



# **AISV Community Handbook**

## **2016-2017**

*The AISV Community Handbook is a living document that is updated as needed. The version on the AISV website is considered to be the most current and to be the one in effect. Last updated in August 2016.*

---

## Table of Contents

Director’s Message	4
Introduction	5
Philosophy and Objectives (Vision, Mission, and Values)	6
AISV Office Organization	8
AISV School Board	9
Parent-Student Association (PSA)	10
Communication	10
Proper Channels of Communication	13
Tuition Fees and Payments Policy	13
General Academic Information	
Admission and placement	14
Entrance Age Guidelines	15
Special Needs Policy	16
Curriculum by School Division	17
Counseling Program	19
English Language Learners (ELL)	20
World Languages	21
Computer Usage	21
Library	22
Health and Physical Education	23
Homework Policy	23
Student Evaluations and Report Cards	26
Grading and Assessment	26
Parent-Teacher Conferences	29
Standardized Testing	29
Academic Integrity Policy	30
Student Attendance Policy and Procedures	31
Student arrival and dismissal	33
Retention and Expedited Promotion	33
Withdrawal from School	34
School and Office Hours	34
General Non-academic Information	
Language Policy	36
Student Lunch and Recess	36
Transportation	37
Off-Campus Privilege for High School Students	39
Health Records	39
Student Home Record	39
School Property	40
Personal Property	40
Money Collection at School	40
School Supplies	40
Lost and Found	40
Phones and Personal Electronic Devices	41

Lockers	42
Campus Access	42
Birthdays	44
Pets	44
Messages from Home	44
Health and Illness	44
Parent/Guardian	46
Use of AISV Facilities	46
Student Expectations	
Dress Code	47
Desired Attitudes	47
Student Behavior Management	48
Progressive Consequences in Middle School	50
Progressive Consequences in High School	51
Public Displays of Affection	53
Profanity	53
Insubordination	53
Bullying	54
Smoking	55
Substance Abuse	55
Gambling	55
Gum Chewing	55
Disciplinary Probation	55
Academic Probation	55
Termination of Enrollment Agreement	55
Student Activities	
Field Trips and Excursions	57
CEESA Sports and Activities	58
Student Activity Eligibility	58
After School Activities	59
Student Council	59
Emergency Procedures	
Safety and Security	60
Emergency Closure and Communication	61
Emergency Drills	61
Building Evacuation Plan	61
Appendices	
Internet Acceptable Use Policy	62
Field Trip Regulations for Students	63
Electronic Communication to Students by School Staff	64
AISV Contacts	66

August 2016

Dear AISV Community:

Welcome to the new school year at AISV – the place to be!

The Community Handbook is a resource for enhancing communication between home and school. This handbook contains written information about many aspects of the life of the school, as well as references to school procedures and AISV School Board policies. Many parent questions are answered in detail. Some Board policies are cited within this document while others are copied directly into the Handbook. All active Board policies can be found on the AISV website.

Please read this handbook and refer to it throughout the year. Because this document is updated when needed, you can easily access the most current version from the AISV homepage. Please contact the office or teaching staff should you have any questions about information in this handbook.

Sheryl Salem, AISV Deputy Director, and I are delighted to be in Vilnius and we look forward to meeting you.

Regards,

Stephane Ruz  
Director

## **INTRODUCTION**

### ***About AISV***

The American International School of Vilnius (AISV) is the first international school founded in Vilnius. AISV is located on Subačiaus gatvė #41, atop a small hill in the upper reaches of Vilnius Old Town. AISV is a private day school enrolling boys and girls in Pre-kindergarten and Kindergarten programs and grades 1 through 12, with priority given to children of parents working and serving in Lithuania's international community, which includes diplomatic, foreign aid, and private sector organizations. Students must either be fluent in English, or be willing to develop fluency through the "English as a Second Language" program to gain admission to the school.

AISV is an officially registered non-profit institution called VšĮ „Tarptautinė Amerikos mokykla Vilniuje“. AISV provides excellent educational opportunities not only for foreigners residing in Lithuania but also for Lithuanian students. Local students can take advantage of a high-quality international education at AISV in addition to gaining valuable exposure to learning and working with students from other countries and cultures. We also offer other educational programs such as Saturday English School, summer camp and after-school activities.

During the autumn of 2015, AISV opened a new canteen and sports gymnasium, a football (soccer) pitch, and new playgrounds, all of which greatly enrich the lives of our students.

AISV is a non-profit organization with all revenues expended in pursuit of its academic objectives. The school is mainly funded by tuition fees and also by grants from the United States Department of State through its Office for Overseas Schools.

## **AISV Philosophy and Objectives**

*(Adopted in April 2015)*

### *AISV VISION*

Inspiring, Motivating, Empowering all learners to succeed!

### *AISV MISSION*

At AISV we are committed to ensuring all students reach their full potential.

### *AISV VALUES*

High quality education  
International mindedness  
Innovative culture  
Inquiry-based learning and teaching  
Supportive community

### *WITH THESE VALUES WE MEAN:*

#### High quality education

AISV has highly qualified and educated teachers  
AISV offers the IB Diploma program and a standards-based, inquiry driven curriculum  
AISV promotes extra and co-curricular activities  
AISV promotes professional growth for staff  
AISV commits to sustainable facility development

#### International mindedness

AISV educates world citizens  
AISV embraces international staff and students  
AISV uses the IB learner profile to guide all learners  
AISV offers and supports the learning of many languages  
AISV commits to being environmentally responsible

#### Innovative culture

AISV supports creative teaching methods  
AISV integrates technology across the curriculum  
AISV supports students' individual thought and acting on those thoughts  
AISV supports and encourages diverse learning opportunities

## Inquiry based learning and teaching

- AISV supports student curiosity
- AISV encourages students to question
- AISV believes inquiry drives learning
- AISV develops problem-solving skills

## Supportive community

- AISV is committed to each and every student's success
- AISV cultivates partnerships among parents, students and staff
- AISV nurtures a supportive and reflective community
- AISV supports the local Lithuanian culture and community

## **AISV Expectations**

AISV will focus on three expectations during the 2016-17 school year:

- We all speak English.
- We follow AISV and classroom rules.
- We demonstrate the International Baccalaureate (IB) Learner Profile.

## **AISV Office Organization**

*Director* Stephane Ruz administers the day-to-day operations of the school, exercising general supervision of the teaching staff and educational program. Other duties include developing and evaluating the educational program, developing and controlling the budget, fostering community relations, recruiting faculty and staff, and developing policy recommendations for the School Board to consider.

*Deputy Director* Sheryl Salem works closely with the Director on all of his duties, but with a special added emphasis on curriculum and teacher development. She is fully in charge of the school when Mr. Ruz is away.

*School Business Manager* Jovita Kalantaitė is responsible to the Director for registering all transactions, banking, purchases and accounting. In addition, she works closely with budget supervision and preparation of financial reports to the Board. *Working hours: 8:00 am – 5:00 pm.*

*Human Resources Manager* Rasa Marija Sabaliauskienė is responsible to the Assistant Director and helps coordinate the human resources of AISV. She works closely with the Director and the Assistant Director. *Working hours: 8:30 am – 4:30 pm.*

*Admissions/PR Officer* Ieva Dovydenienė is responsible to the Director and serves as the liaison to the Lithuanian host community. She is also responsible for implementing the AISV marketing action plan approved by the School Board. PR Officer ensures that information about the school is current. As part of her public relations duties, she produces the monthly newsletter to parents, the “AISV Weekly Agenda,” which is sent to parents on Fridays by e-mail. She also assists in organizing different school events and is responsible for producing AISV representational material. As Admission Officer, Ieva is responsible for providing information about AISV to perspective families and is responsible for admissions documentation. In addition, she acts as the administration representative to the PSA. *Working hours: 9:00 am – 5:00 pm.*

*School Receptionist* Renata Ratkevičienė answers all telephone inquiries and assists with the daily operations of the office including filing, attendance, message delivery, and the updating of all official information about AISV. *Working hours: 7:45 am – 4:15 pm.*

## **AISV School Board**

AISV has its own School Board. The board is composed of seven voting members, including officers, and additional non-voting members. Membership of the board may be increased by vote of the board up to a total of nine, providing that the total membership be an odd number. The Ambassador of the United States Embassy in Vilnius and his/her designee of the American Embassy are ex-officio members with full voting rights. The Ambassador of the American Embassy is the Chairman of the Board or shall appoint another U.S. Embassy Official as Chairman. The Director of the school and the president of the Parent School Association (PSA) are members of the Board, but have no vote.

School board members for the current school year are as follows:

- Luisa Tolsma, Board President
- Anna Silbo
- Elena Lund
- Bill Embrey
- Gabrielè Campbell
- Artūras Žygelis
- Chris Volciak, U.S. Embassy appointee
- Stephane Ruz, Director\*
- Sheryl Salem, Deputy Director\*
- Inga Baranovskaja, PSA President\*
- Auksė Grybowski, Board Secretary \*
- Jovita Kalantaitė, School Business Manager\*

*\* Non-voting members*

### **Public Attendance at Board Meetings (Board Policy 2.52.1)**

The Parent/Guardians and AISV staff are cordially invited to attend and observe School Board meetings. Meetings of the Board are conducted to carry on the business of the school, and therefore are not public meetings, but meetings held are open to the parents/guardians and AISV staff. If such persons have business to present to the Board, they should announce at least three days in advance of their intent to attend and the nature of their business to the Director and Chairperson.

Reviewed: September 15th, 2014

Approved: September 30th, 2014

## **Parent-School Association (PSA)**

AISV has an active Parent-School Association (PSA). The PSA president also participates in School Board meetings as a non-voting member. PSA meetings are usually held on a monthly basis and any interested parents are invited to attend. Elections for PSA officers are held in conjunction with the Annual General Meeting (AGM), normally held in May. All parents and staff are members of the PSA are encouraged to become actively involved in this organization.

The traditional events sponsored by PSA have included Welcome Back Coffee Morning, Labas Rytas Lecture Series, Family Potluck BBQ, Ice-skating Day, Flea Market, Room Parent Coordination, Staff Appreciation Day, Bake Sales, Spirit Week, Vilnoja Lake picnic, and the end of year PSA Party and Auction. The PSA ensures that AISV appears at its festive best during holidays, and the PSA has also been prominent during special opportunities such as the annual Christmas Charity Bazaar and the Innovation Team activities. The Innovation Team becomes Team Impact for 2016-17 and it looks forward to continuing to work closely with the PSA.

The PSA President for 2016-17 Mrs. Inga Baranovskaja. Please contact AISV if you would like to volunteer with this wonderful organization that does so much to support the school!

## **Communication at AISV**

The school communicates with parents through progress reports and notices, scheduled conferences between members of the professional staff and parents, and various correspondences from the Director, teachers, and the PSA. Board meetings are open to members of the community. Common opportunities and methods of communication at AISV include, but are not limited to:

### ***New Student Orientation***

Held prior to the beginning of the school year, this is an opportunity for students and their families to meet the teaching staff and tour the campus. Increasingly, this day has also included activities that foster interaction between new students and continuing students.

### ***Back-to-School Night***

The “Back-to-School Night” held in September is an excellent opportunity for parents to meet their child’s teachers and also socialize with other parents. The Director and School Board representative give a speech. Lower School homeroom and Upper School core-subject teachers give 10-20 minute presentations to their class parents about the curriculum, requirements, daily routine, etc.

### ***The Annual General Meeting (AGM)***

The Annual General Meeting (AGM) is held annually in May or June. This is a gathering for all of the parents of students attending AISV and AISV staff. The School Director, PSA President, School Board President and Treasurer give reports.

### ***College Planning Night***

The college counselor hosts these informative evening as needed to assist parents and students in planning for higher education. At this meeting the counselor reviews college placement tests, high school schedule tips, financial aid information, how the IB program assists with university admissions, and special information for international students to consider. AISV strongly encourages parents of students in grades 9 -11 to attend, but it is really open to all as the plans for university should start as early as possible. Students are welcome to attend with their parents.

### ***AISV Weekly Agenda***

A weekly newsletter called the *AISV Weekly Agenda (WA)* is uploaded on the AISV website and is emailed home every Friday. It is accessible with a password which is e-mailed to all parents and staff members. The WA contains News from the Director, information on up-coming and past school events, Board meeting decisions, students of the month, PSA announcements and other information of importance to parents, students and staff.

### ***School Bulletin Board and TV Monitor***

The School Bulletin Board and TV monitor in the main hallway are used for information on events and sign-up sheets, information on after-school activities, PSA announcements, photos from the past events, Weekly Agendas and other items of interest to school community. Please stop by to read the most recent information in this area.

### ***AISV Website***

Information on events of the past month as well as photos and articles by the students and staff about the activities, fieldtrips, assemblies, performances, etc., is posted regularly on the homepage of the AISV website.

### ***Facebook***

The AISV Facebook page offers a more informal view of the school with many photos and fun information not available on the school website.

### ***The Friday Folder***

Each student in grades Pre-K through grade 5 receives a sturdy plastic envelope to be used as the “Friday Folder.” On Fridays, when there is information to be sent home, students will bring the Friday Folders home. If a student is absent on Friday, the Folder will be given to him/her the day when he/she is back.

The Friday Folder contains such information as corrected assignments, weekly portfolios, artwork, notices, permission slips from the office, hot lunch menus, announcements of the upcoming school or class events, and any other items of interest or importance for parents. Please check with your son/daughter each Friday for the information. Please be sure to return the Friday Folder promptly on Monday (or if a student is absent – the following day) with any necessary papers, permission slips, etc. Please note that 12 euros will be charged for replacing a lost Friday Folder.

### ***School Division Assemblies***

Assemblies for each school division (Pre-K, Elementary, Middle, and High) will take place regularly throughout the year. They are held in the canteen and the time and date are indicated in

the Activities Calendar which is posted on the school website. Parents are welcome. If your child is being honored, you are encouraged to attend.

### ***End-of-the-Year Assembly***

The final assembly is held during the last week of the school year for all students, faculty and parents, location date, time, and composition to be determined and communicated yearly. This is a traditional assembly when appreciation for many AISV community members is expressed, awards and flowers are presented, and we sing the AISV Farewell and summer birthday songs.

