



**AMERICAN INTERNATIONAL
SCHOOL OF
ZAGREB**

FAMILY HANDBOOK 2010-2011

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AISZ PTA Executive Committee

Launy Huntz, President
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Orli Landau, Treasurer
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Melanie Hodge, Elementary Parent Representative
Elise Atkins, Secondary Parent Representative
Adrienne Marcich, Faculty Representative
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Please contact the members of the PTA Executive Committee by sending an email to:
PTA@aisz.hr

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Dear AISZ Students and Parents,

August 2010

Welcome to the American International School of Zagreb (AISZ). Our international student body of approximately 200 students, representing over 37 countries, receives an excellent education based upon an American style curriculum. At AISZ we have created a community of learners who feel a sense of belonging, are able to ask and answer questions and know the value of being life-long learners.

We offer a personalized education, which prepares our students to be responsible world citizens who think creatively, reason critically and communicate effectively. The faculty at AISZ supports each student in their quest for academic excellence, artistic expression and international understanding. Our challenging and diverse programs provide our students with a quality American and international education that has a global perspective.

We have provided a wonderful educational opportunity to the international community in Zagreb since 1966. AISZ is accredited by the Middle States Association of Colleges and Schools. As an accredited school, we meet a high set of American and international educational standards. Last year, as a result of our midterm accreditation report, Middle States Association confirmed that we continue to meet the 12 standards.


AISZ is also authorized by the International Baccalaureate Organization in Geneva, Switzerland to offer the IB Diploma Program in grades 11 and 12. The IB Diploma is a rigorous academic program recognized by most universities around the world.

We encourage all students to take full advantage of the programs we offer. We invite parents to talk to our teachers and visit the school, become involved in PTA events and join us in the many celebrations and activities that take place throughout the year.

Our website provides information about our various programs and you can access PowerSchool and teachers' Moodle sites. We believe that when you enroll at AISZ, you join our Community of Learners. We welcome your interest in your child's education and we are pleased to have you join us as we strive to create an exceptional learning experience for all members of our community.

It is truly an honor to be a part of this vibrant and caring community. Please feel free to stop in and speak with me at any time. I look forward to your participation as a member of the AISZ school community.

Sincerely,



Dr. Robin Heslip
Director

INTRODUCTION

The Family Handbook provides students and parents with information they may need to make their time at AISZ more productive and meaningful. Reading through this handbook, students will increase their understanding of the educational opportunities that are an important part of the school's operation.

Parents are provided with meaningful information to cultivate a partnership between the school and the home, to increase parents' knowledge and understanding of the educational program and school operations, to increase parent participation in school affairs, and to educate parents about specific school rules and challenges.

EDUCATIONAL PROGRAMS

The Early Childhood Program: (JK3, JK4, SK)

- includes Junior Kindertartens 3 and 4 (JK3: 3 years old by September 1; JK4: 4 years old by September 1) and a Senior Kindergarten (5 years old by September 1);
- has self-contained classes;
- has early childhood teachers, and instructional assistants;
- consists of age-appropriate reading activities including letter-sound recognition and number concepts;
- has flexible arrival and departure times in JK.

The Elementary Program (Grades 1-5):

- is organized in self-contained classrooms with mixed ability grouping;
- encourages interdisciplinary application of skills in a creative, holistic approach to learning;
- nurtures the continuous progress of each child in a positive learning environment;
- encourages active hands-on learning to promote student understanding;
- uses varied and effective instructional methodologies based on students' learning styles;
- provides instruction and support for non-English speaking students;
- includes specialists in art, computer, foreign languages, Croatian, Croatian culture, library, music, and physical education;
- provides enrichment and field trips to museums, theatres, and historical sites in Croatia;
- offers after-school activities that provide organized experiences in a relaxed atmosphere.
- balanced Literacy
- uses current and best practices in education.

The Middle School Program (Grades 6-8):

- is organized on a departmental basis with flexible scheduling and heterogeneous grouping;
- is student-centered, emphasizing the cognitive, affective, social and physical development of young adolescents;
- is staffed by a core faculty who have training, experience and special interest in working with this age group;
- provides instruction and support for ELL students;
- uses varied and effective instructional methodologies based on students' learning styles;
- fosters collaboration and cooperation among students and teachers;
- builds upon the diverse experiences and cultural backgrounds of its international student body.

The High School Program (Grades 9-12):

- offers a college preparatory program;
- offers the International Baccalaureate (IB) Diploma program in grades 11-12;
- provides individual subjects that students need for graduation credits;
- prepares students for international university admissions;
- offers students opportunities for international competition and travel;
- provides students with opportunities for community service;
- offers students the choice of the International Baccalaureate Diploma in addition to an American high school diploma.

HISTORY OF THE SCHOOL

The American School of Zagreb was founded in May 1966 to serve the needs of the American community residing in Zagreb. This year marks the forty-fourth anniversary of the school from its humble beginnings on September 23, 1966 when 13 children and three staff members opened the school at Tuškanac 46 where the school remained for 17 years.

During the late 1970's and early 1980's, the school's population fluctuated in size between 40 and 70 students. The school moved to Zelengaj 6. In early 1991, the Republic of Croatia declared independence. War broke out in Croatia during the summer of 1991 and reached Zagreb. Families and staff members were evacuated and ASZ was closed for the first semester. Classes resumed in January 1992 with three children. In 1993 the school moved up the street to a house at Zelengaj 45.

In 1998, the school changed its name to the American International School of Zagreb to reflect its growing international population. AISZ remained at the Zelengaj address and served 110 students from Kindergarten to Grade 8.

In 2000, the American International School of Zagreb moved to its present location in the southeast wing of the Inter-Diocesan Seminary at Voćarska 106. In 2001 a commitment was made to expand to a full high school program and to add a Junior Kindergarten. In June 2005 AISZ's senior class graduated from the American International School of Zagreb and became the school's first graduating class.

MISSION STATEMENT

The American International School of Zagreb is a culturally diverse learning community that provides students with an intellectually stimulating program in a nurturing environment. We place students at the center of education, and encourage them to be creative individuals, critical thinkers, life-long learners and socially responsible world citizens.

VISION STATEMENT

The American International School of Zagreb will become the premier school in Croatia, developing leaders for an interdependent world, one child at a time.

ACCREDITATION AND AFFILIATIONS

AISZ is fully accredited by the Middle States Association of Colleges and Schools (MSA). The school is authorized by the International Baccalaureate Organization to offer the IB Diploma Program in grades eleven and twelve.

AISZ is affiliated with the following organizations:

- Academy for International School Heads (AISH)
- Association for Supervision and Curriculum Development (ASCD)
- Association for the Advancement of International Education (AAIE)
- Central & Eastern European Schools Association (CEESA)
- Council of International Schools and European Council of International Schools (CIS & ECIS)
- International Baccalaureate Organization (IBO)
- National Association of Elementary School Principals (NAESP)
- National Association of Secondary School Principals (NASSP)
- The Principal's Training Center (PTC)
- Office of Overseas Schools (A/OS), U.S. Department of State, Washington, D.C.

GENERAL SCHOOL INFORMATION

ACADEMIC HONESTY

Honest behavior is an expectation for all K-12 students at AISZ. Please refer to the Academic Honesty Code Listed at the end of this Family Handbook.

ACCREDITATION FOR GROWTH (AFG)

AISZ is accredited by the Middle States Association of Colleges and Schools. In November, 2007 an external Validation Team consisting of 5 international educators visited AISZ and verified that we continued to meet the 12 standards for excellence and recommended a continuation of our accreditation until 2014.

ADMINISTRATIVE REGULATIONS

A complete copy of the AISZ School Board approved Administrative Regulations is available for reading in the library. Please ask the librarian for assistance.

AFTER SCHOOL ACTIVITIES

The AISZ After School Activities program is comprised of enrichment and recreational activities from arts to sports. We provide activities for all grade levels (Senior Kindergarten – Grade 12). The program consists of two sessions. For each activity there is a minimum number of students required for participation in order for the activity to be held. In case fewer sign up, the activity will be cancelled, but could be offered in the next activity session.

A variety of fun and educational activities are offered for children of all ages starting in Senior Kindergarten. An activity or club usually meets once a week during a nine to ten-week session. There are two sessions of after-school activities in a year with the first session beginning in late September and the second session beginning in February.

School-Sponsored Activities are led by AISZ staff. Teachers and staff share an interest with students after school. Activities vary from session to session.

School-Associated Activities are taught by non-AISZ staff members such as parents or instructors from other schools or clubs. AISZ's role is to ensure that the quality of instruction is maintained and to help facilitate enrollment in these activities. These activities normally begin with the 1st session of the school sponsored activities and continue throughout the school

year, however, occasionally school-associated activities may operate on their own calendar. The instructors will set their own fee and payment will be made directly to them. They also set their own schedule.

The after-school Activities Coordinator works with teachers who are responsible for organizing and directing the activities or clubs. Activities presented in the past include computers, sports, cooking, reading, window painting, board games, Croatian language, making models, arts and crafts, choir, and playing instruments.

AISZ FAMILY DIRECTORY

During the first month of school, a new edition of the *AISZ Family Directory* will be distributed to each family in an electronic format and sent to parents via email. The *AISZ Family Directory* contains the names of all students and telephone numbers and is updated each quarter; the updated versions will also be sent to each family as an attachment via email. Families are encouraged to report changes in their *AISZ Family Directory* information to Kristina in the office (aisz@aisz.hr).

