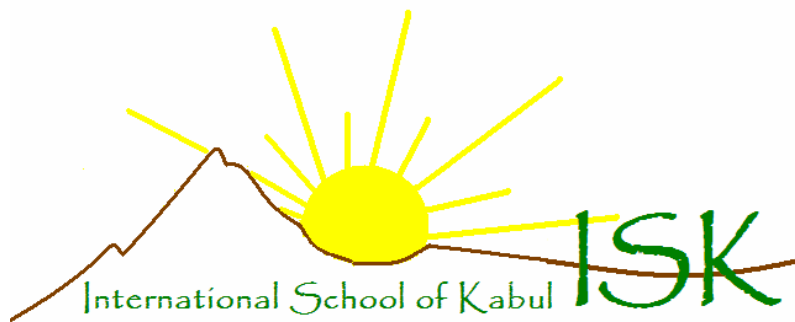


# International School of Kabul



## ~ Kabul, Afghanistan ~ Parent/Student Handbook 2007-08

### **Contact Information:**

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## **INTRODUCTORY MATERIALS**

### **MISSION STATEMENT**

The mission of the International School of Kabul is to provide each student a value-based worldview education and instill a respect for people of all cultures and religions.

### **PHILOSOPHY STATEMENT**

The International School of Kabul believes in a learning environment that is disciplined, academically strong, and character-based. The teachers are living models of positive character, preparing the whole child intellectually, socially, physically, and emotionally for future leadership in society.

### **SCHOOL-WIDE OBJECTIVES**

The core values of the International School of Kabul (ISK) can be summed up in the acrostic, "CARD."

Striving for Excellence in:

Character – Integrity, Humility, Respect, Responsibility

Academics – Knowledge and Application in all Subject Areas

Relationships – With Self, With Peers, With those in Authority

Decision Making – Truth Seeking, Lifelong Learning, Critical Thinking

### **2007-08 CALENDAR**

<b>DATE</b>	<b>HOLIDAY / EVENT</b>
August 20	First day of school
Oct 11-19	Fall Break
Oct 24	End of First Quarter – ½ day for students
October 31	Parent/Teacher Conferences – No School
December 18	End of 1 <sup>st</sup> Sem/2 <sup>nd</sup> Qtr – ½ day for students
December 19- January 12	Winter Break
January 10	Muharrum
March 19	End of 3 <sup>rd</sup> Qtr – ½ day for students
March 21	Naw-ruz
March 22-23	Easter Break
April 3-11	Spring Break
May 29	Graduation Class of 2008
June 4	Last Day of School

## **ISK Faculty/Staff 07-08**

### **Administration**

Dr. Byron Greene – Director  
Mrs. Gail Goolsby – Principal/Counselor  
Mr. Ken Jensen – Secondary Assistant Principal/Science  
Miss Karen Jefts – Administrative Assistant/Human Anatomy/Math  
Miss Adrienne Riley – Administrative Assistant  
Mr. Khalid Ahmadzai – Community Liaison  
Mr. Inayatullah Said - Administrative Liaison  
Mr. Jeremy Hollie – Business Manager/Building & Grounds Manager  
Mr. Mike Goolsby – Parent/Adult ELL Coordinator

### **Faculty**

Mrs. Nancy Friesen – K4	Mrs. Nancy Kline – PE/Weightlifting
Miss Victoria Irving – Kindergarten	Mr. Joel Mangin – Art/7-8 Boys PE/Health
Miss Jennifer Ollis – 1 <sup>st</sup> Grade	Mrs. Becky Mangin - Art
Miss Helen Brown – 2 <sup>nd</sup> Grade	Mrs. Rachel Hollie - Music
Miss Stephanie Concannon – 3 <sup>rd</sup> Grade	Mr. Sydney Muganzi – Computer/Science
Mrs. Sharon Warnemuende – 4 <sup>th</sup> Grade	Ms. Charlene Crump – Media Center
Miss Leslee Moyse – 5 <sup>th</sup> Grade	Mrs. Aqilla Khalq – Dari
Mr. Terry Drew – 6 <sup>th</sup> Grade	Mr. Dan Waggoner – German/SS/Oral Comm
Mrs. Katie Ahmadzai – Math	Miss Debra Smith – Oral Comm/9 <sup>th</sup> Girls' PE
Miss Amanda Turnbull – English 9-12	Mr. Steve Sexauer – Adult ELL
Mrs. Celeste Wahlberg – English 7-8	Miss Debbie Sexauer – Adult ELL
Mr. Jan Mudder – Social Studies	Miss Esther Shin – Student ELL
Mrs. Betty Leiva - Spanish	

## **ACADEMICS**

Classes will be held Saturday through Wednesday, 8:05am – 3:05pm for grades 7-12 and 8:15am – 2:50pm for grades Kindergarten through 6.

