

**Upper School Student-Parent Handbook
2016-2017**



International School of Ouagadougou

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Burkina Faso
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Director's Message

August 1st, 2016

Dear Parents and Students

Welcome to the 2016-17 school year. The handbook you are about to read is intended to provide you with information about how our school runs and what expectations are put on staff, parents and students. Please feel free to contact

me at jl.aupoix@iso.bf if you have any concerns or comments regarding the information included in this handbook.

ISO is proud to have a dedicated group of professionals taking charge of education in our community. Please take the time early in the year to get to know the teachers of your children. By working with us, you help ensure the success of your child and the success of our school.

I also hope that you will take the time to come by and talk to me about any questions and/or ideas you might have to help us improve ISO.

Have a great year,

Mr. Jean-Luc Aupoix,
ISO Director

ISO Faculty and Staff: 2016 – 2017

Educational Administration

Aupoix, Jean-Luc	France	Director
Certificate in Financial Management, Cornell University, US		
PGCE (Post Graduate Certificate of Education) Lancaster University, UK		
MA in Modern Foreign Languages, Grenoble University, France		
BA in French Literature, Brest University, France		

BUCK, Myron	USA	Head of Educational Technology
M.A., Educational Technology, Michigan State University, USA		
B.A., Geological Sciences, University of Maine, USA		
BA Mathematics, Northern Arizona University		
AZ Certified 6-12 Highly Qualified Educator, (STEM)		

HINDS, Michael New Zealand Elementary Principal
 Principal's Certificate of International School Leadership, PTC UK & USA
 M., Ed., (in progress) Leadership and Management, Bath University,
 England
 Qualified Teacher Status, London Metropolitan University, England
 B., Ed., Victoria University, New Zealand

HOLYWELL, Kate Australia Upper School Principal
 BA, University of New England
 MLitt, European Literature, University of New England
 Dip Ed (Secondary), University of Tasmania
 CiPP, Wholebeing Institute, Massachusetts

Faculty and Teacher Aides

AIKENS, Linda Ghana Teacher Assistant (Grade 4)

BADINI, Boukare Burkina Faso ES/US French Teacher
 B. A., University of Ouagadougou

BAYASEN, Ruby Philippines US Math Teacher
 B.Sc., Electro Communication Engineering
 B.A., Education Endicott University

BOUDA, Oumoul Burkina Faso ES/US French Teacher / Reading
 Support
 B.A., Literature, University of Ouagadougou
 M.A., International Education, Endicott University, Massachusetts

CAMPAORE, Jean Baptiste Burkina Faso ES French
 Teacher
 Didactique du Francais Langue Etrangere, Universite de la Sorbonne
 Nouvelle
 B.A., Litterature Africaine, University of Ouagadougou

CHEN, Tammy Canada US Humanities
 Teacher

B.Ed., History (Secondary School), McGill University
 M.Ed., Educational Policy, Queen's University
 Ph.D (in progress), International Development, University of Cambridge

CONGO, Luc Burkina Faso US Science Lab Aide

DEIBERT, Amanda USA ES/US Art Teacher
 M.Ed, Art Education, Kutztown University of Pennsylvania
 B.A. Fine Arts and History, Ursinus College (With Ed. Certification)

DIARRA, Paulin Burkina Faso Teacher Assistant
 (Grade 3)

DIECKMAN, Danielle USA US Math Teacher
 M.A., Secondary Education, University of Wisconsin
 BSc., Secondary Mathematics, University of Wisconsin

DOHERTY, Maeve Canada Librarian / Reading
 Support
 B. Ed., University of Lethbridge, Canada

FREY, Nancy Canada US English Teacher
 B.Div., Associated Mennonite Biblical Seminary
 B.Ed., Intermediate-Senior, University of Toronto
 M.A., Comparative Literature, University of Toronto
 B.A., French and English, University of Waterloo

GALE, Allan Australia Grade 1 Teacher
 Diploma of Primary Teaching, Bendigo Teachers College , Australia
 Graduate Diploma in Special Education, Deakin University,
 Australia
 Graduate Certificate in ESL, Deakin University, Australia

GIFFIN, Kate Canada Grade 4 Teacher
 M.Ed. Simon Fraser University, Canada
 B.Ed. University of British Columbia, Canada
 B. A. University of Windsor, Canada