ATTENDANCE

Regular school attendance is essential to each student's progress and is an expectation at AISZ. In the event of illness, parents should call the school and asking to speak to our school Medical Officer, Dr. Mirela Cvijanovic (01) 46-80-133 before 8:15 the first morning of the child's absence. When the student returns to school following an absence, they should bring a note signed by their parents and report immediately to the Medical Officer. Dr. Cvijanovic will issue an "admit" form to the student to present to their first class teacher. It is the responsibility of each student to make up and complete all work missed during an absence.

Since class participation and engagement in class activities are essential to enhance a student's learning, excessive absences will have a negative impact on a student's grade. All students are expected to be in their classrooms by 8:00 every morning and remain in school until school is dismissed at 15:00.

BUSES

For parents who need transportation service for their child/ren, we suggest that you contact various private bus companies to determine the best options for your family. Several AISZ families use IBUS, a private bus company that has been driving AISZ students for many years. Whichever company parents choose, they need to contact the company directly. Parents are responsible for reporting any possible changes that might occur in their transport arrangements to the bus company and the school. The school will supply the contact information for IBUS upon parents' request. Please contact Robert in the office (01) 46-80-133 or email: aisz@aisz.hr for this information. Parents are welcome to make other transportation arrangements. Please note that contracts are made between the bus company and each family using their services. Problems should be reported to directly to the bus company and to Robert, the AISZ Facilities and Procurement manager.

Bus Rules All students who take a ride to/from school must follow the Bus Rules.

1. Be on time.
2. Obey the driver.
3. Use your inside voice.
4. Do not use bad language.
5. Keep your hands to yourself.
6. Respect everyone on the bus.
7. Do not put anything out the window.
8. Buckle your seat belt and stay seated.
9. Food and drinks are not allowed on the bus.
10. Keep the bus clean and respect the bus company's property.

CAFETERIA

(See Section on Lunches and Snacks)

CALENDAR

The AISZ school calendar is developed by the AISZ administration in advance of the next school year. The calendar for 2010-2011 has been approved and a calendar for 2011-2012 will be developed during the first semester of this school year. The School Board approves the final calendar.

CARE OF SCHOOL PROPERTY

The school assumes that students will take care of the school facilities, books, furniture and all equipment. If a student is found to have damaged school property, it will be the parent's responsibility to fix or replace what has been damaged. Report cards will not be issued to students with outstanding financial responsibilities.

CEESA ACTIVITIES

AISZ is a member of the Central Eastern European Schools Association (CEESA). Member schools include:

- The American School of Warsaw
- The American International School of Bucharest
- The American International School of Budapest

- The Anglo-American School of Sofia
- The Anglo-American School of Moscow
- The International School of Prague
- The International School of Belgrade
- The American International School of Vienna
- Quality Schools of Ljubljana and Sarajevo and several other smaller schools

Regular CEESA competitions are held in activities and sports for middle and high school students. These events are hosted by member schools and follow CEESA rules. Host families at these tournaments house students competing in sports events or activities to encourage international friendships, provide evening supervision and reduce expenses to parents. During the 2010-2011 school year, AISZ will host the CEESA Middle School Cultural Arts in May. Finding enough housing for visiting students is the most difficult aspect of hosting an activity. In the past, AISZ parents from all grade levels have been generous in opening their homes to other international school students. CEESA Activities and Sports are incorporated in the After School Activities Programs.

CEESA OFFICE

The regional organization to which our school belongs is the Central and Eastern European Schools Association. The executive office of CEESA is located in Zagreb and may be found in the administrative office area at AISZ. David Cobb is the Executive Director of CEESA. Other than being our regional organization, the organization technically is not affiliated with AISZ.

COMPUTER AND AV FACILITIES

The school has two computer labs and each classroom has a computer. We also have a number of LCD Projectors, DVD, VCR, and CD players, digital cameras and digital camcorders. The school library has computers for research work. Most computers are PCs.

Computers are to be used as an educational tool. Every effort is made to integrate computer classes with other academic courses on all levels. Computer Club (an after school activity) allows the students to explore various programs and games. **(Please make sure to read and go over the Acceptable Usage Policy at the end of this Handbook with your children.)**

COMMUNICATION (SCHOOL – HOME)

It is our goal at AISZ to make every effort to inform and include parents in discussions concerning school issues. It is through clear and open communication by both parents and school personnel that we can ensure that your children will have the best educational experience possible while in Zagreb. It is very important that parents take an active role in their child's education and you will be able to keep informed about what is going on in your child's classroom by checking the website, reading emails from the Director and your child's teachers, checking teachers' Moodle sites and logging into PowerSchool to check on your child's academic progress. We also

encourage parents to become involved in the Parent Teacher Association (PTA) and to volunteer at special events.

Elementary homeroom teachers regularly send home news bulletins informing parents about what is happening in the classrooms. The middle and high school teachers send periodic notices, post information on the school's website and include information in the weekly *School-to-Home News*.

AISZ has a weekly newsletter, the *School-to-Home News* (SHN), which is sent home each Thursday by e-mail. Parents are requested to keep the office updated on any changes to their address, phone number and especially your e-mail address. Families who do not have access to electronic means of communication will be sent a hard copy of the newsletter at their request. Included in the *School-to-Home News* are important announcements and information about the school, community, and numerous activities. The newsletter is also posted on the website www.aisz.hr (use the password *marshall* to unlock the SHN document). Please make a point of reading the information in the SHN each week. If you have a question or comment about any of the information presented in the SHN, please contact the appropriate people (or the office in general) by phone (01)-46-80-133 or e-mail at aisz@aisz.hr.

Other forms of communication include Director's Coffees, evening parent information evenings, Open Houses, Parent-Teacher Conferences and informal discussions between parents, teachers and the school administration.

DISCIPLINE

AISZ has a Code of Conduct (located at the back of this Handbook). All students are expected to act reasonably and responsibly and exercise good judgment at all times; failure to do so will result in consequences. Please go over the Code of Conduct, located in the back of this Family Handbook, with your children.

DRAMA

Drama is a vital part of our school community. This year we will offer students at each division an opportunity to take part in a major play, dramatic or musical production. The benefits of performance help to build self-confidence, physical awareness, public speaking, team building and problem-solving skills. Students also learn about drama analysis and appreciation. This year the elementary school will produce a play/musical in the second semester in which each elementary class will have a role. The middle school will perform a play in the fourth quarter. The high school drama production this year is scheduled to take place in late November or early December.

DRESS

The general rule at AISZ is for all students to behave reasonably and responsibly. This includes what the

student wears to school. As a general guideline, students should wear comfortable clothing that is in good condition and clean.

- It is not acceptable for underwear to be visible.
- Shirts must go over both shoulders.
- Hats should not be worn in classrooms and office areas in the school.
- Students should not wear clothing with offensive words or images or those that promote illegal acts.
- All stomachs must be covered.
- Shorts or skirts should reach the end of the students' fingertips when their arms are at their sides.

While these are the minimum guidelines for the school, parents are encouraged to exercise their own authority over what their children wear to school. At AISZ we have a variety of cultures, body types, and styles. We want to give students opportunities to exercise their own individuality while being respectful of others; this is an important balance for children to learn as they become adults. Middle and high school students who dress inappropriately may be given an oversized t-shirt to wear for the day, or they will be sold a new AISZ t-shirt to wear for the remainder of the day.

Students are expected to wear clothing appropriate to an atmosphere of learning. Especially at the primary grades, clothing should allow for freedom of movement. In winter, each child in Grades Junior Kindergarten – 5 is required to remove outdoor shoes/boots and put on a pair of house shoes or slippers before entering the classroom. Brought in at the beginning of the year, house shoes or slippers are kept at school. Parents are also urged to be sure children wear outer garments relative to the weather. Children will not be allowed outside for recess unless they are appropriately dressed. During the winter, this includes coats, hats, gloves or mittens, and boots.

P.E. DRESS CODE

All children from Senior Kindergarten – Grade 12 will have Physical Education. Each child is required to have a pair of clean tennis shoes/sneakers with light-colored soles exclusively for Physical Education class. These shoes are stored at school in the students' cubbies or lockers. In addition, the Physical Education teachers will require students to wear shorts or a sweat suit. An AISZ or CEESA T-shirt or sweatshirt should be worn to every P.E. class. A variety of t-shirts is available for purchase at Open House and from Kristina Szabo. Blue jeans and similar stiff trousers will not be permitted for wear in P.E. class. Inappropriate dress will result in the lowering of a student's grade due to lack of participation. In the middle and high school, if students are unable to participate actively in P.E. class, they will be assigned a passive P.E. activity to do during the class. Students who miss P.E. classes (regular and make-ups) risk failing P.E.

It is encouraged that younger students have an extra

change of clothes in case of unforeseen emergencies.

Note: It is advised that all clothing be clearly labeled to avoid loss and confusion.

E-MAIL CORRESPONDENCE

Each year, an increasing number of parents correspond with children's teachers through e-mail. If you do, please allow at least 36 hours to receive a response from the teacher. Every teacher will be using their AISZ email address; first name.last name@aisz.hr

EMERGENCY PROCEDURES

From time to time, inclement weather conditions, security issues, or other factors make it necessary to close the school or delay the opening. The Director will determine the need for an emergency closing, or delayed opening, and will use the **Telephone Tree** to inform everyone. Parents will be notified by one of the children's homeroom teachers. We will also post information on our website and send out emergency notices via e-mail during the school day. Again, please make sure that you contact the office (01) 46-80-133 or aisz@aisz.hr to make sure we have your current, up-to-date address, telephone numbers and email addresses. The school conducts emergency drills on a regular basis. Emergency exit procedures are clearly posted in all classrooms. There are smoke detectors in each classroom and fire extinguishers on each floor.