### **CURRICULUM**

ISK utilizes an American-based curriculum that has been modified to reflect the Kabul environment in which we are located. Core subjects at both the elementary and secondary levels consist of English/Language Arts, Math, Science, and Social Studies.

### **GRADING SYSTEM**

The school year is divided into two semesters, consisting of two quarters each. Report cards of student grades and absences are issued to parents at the end of each quarter. Progress reports are sent to parents at the midpoint of the quarter, if the student's average is near or below 60 or below the expected level of

performance. Grades 4–12 are marked with A, B, C, D, or F in core academic subjects (i.e., language arts, math, science, social studies). Kindergarten through Third grades are marked with “O” for outstanding, “S” for satisfactory, and “I” for needs improvement.

<u>Letter Grade</u>	<u>Numerical Grade</u>
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% and lower

## HONOR ROLL

The **Principal’s Honor Roll** List will consist of students in grade 4-12 who have earned an A or B average in all courses for the grading period. The **Director’s Honor Roll** List will consist of students in grades 4-12 who have earned an A average in all courses for the grading period.

Grades K-3 will recognize outstanding character development and study skills in addition to academic progress.

## CLASS RANK/GPA

To be considered for class ranking, a student must attend his or her junior and senior years (final four semesters) at ISK. A homeschool student must complete 2 semesters to obtain an “official” GPA at ISK. Transfer students must supply adequate transcript/grade information to qualify for class rank.

## HOMEWORK

Although time students spend on homework may vary, consider the following guidelines for *total amount of time* to be expended on homework assignments. Typically, students will be given some time in class to start homework.

Grades 4-6	30-45 minutes per day, 2-3 days a week
Grades 7-8	60-90 minutes per day, 4-5 days a week
Grades 9-12	60-120 minutes per day, 4-5 days a week

- For planned absences, students must make arrangements with the school office at least ***one week in advance*** for homework. In order to be considered an excused absence, the absence must be approved by administration and work must be completed, either before the student

leaves or presented to the teacher upon the student's return.

- In the event of illness or unexpected absence, parents may call or send a note to the school office requesting homework. The school office will notify teachers if homework has been requested and *have ready by the end of the school day for pick up*.

- Upon return from an unexpected absence, *one day for each day missed* will be allowed for make-up work.

\*\*\*\*\*For a prolonged illness, an extension may be granted at the discretion of the administration and/or teacher.

***When absent for any reason, the student is responsible for securing assignments from the teacher upon returning to school.***

## **GRADUATION REQUIREMENTS**

**Math, 3 credits required:** 1 credit Algebra I (high school credit may be given for Algebra I taken in 8<sup>th</sup> grade), 1 credit Geometry, and 1 credit Algebra II or other math elective (e.g., Consumer Math, Trigonometry, Calculus).

**Science, 3 credits required:** 3 credits from the following courses: Biology, Chemistry, Physics, and Human Anatomy.

**Social Studies, 3 credits required:** 3 credits including one year of US History and one semester of US Government (these courses are required for all students to obtain a US diploma). Other courses include World Geography, World History, and Economics.

**English, 4 credits required:** 1 credit 9<sup>th</sup> grade English, 1 credit 10<sup>th</sup> grade English, 1 credit American Literature, 1 credit British Literature/World Literature.

**Physical Education/Health, 1/2 credit (one semester) each is required:** No more than 2 credits may be earned in P.E., although P.E. may be taken all four years of high school if desired.

**Fine Arts, 1 credit required**

**Foreign Language, 2 credits required**

**Computer, 1 credit required**

**Electives, 6 credits**

## **TOTAL CREDITS THAT MUST BE EARNED FOR GRADUATION: 24**

(One credit equals 135 instructional contact hours earned in high school level courses.)

**Graduation fees** will include cap, gown, diploma/cover, announcements, rental for ceremony location, and other expenses. These must be paid by March of senior year. TOEFL and other test fees will also be required for college bound seniors and communicated in adequate timing to parents for payment.