HINDS, Gina Great Britain Grade 3 Teacher
 M. Ed., (in progress) Teaching and Learning, Bath University, England
 Qualified Teacher Status, Brent, London
 B. Ed., (Hons), University of North London, England

HOLYWELL, Nick Teacher	Australia	MS Humanities
B.A., La Trobe University Dip.Ed., Secondary, Monash University, Australia PEAK TESOL B.C. Canada		
KOBEANNE, Korotimi 1)	Burkina Faso	Teacher Assistant (Grade 1)
MANNING, Freya	Australia	Grade 2 Teacher
B. Ed. Primary and Secondary, Victoria University		
MBARGA, Esther (Pre Kindergarten)	Burkina Faso	Teacher Assistant
OUEDRAOGO, Fatihah	USA	Grade 5 Teacher
B.Sc., Special Education, Slippery Rock University		
PARAISO, Mariama (Kindergarten)	Niger	Teacher Assistant
B.A., Communications, University of Ouagadougou		
PICHETTE, Marie-Helene	Canada	US Music and Performance Senior Seminar Teacher
Ph. D., Ethnomusicologie, Université de Montréal M.A., Music, Université d'Ottawa B. Ed., Université d'Ottawa B. Music, Université d'Ottawa		
PORTER, Babette	USA	ES ESOL Teacher
M.Ed., Curriculum Instruction in ESOL, Drexel University B.A., Elementary Education, Drexel University		
SCHREURS, Brittany Support	USA	MS Science Teacher / Reading
M.Ed., Curriculum & Instruction, University of Texas at Tyler B.S., Interdisciplinary Studies, University of Texas at Arlington		
SCHREURS, Chris	USA	HS Science Teacher
Region 10 Teacher Preparation Certification - Science Grade 8-12 (Region 10 Teacher - Preparation and Certification, Richardson, Texas) M.B.A General Business (Texas A&M University - Commerce)		

- B.S. Business Technology (Texas A&M University – Commerce)
 A.S. Degree in Science (Navarro College, Waxahachie, Texas)
 A.S. Degree in Gen. Studies/Business (Navarro College, Waxahachie, Texas)
- SCHONGALLA, Sabrina USA US English Teacher
 M.A., Curriculum, Instruction and Assessment ,Walden University Minneapolis
 B.A., Science of Education, English/Language Arts, Pacific Lutheran University Tacoma
 Associates of Arts, Emphasis in Philosophy, North Idaho College Coeur d'Alene
- SOME, Jules USA US PE Teacher
 M.A., Education, University of California Davis
 M.A., French Literature and Linguistics, University of California Davis
 B.A. History and Archeology, University of Ouagadougou
 A.A. Fitness Instructor Training, Monterey Peninsula College
- SOU-ABER, Jacqueline Uganda Teacher Assistant (Grade 2)
 B.A. Business Studies, Uganda College of Commerce
- SOW, Petra Germany Pre K and Kindergarten Teacher
 B. A., Pre-K/K, Bertha-Bon Suttner Schule Ettlingen, Germany
- TRAORE, Pié Burkina Faso ES PE Teacher
 Certified PE teacher, Ministry of education, Burkina Faso
 Certified Athletics coach International Association of Athletics Federations (IAAF)
 Certified Sports & Olympic Organization Manager, International Olympic Committee (IOC)
- WUNDERLICH, Theresia Germany US ESOL Teacher
 TESOL Certification, from TEFL Academy, Seattle USA
 M.Ed., Albert-Ludwigs University of Freiburg Germany
- YAMEOGO, Augustin Burkina Faso French Teacher /Translator
 B.A., University of Montana, Missoula, MT

YOUNG, Cynthia	USA	ES
Music Teacher		
B.A., Music, Vocal Performance, Wake Forest University, North Carolina		
M.F.A., Music, Vocal Pedagogy, The American University, Washington, D.C.		