ENRICHMENT TRIPS

Enrichment trips are an integral part of the AISZ curriculum and, as a result, all students are expected to participate. The purpose of an enrichment trip is threefold: to enrich the curriculum; to provide a cultural experience; and to provide a bonding experience among students and their teachers and staff. Students' teachers participate in these trips and plan meaningful activities for them. Expenses for the trips are in addition to the tuition.

In September, High School students will take part in two days of seminars and activities, focusing on unity and leadership. The first day will be a Unity day and will focus on team building and responsibility and the second day will involve a concluding activity and a hike. This year, each grade level will spend one day doing some form of service learning work in Zagreb. These days are a vital part of the curriculum as well as a meaningful and exciting time for students to interact with their peers and teachers.

In September, the Middle School students (grades 6-8) take part in a three to four-day trip. Students take this opportunity to do team building activities, learn more about their teachers and each other as well as the specific area they are visiting.

Overnight trips for grades 4-5 are held during late May. The trip for Grades 4 and 5 includes studies in nature, i.e. experiencing flora and fauna, hiking, star gazing, and other outdoor activities. Senior Kindergarten and Grades 1-3 are involved in day trips during May and early June. Trips have included visits to the Zoo, Eco

village, Ivanić Grad, Samobor and the Stork Village.

FAMILIES IN TRANSITION

A Family in Transition is a family that leaves its home country and its own well-known social and cultural environment in order to live in another country. Most of these families work for embassies, international organizations, NGOs or private companies. These families are sometimes called 'internationally mobile families'. Some of these families regularly move from one country to another. Barbara Schaetti explains; 'the internationally mobile family is the ultimate of nuclear families. Members must rely foremost on one another; spouse on spouse, sibling on sibling, child on parent and even parent on child.' Families in their home of origin are part of a community, but the internationally mobile families do not have this 'support system' and a substitute support group consists of the wage-earner's employing organization, the school(s) the children attend and the expatriate community that changes with every move¹.

Most of the students at AISZ have led a life of traveling around the world and living in different places and cultures. The student population is extremely international with only 10-15% of the students originating from Croatia. Each year, approximately 30% of the student population changes at AISZ. This leads to a situation in which most of the students, as well as their families, spend a large part of their time dealing with the effects of 'transition'. They, themselves, arrive and depart, and see friends arrive and depart.

*If your child is struggling with their transition please contact our counselor, Dr. Elizabeth Haddon.

FIELD TRIPS

Field trips are a vital part of the instructional program at AISZ. Every effort is made to enable students to take advantage of and appreciate living in Zagreb. Classes take field trips to places in and around Zagreb of particular interest, and to support curricular areas in order to develop Croatian cultural awareness. Parents are notified of details ahead of time, and whether or not the outing will require preparation, i.e. spending money, picnic lunch, attire such as walking shoes, etc. The school provides bus transportation for the field trips within Zagreb. Parents may be asked to serve as chaperones. Staff members always welcome parents' suggestions for places of interest to visit. Students who do not attend will be marked absent. Most parents have given permission for their children to attend field trip on the annual enrollment form. If permission was not given, parents will have to give written permission to the teacher for every field trip, or the child will be unable to attend.

¹ Families on the Move; working together to meet the Challenge', Barbara F. Schaetti).

FITNESS ROOM

There is a Fitness Room for the High School students to use as part of their regular Physical Education program and for use before and after school.

FOREIGN LANGUAGES

French and German are offered to students as foreign languages beginning in Senior Kindergarten. All students in grades SK-12 are expected to take a foreign language unless they need additional support to improve their English skills, in which case they will attend ELL (English Language Learning) classes. All students in grades 1-8 also take Croatian (mother tongue) or Croatian Culture and Language (foreigners).

FRIDAYS AND FRIDAY FOLDERS

The school attempts to send communication home on Fridays. This includes communication newsletters, informational fliers, and student work. Younger students have Friday Folders in which teachers put student work from the past week. Please remove the work and return the folder to school.

GRADING

Report cards are issued at the end of each quarter for all students in grades 1-12. At the Open House sessions in September, teachers will provide details about the report cards and communicating student progress for the various elementary classes.

Students in grades 6-12 receive grades on an A-F scale. In the middle and high school, the letters represent the following percentages based on work assigned, assessments, class preparedness and work ethic:

A = 90-100%,

B = 80-89%,

C = 70-79%,

D = 60-69%,

F = 59% and below. (F is not a passing grade.)

Please note that teachers may assign + and – to the middle and high school letter grades.

GRADUATION REQUIREMENTS

To earn an AISZ High School Diploma, students must accumulate a minimum of 24 credits to graduate. Students earn one credit for year-long courses and one-half credit for semester courses for successful completion a course in the high school. Credits may be transferred in from other accredited high schools. The specific graduation requirements are listed in the *High School Program of Studies* which is posted on our website: www.aisz.hr under High School, or may be obtained from the guidance counselor.

GUIDANCE AND COUNSELING SERVICES

The guidance program at AISZ is an integral part of the overall educational program. The goal of the program is to assist students to develop the skills they need to enhance their personal, social, educational and career development, culminating in admission to universities. The counselor assesses and identifies individual and group needs of students in JK through grade 12 and implements these goals with the support of teachers,

administrators, students and parents.

Considering the specifics of an international school, the counselor offers various programs to help students adjust to a new culture and promote tolerance and acceptance. Stimulating autonomy and the development of self-esteem are high priorities.

HEALTH ISSUES

A full-time Medical Officer supervises student health records, works with teachers on health-related programs and provides emergency care to ill students. She is not able to treat chronically ill students. Occasionally, she accompanies student groups on trips and is not available at school.

Should a student become ill or suffer an injury during school hours, the school will administer the most appropriate first aid and try to notify the parents listed in the *AISZ Family Directory*. Staff members will not administer medicine to students without written permission from the parents.

Please do not send children to school if they have a fever or are obviously not feeling well. Parents will be contacted and asked to come and pick up their child if the child is ill. In the case of communicable diseases, i.e. head lice, measles, etc., the office should be informed immediately so that other families may be alerted.

In the event that a child is too sick to stay in the classroom, the child will be sent to the Medical Office where s/he can lie down while waiting to be picked up.

Students who return after **3 days of illness** should bring a doctor's statement.

Occasionally, students have serious allergies to food or other items. It may be appropriate for the school to restrict what students may bring to school to protect others. Please make sure to inform the school of your child's allergies.

HIGH SCHOOL BALCONY

There is a balcony located on the third floor at the entrance to the high school for the use of high school students and staff. High School students may use the balcony unsupervised but are expected to conduct themselves in an appropriate manner.

HOLIDAYS

The major vacation periods are the winter break in December/January, February break, and spring break in March or April. All national Croatian holidays are observed, as is the American holiday, Thanksgiving. Other holidays are observed in the school but school remains in session.

HOMEWORK GUIDELINES

Meaningful, regularly assigned homework is useful in helping students reinforce what they learn in class, master their skills, and develop individual interests.

Homework should be a learning activity that increases in complexity as the student progresses from grade to grade. Homework assigned at AISZ supplements, complements and reinforces classroom learning. Homework is not used as a form of punishment. We recognize that different cultural backgrounds have very different approaches to homework for children. Therefore, we have attempted to establish the most generally acceptable guidelines.

Homework is based on one or more of the following purposes:

- practice and enrichment to strengthen new skills introduced during lessons;
- completion of unfinished classroom work;
- work on projects of a short-term or long-term nature;
- participation in research activities locating facts and/or data;
- extended reading for practice and enjoyment;
- reviewing and/or studying for tests.

The amount of daily homework varies from grade to grade. Following are general guidelines to help you support your child's study time at home:

Junior/Senior Kindergarten – reading with your child

Grade 1 - up to 20 minutes

Grades 2 and 3 – 20 to 30 minutes

Grades 4 and 5 – 40 to 60 minutes

Grades 6, 7 and 8 – up to 1½ hours

High School – up to 4 hours

HOURS

Arrival

Students should arrive in their appropriate classrooms no later than 8:00. We ask that parents who escort their children into the school, to do so to the hallway of their child's classroom and allow the children to enter their classrooms independently. In order to maximize the richness of your child's learning environment, we ask that parents enter a classroom only when an appointment has been made or an invitation by the teacher extended. Respecting this policy at every grade level and throughout the entire school year will ensure that we can minimize interruptions to your child's learning.

Middle and high school students are expected to be in their appropriate classrooms by 8:00, after having visited their lockers. During the first class of the day, attendance and lunch orders are taken and announcements are made. Middle and high school students start their first period class promptly at 8:00 every morning. School instruction in elementary school begins promptly at 8:00. Late arrivals unfairly disrupt the class and important instructional time is lost for all students. If a student is tardy to school for an excessive number of times, they will make up the time that they missed in their classes with the principal.

All students who are tardy to school and arrive after 8:00 must report to the school nurse for an admit pass to their class.

There is a mid-morning recess for grades Junior Kindergarten – 5, and a break for Middle and High School students. Lunch and recess are at mid-day. The school day ends at 3:00 p.m. for all students. All students leave at that time unless they are involved in some type of after school activity.

Dismissal

Teachers or instructional assistants of students in Junior Kindergarten through Grade 3 escort their classes outside to the buses or waiting parents. For safety reasons, it is advised that children not linger unattended; buses and various vehicles need unobstructed access to leave. Once children are seated on the bus they should stay on the bus. Parents who collect their children are responsible for their children after dismissal and are requested to leave with their children in a timely manner, thus enabling others to collect their children and to clear parking congestion in front of the school. After 15:00, the outside school grounds are not supervised. Parents are expected to keep their children within eye contact at all times. While in the courtyard area, it is requested that parents hold their children to the same expectations and playground rules that we have during school time.

