacher. Field trips allow teachers to expand beyond the classroom and are an essential part of education at AIA.

Field trips are undertaken to supplement and support a specific unit of study or to enhance the school program and provide opportunities for valuable educational and social experiences. They allow the teacher to expand the horizons of the children beyond the classroom. They are an essential part of the AIA approach. There will be various trips organized throughout the school year. Trips are considered as a curriculum requirement. By enrolling your child at AIA, you explicitly give permission for the student to participate in any and all trips and activities during the academic year; and hold the school and staff free of liability of any kind. The school has the right to refuse a student permission to attend a trip if it is considered inappropriate by the school that the student participates in the trip.

Students are required to follow all AIA rules when on field trips. They are expected to be in school uniform unless otherwise instructed. Parent permission forms will be required for each field trip.

SCHOOL AGENDAS (DIARIES)/EXERCISE BOOKS

The school provides each student with the required correspondence agenda and exercise books or books. In cases where your child loses their notebooks or agenda, replacements are available for you to purchase.

AIA advises that you protect your child's agenda by storing it in a special place inside your child's school bag or by keeping it in a plastic folder.

CALLING YOUR CHILD AT SCHOOL

Students will not be called to the telephone except in the case of an emergency.

Only in an emergency may a parent ask the reception to deliver a message to the student. If you need to make any changes regarding the way your child will go home (e.g. will not take the bus, will leave the school with someone different etc.) You must inform the school reception before 12:00pm.

CHEWING GUM

Students are not allowed to bring or chew gum on school property at any time.

REORGANIZATION OF CLASSES

The school reserves the right to reorganize students into different classes as per the needs of the student and the class.



PUBLIC RELATIONS

In order to safeguard the security and integrity of the AIA community, students, parents and faculty must have the direct consent of the School Directors before discussing the school, school related matters or posting school information/pictures with any media, outside agents or public forums.

PARTICIPATION IN SOCIAL NETWORKING SITES

Students can only use social website if they are of legal age to do so and with the consent of parents. They cannot place any school material on these websites.

FORBIDDEN ITEMS

Parents are to ensure that students do not bring the following list of items to school under any circumstances. This is part of our responsibility to ensure the safety and well-being of our learning community:

- Toys unless on designated days by classroom teacher
- Toy weapons or guns
- Glass containers
- Large amounts of cash
- Large or expensive jewelry

Please also note that if such valuables are brought to school for before or after school use, they are brought at the child's own risk. The school is not responsible for lost or stolen valuables, including mobile phones.

MOBILE PHONES

With regard to mobile phones, iPads, and other personal electrical equipment or games, please be aware that while these are not banned from school. However, their use is not permitted during school hours.

Mobile phones that are used or seen during school hours will be confiscated from the student and returned to parents via the school Principal. Mobiles should be silent and out of sight.

BIRTHDAY PARTIES

In-school birthday celebrations are limited to KG only. Do not send any birthday items (cake, hats, candles, etc.) – these will be done internally by the school.

PARENT RESPONSIBILITY

Custodial arrangements

In a separation or divorce, it is the responsibility of the parents to provide the school with a copy of the custodial agreement prior to the beginning of the school year, or as soon as is legally possible after the separation or divorce if it occurs during the school year.

STUDENT RESPONSIBILITIES

Code of conduct

We believe that our school should be an orderly, purposeful, active and pleasant place of well-directed learning and interpersonal caring. Our aim is to create a school climate which is safe, supportive and conducive to teaching and learning. The IB PYP and MYP learner profile and attitudes are the basis for our Code of Conduct. We believe that learning best takes place in an environment where teachers are able to teach and children are able to learn. It is our belief that every child has a right to learn and that every child also has a responsibility to respect the rights of their peers and teachers. The following have been established and are communicated to students.

▪ *Be Safe*

- o Play games that are safe for you and for others; keep your hands and feet to yourself.
- o Do not bring dangerous substances or objects to school.
- o Walk quietly in classrooms, corridors, and other indoor areas.

▪ *Be Kind*

- o Include everyone in games, activities and conversations.
- o Use your words and actions to communicate positive messages.
- o Be caring and courteous, and treat others as you want to be treated.

▪ *Be Respectful*

- o Model appropriate behavior and show respect for all children and adults.
- o Show respect and appreciation for all cultures.

▪ *Be Responsible*

- o Understand and follow the classroom and school expectations.
- o Take care of your belongings, others' belongings and the school.
- o Do your best work at school and at home.