## **TRANSFERRING GRADES**

Transfer grades (core courses) from home-schoolers will be accepted with an outside grading transcript from a home-schooler's organization (i.e. Abeka Books). These courses will be accepted for grade points. Courses that do not come with an outside transcript or are elective courses will be reviewed by ISK Administration. Approved parental documentation may result in transcript grades or a general course credit may be given. These will not be counted toward grade point average but will count toward graduation requirements.

Grades from accredited schools will be transferred over to the ISK grading scale by first using percentages, when available. If percentages are not available, ISK will accept the letter grade given and assign the "middle" percentage of the range in which the letter grade is categorized (i.e. B+ is equal to 88%, which is equal to a 3.8 grade point).

*It is the responsibility of the students and parents to supply ISK with needed information to compile transcripts and grades in order to satisfy graduation requirements. Completing ISK senior year coursework does not guarantee graduation from ISK without documentation of all high school credits.*

## **COURSE ADDITIONS/WITHDRAWALS**

Adding or dropping courses must be done before the end of the first two weeks of each semester. Students are responsible for any assignments missed when adding a course late. A Drop/Add Slip (from the office) must be signed by a parent, the teachers involved, and the school counselor before the course is officially dropped/added, and the student must remain in the present class until he/she is notified by the office that he/she may drop/add the course.

## **RETENTION POLICY**

Grades K– 3: Unsatisfactory progress in language development (including reading comprehension, listening, and writing) can result in the necessity of repeating the grade.

Grades 4 – 8: Failure of two major subjects (Math, English, Reading, Social Studies, or Science) can result in the necessity of repeating the grade. Reading significantly below grade level may be considered as failure of a major subject.

Grades 9 – 12: Failure of courses at the high school level is dealt with individually and will affect student’s acquisition of credits toward graduation requirements. Supplemental course work, summer school, or alternative course work may be required.

## **FINAL EXAMS**

Students in grades 7–12 are required to take semester final exams in all courses. Typically the semester exams are administered during the final week of each semester. Exams will count for 20% of the semester grade for grades 9-12, lesser percentages for grades 7-8. **Please ensure that your child is not absent for his final exams.** Final semester exams can only be rescheduled for a serious illness, death in the family, or other family emergency. Missing the exam for any other reason will require an exam grade of zero.

## **ACADEMIC PROBATION**

Students who are not maintaining an appropriate level of academic performance will be placed on academic probation. Students in grades 7 -12 must maintain a cumulative GPA of 2.0 or above to avoid probationary status. A student whose grades fall below this average at the end of a semester will be placed on academic probation for the next semester. Any student who is placed on academic probation must stay above the 2.0 average to remain in school. The student will not be taken off probation until his/her accumulative grade point is above 2.0.

## **STANDARDIZED TESTING**

All students in grades K-12 take standardized tests in the spring. ISK uses Stanford Achievement Test (tenth edition and SELP, Stanford English Proficiency Test. **Please ensure that your child is not absent during his standardized testing week.**

## ATTENDANCE

### **MORNING ARRIVAL**

*Please do not have your children arrive at school prior to 7:30am.*

We would appreciate parents seeing that their children arrive between 7:45 and 7:55am for Grades 7 – 12; school starts promptly at 8:05am. For Grades K – 6, students should arrive between 7:55am and 8:10am with school starting at 8:15am.

Elementary students should enter through the **middle gate** and secondary students **across the street**. They should not go to their classrooms or any part of the school until they are dismissed by the supervising teacher or Chokidar. Once students have arrived on campus in the mornings, they are not to leave until the school day is finished.

### **MORNING TARDY/ LATE POLICY**

Every incident of a student being late to school is designated as either "excused" or "unexcused," to be decided by the administration. Tardies will generally be considered **excused** for incidents such as a vehicle breakdown, a family emergency, or a dental appointment. Tardies due to oversleeping, running late, missing a bus, or heavy traffic are considered **unexcused**. Families should plan ahead to practice timely arrival for the important task of education.

The **unexcused** tardy student will receive a zero on all graded work missed. In addition, a student's fourth unexcused tardy during a semester and every unexcused tardy subsequent to that will result in appropriate disciplinary action as well as parental notification and a note in the student's permanent record.

### **ABSENTEE POLICY**

At no time may a student leave the school campus during the school day, unless it is for a supervised school activity.

The absent student is responsible to find out what work he/she has missed and is expected to make up all such work. Homework assignments will be made available at the end of the school day, so that the teacher has ample time to write out the assignments. The number of absences each year will be recorded on the final transcript. There is ample time built into the school calendar for vacations. Please try to schedule your travels around these times. If, however, a family has an urgent conflicting activity, the parent should notify the school office as soon as possible detailing the anticipated absence.