If parents change their usual pick-up procedures (for example, if their bus-riding child is picked up by a different parent), they are required to call Robert (01)-46-80-133 and the bus company, or write a note to the child's teacher, school office and the bus company indicating the change. If parents of a bus-riding child wish to have their child ride a different bus (other than assigned), the parent must call the bus company to insure that a seat is available on the different bus and notify Robert of the change. Students are not allowed to use school phones to make social arrangements after school.

IB PROGRAM

AISZ is authorized to offer the International Baccalaureate (IB) Diploma Program in grades 11 and 12. The IB Diploma Program is a rigorous academic program, which prepares students for university entrance. In 2005 the first students graduated from AISZ with an IB Diploma. 100% of all AISZ students enrolled in the IB Diploma Program have been granted the diploma. Students in the IB Diploma program are given a calendar of when assignments are due and official exams are scheduled. IB final grades are not available to students until early July and the IBO send the IB diplomas to AISZ in mid-August.

LEAVING SCHOOL

Parents should inform Kristina Szabo or Dr. Cvijanovic, in writing whenever a child has to leave school, either for a day or an extended period of time, or during the course of the day. Students leaving during the school day must present a pass from the office to the security guard.

LIBRARY MEDIA CENTER

The students in Junior Kindergarten through grade 5

have a weekly library lesson with the library media specialist. During this time students may check out books as follows:

JK=1 book,

SK-grade 3=3 books,

Grades 4-5=4 books.

All books are due in 2 weeks. If materials are overdue, no new books will be loaned until the late materials are returned. Overdue notices are sent out periodically as reminders.

Middle and High School students use the library with their classroom teachers, during lunch or after school. Research projects are an integral part of the core curriculum and research skills are introduced/reinforced with each assignment. Students in the MS and HS are allowed to borrow up to 10 items from the library; materials are due in 3 weeks.

Students may use the library until 16:00 except on Tuesdays when staff meetings are scheduled. The library does not provide a baby-sitting service and students should be old enough to work independently after school, as there is no guarantee that there will be supervision available.

All books must be returned before the end of the school year. The final report card will not be issued to a student if s/he has not returned or replaced all school library books and materials.

The school library is also open to parents who may sign up for their own library card. A free community book exchange for parents is located in the community conference room on the second floor. Just bring a book and exchange it for another.

LOCKERS

All students in grades 4-12 have lockers. There are lockers with key locks outside the fourth and fifth grade classrooms. Students are issued keys at no cost but will be charged for lost keys. Middle school lockers are in the middle school hallway and high school lockers are near the high school balcony. Middle and high school lockers have combination locks. The school reserves the right to inspect student lockers and student bags at any time.

LOST AND FOUND

There are two lost and found boxes located at the entrance by the security guard post for items that have been misplaced. It is recommended that parents and students check there first for anything that may be missing. Please note that it is not the responsibility of the classroom teacher to track down lost items or garments. To minimize loss, please label all garments and/or items clearly with your child's name. The principal also has a lost and found depository for items that have been left in hallways and classrooms, so it is suggested that students check with the principal to see if the lost item is in the principal's office.

LUNCHES AND SNACKS

AISZ provides a food service for lunch through Coram, a contracted catering service. A set lunch is available to all students for 30 kuna (Please note that this was the price last year, if there is a change in this price, the school will notify all families immediately.) A lunch with smaller portions is available to younger students for 22 kuna if you inform the cafeteria directly. Consult the monthly calendar (posted on the website) for selections. Middle and high school students also have snack options that they may purchase in the cafeteria. Students are issued debit cards on which parents and/or students make deposits, and when middle and high school students use all the money on their card, the cafeteria will keep the card until more money is deposited. Students in grades K-5 have a short break in the morning for a nutritious snack and a 50-minute break for lunch and recess. Parents can provide their child's snack and lunch, along with drinks, or they can purchase lunch from the cafeteria. Students in grades 6-12 have a 40-minute lunch break, in addition to two, 15-minute breaks (one break on Fridays) in the morning. There are microwave ovens available in the cafeteria for students to heat their lunches.

MOBILE PHONES

Students may bring mobile phones to school but may not have them turned on during class. If a student is using a phone during class without teacher permission, the teacher may confiscate the phone and turn it in to the principal, who will have a conversation with the student regarding appropriate use of phones during school time. The school takes no responsibility for the care or loss of mobile phones.

PARENT CONFERENCES

Communication with parents is essential to best meet the educational needs of the children at AISZ. The most productive method of communication is a conference between the teacher and parent(s).

The New Family Orientation Day is an opportunity for new students, their parents and the classroom teacher to meet. This is an opportunity to help the child feel more comfortable in the school and with the new teachers. It is also a time when parents may need to provide the teacher with information they believe is important for the teacher to have as school begins.

Parents are urged to contact their child's teacher whenever they have questions or need clarification on any issue dealing with their child's education. This may be done by telephone, e-mail, or by setting up an appointment to meet in person.

The annual Open House will be held on September 22nd. This year we are holding the JK-grade 5 Open House from 18:00-19:15 and the Open House for Grades 6-12 from 19:15-20:45. By splitting the times we hope to provide easier access to teachers for parents who have children in both divisions. The Open House is a time during which teachers inform parents about the instructional program at a particular grade level. At

this time, teachers will also indicate the most convenient time for individual parent meetings. AISZ staff members make every effort to be available. Communication is absolutely necessary for the parent-teacher partnership to function successfully.

Parent/Teacher conferences are scheduled to be held on November 9th & 10th this year. Parents will receive an appointment with the teacher to discuss each child's achievements and needs, and to explain the evaluations on the Report Card. Parent/Teacher conferences are also scheduled at the end of the third quarter by request of the teacher or parent.

Parent/Teacher conferences may be requested at any time during the year, either by the teacher or the parents. If parents would like to have a conference, please contact the teacher via email or call Kristina Szabo in the office and leave a message for the teacher, or send a note with your child. The teacher will contact the parents and set up an appointment, which is convenient for both parties.

PARENT TEACHER ASSOCIATION

The Parent-Teacher Association (PTA) is a volunteer-based group of AISZ parents, teachers, and staff who work throughout the school year on numerous activities and events to enrich the students' educational experience and bring the school community together. The PTA collects annual dues and organizes fundraisers to generate funds in support of student activities, school equipment and materials, and educational items that are not funded by the school budget.

Any parent/guardian of a student enrolled at AISZ, as well as any AISZ faculty/staff member is eligible for membership in the PTA. An annual enrollment of members is held at the first General PTA Meeting of the school year and continues throughout the school year by contacting the PTA Treasurer and paying the annual membership dues. Each PTA member has voting privileges and input on PTA decision-making issues. Active participation is encouraged for all families and staff.

The first General PTA Meeting of the school year will be held on September 7th, at 18:30 in the multipurpose room (MPR), to introduce the PTA Executive Committee to the school community, to give an overview of PTA activities, to encourage volunteers to sign up for various committees, and to lay out the direction and goals of the PTA for the new school year. The PTA holds four General Meetings each school year to keep the school community abreast of current PTA activities, to apprise them of upcoming events, and to field questions and comments regarding school events and activities. PTA Executive Committee meetings are held monthly to discuss upcoming events, review past events or activities, upcoming events, review past events or activities, approve purchases, and plan agendas for PTA General Meetings. The Executive Committee meetings are open to all PTA members who wish to attend. Every spring a PTA Election meeting is

held to elect PTA officers for the following school year.

This year, the Executive Committee of the PTA is:
Launy Huntz, President (picassobell08@gmail.com)
Vice President
Orli Landau, Treasurer
Stella Sikic, Secretary
Melanie Hodge, ES Parent Representative
Elise Atkins, MS/HS Parent Representative
Adrienne Marcich, Faculty Rep
Robin Heslip, Ex-Officio

The PTA sponsors school events and other activities and supports the purchase of some school equipment and supplies. A few recent examples of PTA sponsorship/funding include: the purchase of LCD projectors and Mimios for several classrooms, the purchase of six tablet laptop computers for a pilot program in the Middle School, the purchase of specialized books for the school library, support of service learning activities throughout the school, the purchase of an ice machine and microwave in the cafeteria, the purchase of a laminator, and providing refreshments for various student events. Below is a list of other past activities and events supported and sponsored by the AISZ PTA:

International Welcome Picnic
Visit from St. Nicholas
Coffee Mornings & Parent Fun Trips
Holiday Book Fair
Spring Book Fair
Staff Appreciation Day

Committees of parents and teachers accomplish much of the PTA's work. Committees are formed during the school year depending on the needs and interests of the school community.

PARKING AND DRIVING AT SCHOOL

AISZ is located on the Seminary grounds with limited parking space. Staff members park behind the school. Parents should park to the right of the entrance gate, near our playground, and not near the entrance to the school.

As cars and buses turn from Voćarska Street into the Seminary grounds it could be very dangerous and there is a potential for accidents on the road. Therefore, we ask that vehicles enter as quickly as possible and either take an immediate right to park and accompany the children to the school, or take an immediate left, drive along the driveway and drop off the children at the end of the road so they can walk to the school. Please do not stop as soon as you enter the gate to drop off your children, preventing other cars from entering. We have security guards who are there to direct traffic for the safety of the children. Please follow their instructions. The only vehicles that should proceed straight through the gate are school buses, staff vehicles and vehicles of other businesses in the Seminary complex. **The speed limit on the Seminary grounds is 10km/hour.**

Only Grade 12 students with driving licenses valid in

Croatia and car insurance are allowed to drive on the school grounds. Completed permission forms must be on file in the Secondary Principal's office.