### ***Classroom newsletters and websites***

Teachers, especially at the elementary level, are encouraged to send periodic newsletters to parent. Some teachers host their own websites.

### ***Managebac and JumpRope***

Managebac and JumpRope are the student management portals. Grades and messages can be sent to parents and parents can monitor their child's progress through these programs.

### ***Café Ruz***

Café Ruz will be hosted by the AISV Director, Mr. Stephane Ruz. See the *Weekly Agenda*.

### ***Proper Channels of Communication***

Parents may be uncertain about how to make their views known to the school and to the School Board. To assist these parents, we would like to outline the various channels of communication that are open to them.

1. When the problem concerns the child and his/her work at school, the **first** person for the parent to contact is the teacher concerned. Parents should send the teacher an email or written note or should make an appointment to meet with their child's teacher by calling the school.
2. Problems which cannot be resolved through a conference with the teacher or teachers concerned, or questions of a more general nature concerning the operation of the school and its programs may be discussed with the Director. Appointments may be arranged by calling the school.
3. The Director is the agent of the School Board and is the normal channel of communication between the Board and the parents. Questions about school policy should be presented to the Director. If a problem has not been resolved after a conference with the Director, it may be referred to the School Board. Petitions for changes in school policy and appeals from decisions made by the Director may also be addressed to the Board. Communications directed to the Board should be addressed to the Chairman of the Board.

The faculty and the administration of AISV are deeply concerned with the welfare and progress of your children. If a problem exists, please give us a chance to solve it. We are always happy to discuss questions of policy and general school matters as well as the progress of individual pupils.

Office personnel do not work directly with students. Please direct concerns to the classroom teacher first.

### **Tuition Fees and Payments Policy**

Student fees payable during the year (as scheduled) shall be assessed in accordance with the fee structure established by the Board. All tuition payments must be made in Euros by wire transfer. Payments for tuition can be made quarterly, by semester, and annually (as indicated by the families in the Enrolment Agreement). No student academic record will be released until the overdue tuition payments are made in full and all other obligations are met.

#### **6.32.5 Late and Non-Payment of Tuition and Fees**

Individual families are responsible to make tuition payments on time regardless of the arrangement the parent may have with their employer.

If a tuition fee invoice is overdue for more than 30 days, families will be contacted and late fee invoices will be issued. A late fee of 0.1% PER DAY will be assessed for each day invoices are overdue.

If tuition fee invoices are overdue for a 60 day period, the school will initiate legal proceedings.

Cross Referenced:

Reviewed: 11/7/2013 6/1/2016

Approved: 11/25/2014, 6/1/2016

### ***Final Report Cards***

No student academic record will be released until the overdue tuition payments are made in full and all other obligations, including payment for missing textbooks or library books, are met.

# **GENERAL ACADEMIC INFORMATION**

## **Admission and Placement**

Application for admission is open to all qualified applicants who can benefit from AISV's program. An accepted application does not guarantee a student space in a class. The school does not provide educational services for student with significant physical, mental or emotional needs.

Admission is granted according to available space, with preference given to returning students, embassy dependents, and siblings of current students. The school reserves the right to refuse admission to any student, including, but not limited to, non-English-proficient, limited-English-proficient, and/or special needs applicants. AISV does not discriminate on the basis of race, creed, or religion.

The American International School of Vilnius will accept students throughout the academic year as long as an appropriate place is available. If a space is not available within a particular grade level, the student will be placed on a waiting list and then be considered for admission on the basis of the date the application was received.

### **I. Admission Procedures**

To be considered for admission, please complete and send to the AISV Admission Officer all the documents listed below:

- Application form - for all students
- Students Health Record Form (Part I and II) - all students;
- Student Conduct Evaluation Form for Pre-K - Grade 1 students
- Student Conduct Evaluation Form for Grades 2-12 students
- Previous school records and progress reports in English for the past two academic years
- 1 passport size photograph
- A photocopy of the child's passport or birth certificate

Failure to provide the necessary documents may result in your child's registration being denied. Consideration of the application cannot begin until all documents are received and any testing is complete.

### **II. Acceptance**

The above documents are reviewed by an Admissions Team and the admission of the candidate is approved based on the following conditions: academic criteria, behavior criteria, linguistic criteria, and learning disabilities criteria. AISV does not discriminate on the basis of race, creed, religion or natural origin. AISV does not have a special needs program.

Grade placement of the applicant is based on age and past records.

The Application Fee is payable upon receipt of a new student's application form and is non-refundable. Payment of the Application Fee does not guarantee that a child will be admitted. If the admission is approved, the Admissions Officer will notify the parents and send them the Enrollment Agreement for signing.

### III. Registration

Parents must return signed Enrollment Agreements to the school office by the day indicated on the Enrollment Agreement. Invoicing for tuition fees occurs after return of the Enrollment Agreement.

AISV is committed to being an inclusive and tolerant school. Every effort will be made to make accommodations for special needs students. The Director will take all available recommendations in making the final determination as to whether certain needs can be accommodated. It is requested of parents to provide all information on a student's academic goals and plans (for example an IEP or Individual Educational Plan). In cases where information is withheld or not provided, AISV reserves the right to decline enrollment or terminate the enrollment agreement.

The Director shall determine admission to the school and grade placement. The Director will consult with the professional staff and the student's parents/guardians regarding admission and placement. Students attending the school come from many different countries and each have different educational experiences. Grade placement may therefore be based on many factors, not merely age. Past records, interviews and various tests (DIBELS, MAPS assessments) are used to determine the most suitable grade placement. Students enrolling after the start of the school year may expect 3 to 5 days after submitting all application documents for processing and classroom preparation time prior to starting school.

#### **Entrance Age Guidelines**

In order to ensure that students are given the best opportunities for both academic and social success, AISV has a placement policy to guide both parents and the school regarding grade level placement. Generally, a student must reach the age of the class listed below by the 1<sup>st</sup> of November of the current school year. For example, a Kindergarten student must turn 5 no later than the 1<sup>st</sup> of November in order to be considered for placement.

These are the age requirements for each grade:

Pre-K 3 students must be at least three years old by November 1<sup>st</sup> of the academic year and they must be toilet-trained

Pre-K 4 students must be at least 4 years old by November 1<sup>st</sup> of the academic year and they must be toilet-trained.

Kindergarten - age 5

Grade 1 – age 6

Grade 2 – age 7

Grade 3 – age 8

Grade 4 – age 9

Grade 5 – age 10  
Grade 6 – age 11  
Grade 7 – age 12  
Grade 8 – 13  
Grade 9 – 14 (with no ELL assistance for class credit).

### **Exceptions:**

AISV understands that each student also may have individual talents and abilities that justify an exception to this policy. However, AISV wishes to use concrete, factual data in order to make this decision. Two key areas to consider are the student's reading and math abilities. In order to determine if an exception to the general policy is warranted, MAPS, or other appropriate tests, will be administered to determine if there are reasons to move a student beyond the current grade. Secondly, students will be given the beginning of the year math assessment for the higher grade level in order to determine if the Math skills are on level with the class. Finally, the child's developmental and attentive abilities need to be assessed with the QUALLS Early Learning Inventory for students in Kindergarten and Grade 1.

### **Special Needs Policy**

The American International School of Vilnius accepts students who are able to work towards the successful completion of the AISV academic requirements. AISV recognizes that some students will have special learning needs or differences that require learning support. Appropriate services and programs for these students will be provided within the capacity and limits of the school's resources and personnel. The school is, however, unable to provide an educational program to a student who has severe physical, mental, or emotional needs.

The Director, with the assistance of the Intervention Assistance Team, which includes the school counselor, reserves the right to refuse admission to a student if:

- (a) It is determined that the student would not benefit educationally from the school's academic program.
- (b) The student has such a poor academic/behavioral record as to be deemed unsuitable for the AISV school community.
- (c) The student does not reside with a parent or recognized adult guardian.
- (d) The special educational needs required by the student cannot be met by the school.
- (e) Any student who failed to provide information about a student's special needs or an accurate behavioral history during the application process.

### ***Special Needs Admissions***

The principal considerations in admitting children with special needs are that:

- (a) The parents or sponsoring government or agency provide the school with a valid evaluation conducted by a licensed (school) psychologist, licensed neurologist, or school district.

- (b) The school has a high degree of confidence that it is able to meet the academic, social, and emotional needs of the student.
- (c) Those needs can be met largely, if not exclusively, in a mainstream environment with differentiation of instruction and interventions by the main classroom teacher(s).
- (d) The child's learning differences and needs do not impede achievement of the overall learning objectives of the class.
- (e) There is a high degree of parental support for the school's program for the child.
- (f) Children who enter the school on an IEP (Individualized Education Plan) will continue to be evaluated and have new IEPs written at the expense of the parents or the sponsoring government or agency.
- (g) If the child needs a dedicated assistant, the parents are responsible for the cost of such an assistant.

The Director, with the assistance of the Intervention Assistance Team and outside educational testing, will continue to evaluate the child's needs. The expense of testing and evaluation by outside sources will be the responsibility of the student's parents. Continued enrollment will always be dependent on the ability of the school to meet the child's educational needs.

### ***Special Needs Confidentiality Policy***

All information pertaining to a student's unique learning needs will be treated in confidence and will not be disclosed outside of AISV's school personnel without the parent's consent. The sharing of information should be limited to AISV staff directly involved in the student's educational program.

### **Curriculum Information by School Division**

#### ***Pre-Kindergarten Program (ages 3-4)***

Pre-kindergarten for children aged 3-4 at AISV follows the International Preschool Curriculum (IPC) emphasizing developmentally appropriate practices. The day begins at 8:30 a.m. and ends at 12:30 p.m. or at 3:30 p.m. (upon parents' choice). The children have specials teachers for Library, Music, and Physical Education classes. The details of other unique parts of the Pre-kindergarten program will be provided to parents by the classroom teacher.

#### ***Elementary School Program (Kindergarten - Grade 5)***

The elementary school program provides students with a strong foundation in an inquiry- and literature-based program. A core classroom instructor teaches English Language Arts, Math, Science and Social Studies. Content area specialists teach Art, Computers, Library, Physical Education, Music, and Lithuanian Mother Tongue (as of Grade 1). Beginning at grade 1, students not in Lithuanian Mother Tongue will receive instruction in French, Russian, German, or Spanish classes, as decided by the Director. Technology is integrated with the curriculum at all levels. AISV strives to provide an academic program based on accepted American and international standards and follows a curriculum that is comparable to the educational programs of other

international schools located around the world. Some classes may be combined to create a multi-aged setting depending upon the enrollment each year. The minimum class size is four, which is set by the School Board. Generally, students in grade 5 will not be allowed to participate in Central and Eastern European Schools Association (CEESA) sponsored events as per CEESA guidelines; exceptions may be made via the hosting CEESA school; however, AISV cannot guarantee these exceptions.

### ***Middle School Program (Grades 6-8)***

Early adolescence — the middle school years — is a time when children experience dramatic physical, social, emotional, and intellectual changes. Children begin to view the world around them differently, attempt to understand and relate to others, and ask complex questions about things that were usually taken for granted in the earlier years. The AISV middle school curriculum is based upon both American and international school inquiry models and is a transition between elementary self-contained instruction and high school departmentalized instruction. Middle school students receive most of their subject instruction while grouped with their grade level peers and some while placed into multi-age groups. The minimum class size is four, which is set by the School Board. Generally, students in grades 6-8 will be allowed to participate in Central and Eastern European Schools Association (CEESA) sponsored events as per CEESA and AISV guidelines.

### ***High School Program (Grades 9-10)***

The AISV high school program in grades 9 and 10 prepares students for the International Baccalaureate (IB) Diploma Program. The high school program is designed to encourage high academic standards through an inquiry-based approach to teaching and learning and to work as a bridge between Middle School and the IB Program. The curriculum is suitable for students of all nationalities and different levels of ability. The minimum class size is four, which is set by the School Board. Generally, students in grades 9-10 will be allowed to participate in Central and Eastern European Schools Association (CEESA) sponsored events as per CEESA and AISV guidelines, provided the student's grades and behavior are acceptable.

### ***International Baccalaureate Program (Grades 11 – 12)***

The IB Diploma Program is an academically challenging and balanced program of education culminating in final external examinations, which prepares students for admission to post-graduate studies. The program is normally taught over two years and has gained recognition and respect from the world's leading universities. (Please see the IB Diploma Handbook for all admission and other information on the IB program at AISV. Most universities also detail their IB recognition on their own websites.) Generally, students in grades 11-12 will be allowed to participate in Central and Eastern European Schools Association (CEESA) sponsored events as per CEESA and AISV guidelines, but they are discouraged from taking on too many activities because their focus should be on the IB coursework.

**The following Board policies address programmatic issues:**

**School Board Policy 7.46 Teaching about Controversial Issues**

The School Board encourages the consideration within the instructional program of any controversial issue as it arises in the normal pursuit of the School curriculum or particularly as it may occur in contemporary affairs which have political, economic, or social significance.

For such studies, we recognize the right of the student:

- To have free access to all relevant information including the materials that circulate freely in the community,
- To study under competent teachers in an atmosphere of freedom from bias and prejudice, and
- To form and express opinion(s) on controversial issues without jeopardizing relationship(s) with teacher(s) or the School.

**School Board Policy 7.47 Cross-cultural Learning Opportunities**

AISV is international not only in enrollment and teaching staff but also in its outlook and aims, one of which is to foster in young people an attitude of pride and respect for one's own country while developing an open-minded understanding of the cultures of others. Teaching methods and instructional materials from a wide variety of sources shall be used. All students shall be exposed to Lithuanian culture and language.

**AISV Counseling Program**

*College Counselor*-Using the ASCA (American School Counselor Association) model, the school counselor works with all high school students on their career development, workforce understanding, skills development, CV building, post AISV plans, and of course college/university counseling and guidance through all stages of research, application and planning. College Counseling for IB students happens in "core class" and for 9th and 10th grade, takes place during scheduled classes or after school. The school counselor also holds informative sessions and college counseling nights for students and parents to learn more about universities and the entire college process.