Every student absence is designated as either "excused" or "unexcused." An absence may qualify as **excused** in one of the following ways:

- A) The parent of the absent student must give written notice to the office (and to the classroom teacher, if the student is in elementary school) at least one week in advance. This type of pre-arranged, parent-approved absence will be excused on up to three (3) occasions throughout the school year. Beyond these initial three (3) days, a parent must request and receive advance permission from the principal.
- B) In cases of illness or emergency, the parent should call the office on the day of the absence, by 9:00am. After three (3) or more consecutive days of absence due to illness, a medical certificate is required upon the student's return to school.

For each **unexcused** absence, the following disciplinary measures will be taken for **secondary students** in grades 7-12:

- A zero grade for each class, quiz, test or assignment missed,
- A letter sent to the parents and put in the student's permanent record, and
  - First Offense – 1 administrative detention.
  - Second Offense – 1 day suspension.
  - Third or Above – Suspension or dismissal from school may be Required

\*Work accomplished during time of school suspension may not receive total grade credit.

Unexcused absences of **elementary students** in grades K-6 will be dealt with on a case-by-case basis and may involve a conference with the parents.

**Students in grades 9-12 who are absent from a particular course for ten (10) days or more in a single semester may lose academic credit for that course.**

## **CHECK-OUT PROCEDURE**

Only a parent, legal guardian, or a person approved by parents will be allowed to check students out of school before normal dismissal time. Any other individual **will not** be allowed to check a student out of school unless specific permission is given from the parent/guardian to the administration beforehand. Parents of elementary students must come in person and should go directly to the office when wanting to check out their child.

Parents of secondary students must call or send a note to communicate permission for their child's early checkout, in order to make up missed work. Students are required to sign out in the office before leaving. Upon return, the student will receive a re-admittance form from the office to take to teachers to receive homework assignments or make up missing class work.

## **AFTER SCHOOL PICK-UP**

All students should plan on leaving after regular school hours – 2:50pm for Grades K – 6 and 3:05pm for Grades 7 - 12. *Students may stay after school only with permission from their parents and administrative approval.* Students waiting to be picked up should wait in designated/assigned areas.

### **Late Pick Up Fee**

There is a fee of \$5 per student added to tuition payments for any student left past the hours below:

- **3:30 pm** – Regular School days with 3:05 dismissal, Sat-Wed
- **4:45 pm** – Student Activity days with 4:30 dismissals, Sun-Tues only (the student must have permission to be involved in a student activity or Homework Club to stay to this late pick up time)

## **DISCIPLINE**

As mentioned in our Philosophy Statement, “ISK believes strongly in a learning environment that is disciplined.” We believe that respect for authority is an essential ingredient to quality education and character development. Therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated teachers who strive to live their lives in such a way as to model the exemplary behavior expected from the students they teach.

It is our desire that all of our students be controlled with self-discipline in their attitudes and actions. To develop such self-discipline, though, it is necessary for us to teach and train the students in this process.

ISK teachers are assigned the primary responsibility of ensuring that their students behave in a proper way. At the beginning of the school year each teacher creates a classroom discipline plan, communicates the rules and consequences to the students, and consistently implements the plan. Teachers send these classroom rules/policies home to the parents at the beginning of the school year.

The administration is charged with final responsibility for enforcement with school standards. If a student commits a particularly serious offense or has

developed a habit of repeatedly committing the same offense, then that student will be referred to the principal for special action. Such action may take one of several forms, including but not limited to the following: \*

- Conference with parents/guardians
- After school work detention/detail
- In or out of school suspension
- Permanent dismissal from ISK
- Fines as determined

\*School discipline may occur for confirmed and inappropriate off campus conduct as well as on campus behavior.

Parents are expected to be supportive of the teachers and administration in their decisions, and let your child know that you and the school are on the same team. One of the best ways for a parent to support the school is to implement consistent, firm, and loving discipline in the home, teaching respect for authority and not making excuses for misconduct.

We expect every staff member to be treated with respect and dignity just as each student should receive the respect of the staff. A show of disrespect toward a staff member or insubordination on the part of any student will not, under any circumstance, be tolerated.

**English Use Policy:** Grades 4-11 will receive *sentence writing assignments* when found speaking in non-English languages before/after school, during lunch, class time, and recess. It is our goal to unify our student body and increase English proficiency for continued success at ISK. This assignment may require recess or free time or homework time, based on the grade and time of disobedience.