PARTIES

Birthday parties and holiday parties are a regular part of classes, especially in the primary grades. Parents wishing to organize a classroom party must coordinate with the classroom teacher at least one week in advance. Teacher discretion will be exercised when planning and holding parties to take into consideration the feelings of students who may, for religious or personal/family reasons, not want to participate or who would feel left out. **Distribution of gifts or invitations to individual students at school is generally prohibited, unless all students in a class are included on an equal basis.** Classroom parties are organized by Room Parents and are held for Halloween, Christmas, Valentine's Day, Easter and the end of the year. Parties vary from year to year and may not be held as frequently in the secondary school.

PLAYGROUNDS AND RECESS

Students have outdoor recess in two different areas. The courtyard is used during the morning break when two or three classes have a short 15-minute break. The larger playground above the tennis courts is used after lunch. All elementary recesses are supervised by at least two adults. Middle and high school breaks are also supervised. A teacher is on duty when middle and high school students are allowed to go to the playing fields after lunch. No teacher is on duty on the high school balcony.

PROMOTION AND RETENTION

The success and welfare of our students are the prime concerns of the professional staff at AISZ. Students are constantly assessed and evaluated by the professional staff. If a staff member has serious concerns about the academic success or personal development of a student, that teacher will request a parent conference immediately.

Promotion from grade to grade is based on student performance with respect to all aspects of the curriculum and personal/social development.

Retention can occur and the decision is always taken with the child's best interest in mind. Any decision to retain a student will be made in conference with the student's parents, teacher/s, counselor, and the Principal and Director.

QUESTIONS AND CONCERNS

The school encourages all parents with questions or concerns to contact us directly. The following steps are recommended:

As a first step, for...

- **classroom and curriculum** questions and concerns, **contact the teacher** directly;
- **tuition or financial** concerns, contact the **Business Manager, Lidija Bokan;**

- **bus** concerns, contact **IBUS or your specific bus company** directly and the **Procurement & Facilities Manager, Robert Malašić;**
- **cafeteria** concerns, contact the **Procurement & Facilities Manager, Robert Malašić;**
- **Elementary, Middle and High School** concerns, contact the **Principal, Brett Stousland;**
- **IB** concerns, contact the **IB Coordinator, Jasna Kolbah;**
- **admissions** concerns, contact the **Admissions Officer, Sussi Stanić;**
- **student health** questions and concerns, contact the **Medical Officer, Dr. Mirela Cvijanovic** or the **Guidance Counselor, Elizabeth Haddon.**

If you continue to have concerns, contact the **Director** of the school, Robin Heslip. It is best to make an appointment through the office to guarantee a meeting, but the Director's door is always open when she is free and parents are encouraged to drop in at any time. Parents are also encouraged to attend the Director's Coffees.

REPORT CARDS

At the end of each quarter, reports are sent home to the parents of students in grades 1-12 to report on each student's progress. No report should be a surprise to students or parents, the report card is a formal report of progress at a specific point in time. For students who are not progressing at expected rates, teachers will contact parents in advance of the report card distribution in an attempt to provide suggestions on ways that the student can improve their progress. When parents receive a report card for which they have not been prepared, please contact the teacher immediately.

ROOM NUMBERS

All instructional rooms and offices are numbered. On the lowest floor (cafeteria and Early Childhood) the rooms begin with the letter 'B'. On the elementary floor and into the MPR they are 100's, on the office and library floor they are 200's, and on the middle and high school floor they are 300's. All numbers start on the eastern side of the building and follow sequentially to the west.

ROOM PARENTS

Room Parents are organized by the PTA and assist the classroom teacher with parties, special events, and communication to the families of class members. Normally, every class has a room parent.

SAT/PSAT/TOEFL TESTING

AISZ is a testing site for the SAT exam (US university entrance examinations) and the TOEFL exam; these exams are normally given on a Saturday and are open to the general public. This year all students in grades 9-11 will take the PSAT exam during school hours (8:00-11:30) on Wednesday, October 13. This test is good practice for other standardized tests or university entrance exams the students may have to take.

SCHOLASTIC BOOK CLUB

Every 6-8 weeks book orders are sent to a book company in the United States. Students receive order forms with titles available for purchase. We encourage students to order, but it is completely optional. The orders have to be pre-paid, in US dollars or by dollar check made out to "Scholastic Book Club". Homeroom teachers normally handle the orders for their classes.

SCHOOL PHOTOGRAPHS

Each year, the school arranges for a photographer to come to the school to take individual student photos, class photos, and an all-school photo. Parents may purchase sets of photographs. The individual photographs are used for the school's yearbook. We are planning to have the photographer take all individual and group photos on September 6-8.

SCHOOL YEAR & SCHEDULE

Each academic year has approximately 180 instructional days. This year school commences Tuesday, August 24, 2010, and ends Friday, June 10, 2011. The Calendar is posted on the website.

In the Elementary School all classes for the students are scheduled on a Monday-Friday schedule. This schedule provides structure and consistency for each student, teacher and family as a whole. You will receive a copy of your child's class schedule and you will always know that if it is a Monday, then it will be a Monday schedule, etc.

The Middle and High School levels are set up on an eight block schedule with four classes meeting for double block periods on Mondays and Wednesdays and the other four classes meeting for double block periods on Tuesdays and Thursdays; in the MS, all eight classes meet on Friday and in the HS, Friday's alternate between a Monday and Tuesday schedule. Please refer to the school website for more detailed information regarding Middle and High School schedules. The calendar is subject to change.

SEMINARY

Our landlord is the Rector of the Inter-Diocesan Seminary. He is the Director of the Seminary high school with over 400 students. Some students board at the school but most commute from home. We rent our instructional facilities from the seminary. In addition, we also rent the gymnasium and auditorium for which we pay extra fees. We are limited in the number of hours and the time of day during which we can rent the additional facilities. The Seminary's first priority is for their own students to be able to use the facilities. We have maintained good relations with the Seminary and will to continue to do so.

SENIOR PRIVILEGES

When students reach their final year in school, they will have demonstrated a mature level of responsibility. To recognize this responsibility, the school allows them specific Senior Privileges. Senior Privileges may

vary from year to year. Senior Privileges are given jointly by the parents and the school and may be revoked at any time for cause. Seniors must agree upon a set of Senior Privileges and make a request to the Principal.

SMOKE – FREE SCHOOL

AISZ is a smoke-free environment. Smoking is not allowed anywhere in the school building or school grounds. Parents may not smoke when visiting the school or attending student activities. Please do not smoke in the courtyard, on the balconies or in the parking lot. At school events we request that you refrain from smoking in front of students.

SPECIAL EVENTS – (See "SPECIAL PROGRAMS AND EVENTS" in the booklet.)

STANDARDIZED TESTING

Students in grades 2-10 will take the Measures of Academic Progress (MAP) assessment. This standardized test was developed in the United States and is used by a significant number of international schools. Results of the tests will be shared with parents, at the request of the parents at the end of the school year

Students in grades 9-11 will take the Preliminary Scholastic Assessment Test (PSAT) on October 13th and we encourage students in grades 11 and 12 to take the Scholastic Assessment Test (SAT). IB students take exams, which are graded externally at the end of 12th grade. Parents can expect to be informed of the results and have an explanation of the scores provided.

The administration and teachers view standardized test results as only one indicator to help evaluate each child's annual progress, achievement, and instructional needs. The administration and the instructional staff members discuss the assessment scores and use them to assist with the ongoing evaluation and improvement of AISZ's academic program. Standardized test scores have no influence on a child's report card grades. In addition to school-wide tests, teachers administer other assessments and tests within their classrooms.

STUDENT GOVERNMENT

The school has three student councils, one in each of the elementary, middle and high schools. Students have a representative government that plans student activities and fund-raising events.

STUDENT VEHICLE USE

Students are permitted to operate and park a motorized vehicle on the AISZ campus. In order to get this permission, a student must be a senior, have a valid license and car insurance (a photocopy of both must be on file with the school), and have a Parental Permission Form for any passengers in/on the vehicle. This is a privilege given by the school and may be revoked at any time. For details, please check the Approved Regulations, 8.6016.

SUBSTITUTE TEACHERS

Whenever teachers are absent, the school selects the best coverage possible. If teachers are absent for long periods of time, or there are multiple absences on the same day, other teachers or instructional personnel in the school, or other qualified persons may substitute for the absent teachers. The school maintains a list of qualified teachers to fill in when regular teachers cannot be in school due to illness or personal circumstances. Any qualified teacher who would like to be a substitute should contact the Admissions Officer, Sussi Stanić.

SUPERVISION

Elementary students are supervised at all times and classes are escorted from one classroom to one in another part of the school. Middle and high school students are given the responsibility to travel between classes, including the gymnasium and auditorium, without direct supervision. At least two staff members are on duty for all elementary recesses. One staff member is on duty on the playing fields when the middle and high school students have a break after lunch, although they may have permission to be in other parts of the school without direct supervision. Whether supervised or not, all students are expected to behave reasonably and responsibly.

SUPPLIES

Many consumable instructional supplies (i.e. paper, pencils, crayons, art supplies, etc.), and the use of textbooks are included in the tuition fee. Each student is responsible for the care of his/her non-consumable materials and is expected to return them to the school at the end of the year in good condition. Consumable materials should be used in reasonable quantities. Textbooks are used for more than one academic year; therefore, it is extremely important that they be kept in the best possible condition. **The final report card will not be issued until the replacement cost (between US\$100-150) for lost or seriously damaged text and/or library books or school equipment is paid for in full.**

Although learning materials are available, many of our students like to bring in their own binders, pencils, drawing materials, etc. This is perfectly acceptable as long as the classroom teacher has no objections. Occasionally, special items might be needed for a project. Usually the teacher will make a request. Most teachers will distribute lists of supplies that students may need in the classroom during the first week of school; these lists will also be posted on the website.