Office Administration

BALIMA, Fatimata Asst.	Burkina Faso	Upper School Admin.
BOULA, Idrissa	Burkina Faso	Head of Security
BOUNDONE Jonnathan	Burkina Faso	Receptionist
FITZPATRICK, Dan	USA	Business Manager
FITZPATRICK, Alix Officer	Burkina Faso	Community Relations
DAYAMBA, Aime	Burkina Faso	Nurse
KABORE, Justin	Burkina Faso	Driver
KIEMA, Dapore	Burkina Faso	IT Specialist
NACOUA, Joel	Burkina Faso	Driver
NIKIEMA, Ida	Burkina Faso	Book Keeper
OUANDAOGO, Elias	Burkina Faso	GSO
OUATTARA, Emily Officer	Philippines	Purchasing
OUEDRAOGO, Francois	Burkina Faso	GSO Assistant
OUEDRAOGO, Brice	Burkina Faso	I T Specialist
RICHARDSON, Jo Officer	UK	Community Relations
SIMPORE, Wati	Burkina Faso	Cashier
TIENDREBEOGO, Simeon	Burkina Faso	Driver/ Messenger

ISO Swimming Pool/Cafeteria

ADOUKOU, Frederic	Food Services
COMPAORE, Eugene	Food Services
COULIBALY, Daouda	Life Guard
GAKPETO, Emanuel	Head Chef
ILBOUDO, Emmanuel	Food Services
KOBORE, Alfred	Head of Snack Shack
KOURAOYO, Idrissa	Food Services
TARNAGDA, Hamadou	Part-time Life Guard

SOME, Dondib

Food Services

Guards

AMON, Norbet

ANIN, Assana

BAKOUAN, Daniel

COMPAORE, Alain

DEME, Daniel

KANTAGBA, Salif

KEITA, Sekou

KONATE, Karim

KONKISRE, Ousmane

KONSIGUI, Arsene

KOUANDA, Boukary

MOYENGA, Jeremie

NAGRAOGO, Razougou

NIKIEMA, Assani,

NIKIEMA, Charles

NIKIEMA, Mahamadi

OUEDRAOGO, Assaami

RABO, Souleymane

SARE, Saidou

SAWADOGO, Hamado

SIMPORE, Severin

TAGNABOU, Rodolphe

TAGNABOU, Daniel

TIENDREBEOGO, Monique

YAMPA, Celestin

YAOUEBOU, Alain

Custodians/Gardeners

BATINA, Bougaoue

BONKOUNGOU, Dimitri

KABORE, Lambert

KIEMA, Jean Baptiste

MOYENGA, Boukary

NACOUлма, Madi

NACOUлма, Issaka

NIAMPA, Salif

OUSSALE, Alphonse

SANKARA, Hate

SONGOTI, Rigobert

ISO Mission, Vision and Values

Mission

The International School of Ouagadougou strives to cultivate a student's intellect and character, in an English-speaking environment, by offering strong academic programs while promoting cultural understanding and community involvement.

Vision

ISO's vision is to establish itself among the first rank of international schools in Africa by enabling all its students to identify and achieve educational, personal, and career goals through an individual learning model embracing multiple learning environments both within and beyond the classroom, encouraging them to cultivate respect for self and others, and providing them with the tools for lifelong personal and social development.

Values

We believe in the dignity and worth of each student; all individuals want and need to learn. As with any human accomplishment, successful learning is a lifelong commitment; it is best achieved through rigor and perseverance in an environment of mutual respect and honesty.

Curriculum, Environment, Community and Character

Curriculum

We believe that maintaining an English-language environment in the classroom is a vital component of our school's character. ISO therefore follows an American curriculum (AERO), but draws also on best practices from around the world, focusing on the acquisition of knowledge and the development of problem solving, critical thinking, and inquiry based skills. The result is a broad, research based, and culturally diverse curriculum delivered in English, emphasizing literacy (reading, writing and oral communication), the creative process of the arts and music, reasoning in the sciences and mathematics, the pursuit of a physically active and healthy lifestyle, and the use of current technology to enhance the learning and discovery process.

Environment

We believe that every aspect of school life is a context for learning. The ISO campus provides a secure environment in which learning is nurtured and stimulated by students' experiences in classrooms and laboratories, on the sports field and on stage, during art celebrations, community service projects and student council meetings – all in the context of a community of teachers, students and parents committed to the integrated development of its students as active, engaged and well-rounded individuals.

Community

We believe, as a strong community of students, parents and teachers, in celebrating culture and diversity while remaining united in our shared values. Our aim is to help our students develop as effective, fully contributing members of society who are tolerant and open minded, unfailingly respectful of others and fully engaged in their communities. We greatly value the constant interaction of our older and younger students in this context and strive to develop all students' self-confidence by encouraging them to make the most of our uniquely multicultural community.