Discipline

Ethical standards are essential to the well-being of any community. It is a privilege to be a member of the AIA community. All AIA students are expected to behave with respect towards others. Parents are expected to support these standards.

These behaviors are to be avoided.

- Behavior which disrupts the classroom: Disruptive behavior will be cause for disciplinary action that is developmentally appropriate and respectful while safeguarding students, faculty and staff.
- Behavior which is detrimental to the reputation of the school: Students must behave both on and off campus, at all hours of the day, in ways that reflect favorably upon the good name of the school. Offensive public conduct violates the spirit of this rule.
- Behavior which risks fire or damage: Because of the fire hazards involved, students may at no time be in possession of lighters, matches or other incendiary devices.
- Behavior which is harassment: Any form of harassment, physical, verbal or otherwise, of fellow students, faculty or staff will not be tolerated. Tormenting other members of AIA violates a commitment to working together. Any behavior deemed harmful, dangerous, or disrespectful to other people, whether intentional or not, is unacceptable.
- Behavior which might constitute a danger to others: For example, students are not permitted to open or close windows in the school building. Only faculty and staff are permitted to do so.

The school reserves the right to:

- Conduct searches: The school has the right to check student belongings at any time. • Determine if/when the child should return to school. The school reserves the right, in its sole judgment, to ask a student to leave the school and not return or to remove the student from an activity or event.
- Require any medical, psychological tests to be undertaken by the child at the expense of the parents to help the school to determine if or when the child can return to school.

Dress code

- Students must follow the uniform guideline.
- Clothing must be clean, in good repair, worn properly and neatly.
- Clothes with minimalist manufacturers' logos are acceptable.
- Other printing such as letters, numbers, pictures and cartoons are unacceptable.
- Jewelry should be discreet and not a distraction.
- Nail polish is not to be worn.

Students who have long or longer hair (male and female) must have it tied back.



Physical education arrangements

It is expected that all children wear the AIA PE uniform on the days they are scheduled for PE. The dress code consequences apply.

Art

Parents should expect that children may do messy project work and that clothes may get glue and/or paint on them. Aprons are available for students to wear during painting activities.

Labelling

Parents and students are urged to clearly label ALL items before they are brought to school. This makes it easier for found items to be returned to the students.

NUTRITION AND HEALTH

Breakfast and lunch

Food sent with students must be healthy and presented such that the child may eat independently. No junk food is allowed (candy, chocolate, crisps, molto...), no fizzy drinks – any such items found with a child will be confiscated. Please remember that your growing child works very hard at school and requires the nutrients found in a healthy diet. You will be notified if your child requires a change in the contents of his/her lunch/snack.

Please be certain to provide adequate water for your child in a container that does not leak. Students will not be given permission to use the microwave at school.

Parents are not to send food to their children in the middle of the school day as this disrupts the school routine. In the situation where an emergency is faced by the family appropriate allowance will be made.

Health care

The school has a full-time doctor who provides first aid support for students.

Illness and attendance

If your child is sick please keep your child at home. Please notify the teacher and school nurse about any contagious disease your child has contracted or if your child has head lice. Please ask the doctor for advice on when the child can return to school. If your child is on medication or has had a difficult night please inform the teacher as this may influence his/her behavior at school. If it is necessary for a child to take medication during the day, the medication with clear written instruction must be handed to the school secretary (or the classroom teacher if the secretary is not available) on arrival at the school. You may request homework assignments through the school office if the absence is likely to last more than one day. Individual teachers may also be contacted about missed work.

For students with cases of asthma, allergies, congenital heart disease, diabetes, or seizures, the child's physician should provide the school with instructions about the individualized emergency care. Please contact the school nurse to discuss any health concerns you may have about your child.



Supervision of children unable to be outside at break time is not practicable except under exceptional circumstances approved by the Principal. This may require that parents provide an adult to provide supervision for any child granted such permission.

It is an important parent duty to ensure that the school is made aware of the child's absence. Please telephone or email the main office either the night before or in the morning, prior to the start of school.

Emergencies

The school provides care to students to the best of its ability at all times. In case of a serious crisis or emergency, the school will contact the nearest hospital and contact the parents as soon as possible thereafter. In case of a less serious situation, medical or otherwise, the school will make every attempt to contact parents first. Parents are responsible for ensuring the school has up to date information on emergency telephone numbers and their child's doctor. If the school is unable to contact parents, it will act *in loco parentis* and decide an appropriate course of action.

Medical services

Medical History forms are to be completed by all parents.

The school has the right to receive information from parents regarding any medical reports pertaining to their child.