TELEPHONE

The students normally are not permitted to use the school telephone. If a parent needs to be contacted because of an emergency, the classroom teacher will place or supervise the call.

Important messages can be left with Kristina Szabo in the school office for delivery to your child's teacher. All social arrangements should be made prior to the

start of school and not during or after school on school phones. Students may bring mobile phones to school but may not use them during classes. Phones are their personal responsibility and risk being confiscated if misused. The school accepts no responsibility for missing phones.

TELEPHONE TREE

In case of school delay or cancellation, usually due to bad weather, or an emergency situation, an Emergency Telephone Tree is implemented. The Director will inform the school staff. Each staff member will then implement their respective grade's Emergency Telephone Tree. We will also post notices on our school's website.

Telephone Tree Procedures:

If school is cancelled before school starts or the opening is delayed until 10:00:

1. Each teacher will call the families on the class list, who have not been phoned by siblings' teachers, to inform about school cancellation/delayed opening.

If school is cancelled during the day, the following school closure procedures go into effect:

1. The Director decides on the closing/departure time.
2. The office notifies IBUS with a time for bus departure from school.
3. Parent/Emergency Contact Notification is implemented:
Non-teaching school staff will be responsible for phoning families. E-mail messages will be sent out to all families as a back-up.

In the event that parents cannot be contacted, the children will be kept at school until parents or their designees collect them. These children will assemble in the cafeteria under the supervision of the staff.

Please note: In cases of early closure, all after school activities will be cancelled.

TRAFFIC PATTERNS

Traffic on Voćarska can be hazardous when turning into the school grounds or exiting. Several accidents have occurred, so please be cautious. All vehicles should enter carefully, watching for exiting vehicles. Turn right to park or turn left to drop-off children. Please, do not stop as soon as you enter through the gate, because other cars cannot enter and must stay in the street. Cars should drive the length of the driveway (parallel to Voćarska) and stop at the end to drop off or collect children. Only AISZ employees, buses and local businesses should proceed straight through the gate. Please follow procedures to ensure safety. Always use the lower gate to enter and the upper gate to exit. This is especially true during the winter months when there is snow on the ground, or when there is a special event at the Seminary.

TRANSPORTATION

Parents are responsible for the arrangement of transport to and from school. Most students get to AISZ by privately contracted vans/buses, taxis, or family

vehicles. For bus transport, AISZ recommends IBUS, a private bus company that has serviced this need for the last few years. All arrangements for transport are made directly between the family and the transportation provider. All complaints should be made directly to the bus company, but please inform Robert, in the office, so we can monitor the concerns of parents. Please contact the Procurement & Facilities Manager, Robert Malašić for more details. The school works with the bus company to insure the safe transport of students. Students may be restricted from using the bus if they do not exhibit responsible behavior.

AISZ organizes transportation for field trips and class trips. There is no transportation charge for trips within Zagreb.

VISITORS

An appointment to visit the school should be made through the main office via email or telephone. If you wish to visit a specific classroom, the teacher(s) concerned must be contacted in advance in order to make all necessary arrangements. Visitors must sign in with the security guard and get a Visitor's Pass from Kristina Szabo before proceeding to a class. No visitors should be in the school without a visitor's pass. Normally, friends are not allowed to visit the school for more than one day. Returning former students must also contact the school prior to a visit. There are many requests for visits during the school year and these procedures are intended to minimize the disruption to classes.

VOLUNTEERS

Many parents do volunteer work in classrooms with teachers or in the library. Parents do not volunteer in classes in which they have children in order to avoid conflicts of interest. If you would like to volunteer to work in the school, contact the classroom teacher or Kristina Szabo in the school office. Volunteers are needed on a regular basis to assist with lunch and recess duties, to do photocopying, and to assist in some instructional settings. Volunteers are also needed for many short-term projects such as fund-raising, special units of study and other events.

WEBSITE

Additional information and communication from AISZ is posted on the school's website: www.aisz.hr.

Examples include the weekly menus, copies of all School-To-Home News, photo galleries and links to teachers' Moodle sites. Parents are encouraged to check the school website on a weekly basis. The password for access to protected pages is 'marshall'. We are currently in the process of updating and adding information to our website so you may run into a few of the pages that are "Under Construction"; thank you, in advance for your patience and understanding throughout this remodeling process.

WITHDRAWALS

Full-time students in the high school at AISZ must take eight, half credit courses each semester during grades 9-10. In grades 11 and 12 students must take a minimum of seven, half credit courses plus a study hall or an eighth course.

The High School master schedule is made to accommodate as many individual needs as possible. Therefore, no changes in schedules may be made without sound reasons. If there is a sound reason, a change may be made. Any student withdrawing from or adding a class must do so during the first week of a semester. The student must fill out the appropriate Withdraw/Add form, talk with all teachers involved and have the form signed by them before discussing the reasons with the principal.

High school students who withdraw from a class after the first four weeks of any semester will receive a grade of (W) on their transcript and after the first nine weeks (quarter) will receive a grade of "F" on their transcript for that semester. Course withdrawal in a full year course will not be allowed after the beginning of the second semester.

YEARBOOKS

At the end of the school year, the school publishes a yearbook with individual photographs of all the students, class pictures, and photos of the major events in the school throughout the year. The Yearbook accepts advertising to offset production costs. All advertisers who place a half- or full-page advertisement receive a free copy. If your company would like to place an advertisement in the school yearbook, please contact Robert, the Procurement Manager, for details.

SPECIAL PROGRAMS & EVENTS

AISZ has many special programs throughout the year. Some have become traditions while others occur just once. Some of these events are supported by the PTA and others are organized by the staff. A list of many special programs follows:

100th DAY OF SCHOOL

Elementary students observe the 100th Day of School, usually in February. The observance is used to reinforce counting, number grouping and one-to-one correspondence for younger children. Competitions are held.

DIRECTOR'S COFFEES

Beginning on September 1st, on the first Wednesday of each month, the Director will hold a coffee morning from 8:00-9:00 in the Community Conference room or in the Library on the second floor of the school. This is a good opportunity for parents to get to know the Director and learn about programs and activities at AISZ. It is also a time to ask questions and get to know other parents. The Director's Coffees will be announced in the School-To-Home News in advance of each Coffee.

FAŠNIK

AISZ students celebrate Croatian Carnival by taking part in a variety of activities. In the past, the PTA has provided students with krafna (Croatian Fašnik donuts).

GRADUATION

The completion of their secondary studies is an important milestone in a student's life. AISZ recognizes the accomplishments of the Grade 12 students in a Graduation Ceremony. The ceremony is held in June, after all exams have been taken. Students wear caps and gowns and are awarded the High School Diploma by the Director and a member of the School Board. All members of the school community are invited to attend.

HALLOWEEN

At the end of October AISZ students and teachers celebrate Halloween by dressing in costumes, parading around the school, having classroom parties and a PTA sponsored "Trick-or-Treating" in school. Traditional symbols of Halloween include pumpkins, witches, black cats and ghosts. Today, any costume or fancy dress is accepted and some students come to school in their national dress. Halloween is very popular in the US and is growing in popularity around the world, including Croatia.

HIGH SCHOOL EXAMS

All students in Grades 9-12 are scheduled for three days of exams at the end of each semester in January and June. The exams cover all the material that was covered in class during that half of the school year. Teachers give students study guides in advance to guide them through their preparations for the exams. The score on the exam represents up to 20% of the semester grade for the course. In June, Grade 8

students are given final exams during the testing period, to help prepare them for high school test taking. Grade 8 exams are calculated into the 4th Quarter grades.

INTERNATIONAL WELCOME PICNIC

The PTA sponsors a celebration of the cultures represented at AISZ with an International Welcome Picnic, scheduled for **Saturday, September 11**. With an emphasis on food from around the world, families get to know each other while playing international games, listening to international music, and eating great food.

OPEN HOUSE

AISZ holds an Open House for all parents in the first quarter of the year. This is an evening when parents are invited to see the classrooms and teachers when children are not present. These are opportunities for teachers to inform parents of their children's academic programs and answer other general questions about classroom routines. This is not the time to discuss an individual student's progress. For the 2010-2011 school year, Open House is scheduled for Wednesday evening, September 22nd for the entire school.

PASSPORT DAYS

The World Family Committee of the PTA finds volunteer parents who are interested in sharing information about the country from which they come with the entire student body. A day or two in the school year are chosen and the parent(s) makes presentations to different age groups. Students have AISZ passports that they bring to the Passport Day and have them stamped when they 'visit' the country.

PLAYS

The school organizes three major performances each year. The High School produces a play in November or early December, the Elementary School is involved in a play/musical during the spring semester, and during the fourth quarter the Middle School students perform a dramatic production. Throughout the year, many smaller-scale productions will be organized within divisions of the school. Every student in the school has the experience of performing on stage once during the course of the school year. This builds self-confidence, speaking skills and team-work. Performances may be held in professional theatres or the Seminary Auditorium.

SPECIAL VISITS

Each year special visitors and programs find their way to AISZ from magicians to respected poets.

SPORTS & WATER PARK DAYS

Each spring a day is devoted to elementary sports and

middle school water park activities. These are normally held during the last week of school.

END OF THE YEAR PICNIC (PTA)

The PTA organizes an End of the Year Picnic for families in early June. The purpose of the event is to bring AISZ families together one last time before some move on to new locations and others leave for the summer.

ST. NICHOLAS DAY

December 3rd is recognized in Croatia as St. Nicholas Day. AISZ elementary students observe a dramatic performance at a local theatre. There is often a visit from St. Nicholas and treats for the students.