Character

We believe a community is strengthened when individuals take social and moral responsibility for their own choices and actions. ISO strives to help each student develop strong personal values that will allow him/her to act with thoughtfulness, humanity, respect, honesty, compassion and concern for the welfare of others.

ISO Graduate Profile

Graduates of ISO shall embrace learning as a lifelong process.

They shall:

Be proficient in English and have mastered the academic skills required for further education and a successful career; be capable of assessing the validity and integrity of information, identifying sources of bias, and independently obtaining and analyzing relevant data.

They shall:

Use logical reasoning in constructing arguments; consider all options and alternative viewpoints; propose and implement holistic solutions; and use current technologies as learning and research tools rather than as ends in themselves.

They shall further:

Be able to make informed choices by connecting what they have learned at school with life experiences; be self-confident and have the ability to receive and provide constructive criticism; and have the ability to adapt to change and different environments.

And they shall:

Work well with others by providing positive leadership while encouraging mutual respect and consensus building; take responsibility for their actions; value and engage in local and global communities; and contribute positively to efforts to meet local and global challenges.

General Description

The International School of Ouagadougou (ISO) in Ouagadougou, Burkina Faso, is a non profit, independent, co-educational day school which offers an American-based, English language educational program to children between the ages of 4 and 19 in grades Pre- Kindergarten through 12th.

The school was established in 1976 and is accredited by the Middle States Association of Colleges and Schools in the United States. A School Board, elected by an Association of parents and staff, governs the school.

Personnel

The school employs a director, upper school principal, elementary principal and a Head of Educational Technology. In addition, there are 29 full-time teachers and assistants. We also have seven teacher assistants and one science lab assistant. A finance manager, assisted by a bookkeeper, a purchase manager, and a cashier, runs the school business office. The rest of our administrative staff includes two community relations officers (job share), an administrative assistant, a general services officer assisted by 13 custodians, a receptionist, and a head of security assisted by 26 guards. We have on staff both two part-time school doctors and a full time nurse.

Enrollment

Enrollment is approximately 200 students—representing North America, host country nationals, and from numerous other countries.

Facilities

The school is housed and located on a seven acre, purpose-built campus located adjacent to the city's main residential section in Zogona, Secteur 13, Rue 13.22, and Porte 612. The facility is walled and secure. ISO has a large, grassed playing field, dressing rooms, a covered and lighted multi-sport court, a swimming pool, and lighted tennis court. There are 11 major buildings housing 22 classrooms, administration, and resource areas, including a library of 9,000 volumes, 2 IT classrooms, 2 Science Laboratories, Student Center, Performing Arts Center and Snack Bar. The school has an ADSL for internet and is completely networked. There are 100 computers for student use in the Computer Labs, Library, and classrooms.

Some of the sports facilities are grouped on the south side of the campus to form a recreation club, which is open to the children enrolled in the school at no charge, and to their parents. Each ISO community member may bring one guest each.

Finances

Approximately 98% of the school's income is derived from school fees. There is a one-time registration fee for new students. There is also a separate capital levy fee. The school also receives assistance from the United States Government in the form of services as well as financial grants.

Testing Program

The Measure of Academic Progress (MAP) is a standardized test designed to enable schools to track student's academic progress during the school year. Based on internationally recognized reading and mathematical benchmarks, it assesses vocabulary, reading comprehension and mathematical literacy for students in grades K-11. The test uses a broad cultural base and combination of multiple-choice and open-ended questions and prompts. In addition to the MAP, students in Grade 10 and 11 may take the Preliminary Scholastic Aptitude Test (PSAT), while students in Grades 11 and 12 take the Scholastic Aptitude Test (SAT) and/or the ACT for university entrance. The TOEFL (Test of English as a Foreign Language) exam may be administered to students whose first language is not English. For those students participating in Advance Placement (AP) Classes, comprehensive AP Exams are taken each May.

Accreditation

The school is fully accredited by the Middle States Association of Schools and Colleges (MSA). ISO is recognized by College Board as an approved site for AP instruction and testing.

Associations-Professional

The school is a member of the Association of International Schools in Africa (AISA), West Africa International Schools Athletic League (WAISAL), Association for the Advancement of International Education (AAIE), and Association for Supervision and Curriculum Development (ASCD).