*PK-12 Counseling*- The school counselor works with all students concerning their social, emotional and personal development. He/she works with identified at-risk students, as well as those students who are referred by teachers or administration. The school counselor also holds individual counseling meetings, as well as structured group counseling sessions with larger groups. Sample counseling topics include: Bullying, behavior management, time management, study skills, conflict resolution and using the IB learner profile for success.

AISV Counselor: Mr. Daniel Hulse, M.A.  
Level II, K-12 School Counselor-New Mexico, USA  
Level II, K-12 School Counselor-California, USA  
College Admissions Specialist-American School Counselor Association  
Bullying Prevention Specialist-American School Counselor Association

### **English Language Learner (ELL) Admission Policy**

The school believes that language is at the core of human experience. The school recognizes that English Language Learner (ELL) students enter AISV with proficiency in their mother tongue, valuable life experiences, and varying degrees of formal schooling, but without complete proficiency in English. The school's mission is to assist these students to acquire or to improve their communicative skills in English. The aim is to enable the new students to become independent and confident listeners, speakers, readers, and writers in English, to become participants in the academic program of the school and to integrate quickly into all school activities.

As a matter of policy, all students in Gr. K-12 for whom English is not their first language will be tested, regardless of the number of years they have gone to other international schools, grades or reports from other schools, or prior classes in English. The ELL test does not determine admission to AISV but is used only to determine if a student is to be placed in the ELL program and at what level. However, for Grades 9 - 12 there should be no ELL assistance needed for class credit.

When a new student in Gr. K-12, whose mother tongue is not English, is admitted, s/he will be administered the WIDA (World-Class Instructional Design and Assessment) ACCESS Placement Test (W-APT) which measures a new student's English language proficiency level and determines eligibility for ELL services and program placement.

Students entering AISV in September will be tested during the first or second week of classes. Students entering AISV at any other time will be tested as soon as possible by the ELL teachers. There are no fees involved in the testing of students and parents of all new students will be informed of the results - i.e. if the student will receive intensive ELL help and their "level" according to the WIDA standards based on six language proficiency levels (1-ENTERING, 2-BEGINNING, 3-DEVELOPING, 4-EXPANDING, 5-BRIDGING, 6-REACHING) that illustrate the continuum of language development within each language domain – listening, speaking, reading, and writing.

If a student entering the upper grades scores so low that it raises doubts as to their being able to meet minimal academic requirements, that information will be given to the Director. It is then possible that the Director may suggest to the parents that admission is not advisable, that the student be placed a year below the "normal" sequence, or that it is likely that the student will have to spend two years at the initial grade level. Again, in no case will a student's score be the sole determination for refusing admission to AISV.

If a student with little or no fluency in the English language is accepted at AISV, he/she will attend intensive ELL classes five times per week in Grades K-5 during Language Arts classes in the

morning and during the Foreign Language block of time for upper grades. Therefore, the student will not have French, German or Russian lessons. The individual subject teachers and the ELL teacher will work cooperatively to provide an effective overall instructional program for ELL students.

## **World Languages**

### ***Lithuanian as a Mother Tongue***

AISV understands the value of maintaining Lithuanian as a mother tongue for Lithuanian students; accordingly:

- Lithuanian as a mother tongue language will be offered as part of a student's academic program for Lithuanian students.
- Although students receive the equivalent of five periods of Lithuanian instruction each week, this is unlikely to maintain the level that a native speaker would reach when studying in Lithuanian all day.
- To achieve the highest proficiency and success for our native Lithuanian students, AISV seeks to employ and develop Lithuanian language faculty who meet the highest standards as educators of Lithuanian language.

### ***Lithuanian as a Host-Country Language***

AISV honors the language and culture of its host-country. Accordingly:

- ES, MS and HS students study Lithuanian culture and language as a part of their school curriculum. This curriculum often includes field trips to local points of interest.
- Students whose native language is other than Lithuanian but who are highly proficient in Lithuanian may take Lithuanian mother tongue classes.

### ***Other Languages***

AISV encourages all students to become proficient in more than one language. Accordingly:

- Russian, French, Spanish, and German are offered, but not all are available in any one year. AISV administration decides which languages are offered at what grade levels in elementary school. Families select the language their child will study beginning in middle school, from the list of available languages, unless the student is attending ELL classes.
- World languages and cultures are introduced throughout the curriculum and celebrated through cultural activities and events.

## **Computer Usage**

Computers and the Internet provide new technologies that are changing the way people communicate and access information. AISV recognizes this and offers students access to

computers and the Internet. Students must realize that their use of computers and access to the Internet are both privileges at AISV.

Before students are given these privileges, the student and his/her parent must read the “Internet Acceptable Use Policy” which is included as an appendix at the end of this handbook. Please review this document to familiarize yourself with the policy and student expectations. Students are not allowed to use the computer lab without explicit instructions from the teacher who sends them there. Students must log off when they are finished with a computer. Students may only sign in using their personal account. Unmonitored students must have a record of satisfactory behavior, such as report-card marks.

Although AISV does not closely monitor games and programs used by students on their own computers during breaks, AISV does encourage parents to check which games or other programs their students have installed. Violent games are strongly discouraged.

Students in grades three, four, and five are assigned a dedicated Chromebook for use in class. Students are liable for using their computer responsibly. Parents will compensate the school for intentionally damaged computers. Students in Middle and High School enjoy the benefits of our Bring Your Own Device (BYOD) program. Students in Middle and High school (grades 6-12) need to have either a laptop computer or a tablet for use at school. This allows students to use a device with which they are familiar and it also minimizes the risk of losing unsaved work. Students are also able to customize programs on their own computers, something that they cannot do on a school computer.

### **School Library**

The library is a focal point of the school, with a collection of fiction, non-fiction, reference books, audio-cassettes, videos and DVDs of over 10000 titles.

We encourage students to visit the library and borrow books. Books, videos, DVDs can be borrowed for one week. If a student hasn't finished reading a book by the due date, he/she still needs to return it to be re-checked before taking it home again. This can be repeated any number of times. If a book is more than two weeks overdue, a notice will be sent home with details of the title, author and when it was due. If a book is not returned by the end of the school year, then a notice for payment will be issued.

Students in Pre-kindergarten through grade 5 will be provided with a book bag by the school to protect the books from loss within the school, and from mud, wind, rain, snow and dirty hands as she/he travels between home and school. Students have to bring this bag to every library lesson if they wish to check out books, videos, and DVDs. AISV also allows students to borrow a limited number of books for reading over the summer. Check the rules with the school librarian, Mrs. Kazlauskienė.

Students are expected to take good care of the books, DVDs, and videos that they borrow; it is their responsibility to return them in the same condition as when they were borrowed. Books that

are damaged or lost will have to be paid for; the minimum charge for replacing a book or video (if the cost is unknown) is 20 Euros plus 30% for processing and shipping.

Parents are welcome to come and visit the library *before or after school* and browse through our collection and borrow titles under their child's name.

### **Health/Physical Education**

Physical Education (PE) is a regular and important part of the curriculum. It promotes coordination and the development of physical, cognitive, and neuromuscular skills. PE gives the students a chance to have fun participating in athletics and learning new physical skills; it also teaches the students how to interact socially, work as a team, and handle competition.

Students are required to wear clothing suitable for PE. This includes gym shoes, shorts or sweatpants and a T-shirt and/or sweatshirt. Students will be required to attend PE classes unless excused by a doctor or other professional health care provider. When excused from PE by a health care provider, students will still need to attend PE classes with their class and be given an alternative, non-physical assignment by the PE teacher.

The Health curriculum will, in part, support the PE program by addressing topics in fitness and anatomy and physiology. Grades 6-12 meet with their teacher and with the school counselor for health classes and elementary students will be taught by their classroom teachers. Independent of the PE program, other selected topics will include avoidance of substance abuse, communicable disease prevention, stress reduction, and interpersonal communication skills

### **AISV Homework Philosophy and Expectations**

Homework is defined as the time students spend outside the classroom in assigned learning activities. AISV believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. We also believe, as research supports, that moderate assignments completed and done well are more effective than lengthy or difficult ones done poorly.

Homework serves to develop regular study skills and the ability to complete assignments independently. AISV further believes completing homework is the responsibility of the student, and as students mature they are more able to work independently.

Therefore, parents play a supportive role through monitoring completion of assignments, encouraging students' efforts and providing an environment conducive for learning.

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the AISV staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence.

The actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

### **Lower School:**

Lower school K-5 uses the guideline of 10 minutes per grade level. However, there are additional expectations which the core teachers feel are necessary to enhance the curriculum with rigor and implementation. Therefore, the broad scope of homework may include an additional 10-20 minutes longer depending on the topic.

Students have the opportunity to utilize technology at home by logging onto IXL, Razz Kids, Reading A-Z or other technology options to support reading and math skill building.

Some teachers may send home a weekly homework packet or assign a project. Daily reading of 10 to 20 minutes is always encouraged and will enable students to reinforce the decoding and comprehension skills introduced in the classroom.

### **Middle School:**

AISV requires the purchase of an academic planner/agenda/diary to help students become organized. Parents are encouraged to check the planner each night to ensure students are completing their homework. Some teachers make assignments known via a class web page, Managebac, or email.

In general, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students can expect approximately 60 - 90 minutes of homework each evening. Frequently, homework at all grade levels will also include studying/reviewing for assessments.

### **High School:**

AISV high school teachers assign homework to supplement, complement, and reinforce classroom instruction. Homework will be tailored to the students' needs and capacities, and will not be unreasonable in amount. Homework is given at the discretion of the teacher and varies in amount depending on grade level and course. High School students may have as much as two to three hours an evening, depending upon factors such as upcoming tests, papers, projects, and assigned readings. The AISV staff will coordinate testing and projects to ensure equitable loads.

There will be times that students may need to stay after school to work on group projects or to do research.

**General Expectations K – 12:** Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. The responsibilities of teachers, students and parents are as follows:

**Teachers are responsible for:**

- Communication of homework assignments in multiple ways – electronically and orally and with dates, times and directions.
- Accountability for homework includes collecting and grading homework or checking for completion and work habits and recording comments, or other successful approaches.
- Informing students and parents of the homework expectations
- Informing students of the purpose of their homework
- Assigning relevant, meaningful homework activities that reinforce classroom learning
- Ensuring that students are aware of what is expected of them, and how their work will be assessed
- Collaborating with other teachers to ensure students have sufficient time to complete homework and that homework is not overly burdensome
- Maintaining homework records and providing feedback to students and parents

**Students are responsible for:**

- Being aware of the school's homework expectations
- Asking questions when necessary to ensure you will be able to complete the assignment
- Recording homework assignments in your notebook to ensure you don't forget expectations
- Seeking assistance from teachers and parents if you are having difficulty with an assignment
- Completing homework neatly and accurately
- Asking for and completing homework assigned during an absence
- Completing homework independently whenever possible so it reflects your ability
- Allowing sufficient time to complete homework
- **For high school:** Homework is to be done at home, and returned the following day, or on the designated day for long-term assignments. **Plagiarism, academic dishonesty, or any representation of others' work as one's own is entirely unacceptable.** Students who unsure of what is expected, how much outside help they can receive, or what would be considered academically dishonest—need to ASK their teacher for clarification.

**Parents are responsible for:**

- Setting a regular, uninterrupted study time each day
- Providing a place to study
- Monitoring students record of homework assignments and ensuring completion
- Being aware of long term assignments and assisting students in learning to budget their time accordingly
- Assisting and correcting, but not doing assignments
- Contacting the teacher with any concerns over homework
- Alerting the teacher when extenuating circumstances arise that may prevent homework from being completed on time
- Encouraging the student to communicate with teachers when there is a concern

## **Student Evaluations / Report Cards**

There are four marking periods during the school year. The dates of the four terms are noted in the school calendar. The student management systems (JumpRope for Lower School students and Managebac for Middle and High School students) allow parents and students to constantly monitor student progress. Teachers write comments into the systems at the end of each quarter. All new students enrolling at least 30 days prior to the end of the quarter and all exiting students who have attended at least 30 days of the quarter will receive a report card at the end of the quarter.

Pre-kindergarten does not use either of the two systems, and report cards are distributed twice during the year - after the second and fourth quarters.

The student evaluation is a detailed written record of the student's academic progress, as well as an assessment of his/her effort, behavior, and cooperation. Work and study habits are also evaluated. Written comments by the teachers are important elements of the reporting system. (See "Grading and Assessment" below for more information.)

Mid-quarter reports are also issued halfway through the marking period to the parents of Middle and High School students whose behavior or academic performance is unsatisfactory in one or more subjects. These informal reports are not part of the student's permanent record. They are issued to indicate the progress of the student, note sudden drops in progress and increase communication between home and school. Teachers or administrators may contact parents to arrange a meeting if they are concerned about a child's progress. Parents are also encouraged to reach out to their child's teacher if there is a concern.

## **Grading and Assessment**

The following sections give a brief description of AISV's achievement and personal development grading and assessment systems. Students and parents are encouraged to speak with the teacher for a more detailed explanation on how grades are given and what each grade represents. AISV also hosts periodic meetings to explain the student management systems and standards-based grading to parents.

### ***Standards and Performance Based Online Student Management Systems for Pre-kindergarten through Gr. 12 students***

AISV students do not receive letter grades. AISV uses standards-based, online student management systems in order to more specifically communicate to parents where student learning is taking place compared to our curriculum benchmarks. This system provides feedback to students, parents, teachers, and administrators about academic achievement. Parents receive a password via email so that they can monitor their student's progress on JumpRope (Grades K-5) or Managebac (Grades 6-12).

These online student management systems provide a clear picture of what your child knows and is able to do. They provide detailed information about your child's strengths and weaknesses. Standards based grading gives your student multiple opportunities to learn and time to practice new knowledge without fear of receiving a grade.

Our decision to move to standards based assessment is in alignment with our strategic goal of preparing students from all grade levels for the IB diploma. As you may know, the IB diploma is based upon mastery of standards and application of them through an external assessment. The IB issues scores based upon student achievement toward standards in each class taken.