TALENT SHOW

Each year a Talent Show is organized by one (or more) of the student councils as a showcase for AISZ talent. This is not a competition but an opportunity for students to be on stage and perform. The selection of talent has spanned the range from classical performances on the piano and violin, to singing, and magic acts.

THANKSGIVING

The American holiday, Thanksgiving, is observed each November. In 1621, after surviving a difficult first winter in America, the Pilgrims invited the Native American Indians to celebrate. This was the first Thanksgiving. AISZ is closed on the last Thursday and Friday of November following the tradition in most American schools. Prior to the holiday, we will have a school-wide turkey lunch followed by an assembly at which we celebrate and give thanks for our good fortunes and our friends and family.

UN DAY

This year, October 22nd will be recognized as UN Day at AISZ. The day is observed in school and the multi-national nature of AISZ is celebrated, as well as the work of the United Nations. This is an opportunity to highlight all the countries and cultures represented in our school.

UNIVERSITY VISITS

Each year, representatives from different colleges and universities visit AISZ and talk to the high school students about their school in particular, and about the college application process in general.

SCHOOL ORGANIZATION

AISZ BOARD

The Board concentrates on the future direction of the school as a whole. It establishes basic policies of the school and delegates to the Director the day-to-day administration and the carrying out of approved policies and programs.

The Board relies upon the Director to administer the school's policies and programs. In order to review performance and appraise results as compared with approved aims, policies, and programs, the Board requires frequent reports from the Director. Such reports shall deal particularly with the progress of the students in learning the curriculum, the selection of special tests and the results thereof, problem areas, the financial position of the school, the status of approved projects, and current relations with teachers and other employees, governmental authorities and the public.

Selection and Organization of Board

The Board is the sole governing body of the school. It consists of the Chairperson (who is appointed by the American Ambassador) and up to six additional members. Two members are selected and appointed by the American Ambassador, and two members are nominated and elected by the PTA; two additional members may be appointed by the Board. Elected Board Members must be parents of children enrolled in the school, but they shall not be employees of the school, nor spouses or relatives of school employees. The Director is an ex-officio member of the Board.

Board Meetings

Meetings are normally held monthly, on the second Tuesday of the month, at the school. Meetings are open for observation to everyone interested. Agendas are

published in the *School to Home News* the Thursday before each meeting. Summaries of major decisions are published the Thursday following a Board meeting and the Director's Report, agendas and minutes from the monthly Board meetings are posted on the website.

AISZ STAFF

AISZ is administered by the Director, Business Manager, JK-Grade 12 Principal, JK-Grade 12 Guidance Counselor, Admissions Officer, Administrative Assistant and Procurement and Facilities Manager. The instructional staff includes 16 homeroom teachers (Junior Kindergarten to grade 12), an art teacher, 3 computer education teachers, 2 ELL teachers, a learning resource teacher, 3 German 3 French and 1 Spanish teachers, and 3 Croatian language teachers, a library media specialist, a music teacher and 2 P.E. teachers. Each teacher is trained and qualified to teach according to the professional regulations of his/her native country. In addition, there are elementary and early childhood instructional assistants. One cleaner and a maintenance person care for the building and the grounds in addition to a contracted cleaning service. The school grounds and entry are patrolled by two security guards.

ADMINISTRATIVE TEAM – The Administrative Team consists of the Director, Principal, Business Manager, Admissions Officer, Administrative Assistant, Facilities & Procurement Manager and Guidance Counselor. The Administrative Team meets regularly.

LEADERSHIP TEAM – The Leadership Team consists of the Director, the Principal and the Guidance Counselor. The Leadership Team meets weekly.

ELEMENTARY SCHOOL – The Elementary teachers (JK-5) are organized into a Primary Team (JK-2) and an Intermediate Team (3-5). The teams plan together and all the Elementary School teachers, including specialists, meet monthly with the Principal and Guidance Counselor.

MIDDLE SCHOOL – Teachers in grades 6-8 are organized in a team, coordinating their programs and

activities for Middle School Students. They meet as needed. Middle and high school teachers meet monthly with the Principal and Guidance Counselor.

HIGH SCHOOL – The teachers of grades 9-12 meet the needs of the high school students and their programs. Within the high school there is an IB Coordinator for the IB Diploma Program in grades 11 and 12. Middle and high school teachers meet monthly with the Principal and Guidance Counselor.

MEMBERS OF THE AISZ ADMINISTRATION, FACULTY AND STAFF

Bandur, Danijela	MS and HS German Teacher, Instructional Assistant
Beširević, Jasmina	Junior Kindergarten Teacher
Blagus, Vlatka	Grades 1-8 Croatian, Croatian Culture and Croatian Foreign Language Teacher
Bokan, Lidija	Business Manager
Boulais, Jean-Sébastien	MS and HS Drama Teacher, IT Instructional Assistant
Boyd, Jason	SK-Grade 12 & IB Art Teacher
Bruno, Jeffrey	JK-Grade 12 Learning Resource Teacher
Caleta, Jacqueline	JK 4 Instructional Assistant
Cindrić, Joy	Grades 1 & 2 Instructional Assistant
Costa, Danielle	Instructional Assistant
Crnički, Katherine	Grade 3 Teacher, AFG Internal Coordinator
Culig, Tihomir	IB Math and Physics Teacher
Cvijanovic, Mirela	Medical Officer
DiPietro, Dani	Grades 6-8 Science and Wellness Teacher
Dukic, Ines	IB Physics Teacher
Dunne, Robert	Business Office Assistant: Accounts Receivable
Graham, Stephen	Grades 6-8 Social Studies, MS and HS Speech & Debate Teacher
Grubač, Ana	Media Center/Librarian
Haddon, Elizabeth	JK-12 Counselor, Coordinator Student Services, University Placement Advisor
Hays, Chris	Grade 2 Teacher
Heslip, Robin	Director
Jelaković, Božica	IB Croatian Teacher
Kalečak, Branka	Custodian
Katkić, Muhamed	Security Guard
Kenderic, Bernadette	ES, MS & HS French Teacher and ES Croatian Culture Teacher
Kessler, Lynn	Library and Grade 5 Instructional Assistant
Kolbah, Jasna	ES, MS, HS & IB French Teacher, CAS Coordinator, IB Coordinator
Kvaternik, Deana	P.E. Teacher, Activities & Athletic Coordinator
Leake, Gill	Early Childhood Instructional Assistant
Lewis, Bill	Grades 6-10 Math Teacher
Lewis, Kate	Grades 6-8, HS and IB English Teacher
Lovreković, Damir	IB Math Teacher
Malašić, Robert	Procurement & Facilities Manager
Mandarić, Dalibor	P.E. Teacher
Marcich, Adrienne	ELL Teacher
McLean, Amy	Grade 1 Teacher
Moffitt, Kristin	Senior Kindergarten Teacher
Osredečki, Tomislav	Security Guard
Poljak, Nikola	IB Math Teacher
Posavec, Jonatan	Maintenance Assistant
Puđa, Nela	Senior Kindergarten Teacher
Ruklić, Hana	Grades 4-10 Croatian Teacher
Salluzzo, Martina	ES, MS & HS French Teacher
Šaravanja, Erika	Grade 5 Teacher
Simunec, Lidija	ES, MS and HS German Teacher
Škrgatić, Lana	Music Teacher
Soldo, Ozren	HS & IB History and TOK Teacher
Sorić, Neven	Information Technology Teacher/Technician

Šprljan, Kristina	ELL, Grades 11 & 12 Spanish Teacher, Foreign Language Coordinator
Stanić, Susann	Admissions Officer
Stewart, Max	HS Science & IB Biology & Chemistry Teacher
Stousland, Brett	JK-Grade 12 Principal
Stousland, Emily	Grade 4 Teacher, Literacy Coach
Szabo, Kristina	Administrative Assistant
Tesic, Ruth	Junior Kindergarten 3 Teacher
Thomas, Judy	HS English, IB English & IB Psychology Teacher
Vonić, Anka	Information Technology Teacher & MS P.E. Teacher
Vučković, Goga	ES, MS, HS & IB German Teacher

All members of the AISZ faculty and staff will be using their AISZ email addresses for communication with parents and students this year. We will be organizing all email addresses to follow this pattern: first name.last name@aisz.hr for example: robin.heslip@aisz.hr

The American International School Of Zagreb

ACCEPTABLE USE POLICY

(The Use Of Computers, The Internet And Electronic Mail)

The American International School of Zagreb is pleased to offer students access to a computer network for electronic mail and the Internet to conduct schoolwork. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow their children to access e-mail and the Internet at school.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from a teacher. Nor should students copy other people's work, intrude into other people's files, or use other people's names.

Inappropriate materials or language -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Succinct Advice

The following guidelines are examples of what types of behavior may lead to loss of network privileges at AISZ.

1. Using a computer to harm other people or their work.
2. Damaging the computer or the network in any way.
3. Interfering with the operation of the network by installing illegal software, shareware, or freeware.

4. Violating copyright laws.
5. Viewing, sending, or displaying offensive messages or pictures.
6. Sharing your password with another person.
7. Wasting limited resources such as disk space or printing capacity.
8. Trespassing in another's folders, work, or files. Using other people's names.
9. Not notifying an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.
10. Accessing social networking sites (such as Facebook, Bebo, or MySpace) during school hours.
11. Listening/viewing or downloading music and videos that do not serve an educational purpose.
12. Using chat rooms and ICQ messaging for non-school purposes.

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

SCHOOL USE OF STUDENT NAMES, PHOTOGRAPHS, AND WORK

The school may publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Only first names will be used to identify students' photographs. Full names of students may be used at times, but will never be accompanied by a photograph.