**Cheating** is a serious offense and will result in a grade of “zero” as well as parental notification. Cheating includes giving or receiving information about a test or quiz, and copying/or handing in someone else’s work as your own. This includes plagiarism. Talking during a test is considered cheating.

1<sup>st</sup> offense – Parent Notification

2<sup>nd</sup> offense – In or Out of School Suspension.

3<sup>rd</sup> offense – Administrative Decision/TBD

**Cussing/Inappropriate Language** is not allowed at ISK. This includes sexual remarks to females, negative comments about any nationality/ethnic group, or foul language in or outside the classroom. Reports by staff, parents, and students will be investigated and consequences will include apologies to offended

persons and other disciplinary actions. Parents will be notified if behavior does not cease.

### **Public Display of Affection**

All staff members are encouraged to watch for inappropriate behaviors between the sexes during school hours, inside and outside of the classroom. This includes public displays of affection such as hand holding, kissing, and inappropriate touching or hugging. Students involved should be verbally corrected at first offense, then referred to the Principal if behavior continues.

### **Misconduct**

ISK has the authority to suspend or dismiss a student from school when the student has committed an act of gross misconduct or has engaged in persistent disobedience. The following are categories of gross misconduct which are general in nature. This list is not intended to be all-inclusive.

**A. Weapons and Dangerous Instruments** - A student shall not knowingly possess, handle, or transmit any illegal or dangerous weapons such as a firearm, dagger, dirk, stiletto, switchblade, iron bar, brass knuckles, or any other object which could cause bodily harm. *This includes "toy weapons" which will be taken from the student and returned to the parent as necessary.*

\*\*\***Knives** – Students must not bring knives for use during lunch. Staff on duty during lunch should assist any food/cutting needs of students. Knives will be taken away from students and if determined necessary by the Principal, disciplinary action may result.

**B. Disruption of School** - A student shall not intentionally cause a disruption or obstruction of the educational process, nor shall he or she urge others to engage in such conduct.

**C. Vandalism** - A student shall not be involved in willful or malicious destruction or defacing of school property or the property of others.

**D. Damage or Destruction of School Property** - A student shall not be a part of any theft, larceny, robbery, burglary or unauthorized possession of another individual's property.

**E. Assault on a School Employee** – Assaults or verbal threats against school personnel, persons on school premises, or while off school grounds at any time will not be tolerated.

**F. Narcotic and Dangerous Drugs and Alcoholic Beverages** - A student shall not knowingly use, possess, distribute, persuade or attempt to persuade others to possess or use any illicit drug or alcohol.

1. On the school grounds at any time when the school is being used for a school function

2. Off the school grounds at a school activity, function, or event.

**G. Smoking** - Students are not permitted to smoke or possess smoking materials

at any time during the school day or at school-sponsored evening activities. This applies to all parts of the building and the entire school campus area.

**H. Lack of Submission to Authority** - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher-aides, bus drivers, principals, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.

**I. Fighting** – Students will not be allowed to work out disagreements in a physical manner.

**J. Inappropriate Reading Material** – Students will not be allowed to have on school property reading or photographic pornography of any type, material containing overt sexual, violent, racial or inappropriate themes contrary to the mission and purpose of ISK. Students will also not be allowed to access this material on the school’s computers.

## **DRESS CODE**

The ISK dress code is established to instill discipline and respect for authority, to prevent disruption and safety hazards, to exemplify good character, and to train students in what is commonly accepted as “smart casual” dress. ISK students should wear appropriate attire conforming to the dress code at all times on campus. (Exceptions include P.E. class, extracurricular after-school activities, and special designated days when they may wear other clothing.) Students’ clothing should fit properly, and their overall appearance should be neat and modest, adhering to the following specific guidelines:

### **BOYS:**

- Long pants should be worn with a belt as needed. Pants should fit properly (not too baggy or too tight) and should be in good condition (not torn/raggedy or too faded).
- Shirts must fit properly, not be over-sized and have sleeves. *No sleeveless shirts are to be worn at school.* (Shirts and pants customary to Afghan culture may be exceptions to these guidelines)
- Grades 4-12 may not wear shorts. K4-3 grades may wear modest shorts.
- Shoes or house shoes should be worn at all times.
- No undergarments should be visible.
- Hats and baseball caps may be worn outside the school building (provided they do not bear inappropriate logos, etc.), but they may not be worn inside.
- In the cold weather months, knit caps and “ear bands” may be worn inside the classroom provided they do not cover the eyes or cause disruption to instruction. *Teachers have authority to ask for removal in their classroom.*