These are the descriptors for JumpRope grading (Grades K-5):

<b>Beginning (B)</b>	<b>Developing (D)</b>	<b>Secure (S)</b>
Demonstrates some understanding of the skill or concept. Requires support on most occasions.	Demonstrates a basic understanding of the skill or concept. Requires occasional support through reminders and suggestions.	Understands and applies the skill or concept correctly, consistently, and independently.

The Lower School reports on a trimester schedule. This schedule fits our curricular and academic calendar. A report of each child’s academic progress is given throughout the year, through two scheduled conferences, written comments and standards-based reports. Additional conferences may be arranged by parental or teacher request.

Trimester 1	Trimester 2	Trimester 3
Parent-Teacher-Student Goal Setting Conference		Student-Led Portfolio Exhibition
Standards Progress Report Via JumpRope	Standards Progress Report Via JumpRope	Standards Progress Report Via JumpRope
Goal Setting Report	Narrative Progress Report	Narrative Progress Report
Sending completed assignments with feedback home routinely		
Parent-Teacher, Teacher-Student and Parent-Teacher-Student conferences (held throughout the year as needed)		
Teacher communication with parents via notes home, emails, and phone calls		

Students in grades 6-12 will be assessed according to the IB 1-7 rubric. Below is a generic version. Each IB course has a specific version, but all are based upon this:

Grade	Descriptors for Middle School and High School
1	<b>Minimal</b> achievement in terms of the objectives
2	<b>Very Limited</b> achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is <b>unable</b> to apply them fully in normal situations, <b>even with support</b> .
3	<b>Limited</b> achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a <b>limited understanding</b> of the required knowledge and skills and is <b>only able to apply</b> them fully in normal situations <b>with support</b> .
4	<b>A good general understanding</b> of the required knowledge and skills, and the ability to apply them effectively in <b>normal</b> situations. There is <b>occasional</b> evidence of the skills of analysis, synthesis, and evaluation.
5	<b>A consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them in a variety of situations. The student <b>generally</b> shows evidence of analysis, synthesis, and evaluation where appropriate and <b>occasionally</b> demonstrates originality and insight.
6	<b>A consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them in a <b>wide variety</b> of situations. There is <b>consistent</b> evidence of analysis, synthesis, and evaluation where appropriate. The student <b>generally</b> demonstrates originality and insight.
7	<b>A consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them <b>almost faultlessly</b> in a wide variety of situations. There is consistent evidence of analysis, synthesis, and evaluation where appropriate. The student <b>consistently</b> demonstrates originality and insight and <b>always</b> produces <b>work of high quality</b> ..

The online student management system is only one method of communication. Other ways include notes in the agenda, parent conferences, phone calls and progress reports. Please feel free to contact your child's teacher when you have a question or a concern.

***What can I do to help my child?***

- Read to and with your child daily
- Collaborate with the teacher and school
- Read the report card and ask questions
- Help your child work on standards needing improvement

- Challenge your child on areas of strength
- Ask your child questions including lots of "why" and "how"
- Provide many opportunities for writing
- Encourage your child to succeed

Minor modifications of the grading criteria may be made for ELL students. The decision to modify a student's grading criteria will be made by the subject teacher in collaboration with the ELL teacher. If a modification is made, it will be denoted in student's report card.

### ***Effort/Participation and Skill Assessment***

In addition to the academic grade, effort/participation and skills are assessed in most courses. This presents more information on how the academic grade was earned. The following criteria are used to consider effort grades: participation, consideration, completion of homework, perseverance, reliability, respect, and curiosity. Skill assessment indicates how well the student has mastered the basic skills within the discipline. The effort/participation and skill assessment grades are as follows:

- O – Outstanding
- G – Good
- S – Satisfactory
- N – Needs Improvement

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled with parents a week after the issue of the first quarter report cards. A letter containing details about the parent-teacher conference arrangements is sent to parents in advance. If you believe that the allotted time is not sufficient to discuss your child's progress, please arrange with the teacher to meet at a later date. After the third quarter report cards are issued, teachers may request a conference with parents.

Please note: *If you would like a conference with a teacher other than your child's homeroom or core subject teachers, please contact that teacher or the office to be sure that teacher will be available on that day as well* (this concerns art, languages, computer, PE, music, etc.).

In addition, parents may request a conference at any time with any teacher to discuss their child's progress. Please contact the teacher directly to set up an appointment. Spontaneous or unannounced visits to discuss your child are discouraged, as the teacher may not be able to give the situation his/her full attention. Should an interpreter be required, the school will try to find one, but cannot guarantee that a translator will be available.

## **Standardized Testing**

Twice per year, students in grades 1—10 take standardized tests. Testing results provide insight into each child's current skill attainment based on grade equivalent. The instructional staff utilizes these results in addressing the needs of the students and assessing progress. Test results are also shared with parents. AISV is using the Measures of Academic Progress (MAP) tests, which are promoted through the US Office of Overseas Schools. MAP testing is computer-based, and measures Reading and Mathematics progress. More information about MAP tests can be found at [nwea.org](http://nwea.org), the website for Northwest Evaluation Association. Parents may also contact the School Counselor with any questions about their child's MAP scores.

English Language Learner (ELL) students are also periodically tested to measure their growth in the ELL program and to check whether each student needs to remain in the program or if a student can be exited from the program.

## **Student Academic Integrity Policy**

### **8.32.1 Academic Honesty**

Academic honesty is a crucial element in AISV's learning environment. Cheating and plagiarism of any kind will not be tolerated at any level in the school. All students, parents, and staff will be required to read, understand and practice the information detailed in the AISV Handbooks referring to academic honesty. AISV also recognizes and upholds the IB Diploma Program academic honesty guidelines. Any violations of Academic Honesty Policy will bear severe consequences, up to and including termination of the student enrollment agreement in accordance with Lithuanian laws. The details of academic honesty expectations and corresponding consequences are found in the Community Handbook which is reviewed and approved by the Board annually.

Reviewed: 2/27/2013, 12/9/2015, 4/20/2016, 9/25/2016

Approved: 10/1/2016

The process of learning does include some struggling through difficult assignments. Through this struggle, students achieve and remember more of the lessons and skills they are taught. AISV tries to provide a supportive educational experience for all students. When a student finds an assignment too difficult, it is their responsibility to seek help from appropriate sources – parents, teachers, or tutors. Depending on other students to provide answers and homework assignments diminishes the learning and self-confidence of a student.

To better understand what is considered academic dishonesty please read the definitions below.

**Cheating:** to be dishonest or deceitful. Cheating includes, but is not limited to:

- Breaking test-taking procedures  
Copying or looking at other tests
- Talking during testing
- Showing your own answers during a test
- Receiving, taking answers or sharing the content of a test before the test is administered
- Using “cheat sheets” during testing
- Receiving or providing answers to homework assignments
- “Borrowing” other students’ homework
- Helping another student by “just giving an answer or two”

**Plagiarism:** taking ideas, writings, music, pictures etc. from another person and passing them off as one’s own. Plagiarism includes, but is not limited to:

- Copying information from other sources without giving credit (citing sources) to the original author, artist, musician etc.
- Using the ideas from other sources without citing the source
- “Copy and paste” from the Internet without citing the source
- Giving incorrect information when citing sources

Cheating and plagiarizing are serious offenses. Both undermine the educational goals of AISV and erode the trust created between teachers and students.

AISV has strict penalties for cheating and plagiarizing will result in a staff/student conference and loss of credit. Students who cheat on a test or plagiarize an assignment will not receive a grade on that assignment.

### ***Consequences for violation of AISV’s Academic Integrity Policy***

#### **\*Plagiarism Warning for Middle School Students Only\***

Upon the first offence of plagiarism Middle School students will not receive credit for the assignment in which the plagiarism occurred.

#### **Plagiarism in High School—Middle School starts at the step above, then continues below**

**First Offense:** This will be treated as a Level 3 infraction. The student will receive a 1 for the assignment or test in which the policy was violated. In order to receive partial credit, the student may be allowed to resubmit the assignment, at the teacher’s discretion. Parents will be notified in writing explaining what the infraction was and the consequence for the infraction. A meeting with the student, school counselor and HS ALT Rep will take place. Participation in extra-curricular activities may be at risk and students may also be withdrawn from representing the school at CEESA or other regional events.

**Second Offense:** This will be treated as a Level 4 infraction. The student will receive a 1 for the assignment or test in which the policy was violated. The student will be placed on academic probation and may be temporarily suspended from school. Parents will be notified and a conference will be held with the parents, the student, the Assistant Director.

**Third Offense:** This will be treated as a Level 5 infraction. Parents will be notified and a conference will be held with the parents, the student and the Director. Long-term suspension or exclusion may be a consequence. The student's status as an IB Diploma candidate may also be reviewed.

### **Student Attendance Policy and Procedure**

Students are expected to attend classes regularly and to be on time for school activities. Excessive absences can lower student achievement. Recent research indicates that missing classes in elementary and high school affects students when they move on to college. It is difficult to compensate for a day away from school even when make-up assignments are completed. Much of the work done within the classroom is dependent on the cooperative work of all students in the class. This environment cannot be duplicated and the class, as a whole, is disrupted when a classmate is absent.

The following is the maximum number of days a student may miss in an academic year:

Kindergarten – Grade 12: **20 days**

Parents will be notified after student total absences exceeds 10 days, will be required to attend a meeting with the administration after total absences exceed 12 days, and again after total absences equal 18 days. If a student exceeds 20 absences, enrollment may be discontinued and/or promotion to the next grade level may be in danger; any student receiving tuition reduction may no longer be eligible for the program should they exceed the 20 day absence.

Should the 20 day total be reached (or exceeded), the director will meet with the student and parents to discuss the situation and will make a decision in line with the Attendance Policy.

These specific consequences apply to students in grades 9-12. High School is structured with various course types and lengths; absences are calculated on classes missed, exceeding the number of absences may result in loss of credit:

- Full-year course: 20 absences
- Semester course: 10 absences
- Special courses: Prorated in agreement with teacher and director

Absences beyond this number may result in loss of credit for the course or courses in which the student has been absent. For grade 12 students who expect to graduate, loss of credit in a course may result in failure to meet graduation requirements. The International Baccalaureate program requires students to be in attendance for 85% of their classes before a student is allowed to enroll for exams. Excessive absences put receiving the IB diploma into jeopardy.

### ***Definitions of Absences:***

**Excused absences:** Student illness, death or critical illness in the family, response to a legal process, medical appointment (which cannot be scheduled outside of school day). School sponsored events which conflict with normal school hours and all Central and Eastern Europe Schools Association (CEESA) sponsored trips are considered excused absences and do not count against the 20 total absences allotted.

**Unexcused absences:** Any absence that occurs outside of the approved list above or those that are not explained by a pre-planned absence form or a note and/or a telephone call from the parent within forty-eight (48) hours after the student's return to school. Time away from school for a family vacation is not considered an excused absence.

### ***Absence Procedures***

***Un-planned absence/Illness:*** If you intend to keep your child home from school, please notify the office before 9:00 a.m. so we can let the staff know. At 9:00 a.m., the office will contact parents via phone call for explanation of the absence if no notification is received. See the health and illness policy to understand when you must keep your child at home.

***Pre-planned absences:*** If you know that your child will miss school in advance, obtain an absence form from the office. Students are responsible for completion of the form and for obtaining teacher signatures. This must be done no less than five (5) days prior to your student beginning the pre-planned absence. The absence forms are also included in the appendix of this document.

### ***Make-Up Work***

All students absent from lessons for any reason are responsible for making up missed work. Students will receive credit for make-up work by following this model:

***For excused absences:*** students will have as many days to turn in make-up work as are equal to the days missed in order to receive credit. (*For example: Missed 3 days of class on Wednesday, Thursday, Friday—then work is to be turned in 3 days after returning—all work due on the following Thursday.*)

***For absences due to school sponsored events:*** students will have as many days to turn in make-up work as are equal to the days missed in order to receive credit. (*For example: Missed 3 days of class on Wednesday, Thursday, Friday—then work is to be turned in 3 days after returning—all work due on the following Thursday.*)

***For unexcused absences:*** Students must turn in all missed work on the day they return to class to be considered for any credit.

## **Student arrival and dismissal**

**Arrival:** School starts promptly at 8:20 a.m.; students should arrive in their classroom between 8:15 a.m. and 8:20 a.m. If they arrive between 8:15 a.m. and 8:20 a.m., they must wait in the cafeteria. If they arrive earlier than 8:00 a.m., they will have to remain outside. If students arrive later than 8:20 a.m., they will need to obtain a tardy slip from the office before they go to their classroom.

**Dismissal:** School ends at 3:30 p.m., and students should be picked up as close to 3:30 p.m. as possible. Board policy dictates that students leave promptly once school dismisses unless they are involved in an approved after school activity. Students should be picked up promptly following after school activities. Students not picked up promptly will wait in the canteen until 5:00 p.m. AISV may establish a fee to cover the teacher-on-duty's time if students are not picked up promptly once school or an after school activity ends.

## **Retention and Expedited Promotion**

Every effort will be made by the teachers and the school to meet the student's needs in an age-appropriate setting. Retention in grades K-5 is very rarely recommended. The decision regarding the retention of a student shall be the sole responsibility of the Director. Review of possible candidates for retention may begin during the second semester. After reviewing academic, social, and behavior issues, along with consultation with those concerned, the Director will make a final decision. Retention may be recommended if a student is absent excessively. See the attendance section of this handbook for more information.

Expedited promotion (skipping a grade) is strongly discouraged at AISV. Any student under consideration for expedited promotion will be rigorously examined by classroom teachers and the School Counselor to ensure that he or she has attained the academic and social maturity required in the next grade. Any parent wishing to start this process or discuss the possibilities will need to speak directly with the school counselor to discuss requirements and timeline. Final approval will be at the discretion of the School Director.

When looking at expedited promotion the following items are considered:

- Scores, Grades, Assessments, Screenings
- Classroom Behavior
- Peer Relations
- Teacher/Counselor Observations and Recommendation
- Student Wishes

## **Procedure for Withdrawal**

Families leaving the school during the school year must notify the school administration in written form about the date of termination of the enrolment agreement 6 weeks in advance and provide a letter stating the reason for the withdrawal and certifying enrolment at another school (if studies are to be continued in Lithuania).