Our School Day

ISO Daily Schedule

The ISO daily schedule is as follows:

Pre K:	08:00 AM – 13:10 PM
Kindergarten:	08:00 AM – 15:15 PM
Grades 1 – 12:	08:00 AM – 15:15 PM

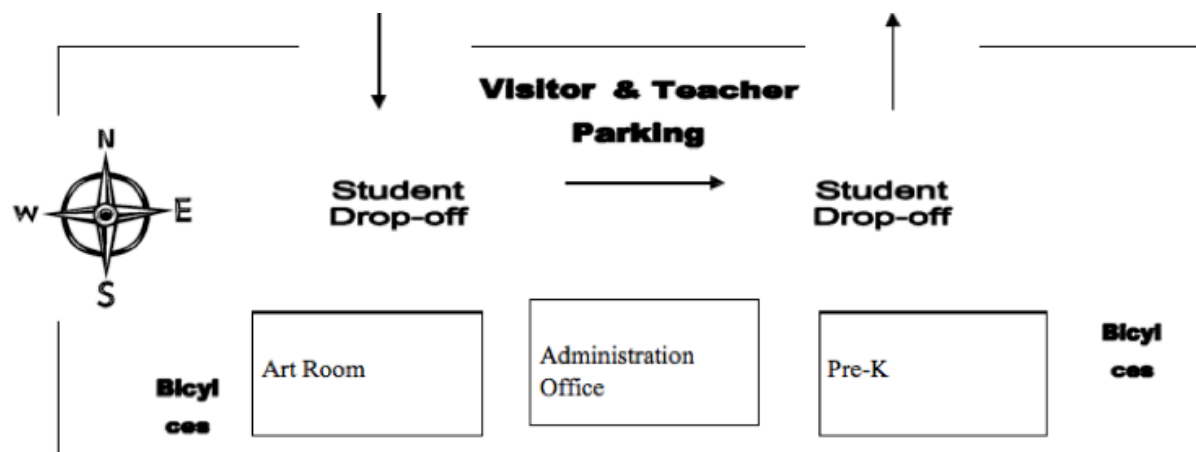
Drop Off/Pick Up

Families may drop their children off from 7:30 AM and pick-up their children at 15:15 AM (1:10 PM for those with children in Pre K).

To ensure student safety, students should be dropped off and picked up according to the following plan. All entries onto the campus must be made through the northwest gate; exits through the northeast gate. Please note that there is no parking at the entrance of the main office.

Students may be discharged in front of the Art Room, or the Pre-K building. Primary students, who are too young to reach their classes by themselves, should be escorted by a parent, another responsible adult, or by an older sibling.

The school cannot be responsible for supervision of students outside the regular school operating hours. All parents will be asked to sign a “waiver of responsibility” for their children being on campus outside regular school hours. If someone other than a parent or your regular driver will be picking up a child, please notify the office.



Campus hours

07:30 AM – 17:30 PM Monday through Friday

07:30 AM – 17:30 PM Weekends and Holidays

Students generally arrive for school about five or ten minutes before their first period class each morning but should not arrive earlier than 7:30 AM. They must be picked up by 15:15 PM each day. (1:10 PM for Pre K). Students should only be on campus if they are in a supervised activity sponsored or sanctioned by ISO. If they have guests, they must check in at the office for approval beforehand. **Campus will close at 17:30 PM each day.** Parents or drivers must pick- up their children by that time. Students are not allowed on campus after 5:30 PM unless they are attending a special event. ISO cannot accept the responsibility of supervising your children when they are not picked up. Parents will be contacted and the situation discussed if they are chronically late in picking up their children, or if students are left unsupervised on the school's campus.

Access to the ISO Campus

ISO is committed to the safety and welfare of our students, faculty and ISO Association members. In order to achieve this, and in an effort to ensure ease of access onto the ISO premises, the following guidelines have been set out.

Vehicle Entrance / Main Gate:

All vehicles entering the ISO campus require a current ISO sticker, clearly displayed on the vehicle windshield or dashboard. Vehicles without this sticker will remain outside the gate.

Campus Pedestrian Entrance:

This entrance is staffed during regular business hours. To enter campus, pedestrians must present an ISO Pass or a temporary Guest Pass (available from the guard).