The school doctor shall in the event of minor injury or a child becomes ill:

1. Provide basic first aid and monitor the injury/illness
2. Attempt to contact the child's parent

In the event of a major injury or illness the school reserves the right to act *in loco parentis*, seeking immediate medical attention for the child.

1. The child will be transported as deemed necessary to a hospital
2. The school will attempt to contact the child's parent

In cases of injury or illness an incident report will document pertinent information such as: details of accident, symptoms present, any treatment given, and attempts to reach parents. Minor injuries will not be documented (e.g. application of a band aid on a small cut)

Maintaining up to date contact information is the sole responsibility of the parent. Parents must complete a medical form for their child every year.



HOMEWORK

AIA homework policy is provided to assist parents and teachers in developing a cooperative, effective plan for homework that finds the balance of two basic principles:

Students need to learn independent study skills and develop the habit of setting aside time each day to review and strengthen their classroom learning.

Students need to have time for a normal childhood which includes time for hobbies, friends, family and unscheduled time when they may choose to do nothing.

The out-of-school demands for each student are different and depend on such variables as time spent on family responsibilities, serious hobbies that may take large amounts of time. Therefore, careful planning is required. The most consistent findings about homework are that children discover that learning is just as valid at home as at school. The partnership between parents and child confirms that education is highly valued in the home.

Homework that is not completed, up to standard, or left at home: Break Detentions will be issued until HW is completed.

We also encourage children to read or be read to at least 15-20 minutes daily. Students from Grades 5-9 should read for at least 30 minutes per day.

It should be stressed that homework does not always mean written work although this is often the case. It can and should contain practical activities, investigations, oral work, collecting other people's ideas, listening to news reports, learning various facts, preparing a plan or drawing, revision, etc.

Homework is set each day.

Homework may be a multiple day assignment. Multiple day assignments will have milestone deadlines at which point a defined part of the work is to be finished.

Homework is designed to require approximately 80 minutes work per evening and will include a variety of subjects

Many students have commitments to other activities after school. They also need some time to be with their family. Thus, time for homework needs to be planned carefully.

Homework is to have

- A clear purpose
- A clear outcome
- A clear statement of the activity(ies) that will be required



STUDENT ASSESSMENT

Teachers will design ways in which students can demonstrate their understanding of, and ability to apply, the particular concepts, content, knowledge and skills involved in each unit of inquiry or part of the stand-alone curriculum with which they are involved. A number of assessment techniques are used, including performing a task, creating a product, building a portfolio, writing a diary and giving an oral presentation of their findings or experiences. In the MYP and DP tests and demonstrations are also used. Students are actively involved in assessing their own progress to help them develop critical thinking and self-assessment skills.

The development of the young people in our school is our priority and also our most rewarding task. Parent, teachers and staff must put all their efforts into helping each student reach his/her full potential. The students themselves must also strive to achieve the highest they can. We are grateful for the positive contributions made by the parents and thank you for your valued and continued support.

BEHAVIOR MANAGEMENT

The aims of the behavior policy of AIA are to:

1. To encourage behavior that reflects the values of our school and
2. To create an environment where good behavior and doing the right thing becomes intrinsic in our students.

These aims can be achieved by teaching good behavior and discouraging unacceptable behavior.

Teaching good behavior should always be carried out in reference to the IB Learner Profile and Positive Behavior Intervention Systems.

Discouraging unwanted behavior can be achieved with the use of a fair, consistent and transparent classroom system.

Unacceptable classroom behavior will result in a student losing marks from his/her behavior grade category and may also result in a break-time detention (BTD) to complete work. More serious misbehavior will result in after-school detentions or internal/external suspensions. The general escalation is:

- 3 BTDs result in 1 After School Detention (ASD)
- 3 ASDs result in 1 SUSPENSION
- SUSPENSIONS ARE INCREMENTAL (IN DAYS): 1, 2, 3, 5, 7, 10, 14
- TRUANCY without a valid excuse automatically results in an ASD
- The Principal has the right to award ASDs or SUSPENSIONS at his discretion for serious student infractions.

For all acts of unwanted behavior that result in after-school detention or suspension, the parents will be informed immediately. Parents will also be informed if there is an accumulation of break-time detentions. Parental intervention can act as a very effective form of student discipline.



Policy acknowledgement and agreement

By joining AIA, I acknowledge that I have read and agreed with information presented regarding the school's current program and services.

The school reserved the right to make changes to this document at any time. Parents will be notified in writing of any updates.