In cases when students leave during the school year, the tuition fees paid for the current quarter are not reimbursed.

## **School and Office Hours**

The school office hours are:

Monday - Thursday, 8:00 a.m. – 5:00 p.m.  
Friday, 8:00 a.m. – 4:00 p.m.

Accounting office hours are:

9:00 a.m. – 5:00 p.m. Monday – Friday

Full time classroom teachers' hours are from 8:00 a.m. until 4:00 p.m. each day. They are available for conferences upon request. Parents who wish to meet with their child's teacher should kindly contact the office or teacher to arrange a date and a time convenient to both parties.

AISV is closed after 7 p.m. each week day and is closed on weekends. Please do not request access to the AISV school campus after this time. (*Board Policy 4.2.1*)

# **GENERAL NON-ACADEMIC INFORMATION**

## **Language Policy**

The school's student population is multinational, representing many cultures and speaking many languages. AISV respects its diverse community by supporting the development of bilingual or plural lingual students through offering course options in languages such as Lithuanian, Russian, French, Spanish, and German, and providing a wide range of learning opportunities to ensure all students develop full academic proficiency in English. AISV provides programs for the development of English for those students who do not possess full academic proficiency. (*Board Policy 2.1.1*)

### ***English as the Official Language***

AISV's instructional and operational language is English. Its constant presence on our campus should be a hallmark of our community. Accordingly:

- Educational programs are taught in English from Pre-School to High School with the exception of language classes.
- Communication between staff and students occurs in English
- Communication between students occurs in English
- Communication with parents occurs in English\*
- Staff and faculty communicate with each other and conduct all business and internal operations in English

Using one official language not only promotes proficiency and transparency, but enriches educational, social and professional experiences as the common thread which unites our community.

\*AISV recognizes that not all parents are fluent English speakers, and to that end AISV will meet every reasonable request for translation, interpretation of any school documents or conversations, should a parent require such assistance.

AISV seeks to employ and develop faculty and staff who support our strategic goals in the area of cultural environment, who understand the importance of supporting language development, and who possess the highest standards of written and spoken English. (*Board Policy 2.1.1*)

## **Student Lunch and Recess**

AISV offers a hot lunch program provided by caterers. The students who do not wish to sign up for the hot lunch program should bring their own lunch. Students in PreK-3 through Grade 3 are provided a set meal. Gr. 4-12 students will have the option to either buy food every day at the school buffet, or bring their own lunch from home.

Students who wish to bring their own lunches can use the students' refrigerator located in the recessed area in the main school hallway. A microwave oven is also available in the canteen.

AISV has been moving toward a closed campus environment to increase the security of our students and staff. For the 2016-17 school year, all students are expected to remain on campus during breaks and lunch periods.

### ***Lunch Room Rules for Students***

1. Be polite and considerate to those around you.
2. Do not line up until dismissed.
3. Clean up your area before leaving.
4. Discard all refuse in trash cans provided.
5. Follow the reasonable instructions of any school or canteen staff member.

### ***Morning and Lunch Recess***

AISV students from pre-school to grade 5 are required to participate in daily outdoor recess. During extremely inclement weather as determined by administration (e.g. severe rain) recess will be held indoors; when the temperature falls below -10 degrees Celsius, recess will be held indoors. Grade 6-12 students are encouraged to participate in outdoor daily recess, however if these students want to stay indoors for recess, they must be in designated, supervised areas such as the canteen, the library, or the gym. Parents are reminded that during colder weather they should check their child's clothing and outerwear to insure that they are properly dressed (snow pants, waterproof boots, hats, gloves, scarves, etc.). Students who are not able to participate in outdoor recess for a period exceeding three (3) school days are required to submit a doctor's note to the office. (*Board Policy 8.13*)

### **Transportation**

AISV hires minivans to transport Pre-K 4 through Gr. 12 students to and/or from school. For more details regarding the routes and cost of this service please contact the office. Families that are not interested in this service are responsible for providing transportation for their children to/from school. The school does not take the responsibility for bicycles, motorbikes, or cars parked on school grounds or in the parking lot. No wheeled devices are to be used by students on school grounds.

### ***Bus Rules for Students***

Students using the school bus service and their parents must review these rules and confirm in a written form to follow these guidelines in order to ensure bus safety. The bus driver on the bus is responsible for discipline. Students riding school buses shall follow the rules stated below.

Students shall:

1. Be at the bus stop before the bus arrives. Help keep the bus on schedule.
2. Wait in a safe place, clear of traffic. Stay ten feet away, if possible, from where the bus stops.
3. Go directly to an available or assigned seat without disturbing other students and remain seated while bus is moving.
4. Observe classroom conduct. Obey the driver's suggestions promptly and respectfully.
5. Refrain from eating or drinking on the bus. Help keep the bus clean and sanitary.
6. Remember that loud talking, laughing, or unnecessary confusion can momentarily distract the bus driver's attention and may result in a serious accident.
7. Keep heads, arms and hands inside the bus at all times. Refrain from passing objects from or into the bus.
8. Be courteous to fellow students and the bus driver. Respect the rights of the other students.
9. Remain seated until the bus stops for unloading.
10. Do not touch the first aid equipment or fire extinguishers without the permission of the bus driver.
11. Use emergency doors for emergencies only.
12. Do not throw objects from the bus.
13. Be picked up and dropped off on regular route, at regular designated entry and exit point.
14. Do not bring any type of animal on the bus.
15. Keep aisles clear and free from obstructions at all times.
16. Be denied transportation if they do not obey the rules.

### ***Bicycles, hoverboards, and other personal transportation devices***

Students traveling to or from school are expected to follow Lithuanian safe biking rules, which are located on the official police website at <http://vilnius.policija.lt/index.php/lt/patarimai/5454-patarimai-dviratininkams> .

When entering the parking lot, follow the traffic flow and keep a close watch on cars because drivers do not always see cyclists. Upon reaching the gate, please dismount and walk your bicycle inside. Bicycles are not to be ridden on campus—please walk your bicycle on campus. The exception is pre-K3 through Kindergarten students who are allowed to use the playground in front of the school.

Hoverboards and other personal transportation devices such as skateboards are not to be ridden on campus.

### ***Parking Lot***

If entering the parking lot during regular drop off and pick up times, the drop arm will be up, allowing access. If the drop arm is down, call the number on the drop arm to speak with the guard.

Follow the arrows upon entering the parking lot. Keep a keen eye out for anyone walking or riding a bicycle so that you can avoid an accident. Small children sometimes dart away from their parents and can step in front of a vehicle without warning.

Do not block access for other drives. If a space opens in the parking lot and your student is not in eyesight, please park in the regular slots. If you are unsure, ask the guards on duty. They will courteously direct you. If they ask that you move your vehicle, please comply immediately. We have many small children coming and going and their safety is our first priority.

### **Off-Campus Privilege for High School Students**

Due to continuing safety concerns in Europe, the American International School of Vilnius is a closed campus. Students can leave only when the school day is complete or when a parent or guardian contacts the school, requiring their son or daughter to leave before the end of the school day.

### **Health Records**

Every child is required to have a complete medical examination prior to enrollment. Parents are required to provide a completed AISV Health Records Form or a Lithuanian School Medical Record Form. All returning students from Pre-K through Grade 12 each year are required to have a complete medical examination and to deliver the physical examination form (AISV student health record part ii) to the AISV office by September 15.

### **Student Home Record**

To assist communication, the Office must have current home addresses, e-mail addresses and phone numbers for each student. In addition, work and cell phone numbers are mandatory so that parents can be contacted in case of emergency.

### **School Property**

Students are expected to exercise proper care of the school property issued to them, such as textbooks, lockers, computers in grades 3-5, and library books. They are also responsible for other school property that they use, such as the buildings, furniture, computers, library, science, and PE or playground equipment. Any loss or damage to school property (including textbooks and library books), whether accidental or deliberate, may result in the request for reimbursement of the replacement and shipping cost of the item. The student who damages school property may also lose the privilege to use said property. If the damage was intentional, the Director will consider further consequences.

## **Personal Property**

Students must take care of their personal property and items brought to school. These items should be appropriately labeled. We strongly advise that parents not send large amounts of money or valuable personal items to school with their children. The school is not responsible for any lost or stolen property. Students are NOT allowed to bring real or toy weapons to school.

## **Money Collection at School**

The money for book and clothing orders, field trips, or after-school activities should never be left in the Friday Folder or on the teacher's or receptionist's desk – the students or the parents are responsible for handing the money in time directly to the office staff or to an appropriate teacher:

- Field trip money can be collected by a homeroom teacher or activities coordinator or via bank transfer.
- The money for the after-school activities should be handed directly to the teacher who leads the after-school activity club. Please respect the deadline for bringing the money. If the money for an after-school activity is not submitted in time, the child may be denied attendance to the after-school activity.
- Lunch money should be handed directly to the canteen personnel. Book and clothing order money should be handed directly to the receptionist. If the money is submitted after the deadline, the order may not be processed.

## **School Supplies**

Textbooks are provided on a loan basis to the students. Students are expected to properly care for school materials. In general, IB textbooks are the property of the student and the student may retain them following the final exams. Please see the “School Supply List” on the AISV website. It lists supplies that students are responsible for bringing to school. All items listed on the document need to be brought to school on the 1<sup>st</sup> day of classes. They should be handed to the teacher if the student is in elementary school. Some of these items may need to be replaced throughout the year so that children constantly have them on hand.

## **Lost and Found**

Those who find lost articles are asked to turn them in to the reception desk. Students who have lost items should check in the Lost and Found box, located next to the school entrance. The school will donate all unclaimed items to charity at the end of each quarter of the school year or after publishing a “Last Chance to Claim” notice in the school newsletter.

## **Phone & Personal Electronic Device (iPads/tablets, iPods/Mp3, etc.)**

Office phones are not for student use. Frequent calls to parents interrupt office work. However, in an emergency, students will be allowed to use the office phone. Permission to use the phones must be granted by office staff. Extensive use of office phones will not be permitted in the following cases: personal talks to parents/guardians about after-school activities, extended day program, forgotten school items, money or other items that are not related to the learning process, requests to leave school earlier/later. If a student is ill, that student should go to the School Nurse, who can contact a parent on the child's behalf.

AISV recognizes that mobile devices are [art of a twenty-first century education. For this reason, students in Middle School and High School may be encouraged to use their phones for educational and organizational purposes. However, please call the office if you have a message that needs to be forwarded to your student rather than trying to contact them directly when they are in class as this distracts not only your student, but anyone else in the room, from the lesson. Parents and visitors to AISV are requested to turn off/silence personal phones when entering classrooms or attending school assemblies, performances and similar events.

\*During all testing events, personal phones and PEDs are to be taken out, turned off and put within plain sight of the teacher (see also academic honesty policy).

\*It is strictly forbidden, at any time before, during and after school hours to use a phone or PED in private areas such as locker rooms, restrooms, and dressing areas. Such use may also constitute a violation of the Lithuanian criminal conduct code.

Each Division has instituted their own age-appropriate mobile device guidelines in keeping with the above policy.

### **HS and MS Mobile Device Policy**

Middle and High school student possession and use of mobile phones and other portable electronic devices on school campus, at school-sponsored activities and while under the supervision and control of school faculty and/or staff is permitted under the circumstance described herein.

Middle and High school students may use these devices on campus before school begins and after school ends. Students may use such devices during the lunch period and during the break period. Device usage during permitted times must not interfere with the normal operations of the school or be in violation of the school's Internet usage policy. Devices may not be used to photograph or record others unless permission is explicitly granted by a supervising AISV faculty or staff member.

Unless stated otherwise by the classroom teacher, devices must be kept out of sight and turned off during instructional time. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

The first violation of the mobile phone policy during instructional time may result in a verbal warning to the student. The second violation of the policy may result in the confiscation of the device for the duration of the class and contacting the student's parent or legal guardian. The third violation of the policy may result in the confiscation of the device until it is picked up by the parent or legal guardian. Violations relating to impermissible recording or usage that is in violation of the school handbook may result in further disciplinary action according to the Infraction system.

AISV will not be responsible for any lost or stolen personal phone or other PED. (*Board Policy 8.1*)

### **Lockers**

Each student is assigned a locker. Lockers are provided so that students may have a personal space to store their school supplies. It is the student's responsibility to keep the locker neat and clean. Permanent decorations or sticky displays that may mar the paint should not be affixed to the locker. Food should not be kept in lockers overnight. Students should not use their locker to store valuables; such items are better left at home.

Lockers will have a permanent key inserted; the school surveillance system helps ensure that the contents of the lockers are safe. School personnel reserve the right to inspect lockers at any time.

The gymnasium also features a full set of lockers that can be used to store the possessions of students who are involved in physical education classes or after school activities.

### **AISV Campus Access**

AISV's welcoming and friendly atmosphere is one of our hallmarks. However, in the interest of student safety and overall security of the school, especially in light of recent events in Europe, the following procedures must be followed.

\*Please note: Anyone entering the campus may be checked by AISV security to ensure that no weapons or any unauthorized material enter the school campus.

#### ***Student/Parent Access during School Hours:***

1. School is in session from 8:20 a.m. – 3:30 p.m. and after school activities may last until 5:00 p.m. Student and Parent access to campus during these times must follow the procedures found in this Community Handbook.
2. At the conclusion of school/activities students must promptly leave the school campus via their designated mode of transportation.
3. AISV parents and students who are late to school, visiting a class, or have another appointment while school is in session must be identified by security guards to gain access to campus, and are required to sign the school logbook and obtain an AISV badge.

### ***Student/Parent Access after School Hours:***

4. Students may not request access to the school after 4:00 p.m. on regular school days, and will not be permitted on campus.
5. On weekends and holidays, AISV's campus is closed. Any requests for access during these times require written approval from the Director.

### ***Visitor Access***

A visitor is anyone who is not a student, parent, or authorized primary care giver of an AISV student as listed in the enrollment agreement. This includes, but is not limited to, prospective students, visitors with appointments, walk-ins, regular vendors, deliveries.