Student access:

All students must show their ISO Pass as they enter the school through the pedestrian entrance. They are not required to wear the Pass once on campus.

Parent access:

Parents who frequently visit the school should notify the school receptionist, and they will be issued an ISO Pass. This Pass is required to be worn when entering the school, and while on the school grounds. If the parent forgets their Pass, they must present a photo ID and a Temporary Visitor's Pass will be issued for that visit.

Parents who infrequently visit the school will be issued a Temporary Visitor's Pass for each visit, provided they leave a photo ID at the entrance and sign into the visitor's registry. This Pass must be worn visibly while on the school grounds.

Drivers and Nounous:

Drivers and nounous must remain in the parking lot area unless they need to drop off/pick up students at their classroom at the start or end of the school day, or supervise students during after school hours. In order to enter campus, they must be issued an ISO Pass.

To acquire an ID Pass for drivers or nounous, the family (employers) must provide ISO with the following:

- A. Electronic passport photo of their employee
- B. Original copy of Burkina Faso police check (Casier Judiciaire)
- C. Signed agreement allowing ISO to list their children's names on the back of the Driver/Nounou Pass card.

D. €5 Processing Fee

Visitors:

All visitors, accompanied or not, must leave a photo ID at the gate and sign in to the visitors' register. They will be issued a Temporary Visitor's Pass and are required to wear it visibly while at school.

Visitors accompanied by an ISO Association member will then be able to enter campus.

Unaccompanied visitors, with or without an appointment, will be allowed to enter campus once the guard has phoned the office to confirm their arrival. They then must proceed to Reception where they will be redirected or met by the appropriate ISO staff member. Their IDs will be returned when they depart campus and return the Temporary Visitor's Pass

Admissions, Transfers, and Withdrawals

When new students are being considered for admission to ISO, the following procedures will be followed.

The Community Relations Office (CRO) will provide the parents with the application form, health form, and other information. The Elementary Principal will interview the student and the parents. The fee structure will be discussed with the parents by the Director. If the parents are planning on enrolling the student, arrangements are made to test the student's level of learning to assist in the placement of the child. ESOL teachers may be consulted when necessary. These screening tests cannot be scheduled until the admission form and accompanying documentation is complete and a registration fee has been paid.

The student's age, previous schooling experience, social and developmental ability, grade or year reports, cumulative records, standardized test results and special evaluations, etc. – are examined to determine special needs and correct grade placement. Admission and grade placement decisions will be conditional until such time as the school records are submitted or forwarded to the school office.

Variation in age and grade placement is to be expected, given the wide variety of school systems and backgrounds of ISO students. The goal is to find the

instructional environment that will challenge while not frustrate the student by being too easy or too difficult. Efforts will be made to keep students in a reasonable age-peer cohort.

Arrangements for fee payment are to be made prior to the child's first day of school.

Parents will be referred to the school's Business Manager to make these arrangements.

Student Support Services

ISO welcomes all applicants, but parents should note that ISO is not adequately equipped to handle students needing special educational programs. Students with mild academic deficiencies are accommodated in the normal stream of classes, but students with neurological disorders, severe speech impediments, or other challenges, which ordinarily would require the services of special education classes, are not accepted at the school unless effective tutorial assistance can be contracted locally. Parents must pay for such added services. All new and transfer students will be tested prior to admission. These tests may be conducted before school starts, if feasible. Families who are unable to be here during this time need to contact the school to make other testing arrangements. These tests are used to determine proper instructional placement and to predict the ideal level of successful study for prospective students. Final decisions about admission and grade placement are made by the administration.

Retention & Acceleration

The Director shall decide on the admission, placement, promotion, retention and graduation of students in accordance with the policies established by the Board (section IV).

In keeping with the Mission, Vision and Beliefs of the International School of Ouagadougou, it is policy to allow students to progress from grade to grade in accordance with their individual performance. Students will generally be placed in classes with their age appropriate peers. The placement of students must be based on all the factors influencing the student's progress including academic, social, emotional and physical growth considerations.

When a request is made to accelerate or retain a student, the final decision is the responsibility of the school Director, who will consult with the parent(s)/guardian, classroom teacher, appropriate Student Support Services personnel and the appropriate Principal. Consideration for either acceleration or retention should be

initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following August. In such cases, the consultation could commence during the following school year and prior to October 31st for the second semester.