PARENTAL AND STUDENT CONSENT

This Acceptable Use Policy has been included as part of the AISZ Family Handbook. A copy of this handbook is given to each AISZ family. If you do not agree with any part of this Acceptable Use Policy please contact the Director, otherwise the school will assume that both parents and student(s) accept the terms stated above.

The American International School of Zagreb

ACADEMIC HONESTY CODE

Honest behavior is an expectation for all students K-12 of the American International School of Zagreb.

The school fosters academic excellence. An essential element in a climate of learning is intellectual honesty. It is only with trust that the ability to establish productive staff-student-parent relationships can occur. At AISZ it is expected that students, administrators, and community members base their relationships on the fundamental notion of trust.

Cheating in any form is unacceptable behavior and will not be tolerated. Cheating undermines the academic process, shatters students' integrity, and destroys the trust necessary for productive relationships and our school goal of excellence. Neither pressure for grades, inadequate time to complete an assignment, tests inadequately proctored, nor unrealistic parental expectations justify cheating. Cheating places the value of grades over learning and runs counter to AISZ's philosophy.

Cheating includes: offering words and ideas of another as one's own without giving credit to the originator, and lending work and ideas to another. The teacher uses his/her professional judgment to determine whether cheating has occurred in consultation with other professionals in the school (e.g. principals, counselors, teachers).

A pattern of absences on test days and/or assignment due dates for the apparent advantage of performing better is also considered cheating and can result in the forfeiture of a make-up opportunity.

The most common form of cheating is plagiarism: weaving an author's words into your own without quotation marks or documentation. This along with wholesale stealing or purchasing of complete essays from the Internet and/or turning in another person's paper as one's own is unethical. To submit someone else's words, thoughts, ideas, and background information as one's own is unacceptable and will not be tolerated. The term plagiarism includes but is not limited to:

1. Copying verbatim all or part of another person's written work without proper citation or attribution.
2. Paraphrasing ideas, theories, cases, conclusions or research without proper attribution.
3. Using equations, charts, figures, illustrations or mathematical scientific solutions without citing the source.
4. Representing as one's own the original ideas (theories, models, principles), phrases, sentences, paragraphs, or parts thereof, or the specific substance of another person's work without giving appropriate credit.
5. Representing another person's scholarly works, computer programs, case studies or artistic works as one's own.
6. Any intentional falsification, invention or transference of school related data or materials. This includes unauthorized collaboration on projects, assignments, or essays.

Shared Responsibility for Academic Honesty

Teachers, parents and students share the responsibility for academic honesty.

Student Responsibilities

The student will:

- set aside sufficient time to study
- participate actively in class and attend school regularly
- protect his/her work; not lend nor borrow homework
- observe all testing rules established for each class or course
- not look at another's test nor allow a test to be seen by another student
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the entire task
- learn how to attribute work properly by citation, footnote, and bibliography for print, non-print, and Internet sites
- notify appropriate staff members when they have personal knowledge of a violation defined or implied in this policy

Parental Responsibilities

The parent will:

- continue to encourage values of both moral and ethical behaviors
- give advice on managing the pressures of studying and test-taking
- continue to support the efforts made by your child without editing, typing, or in any other way doing the work for your child

- help your child to view school as a positive learning environment that supports academic integrity
- help your child to understand that success in school is many- faceted and not just grade related
- encourage daily attendance of classes and the timely completion of assignments

Teacher Responsibilities

The teacher will:

- make the classroom policy known to all students
- be specific as to whether assignments are to be of a cooperative or individual nature
- prepare students for tests and test on designated test days
- inform students if unannounced tests will be used in the course
- carefully invigilate test-taking sessions
- grade assignments and tests in a timely fashion
- keep all grade books and other evaluative documentation both secure and private
- by precept and concept support these commitments

Consequences for Academic Dishonesty

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken consistent with Administrative Regulations and School Board policies. There are two types of consequences: academic sanctions and administrative sanctions. The imposition of one type does not preclude the additional imposition of the other.

Academic Sanctions

Academic sanctions are related to course grades and are the province of the faculty member teaching the course. The responsibility and authority for determining the type of academic sanction rests with the faculty member. When the faculty member responsible for a course has reason to believe and has evidence to substantiate that a student has been academically dishonest, it is this faculty member's responsibility to act in accordance with the procedures outlined below. The following academic sanctions to be imposed are listed in order of severity:

1. Reprimanding the student orally but taking no further action.
2. Reprimanding the student, taking no further action, but referring the student to the school's guidance counselor.
3. Assigning the student an "F" for the paper, exam, or assignment with no possibility of making up the grade by means of additional work.
4. Assigning an "F" for the course.
5. Recommending the imposition of additional administration sanctions.

In a cheating situation, the faculty member must have verified the instance by (1) personal observation and/or (2) receipt, review and concurrence of a report of cheating by another.

Administrative Sanctions

Administrative sanctions are concerned with the student's academic status at AISZ and are acted upon by one or more of the following: the Elementary Principal, the High School Principal, and/or the Director of the School, as appropriate to grade level and the severity of the offense. The most severe cases of academic dishonesty would be the province of the School Board*. The following administrative sanctions to be imposed are listed in order of severity:

1. In addition to assigning an "F" for the course, the student is required to retake the course and honestly earn a certain grade for it within a specified period of time. This option is given with the understanding that any repeated instance of cheating or plagiarism will be grounds for expulsion from AISZ.
2. The assignment of an "F" grade for the course and prohibition from retaking the course.
3. *Expulsion from the School due to repeated evidence of flagrant academic dishonesty.

Students and their parents will meet to discuss the issues surrounding the sanctions and will be notified of the outcome of the meeting in writing.

Dissemination of Information

Copies of this policy shall be available to all interested parties from the AISZ main office. All faculty members shall present the contents of this policy to their classes, preferably as a part of the course syllabi. In every course, students

shall be told what constitutes cheating and plagiarism, and shall be apprised of permissible procedures in class work, written assignments and examinations. Students shall be clearly told what plagiarism is and how to avoid unintentional plagiarism by carefully following accepted scholarly practices-accurately recording sources of materials to be cited, quoted, paraphrased or summarized, and acknowledging these sources in footnotes or by direct quotes.

The American International School of Zagreb uses in conjunction with this policy the document written by the International Baccalaureate Organization regarding academic honesty for its Diploma Program candidates: "Academic Honesty: Guidance for Schools". All faculty members and students that are part of the Diploma Program are encouraged to read it and become fully aware of all of the policies contained therein.

CODE OF CONDUCT FOR STUDENTS

All students are expected to act with reason and responsibility. Students will be disciplined if American International School of Zagreb rules and regulations are not followed. These rules will be enforced while students are on or off school grounds (if school-related) and on school buses. Reasonable and responsible behavior includes, but is not limited to, the following:

- A. Demonstrating respect for adults and fellow students.
- B. Demonstrating respect for the property of others.
- C. Using appropriate language in and out of class.
- D. Wearing appropriate clothing.
- E. Doing one's own work.
- F. Being prepared for school every day.
- G. Not using or possessing tobacco, drugs or alcohol or other harmful substances.
- H. Not bringing weapons to school or committing dangerous acts.
- I. Not creating disturbances in class or at school (e.g. using mobile phones, disruptive behavior, etc.)

SCHOOL BUS CONDUCT REGULATIONS

1. Enter and leave bus in an orderly, quiet, considerate manner and do not interfere with the normal passage of other students.
2. Be seated upon entering the bus and remain seated with seatbelts* fastened, (* On any contract bus that provides seatbelts).
3. Obey requests of the driver regarding the safety and the orderly operation of the bus.
4. Be polite and courteous to drivers and other students.
5. Respect the personnel and property of the bus company.
6. Refrain from behavior that is dangerous or destructive.

AISZ Disciplinary Procedures

The Director, the secondary or elementary principal, a teacher, or a coach shall determine the appropriate consequence in each case of student misbehavior or violation of any rules and regulations. Each student has the right to present his or her view of the problem when facts are being determined and penalties are being imposed.

The following disciplinary measures may be taken:

- A. Private conversation with the student concerning his or her responsibilities.
- B. Detention after school or when school is not in session.
- C. Removal of recess privileges and/or discipline related service.
- D. Suspension from any or all extracurricular activities for a fixed period of time.
- E. Removal from the regular class and assignment to a restricted location.

- F. Academic or behavioral probation as a warning that his or her behavior is unacceptable and must be improved.
- G. Removal from the school or a school – sponsored trip.
 - 1. Suspension (Suspension means you won't be allowed to come to school for a fixed period of time.)
 - 2. Expulsion (Expulsion means that you can never come back to this school.)
 - 3. Sent Home (Send the student home from school or a school trip – domestic or foreign – at the parents' expense.)
 - 4. Students' Rights
Students will have an opportunity to talk about what happened before the Director decides what to do. Upon suspension, parents will be informed and must meet with the Director before the student returns to school.
 - 5. School Record
If suspended or recommended for expulsion, a file will be kept at the school and will become a permanent part of the school records.

2010-11 AISZ Student-Guardian Family Handbook Agreement Form

Dear AISZ Guardian and Student:

Please sign and return (to the student's homeroom teacher) this statement acknowledging that you have received, read, and understood the American International School of Zagreb's Family Handbook, which includes the Acceptable Use Policy, Academic Honesty Code and Student Code of Conduct.

**Please sign and return this form to the student's homeroom teacher by Wednesday,
September 1st.**

We have read the AISZ Family Handbook and understand the rules and procedures and the consequences if the rules are not followed accordingly.

Student		Parent/Guardian
Date		Date