1. All visitors must register with the security guard before obtaining access to AISV campus.
2. Policy dictates that the procedures laid out in the Employee Handbook must be followed at all times. Procedures include, but are not limited to:
  - a. Confirm appointment with front office before access is granted
  - b. Enter visitor information in school logbook
  - c. Issue an AISV badge
  - d. Inspect all deliveries
  - e. Escort delivery personnel at all times during delivery (*Board Policy 4.0*)

### **AISV Closed Campus Policy**

In an effort to ensure the security of our children at school, we are starting a closed campus policy. This is a standard procedure in numerous international schools around the world. The AISV campus will be open Monday through Friday starting at 8 am and will close promptly at 4 pm. All students, not involved in a after school activity, athletics or tutoring, who are still on campus before or after that time will be taken to the Afternoon extension program in the library or the cafeteria. This will be a charged service and will be billed to you weekly, monthly or quarterly. If you randomly leave your child at School after 4 pm or drop them off before 8 pm you will be charged an hourly rate that will be billed to the parents on a monthly basis.

Morning and Afternoon Extension is a service for those parents that need child care before and/or after school. Morning Extension begins at 7:30 am in the library and concludes with Afternoon Extension ending at 6:00 pm in the library. For the afternoon pick up, parents will need to park and come in to collect their child/children.

The children will be supervised by qualified faculty members. The Morning Extension program will just be supervised time in the library. The Afternoon extension program will provide a safe environment where your child can start on homework with the assistance of one of our trained and qualified staff members. The afternoon time will also allow for playtime and interaction with peers. High School children will be asked to leave campus by 4 pm unless they have an after school activity, an athletic engagement or a planned tutoring with a teacher.

For families who are interested in lower school/middle school extension the price is as follows:

<b>Morning and afternoon extension service (Quarterly fee)</b>	<b>400 euros</b>
<b>Morning and afternoon extension service (Monthly fee)</b>	<b>200 euros</b>
<b>Morning and afternoon extension service (Weekly fee)</b>	<b>60 euros</b>
<b>After school supervision (Hourly fee)</b>	<b>15 euros</b>

### **Birthdays**

If parents wish to celebrate a birthday at school, they should make arrangements with the appropriate teacher at least two days in advance. If a family wishes to invite some of the classmates to a birthday party, we ask that such invitations are sent or delivered straight home to the particular children rather than distributing them at school, unless the entire class is invited.

### **Pets at school**

If a parent or student would like to bring a pet to school, they must first receive permission from both the classroom teacher and the school administration. Anyone who brings a pet to school without receiving approval ahead of time will be asked to remove the pet immediately. Several AISV students have pet allergies.

### **Messages from Home**

Students and their parents are encouraged to plan ahead so as to avoid the need to communicate with one another during the school day. It can be difficult and time-consuming for the office staff to locate a student in order to pass on a personal message. The school will do its best to deliver emergency messages, but cannot guarantee delivery. Please do not call your child or send a text message during school hours. Telephones are confiscated from students if they are not being used for class work because the telephones are a distraction from the lesson.

### **Health and Illness**

Children who arrive at school ill or become ill while at school will be sent to the School Nurse, Mrs. Zaborovskytė-Krištapavičienė, who will notify parents to take the ill child home. If staff cannot reach parents, the student's emergency contact is called. The emergency card with a parent's signature permits AISV to arrange emergency care for students.

Children should stay home from school if they show any of the following signs of illness (or has had one within the last 24 hours): a contagious skin disease; conjunctivitis (pink eye), episodes of nausea, vomiting or diarrhea, fever (above 100 F, 37.8 C), sore throat, or coughing. Children should remain at home until symptom-free. Should the illness be related to a contagious disease (such as measles, mumps, impetigo, chicken pox, etc.), parents should contact the school

immediately, so that a letter can be sent to the parents of the other students in the contagious student's class.

Please note: Every year many hours of instruction are lost due to cases of the flu virus. This is especially true during the first semester. Please keep your child at home if symptoms include fever or coughing. These indicate a virus that can easily be spread to other students or staff. We encourage students and their families to be vaccinated with a flu shot each year prior to coming to school. We also encourage students to wash their hands on a regular basis during school hours. If the majority of our families and staff follow these guidelines, our school will be a much healthier place.

If due to injury or medical condition the parents would like the child to be excused from PE class, they should notify the office. If a student should be excused from PE class for more than 3 consecutive days, a note from the doctor should be sent to the office stating the reason and for how many days the child(ren) should not participate in PE classes. Although excused from PE class participation, students will be required to attend and dress accordingly, and they may be asked to assist the teacher or to complete an alternative activity related to Physical Education. Please note that a student's grade is not adversely affected when excused from PE class.

### ***Medication***

If at all possible, please administer medication before school and/or after the child returns home.

The school does not administer medication unless authorized to do so by a parent in writing (in the School Health Records Form).

To ensure the safe, efficient administration of medications to students, who would otherwise be unable to attend school due to certain illnesses, conditions or diseases, the following procedure is followed. If the physician deems it necessary for a child to receive medication during the school day, parents must provide the school with the following:

- a completed Physician's Medication Order form containing complete written instructions from the prescribing physician, including the date of the order, identification of drug by name, dose, time and circumstances of administration, length of time medication is to be continued, reason for prescription and possible side effects; and
- a completed form from parents/guardians stating the desire to have medication administered and relieving the school, its agents, employees or representatives of any responsibility for ill effects resulting from the proper administration of the prescribed drug. An adult must deliver the medication to the school in the pharmacy container with all labeling information intact.

All medications must be transported to and from school by an adult. Students should receive 24 hours of antibiotics prior to returning to school in order to control the spread of infection. The School Nurse will not administer unlabeled medicines. Medications carried by students on school property without labeling information and the appropriate physician orders will be confiscated and parents will be contacted.

Please contact the School Nurse, Mrs. Zaborovskytė-Krištapavičienė, if you have any health-related questions. Please advise her if your child suffers from a medical condition about which the school should be aware, such as allergies or physical difficulties.

### ***Board Policies***

Board policies dealing with various infectious diseases can be found on the AISV website.

### **Parent/Guardian**

Only the parent or legal guardian is recognized to give permission for participation in school activities, to sign forms, to write notes of absence, to allow students to return home in case of illness, to attend conferences concerning discipline and to pick up children from school (or to authorize someone else to do so).

It is very important that the school be kept informed of your current telephone numbers and email addresses, both at work and home. If your children are left with a guardian for any length of time, the school should be informed. The school should also be informed if someone other than the usual parent, guardian, or driver will be picking the child up from school.

### **Use of AISV Facilities**

All AISV facilities are always reserved first for our students and the educational mission of the school. Any other use must fit around the needs of our students. The following is the use priority according to Board policy.

All individuals and groups wishing to use school facilities outside of the school day (after 3:30 PM Monday – Friday, weekends and holidays) are required to apply for such use and meet all requirements of facility usage.

Use of facilities is assigned in the following priority:

1st priority: Regular school curricular activities and programs (e.g. the Winter Concerts, graduation, curricular related festivals, exhibitions, performances, PSA sponsored educational events such as Family Math Night, Book Fair)

2nd priority: School extra-curricular activities and events (e.g. after school activities, sports practices for school sports teams, CEESA events, piano recitals, Multilingual Tournament)

3rd priority: Community non-school activities and events with approved application. (e.g. parent/staff sports play, Saturday School, PSA annual party, PSA Back to School BBQ, Embassy event)

*Extracted from Board policy 4.51 Use of School Facilities*

Contact AISV Administration if you have any questions about use of AISV facilities.

# **STUDENT EXPECTATIONS**

## **Dress Code**

AISV has no uniform. Students should dress in a manner that is conducive to a positive learning environment. Clothing should be clean and in good repair. We expect that children wear clothing that is not offensive to any of our diverse cultural sensitivities. Clothing with obscene or suggestive words, pictures, or slogans is unacceptable. Equally unacceptable are torn jeans and clothing and jewelry with drug, alcohol, or tobacco slogans, pictures or advertising. Students will be asked to remove and replace such garments. Bare midriffs and very short shorts and skirts are not acceptable at school. Sunglasses and caps or hats are permitted on campus, but only for outdoor use. Students who are not dressed appropriately will be sent to the administration and asked to change.

Kindergarten through grade 5 Students are requested to have a pair of hard-soled indoor shoes to wear inside the school. Students should wear shoes, not slippers. These shoes are to be left at school. (*Board Policy 8.0*)

## **Desired Attitudes Displayed in Social and Personal Development**

Behavior expectations are provided to ensure a safe and orderly educational climate conducive to learning for all students and to promote good citizenship within each individual, which is necessary to function effectively in society. AISV desires to build responsibility, respect for others, respect for the school, and respect for self. Students are expected to demonstrate responsible behavior that does not interfere with the safety, well-being, or educational opportunities of themselves or others. Discipline, or self-control, is a learned behavior. AISV strives to teach students responsibility, self-discipline, and respect through defining student expectations and requiring acceptable standards of behavior.

The school expects *every* student to strive to acquire certain characteristics. The following attitudes promote a positive learning environment and help students succeed academically and socially.

- 1. Inquirer**  
I ask: Who, What, Where, When and Why?
- 2. Knowledgeable**  
I know about the world, I understand the world.
- 3. Thinkers**  
I am a creative problem solver.
- 4. Communicator**  
I use language to be part of a team.
- 5. Principled**  
I am honest, fair and responsible.
- 6. Open Minded**

I am open – minded. I know my and others’ cultures.

**7. Caring**

I care about all people.

**8. Risk Taker**

I enjoy trying new and unfamiliar tasks.

**9. Balanced**

I am balanced. I develop intellectually, emotionally and physically.

**10. Reflective**

I reflect on my actions and try to improve.

### **Student Behavior Management**

Students must behave in a manner that does not distract themselves or others from the educational mission of the school. Teachers will at all times deal with infractions of regulations in a fair, objective and mature manner. Each teacher is expected to handle discipline problems in his/her own classroom. In cases meriting higher authority, the offending student should be sent to the Administration.

Staff members are expected to contact parents when a student receives a disciplinary consequence. Staff should be certain that the parent knows what the infraction that required disciplinary actions was and what consequences are being applied.

The Board supports clear communication of student expectations and firm, fair, disciplinary procedures, which are consistently practiced by all school staff.

1. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are antisocial.
2. Good discipline is always fair, dignified, and in good temper.
3. Meetings with the administration, teachers, and parents should be used as necessary to bring about acceptable classroom behavior.
4. Corporal punishment will not be used under any circumstances.

### ***Student Behavior Management Overview***

If school behavioral expectations are not met as defined in this AISV Community Handbook under *Desired Attitudes Displayed in Social and Personal Development* (above), or the student is disrupting the learning environment, then the following sanctions may be applied:

*Level One Behaviors* – A student does not meet the expectations outlined in this Community Handbook. In such instances, the student is reminded of the expectation and the desired actions that will rectify the behavior in the future.

Actions:

Teacher maintains a record of the event and consequence. Parents should be informed.

Note: In cases of theft, malicious damage to school, student, or staff belongings, violence, drug or alcohol use or possession, or possession of a dangerous object or device, or any other serious infraction as determined by the school administration, Level Three or Stage Four sanctions will immediately apply. If the issue involves the immediate safety or well-being of the student or others, immediate actions may be taken, including the notification of law enforcement.

*Level Two Behaviors* – A student repeats the behavior from Level One despite being reminded by staff of the need to comply with school behavioral expectations.

Actions:

Parents will be notified in writing. Removal from class or from class activities may be used as consequences for a stage two violation.

Repeated Offenses of Level One and Two Behaviors: If a student accrues three referrals in a year for Level One and Two violations, the student will be placed on a student plan for success as defined in this AISV Community Handbook. Parents and Students will meet with the main classroom teacher or teaching team, the Counselor, and Administration, and a student plan for success will be developed to monitor student progress with the parent. Students who are violate this student plan for success risk possible further consequences that are aligned with Lithuanian law.

Note: If a student is involved in behaviors that are outlined in AISV's Anti-Bullying Guidelines, then parents will be informed and the student will be referred to the Counselor. A problem-solving approach will be applied and the chance to make reparation will always be given.

*Level Three Behaviors*– A student is involved in more than one incident of bullying in a school year, is engaged in theft, malicious damage to belongings or violence, drug or alcohol use or possession, or possession of a dangerous object or device, or any other serious infraction as determined by the school administration.

Actions:

If the student actions are illegal, proper law enforcement authorities will be contacted. Parents will be requested to come to the school for a conference. The student will be subject to sanctions aligned with Lithuanian law, including the possibility that the enrollment agreement will be terminated.

*Level Four Behaviors* – A student is involved again in behavior which violated Stage Three of AISV's discipline policy or is involved in criminal activity on school premises or during school-sponsored activities.

Actions:

If the student actions are illegal, proper law enforcement authorities will be contacted. At this level, and depending on the age of the student, a recommendation for expulsion is provided to the parent in writing. The AISV school board is then requested to review the recommendation and make the

final decision about the status of the student in question. The board will review the recommendation of the school administration and hear any comments or explanations from the student or parents of the student in question in a hearing organized solely for this purpose.

**Progressive Consequences in Middle School:**

<b>0 infraction</b>	Warning
<b>1st infraction</b>	Infraction slip sent home that requires parent signature -teachers write infractions in “Infraction Log”
<b>2nd infraction</b>	Infraction slip sent home that requires parent signature <ul style="list-style-type: none"> <li>• Lunch detention (written detention essay) ((choose from: Monday or Friday))</li> </ul>
<b>3rd infraction</b>	Infraction slip sent home that requires parent signature <ul style="list-style-type: none"> <li>• Meeting with student, MS ALT rep, parent and teacher</li> </ul>
<b>4th infraction</b>	Infraction slip sent home that requires parent signature <ul style="list-style-type: none"> <li>• Meeting with Mr. Hulse, student, parent and create behavior contract</li> </ul>
<b>5th infraction</b>	Infraction slip sent home that requires parent signature <ul style="list-style-type: none"> <li>• Meeting with student, MS ALT rep, parent and Deputy Director and/or Director</li> </ul>

**Notes:**

- Infractions occur cumulatively from class to class.
- **If infraction slips are not signed by parents, then the student must either call or email parent during homeroom and verbally inform parents of their infraction and missed signature.**
- The MS ALT reps will review infractions for all students daily. If students receive more than 1 infraction a day from different teachers, then the MS ALT rep will email the parents.
- Infractions will start over each quarter.