Definitions

ACCELERATION: The advancement of a child to one grade level beyond that which is normally associated with his/her current grade/age placement.

It is the practice of ISO to place students in the grade appropriate to age. Since lateral enrichment activities are available to students who require them regardless of grade, students should not be repeatedly accelerated. Grade acceleration is only one of many options to be considered when determining effective enrichment programming for students.

RETENTION: The withholding of promotion to or the placement of a student in a grade level other than an age-appropriate setting.

It is the general practice of ISO to place students in the grade appropriate to age. Retention is only to be considered an option if the student will benefit from an additional year at the grade level. Consideration may be given to the following: maturation level, ability, social/ emotional factors, standardized assessments. Retention will not be utilized as a consequence for negative behavior or truancy. Alternative interventions: resource assistance and support, modifications and accommodations to program and assessment results should be in place for each student.

Process

For the purposes of both Acceleration and Retention, the following process is to be followed:

1. **Identification of Students:** Students may be recommended for either acceleration or retention from a number of services: classroom teacher, parents / guardian, principal, other related individuals who impact upon the child's academic / social life.
2. **Timeline:** Consideration for either acceleration or retention should be initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following August. In such cases, the consultation could commence during the following school year and prior to October 31st for the second semester.
3. **Confirmation:** Once a student has been identified as a potential candidate for either acceleration or retention, and with support of the Principal and parents, the

appropriate Student Support Services personnel is to be contacted for consultation.

4. Assessment: A student brought forward through Steps 1, 2 and 3 is to be assessed by the appropriate tests / personnel as determined by the appropriate Principal and Student Support Services Department. The results are to be shared with the classroom teacher, the parent / guardian, principal and student (where appropriate).

5. Recommendation: A recommendation by the Principal to accelerate or retain a student is to be made in consultation with the parents / guardian, classroom teacher and appropriate Student Support Services.

6. Final Decision: The final decision for the acceleration or retention of a student will be made by the Director. The parents of the student will be provided with the decision and recommendations in writing. A copy of the decision and recommendations will be placed in the student's file.

Upper School Age & Credit Requirements

For students transferring into Grade 6, admission and grade placement are based on achievement in reading and writing in English, mathematics, social and emotional maturity, successful completion of academic requirements at previous schools, and teacher observation. In the absence of compelling evidence to the contrary. The starting point for placement is the same sequence as above, using age-peer cohorts based on October 1st birthday guidelines. For a student who satisfies academic and English requirements, a grade 6 student would typically need to have turned 11 before October 1st of that academic year. Placement of students transferring into grades 7-12 will be based on successful completion of academic subjects as shown on records of previous schools. High School students are placed generally according to high school credits successfully completed.

However, transcripts are examined on an individual basis, but as a rule of thumb we use the following guidelines:

- Below six credits: Freshman (9th grade)
- 6-12 credits (including one in English): Sophomore (10th grade)
- 13-20 credits (including two in English): Junior (11th grade)
- 20 credits (including three in English): Senior (12th grade)

Seniors New to ISO

Seniors entering ISO in the second semester of their senior year may enroll in courses. However, students must be in attendance a minimum of two semesters in order to receive a diploma from the International School of Ouagadougou. Exceptions to this rule may be granted upon appeal to the Director.

Students Dismissed From Other Schools

International School of Ouagadougou reserves the right not to grant enrollment to students who were dismissed from other schools for academic, disciplinary or other reasons. Students failing to reveal such a record at the time of enrollment will be subject to expulsion if school officials learn of the record.

End of the School Year

The following procedures shall be followed when students transfer at the end of the school year:

- A) Parents are required to provide the school with a minimum of two weeks' notice, except for graduating seniors. Parents should request a withdrawal form from the school office.
- B) Parents will be given their withdrawal packet on the last day of the student's enrollment.
- C) Transcripts, report cards, and refunds will not be issued if there are outstanding accounts for the student.