## **GIRLS:**

- Long skirts or long pants must be worn. They should fit properly (not too baggy, too low cut, or too tight). K4-3 grades may wear modest shorts.
- Shirts must have sleeves. *No sleeveless shirts are to be worn at school.* Nothing tight fitting, low cut, or revealing of the midriff.
- Shoes or house shoes should be worn at all times.
- Headscarves may be worn at any time. Caps should be removed inside buildings.
- In the cold weather months, knit caps and “ear bands” may be worn inside the classroom provided they do not cover the eyes or cause disruption to instruction. *Teachers have authority to ask for removal in their classroom*
- No undergarments should be visible.

## **EVERYONE:**

- Outside shoes should be worn to the classroom and then removed if required.
  - Hooded jackets and sweatshirts may be worn but hoods must be down inside the classrooms.
- \* In cases where there is disagreement over terminology or the general appearance of a student, the administration will make the final decision.*

## **DRESS CODE VIOLATIONS**

For dress code violations students will be given a warning. (For elementary students, this warning may be sent home to the parents.) For each subsequent violation of a similar nature the parents will be notified, and the student may be sent home to change clothes. Elementary students will be sent home with a parent, and secondary students will be sent home by themselves with a parent’s consent. Any missed classes as a result of such disciplinary action will be recorded as unexcused.

*In cases of immodest dress for girls, they will be given a shalwar tunic from the office to wear over the offensive outfit.*

## **ENROLLMENT**

### **ADMISSIONS**

ISK does not discriminate in its admission of students on the basis of sex, religious belief, nationality, or ethnic origin. Admission is available to students based on many standard criteria including, but not limited to the following: academic potential for success, availability of space, ability to meet fee requirements, family support structure, health, safety and personal welfare issues. In unique and/or unpredictable circumstances, ISK administration

reserves the right to make reasonable exceptions to standard enrollment/admissions protocol to insure that the quality of instruction and a healthy social culture is preserved for students/families.

The school also maintains the right to refuse admission or re-enrollment to students not meeting its academic requirements or displaying a lack of willingness to abide by its rules and regulations.

Parents and students (where applicable) must agree to, and sign all related mission, purpose, and financial documents and contracts in order to finalize enrollment. Several annual deadlines must be met in order to insure that testing, classroom placement, and potential tuition assistance is available to new applicants and returning students.

Application material and instructions, an admission checklist, tuition rates, and tuition assistance information is available through the school receptionist.

Grade placement for incoming new students is determined on the basis of the child's age, the child's former grade classification at his/her previous school, the child's previous academic performance, the child's English language ability, and the child's scores on any ISK entrance tests. Generally, a child must be 4 years old by September 1 for K4, 5 years old by September 1 in order to be eligible for kindergarten, 6 years by September 1 for first grade, and so forth.

## **BUSINESS OFFICE**

Office Hours: Saturday-Wednesday 7:30-4:00

### **Tuition**

Tuition payments include fees for yearbooks, achievement testing, consumable books, textbooks, etc. Tuition payments are due on the 15<sup>th</sup> of each month starting August 15 and ending May 15. A \$25 penalty will be applied for tuition payments later than 5 business days after the due date. Fees should be paid in person and a receipt will always be provided for your records.

- ISK accepts cash in USD or local check.
- Tuition fees must be current or grades/records will not be released.
- Children should be encouraged to make payments as soon as they arrive at school
- Payments should be made in a sealed envelope with the family name written on the outside.

## **HOMESCHOOL AUDIT/SELECTED COURSE POLICY**

At the discretion of administration, homeschool students may be enrolled for selected secondary courses. Decisions are based on student behavior and family support of ISK policies and goals. Fees will be assessed based on the number of courses taken with no discounts available for part-time students.

Specifically, fees include:

- \$25 application fee with completed admissions paperwork for each student
- Each course is equal to 1/7 of full tuition cost with transcript documentation, teacher grading/feedback, and full participation in class
- Audited course is equal to half of 1/7 full tuition and not eligible for transcript/grade documentation or teacher assessment

## **CHANGE OF ADDRESS**

Please notify the school immediately whenever your contact information changes (i.e., phone numbers, email addresses, and mailing addresses, etc.). **Several times throughout the year we must pass on important information to the parents, and in the case of an emergency, it is extremely important that we have up-to-date contact information.**

## **WITHDRAWAL**

Withdrawal from ISK for any reason must be transacted through the school office by the parent or guardian. A withdrawal form is to be completed, providing the school with forwarding contact information. All money owed to the school must be paid before the withdrawal is complete and records can be released. **A fourteen-day minimum notice should be given prior to the withdrawal of any student.** In the event of an early withdrawal from ISK, an early withdrawal fee of \$50 will be assessed; the remainder of pre-paid semester school fees will be refunded on a pro-rated basis, upon request. Any tuition paid more than one month in advance will be refunded, upon request, at a 30% rate.