**Lunch Detention Rotation:**

Monday- Mr. Hulse, room 210

Friday- Ms. Heil, room 208

<u><b>Infraction Slip</b></u>	
<b>Name:</b>	<b>Date:</b> <span style="float: right;"><b>Time/Class:</b></span>
<b>Reason:</b>	
<b>Teacher initials:</b>	<b>Teacher signature:</b>
<b>Circle the detention assigned and the date (only if assigned by teacher!)</b>	<b>Monday lunch w/ Mr. Hulse:</b>
	<b>Friday lunch w/ Ms. Heil:</b>
<b>Parent signature:</b>	
<b><u>Please return this slip to your homeroom teacher.</u></b>	

### **Progressive Consequences in High School**

<b>Level 1</b>	Lunch detention. Teachers write infractions in shared google spreadsheet
<b>Level 2</b>	Infraction slip sent home that requires parent signature, temporary loss of privileges. Meeting with student, HS ALT rep, and teacher.
<b>Level 3</b>	Infraction slip sent home that requires parent signature Meeting with School Counselor, student, parent and HS ALT Rep and create behavior contract. Students may not be allowed to represent their school at sport or other events. AISV community service will be mandatory. Consequences of prior level infractions will also apply.
<b>Level 4</b>	Infraction slip sent home that requires parent signature. Meeting with student, parent and Assistant Director. This may result in short-term suspension. Consequences of prior level infractions will also apply.
<b>Level 5</b>	Infraction slip sent home that requires parent signature. Meeting with student, parent and Director. This may result in long-term suspension or exclusion. Consequences of prior level infractions will also apply.

**Notes:**

- Infractions occur cumulatively.
- It is important for teachers to note the number of infractions the student has accumulated in the infraction log.
- If infraction slips are not signed by parents, then the student must either call or email parent during homeroom and verbally inform parents of their infraction and missed signature.

- The HS ALT Reps and School Counselor will review infractions for all students weekly. If students receive more than 1 in a week from different teachers, then the parents will be contacted.

### Infractions

1	<p>All minor misbehaviors including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Interfering with the learning of others</li> <li>• Inappropriate language</li> <li>• Littering</li> <li>• Tardiness</li> <li>• Not completing homework</li> <li>• Use of iPod, cell phone or any similar electronic device without permission</li> </ul>	<p>Teacher action(s) as indicated by Classroom Rules or mobile device policy. Lunch detention and infractions noted on an infraction sheet.</p>
2	<ul style="list-style-type: none"> <li>• Chronic Level 1 behavior</li> <li>• Unexcused absence from class</li> <li>• In school after hours without permission</li> </ul>	<p>Infraction sheet sent home for parent signature. Meeting with teacher, student and HS ALT Rep. Loss of privileges. Consequences of prior level infractions will also apply.</p>
3	<ul style="list-style-type: none"> <li>• Repeat of Level 2 behavior</li> <li>• Direct defiance of staff request</li> <li>• Inappropriate language to staff</li> <li>• Leaving campus without authorization</li> <li>• Plagiarism</li> <li>• Cheating</li> </ul>	<p>Infraction sheet sent home. Meeting with parent, teacher, School Counselor and HS ALT Rep. Participation in extracurricular activities will be limited and/or students will not be able to represent the school at events. Community service. Consequences of prior level infractions will also apply.</p>
4	<ul style="list-style-type: none"> <li>• Repeat of Level 3 behavior</li> <li>• Smoking on school grounds or at school functions</li> <li>• Theft or destruction of property, physical or electronic</li> <li>• Physically threatening comments and/or gestures at school or in cyberspace</li> <li>• Making verbal or written statements which insult or demean others with reference to ethnicity, religion, race, gender and/or sexual orientation at school or in cyberspace</li> <li>• Taking photos or videos of a person without their knowledge and consent.</li> </ul>	<p>Infraction sheet sent home. Meeting with student, parent and Assistant Director Short-term suspension. Consequences of prior level infractions will also apply.</p>

5	<ul style="list-style-type: none"> <li>• Repeat of Level 4 behavior</li> <li>• Cyber-bullying</li> <li>• Fighting</li> <li>• Altering or tampering with school records</li> <li>• Physical attack of staff member or student</li> <li>• Possession or use of a controlled substance on school property or at a school-related function</li> </ul>	<p>Infraction slip sent home that requires parent signature. Meeting with student, parent and Director. This may result in long-term suspension or exclusion. Consequences of prior level infractions will also apply.</p>
---	---	--

**Public Displays of Affection**

In a multicultural setting, students should consider their behavior carefully since acceptable behavior in one culture is not always acceptable elsewhere. While we hope to accept cultural diversity, there may be occasions when student behavior is considered inappropriate. Under such circumstances, students will be informed and will be expected to respect the sensitivity of others.

While genuine feelings of affection may exist between students, school is a public place where kissing and prolonged embraces are inappropriate during school and school-sponsored activities.

**Profanity**

Students should refrain from using vulgar language, profanity, obscene gestures, defamatory remarks, or threatening remarks toward teachers, students, or other persons. Use of profane expressions and gestures, in any language, is an example of anti-social and negative or destructive attitude and behavior. As such, they are not permissible at AISV and will be disciplined at all times. Students who violate this policy will be required to speak to a parent for the first offense. Subsequent offenses will be subject to further discipline.

**Insubordination**

Students are expected to treat all members of the staff with respect. Teachers, administrators, security guards, support staff, and office staff are to be treated with equal respect. Disrespect is disruptive and threatens the effective operation of our school. Students should respond in a positive manner to any reasonable request made by any staff or faculty member of AISV. Insubordination is the willfully negative, rude, or disrespectful, physical or verbal response by a student, to a request made by a person in authority. All incidents of insubordination are required to be immediately reported to the school administration.

## **Bullying**

### ***What is bullying or cyberbullying?***

Bullying is repeated, non-consensual aggression, verbal, psychological, or physical, conducted by an individual or group against others over a period of time that is meant to intimidate and/or show a power imbalance between the parties.

Bullying can occur through several types of anti-social behavior. It can be:

- Physical- pupils can be punched kicked, hit, spat at, etc.
- Verbal- abusive language which may take the form of name-calling. It may be directed towards physical characteristics, social behavior, personality, religion, sexuality, family, academic performance, etc.
- Intimidation - including threatening and aggressive behavior, abusive notes, e-mails or text messages or communication through any other social medium
- Property - pupils may have their property hidden, damaged or stolen.
- Electronic – if electronic communications, even when conducted away from school grounds, affects the educational mission of AISV, the school will take action to preserve an environment conducive to a positive education.

### ***What bullying is not...***

Exclusion—being excluded from discussions or activities with those they believe to be their friends—and isolated incidents of aggression between children are not bullying. Disputes will take place and will be dealt with accordingly. Unpleasant as these incidents are, they are not bullying and should not be reported as such. However, they may constitute a warning sign of potential bullying and should be noted in case a pattern arises.

### ***What actions will AISV take?***

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the AISV, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. All forms of bullying and cyber bullying AISV students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The School Counselor has specialized training and will be involved as soon as a complaint is received. Further action will be based upon his recommendations.

## **Smoking**

The use or possession of tobacco products by any student of AISV on its campus or during school-sponsored activities is prohibited. A student is subject to disciplinary actions from school for any violations. The school has been declared a smoke free campus. *(Board Policy 8.7.3)*

## **Substance Abuse**

The use, possession, purchase, sale, giving or any other form of trafficking in illegal substances or alcohol by any student of the school on its campus, in its immediate environs, or during school-sponsored activities is prohibited. The Director will contact the proper legal authorities, such as the police and Child Protection Services, if a student possesses illegal substances. The school has been declared a drug free campus. This is in effect for all people at all times. *(Board Policy 8.7.4)*

## **Gambling**

Gambling is participating in games or activities in which someone risks money or valuable objects in order to win more money or objects. Most forms of gambling rely upon chance, although some involve a small amount of skill, but gambling can become addictive, just like cigarettes, tobacco, or alcohol. Gambling, whether online or in person, is strictly forbidden at AISV. If the gambling is online, parents will be contacted and students may lose their internet privileges.

## **Gum Chewing**

Gum chewing is not allowed at AISV.

## **Disciplinary Probation Policy**

Disciplinary probation shall be imposed upon any student who has committed a serious offense (fighting, stealing, vandalizing), and/or has consistently violated school policies and has, at times, shown a disregard for the integrity of the institution and a lack of respect for the culture of AISV. During a meeting with Administration and the Counselor, a student plan for success will be developed and signed by both parents and the student. The plan is considered to be in effect immediately, even without a parent signature. Students on disciplinary probation are expected to comply fully with the terms of their plan for success at AISV. Depending on the age of the student, non-compliance with the terms of this plan may ultimately result in the termination of the AISV enrollment agreement in accordance with Lithuanian law.

Disciplinary probation will be in effect for a minimum of 30 days and may be in effect for as long as 90 days. At the end of the probationary period students, staff and parents may elect to have a meeting to discuss the outcome of the plan for success. At such a time the student may be taken off of probation or required to continue. The student plan for success will be written by the School

Counselor, who is also available to help the student make more informed decisions about his or her behavior.

Disrespect towards staff, bullying, violence, vandalism, cheating, stealing, and harassment are examples of behaviors that may result in immediate disciplinary action. Repetitive behaviors such as tardiness, failing to turn in assignments on time, use of banned substances on campus, use of items of distraction, inappropriate use of cell phones, and being in areas which are off limits to students are examples of behaviors that may also result in further disciplinary measures from AISV.

### **Academic Probation Policy**

Students are placed on academic probation as a warning that continued substandard performance in the classroom will result in termination of the enrolment agreement in accordance with Lithuanian law. A student can be placed on academic probation at any time during the academic year. Academic probation will be determined by the Administration.

AISV expects each student to make a commitment to academic excellence. It is each student's responsibility to maintain regular communication with his or her teachers in order to be informed about his or her grade status throughout the quarter/semester/year. The grading systems allow students and parents to view student scores and comments teachers may write. The teaching and administrative staffs are here to fully support each student in his or her pursuit of academic excellence. Each student, however, is required to show an acceptable level of personal initiative throughout their time of enrolment at AISV.

A student plan for success will be written during a meeting between the student and the Counselor. The counselor may ask the parents to attend this meeting. Failure to follow the terms of the plan may result in further consequences.

#### **8.44 Termination of the Student Enrollment Agreement**

The Board, upon the recommendation of the Director, may terminate the enrollment agreement of a student for specific reasons as outlined in the agreement, and in accordance with the Lithuanian laws for education. The termination of a student enrollment agreement terminates the eligibility for readmission for the remainder of the school year. It is up to the discretion of the Board if the student may be enrolled the following year.

Reviewed: 1/7/2013, 4/20/2016

Approved: 1/7/2013, 4/20/2016

# **STUDENT ACTIVITIES**

## **Field Trips and Excursions**

A field trip is defined as an educational or cultural activity that meets the following criteria:

- a) It involves a specific class or classes;
- b) It is intended for all students in the class(es);
- c) It takes the class away from the classroom;
- d) It has a stated educational objective; and
- e) It includes preparation of students for the activity and evaluation of outcome

Such trips are encouraged, provided they are related to or support the goals of AISV and/or the objectives of the adopted program. On all school-sponsored trips involving students, provision will be made for age-appropriate supervision by School employees. Parents may be included in such supervision if there is a need and are encouraged to volunteer.

Parent or guardian permission will be obtained by School staff prior to an extended field trip outside of Vilnius. (*Board Policy 7.8.5*)

### ***Field Trips within Vilnius***

Field trips are carefully planned experiences and are part of the curriculum. For some of these outings, there may be an additional charge to the parents for transport or entry fees. Information regarding field trip arrangements or procedures will be provided throughout the year as they occur. Parents will receive notification of the itinerary and other information pertinent of the trip in order to make proper arrangements. Since we ask parents to sign a multi-purpose permission slip once the student starts the school, there will be no one-time permission slip for individual one day field trips within Vilnius. Therefore, if the parents do not want their children to participate in such a one-day out of school event or fieldtrip, they should inform the office or the organizing teacher in a written form prior to the event/field trip date.

### ***Field Trips outside Vilnius***

AISV also offers opportunities for out of Vilnius, extended overnight field trips to students in grades 5-12. In some cases, AISV students will have the opportunity to travel out of Lithuania. The school staff will carefully assess the maturity level of classes and individual students before organizing overnight field trips. Individual permission slips will be sent to parents for signing before each out of Vilnius, overnight and out of the country field trip and also for field trips that involve safety issues (swimming, boating, etc.) If the permission slip is not submitted to the office or the appropriate teacher in time, students may be excluded from participation in a field trip. Students may be excluded from attending field trips if their attendance, class work, or behavior so warrant.

All AISV students are insured against accidents. However, those participating on the out-of-the country field trips should hold an international health insurance policy, which AISV may help the family to acquire prior to the field trip, should the need arise.

## **CEESA Sports and Activities For Students in Grades 6-12**

### ***CEESA Sports and Activities Mission Statement***

The sports and activities of CEESA (Central & Eastern European Schools Association) facilitate the development of each student through academic, athletic, and artistic/cultural endeavors. CEESA seeks to create, promote, and foster cooperation among its member schools by providing a forum for communication and discussion, and by promoting student activities. At every activity or competition, CEESA Sports and Activities attempts to maximize the cultural, social and intercultural opportunities associated with the host venue.

### ***CEESA Sports and Activities Goals***

CEESA, as an extension of its member schools and through the activities it sponsors, has the following goals:

- to encourage intercultural co-operation;
- to develop a sense of fair play;
- to understand principles of group participation and individual responsibility;
- to develop a sense of self control and discipline;
- to understand the importance of participation to the best of one's abilities;
- to broaden horizons through travel;
- to encourage socialization;
- to encourage student and program exchanges between CEESA schools.