## **COMPLAINT/GRIEVANCE POLICY**

For parents who are not satisfied with treatment they or their children have received at ISK, recourse is available. An addendum/supplement outlining the steps for properly appealing a decision is available upon request from the principal or director.

## MISCELLANEOUS

### **CLEANLINESS**

Students are to take pride in their campus and keep it clean. All trash should be properly thrown away, and students should pick up stray litter when they see it. If litter problems occur, some student privileges may be lost. Students in grades 2-12 will be assigned responsibilities in campus litter patrol and for keeping their classrooms clean.

### **ASSEMBLIES**

Assemblies are held each Monday from 8:05 – 8:31 AM for grades 7-12. Grades 4-6 also have weekly assemblies on Sunday mornings 8:15- 8:40 am while K-3 grades hold one assembly per month. These assemblies address school issues and character development for the improvement of school environment and student behaviors. *Parents are welcome to attend.*

### **CONFERENCES AND SCHOOL VISITATION**

We welcome scheduled campus visits from a student's parents and/or friends. Please contact the administrative office in advance to seek permission and make arrangements for such visits. Students' friends wishing to visit for a day must be approved by administration *before the day requested*, adhere to the ISK dress code, and abide by all school rules while on campus. *Generally, student visits are for potential students looking to attend ISK in the future.*

Formal parent-teacher conferences are held on a school-wide basis in late November and are arranged through the office. Individually requested parent/teacher conferences are also encouraged but should occur on a scheduled basis outside of class hours. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet via email or through the school office. The principal can be made available for any of these conferences, if so desired.

If you have a classroom-related concern, it is normally advisable to first confer with your child's teacher before addressing your concerns to the principal. Your child's teacher wants to be approachable and responsive to your concerns.

## NON-EDUCATIONAL MATERIALS

ISK does not recommend students to bring games and toys, etc from home. Pagers, cell phones, or other electronic devices may be brought to school only if they are **turned off** and kept securely hidden in the student's bag at all times and not used on campus. Students bring these items at their own risk. ISK is not responsible for loss or theft. Should such items be seen or heard on campus, they may be taken up by the teacher, turned into the Principal, and returned only to the parent.

### **\*\*\* Telephone Use**

- Students may not have cell phones, beepers, or pagers *turned on* during school instructional hours. Phone calls by students must be made before or after school.
- Emergency calls need to be handled through the office in the presence of staff.
- *Cell phones found turned on and in use during school hours without Administrative permission will be taken and stored in the Principal's office until a return time is determined by Administration.*

*School aids such as handheld computers and electronic dictionaries may be brought to school, provided that they are only used in class, by the owner, and for academic purposes.*

## LIBRARY

Each elementary class will have a scheduled time in the library to check out materials and to develop reading, research, and other library skills. Students are asked to exercise much care in handling all books. The librarian or teacher will collect fines on overdue books. If a book is lost, the student must pay actual replacement cost plus shipping. Report cards will be held until all overdue books are returned and all fines/charges are paid.

Encyclopedias and certain reference books may not be checked out. Students may make copies in the office of selected pages of reference material for a fee. The student must give the requested material to a teacher or assigned teacher's aid to be copied.

Parents are given the opportunity to place a book in the library in honor of their child's birthday. Selections can be made with the assistance of the librarian and purchased through the school to ensure the books are library bound. Quality books will be designated with a book plate bearing the name of the child and his

or her birthday. Parents are also encouraged to donate additional books as they are able.

## **LOST AND FOUND**

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the school office and placed in the Lost and Found area. Students may visit the office to reclaim any lost items. Periodically, all of the items in Lost and Found will be donated to charity. Please label all clothing, books, bags, etc., with the student's name for easy identification.

## **LUNCH/WATER**

Students are responsible to bring their own lunch. Students will not be allowed to heat or refrigerate their lunch. As available, alternative lunch programs may be offered for student participation at their own expense. Information/price lists will be sent home to parents.

Please send adequate daily supply of drinking water for your students. Limited filtered water will be made available to students and bottled water will be available to buy from the school supply store.