*From CEESA Sports and Activities Handbook*

### **Board Policy 6.36 Central & Eastern European Schools Association (CEESA) Travel Fees**

The School is a member of CEESA. Students are encouraged to participate in CEESA events throughout the school year. The transportation for the students to travel to other schools within CEESA will be the responsibility of the students and parents. The School will plan and arrange the travel schedule; the expenses will then be billed to the parents. All costs are required to be paid prior to the student's travelling to the event. In addition to the students' travel, parents may also be responsible for the coaches/teachers travel and lodging costs divided equally among the number of students attending the event.

### **Student Activity Eligibility**

AISV encourages students to participate in activities as a regular facet of their education; however, AISV recognizes that a student's first priority is as a student, academically and behaviorally. To that end, students must be in good standing both academically and behaviorally in order to participate in any activities that require them to be absent from school. Students may not participate if they are on a student plan for success for either academic or behavioral probation.

## **After-School Activities**

AISV provides an after-school activities program with various group activities meeting on a weekly basis. Some activities are led by teachers and others are led by members of the greater Vilnius community. A list of after-school activities offered at school will be sent out to families at the beginning of each semester. There is a fee for attending some of the after-school activities offered at AISV. The sum and terms of payment are indicated in the list of proposed after-school activities which is sent home. The money for the after-school activities should be handed directly to the teacher who leads the after-school activity club. Please respect the deadline for bringing the money. If the money for an after-school activity is not submitted in time, the child can be denied from attending the after-school activity. Parents are welcome to offer an after-school activity to students and should contact the AISV Activities Coordinator if interested.

## **Student Council**

AISV gives all AISV students the opportunity to join Student Councils. The composition of each student council may change from year to year, but usually there are three student councils: Elementary, Middle, and High School. Working with the faculty sponsor, the councils are responsible for planning activities that will improve student life and support charities in the Vilnius area. Furthermore, the councils give students an opportunity to strengthen their leadership skills.

Some of the events organized by the Student Councils in the past include bake sales, fall door decorating contest, recycling projects, a food drive for orphanages and other people in need, dance and fun parties for student communities, Holiday Gram and Valentine Rose sales, and Walk-Run-a Thons.

Students may be removed from Student Council if they are experiencing academic or behavioral difficulties.

# **EMERGENCY PROCEDURES**

## **Safety and Security**

The safety and security of students is a primary concern of all staff members. Student and parent cooperation are required in order to ensure a safe and secure school.

### **Students are asked to:**

- Move about the school in a safe manner. No running in the corridors.
- Avoid rowdy or dangerous play.
- Not crowd playground equipment.
- Exert special care on the streets near the school. Look both ways before crossing the street.
- Follow the directions of teachers, learning assistants, and other school personnel.

### **Parents can help by:**

- Keeping the school apprised of current phone numbers, addresses and emergency contacts.
- Driving very carefully in the vicinity of the school, and especially exerting great caution when picking up and dropping off children.
- Ensuring that the appropriate teachers know who is authorized to pick up each child.

The safety of students' bicycles and motorbikes parked at school are not the school's responsibility.

## **Emergency Closure**

The emergency closure of school is a major logistical problem in Vilnius. AISV issues emergency information via SMS, so it is vital that the school has your current telephone number. AISV also has an 'Emergency Telephone Tree' to facilitate school closing notification. AISV will make every effort to make the community aware of school closings; however, we cannot guarantee that all members will be contacted should the school be forced to close. If the weather is especially bad parents may keep their children home, or, if the weather deteriorates during the school day, parents may come and pick up their children early.

## **Emergency Drills**

The school conducts emergency drills on a regular basis so that anyone in the building knows how to react safely should an emergency occur. The Director will conduct the drills. Each classroom will have an evacuation plan displayed in a conspicuous place. Teachers are responsible for going over the evacuation plan and safety rules with their respective classes. Younger students should be walked through the evacuation plan at the beginning of each school year and at regular intervals thereafter.

During a fire drill, the entire building will be evacuated. No one may remain inside. Other drills, such as the intruder drill, require students to gather in special safety zones. If you are in the building during a drill or during

an emergency, please participate as directed. We cannot divert personnel to help you leave campus as they are focused on the potential emergency.

## **Drills And Evacuation Procedures**

### **General Instructions**

- Books, backpacks, etc., are to be left in rooms.
- All windows and doors are to be closed but not locked.
- All electrical and gas equipment should be turned off.
- Teachers must take their roll books.

### **Fire Drill Procedures**

- At the sound of the alarm, students are to form a single line in the classroom and await instructions.
- The teacher will review the exit to be used and the line of evacuation to be followed.
- Pupils are to walk in line with the teacher at the head of the line.
- The teacher and class are to proceed to the designated area.
- Upon leaving the building with the classroom teacher, student will meet their homeroom teacher and line up in order to check attendance roll.
- Absolute silence is to be observed throughout the evacuation, the waiting in the designated area, and the return to the building.
- While waiting for the signal to return to the building, teachers are to supervise their students and take roll (do head count and report to the director).
- Returning to the building, pupils are to file back in the single line.
- Special Note: no children, parents, visitors, teachers, or other personnel are to remain in the building during a fire drill.
- Teachers without classes and personnel not specifically assigned an evacuation duty are to report to the designated gathering area and await instructions.
- Signs are posted near the doorway of each classroom indicating the proper route for leaving the building. In addition, students will obtain from their teachers information regarding other procedures to be followed. Students will return to their classes when the all clear signal has been given.

## **Building Evacuation Plan**

Posted in every classroom is an evacuation route. Teachers will review this route with the students at the beginning of each year.

For a more detailed AISV emergency procedures description, refer to the Emergencies Procedures Manual - please ask the office staff for a copy of this document.

## AISV INTERNET ACCEPTABLE USE POLICY 2016-2017

AISV offers students access to the Internet to facilitate research for and aid in collaboration on school projects. Given the uncontrolled, global nature of the Internet the school cannot control or be responsible for all of the content to which a student may be exposed. Therefore, AISV requires parents and students to sign and return this Acceptable Use Policy to the school receptionist.

### RULES & RESPONSIBILITIES

Students are responsible for good behavior on the school's computers just as they are in the classroom and general school rules for behavior and communications apply. Students are also expected to comply by the additional Internet specific rules below.

- Only use appropriate language in all communications. Swearing, vulgarity, obscene, or abusive communications are prohibited.
- All work and information access should be restricted to school related work. Access to illegal, explicit, gambling, or obscene content is strictly forbidden.
- There is no expectation of privacy while using school networks.
- Students shall not alter any security settings or software on school owned computer equipment or attempt to gain access to information or permissions that they have not been assigned access to. No attempts to compromise the school network or any other network from the school network shall be made.
- Students shall be good custodians of the school's limited bandwidth. Bandwidth intensive applications, such as multimedia streaming or video conferencing, will only be conducted in relation to school projects. Personal computer equipment may not utilize the school network to download application or operating system updates.

Access to the Internet and school network is a privilege, not a right. Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary actions.

### STUDENT CONTRACT:

I have read and will abide by the above conditions of the Internet Use Policy, and I understand that should I commit any violations of the above, my access privileges may be discontinued, and school disciplinary, or appropriate legal action, may be taken.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT OR GUARDIAN CONTRACT:

I am the parent or legal guardian of the above student. I have read this document and discussed appropriate use of the Internet with the student, and agree.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIELD TRIPS – REGULATIONS FOR STUDENTS**

- Students shall behave the way they are expected to behave at school and follow all policies as defined in the AISV Community Handbook. This includes following rules of interpersonal conduct and following instructions.
- Students must display appropriate respectful behavior at all times to: their peers, teachers, bus drivers, hotel personnel and other people.
- Smoking, any other use of tobacco, the drinking of alcohol and the use of drugs are not permitted and will result in the student being sent back home early at the parent’s expense. Students who violate this policy risk expulsion from AISV.
- Violation of these regulations will be reported to the parents and the director of the school immediately and further disciplinary actions based on the school’s rules as indicated in the AISV Student/Parent handbook will follow.
- Students must obey the curfew set by the staff and remain in the room to which they are assigned. Any student who is found to have violated curfew will be sent back home immediately at the parent’s expense.
- If any student is suspected of using or possessing alcohol or drugs, parents will be notified, and AISV staff will ask for permission to check bags, and luggage for any substance which violates AISV school policy. If permission is not given, the student will be sent back home immediately at the expense of the parent.
- I \_\_\_\_\_ (name of a parent) understand and do not hold liable any AISV staff for the consequence of my son or daughter violating any or all of the stipulations listed above. I understand that AISV staff will carry out their duties as chaperones according to the schedule that is organized, and that my or daughter bears responsibility for any harm or injury that may result from not following the guidelines above.

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

*Appendix # 3*

**AISV School Board Policy**

**9.34 Staff Ethics and Professional Behavior**

**9.34.7 Electronic Communication to Students by School Staff**

***PURPOSE:***

This policy dictates the parameters of communication between school staff and students to maintain proper and clear channels of communication.

***DEFINITIONS:***

”*Electronic communications*” is defined as any communication transmitted by means of an electronic device including, but not limited to, telephone, cellular phone, computer, tablet, personal data assistant, or pager. Examples include phones calls, instant messaging, voice messaging, video messaging, SMS, MMS, and posting to web sites.

“*Legitimate school business*” is defined to be limited to the subjects directly below:

- Answering academic inquiries regarding homework, other classroom work or assignments;
- Scheduling appointments for school related conferences and/or extra help;
- Clarifying classroom expectations and/or assignments;
- Notifications related to classroom, club or sports schedules, events, trips, assignments, and deadlines.
- Messages that the teachers are directed to send to students by the school administration.

***REQUIREMENTS AND EXPECTATIONS***

Staff shall have no expectation of privacy when using any network, technology, or device controlled by the school and any information created by their use is property of the school. The administration and its designees may monitor any of the above for improper or illegal usage at any time. In addition, searches may be conducted to ensure staff only post appropriate public information in line with school principles and common standards of decorum. Any inappropriate content found may be the basis for disciplinary action.

All electronic contacts with students must be through the school’s computer and telephony systems, should be as brief as possible, and may only pertain to legitimate school business. School employees will not give out their private cell phone, home phone numbers, or personal email addresses to students. In addition, it is strictly forbidden that staff connects with or follow any current or former students using any form of social media. The exception to this is a student who has graduated from AISV.

Personnel shall become familiar with the school policies and regulation on staff and student access to networked information resources and acceptable use of technology. Any employee learning of any communications contrary to this policy should immediately notify the school director.

Deviations from the requirements and expectations above require a time limited written authorization from the school director. The time limit may not exceed the end of the current school year.

***PROHIBITED MESSAGE CONTENT***

The content below may not be included in any message sent to students or their parents/guardians.

- Content that may be perceived as profane, obscene, racist, bigoted, or sexist;
- Is personal in nature and not legitimate school business;
- Can be interpreted as provocative, flirtatious, or sexual in nature;
- Is confidential information, such as medical or personally identifiable information, and not authorized for distribution by the school director;
- Would violate school policies and procedures;
- Or significantly affects the employee's ability to perform his/her job or disrupts the educational environment.

***POLICY VIOLATIONS***

Any violation of this policy by staff will be handled in accordance with the employee handbook section on Employee Policies; Violation of Work Ethics, Cause for Dismissal.

January 2016

Approved: 1/26/2016



**School Office:**

Mr. Stephane Ruz – Director, email: [sruz@aisv.lt](mailto:sruz@aisv.lt)

Ms. Sheryl Salem – Deputy Director, [ssalem@aisv.lt](mailto:ssalem@aisv.lt)

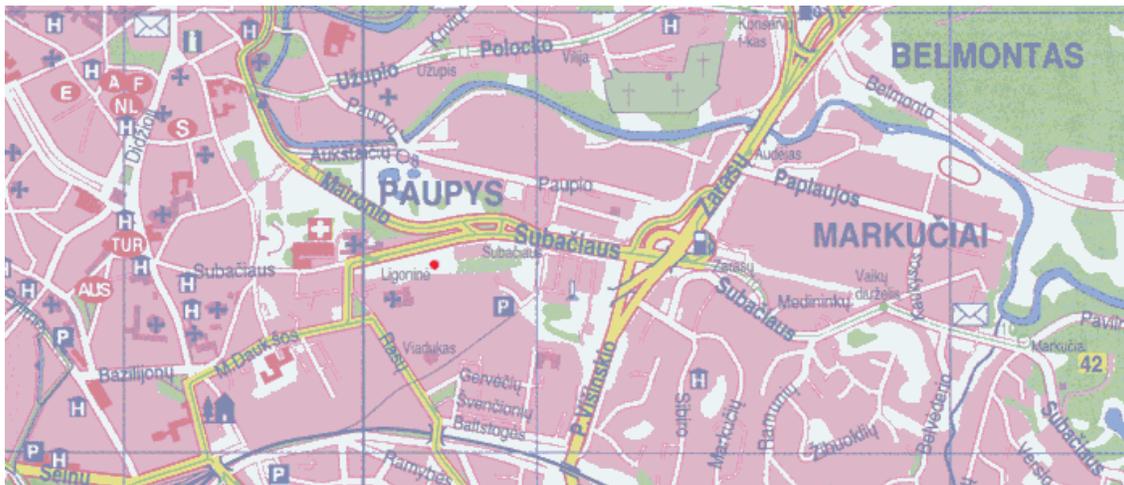
Ms. Jovita Kalantaite – Director of Finance and Procurement; e-mail: [finance@aisv.lt](mailto:finance@aisv.lt)

Ieva Dovydenienė- Admissions/PR Officer; e-mail: [admissions@aisvilnius.lt](mailto:admissions@aisvilnius.lt)

Ms. Rasa Marija Sabaliauskienė – Human Resources Manager; e-mail: [office@aisvilnius.lt](mailto:office@aisvilnius.lt)

Renata Ratkevičienė – School Secretary; e-mail: [receptionist@aisvilnius.lt](mailto:receptionist@aisvilnius.lt)

**School Website:** [www.aisv.lt](http://www.aisv.lt)



**School Address:**

VšĮ „Tarptautinė Amerikos mokykla Vilniuje“

Subačiaus g. 41

Vilnius 11350

Lithuania

Phone (+370) 5 2121031

Fax (+370) 5 2647202