## **SCHOOL OFFICE**

The school office is a place of business. Students should only be in the office when on official business for a teacher or parent. Student use of the office phones is restricted to emergency situations only, not for arranging social activities. Students are not to use the school's photocopy machines to make personal copies without permission from a staff member with a charge of 5 Afs/\$.10 per page.

Students are not to request the office to make monetary change. School supplies are available in limited quantities from the office at the student's expense.

## **STUDENT PASSES**

Students are required to have hall passes from the teacher any time it is necessary for them to be out of class. This includes permission to use the restroom, visits to the office, etc. At no time is a student to be in the Staff room, computer room, or storage room areas without specific permission from a staff member.

## **TEXTBOOKS**

The school fees cover the cost for the use of all textbooks. The school expects students to treat all books with care. *Books should be covered by students in plastic or durable paper.* Loss of or damage to textbooks that goes beyond reasonable “wear and tear” will be paid for by the student. Replacement of lost or damaged textbooks will be charged at the end of the school year at a rate to replace the textbook plus shipping.

Fines include:      Damaged cover = up to 500 Afs/\$10.00  
                            Damaged pages = up to 20 Afs/\$.40 per page  
                            Book replacement cost = varies, set by office

## **SAFETY**

### **ACCIDENT PREVENTION**

Students are expected to walk from one activity to another and to run only in designated play areas. They are not to hit, trip, roughhouse, or fight with other students. Throwing sticks or rocks is not allowed. Students are also expected to exit the campus in an orderly manner. Since teachers are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher when asked to stop a potentially dangerous activity.

### **STUDENT DRIVER POLICY**

Any student who intends to drive to school, either on a regular or an occasional basis, must comply with the school policy as defined in the “Student Driver Policy” booklet. This form must be picked up from the secondary administrative office, read and signed by the student driver and one parent indicating agreement to adhere to the driving policy.

Should the driver fail to comply with the policies, he may lose driving privileges and other arrangements will have to be made for transportation to and from school.

### **FIRST AID KITS/EMERGENCY SUPPLIES**

These will be located in each building.

### **ILLNESS POLICY (SUMMARY)**

Students are required to have all immunizations up-to-date before they may attend classes. The school maintains first aid kits in the office and in each

classroom for minor cuts. Any child with a temperature over 100°F or 37.8°C will be sent home for care by parents. Parents are asked to keep children home if they have a severe cold, undetermined rash or spots, fever over 100°F, severe headache, upset stomach, diarrhea, or other such symptoms of illness. **Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea.**

## **COMMUNICABLE DISEASE/HEALTH RISKS POLICIES**

A complete listing of policies/procedures regarding this topic is provided as an addendum to the handbook and is made available upon request to all families. Please contact the Administrative Assistant at either the Administration building or RM Asia Hall.

## **INJURY**

Most injuries seen in school are minor and can be easily treated by the staff. In the event a student who is injured cannot be easily treated (possible fracture, concussion, large cuts) every attempt will be made to reach a parent or guardian first and then back-up numbers will be called. This is why alternative emergency numbers are so important for the school. Should the injury be judged serious or life threatening, the child will be sent or taken to the hospital, depending on the best judgment of the authority in charge.

## **MEDICATION POLICY**

1. Students are not to bring any medication to school unless it is absolutely necessary.
2. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in the case of extenuating circumstances. All exceptions must be approved by the administration.
3. The parent must send precise instructions written in English indicating the following:
  - a) time when medication is to be taken
  - b) dosage
  - c) name of medication
  - d) reason the child must take the medication
  - e) name & phone number of prescribing doctor for prescription medicine  
(If the instructions are not clear to the administering ISK faculty or staff member, the child will not be allowed to take the medication.)
4. Students must give all medication to their homeroom teacher in the morning. The **secondary (7-12)** homeroom teacher should send the medication (along

with the parent's instructions) to the office with the attendance form. At the office the medication will be stored and administered to the student at appropriate times during the day, which will be written in the medicine log.

**Elementary (K4-6)** teachers will store and administer medications according to parental instructions for their own students.

5. If a student must maintain the medication on his/her person, due to possible medical emergencies (e.g., asthma problems), then this must be approved by the administration.
6. No student may at any time give or sell another student medication.
7. All medication will be stored in a secure area that is not accessible to students.
8. No medication is to be administered without first checking the student's medical form in the office. *This includes over the counter pain relievers or cough medicines...parents must first sign and return a medical release form to the ISK office before students may receive these medications*