For student withdrawals in the middle of the school year, these procedures shall be followed:

- A) The school must be notified in writing of the student's last day of school at least two weeks in advance.
- B) The Finance Manager shall determine the amount of tuition refund, if any, and issue a check.
- C) All teachers will fill out a report card. It is understood that students may occasionally transfer between the established grading periods. It is important that the homeroom teacher indicate on the report card the date of transfer and the number of days completed in the semester of the school year that the student leaves. Report cards are updated and printed only at the end of each quarter. No credit (and thus grade promotion) will be given to students who depart prior to May 15. Applicable final exams must be taken before departure, and curriculum content not yet covered is the responsibility of the student. Final grades may suffer accordingly.
- D) The school administrative assistant will complete a transfer form and assemble the materials that are to be given to the parent on the last day of the student's enrollment.

Transcripts

All semester grades that a student earns at International School of Ouagadougou will be recorded on his/her official transcript. These records will be maintained in

the school's file. Once grades are entered onto a student's transcript, they are final. Change of grades cannot take place after the completion of the semester without the consent of the Director.

Attendance at ISO

Philosophy and General Regulations

The foundation for learning at ISO is based upon the interaction between students and teachers and students and students in the classroom. For this reason, we believe that this interaction is essential and irreplaceable for successful learning at ISO. We know all students occasionally miss school due to illness, religious holiday, co-curricular participation, or family emergency, but absences due to these incidents should be held to a minimum. There is no replacement for time in class. The current schedule makes a good attendance record even more crucial for success.

At the Middle School level, students who accumulate excessive absences may be requested to repeat the current grade. The final decision rests with the Director and/or the Upper School Principal after consultation with parents and teachers.

At the High School level, a student must have a satisfactory record of attendance in order to receive credit for each course. The guideline for satisfactory attendance is a minimum attendance of 85% (a maximum of six block absences per class per semester). Students who fail to meet the minimum attendance requirement for any course may lose credit and receive a "WF" (withdraw fail) grade for the semester, regardless of the grade average. Each of these cases will be reviewed and a decision made by the Director.

Days missed as a result of out of school suspensions are unexcused absences. Students who are absent or late to school must have a written excuse from parents or must phone the office. This excuse must include the date of absence, the reason for the absence, and the parent's signature. Parents should call the school office as early as possible before 8:00 a.m. if their child will be absent that day. If a student is reported absent by the first period teacher, and no call is received from the parent, the office will call home. Any student who is late must report to the front office when returning to school.

Absences for reasons other than illness or family emergency must be reported in advance to the Director. School holidays can be found on our school calendar; family holidays that go beyond these days are considered unexcused absences.

Students with unexcused absences may complete long-term projects, homework, and lab reports. Other work may be made up at the discretion of each teacher.

School Sponsored Absences

Students participating in school-sponsored activities must have written permission and must obtain this permission in compliance with the procedures indicated by the Director, teacher, or sponsor of the group involved. All students will use transportation provided by the school.

Students who miss classes as a result of participation in school-sponsored activities are not considered absent for that day or part of the day. They are still expected to complete make-up work for classes missed.

Students may not participate in any school-sponsored activities if they are not in school (or miss a class without permission) on the day of the scheduled activity. Students scheduled to travel with a school-sponsored group will not be allowed to travel if either of these conditions occur.

Students absent (without an excuse) on the day following major school events, such as a school play or WAISAL event may be prevented from participating in major school events in the future. A student whose participation in a school-sponsored activity will take them below the acceptable 85% attendance (six block absences per course that semester) may be denied the opportunity to participate. A committee (Director, Upper School Principal, Athletic Director, coach/advisor, and involved teachers) will decide whether additional absences to participate in activities are in the best interest of the student involved.

Make Up Work

When students miss school due to illness or their participation in school-sponsored activities, the following make up work procedures apply:

- A) Make-up work will be required to be completed within a reasonable timeframe agreed upon between the teacher and the student. Work that is due on the day of departure should be turned in prior to the activity.
- B) Students with extended absences will work together with the teachers to make up all tests, or quizzes at the earliest date.
- C) Students are strongly urged to complete as many assignments, tests, or quizzes as possible prior to an extended planned absence. It will be the responsibility of students to plan a makeup strategy with teachers.

Arriving Late to School/Class

Arriving late to class seriously disrupts instruction and the learning of classmates. Students who arrive at school unable to reach class by 8:00 AM must report directly to reception in the Admin building at the front of the school. Our school receptionist will supply the student with a late slip and record this in our attendance system. Students will present this late slip to the teacher upon arrival in class. If Upper School students are late 3 times in one quarter they will receive a warning. If a student should be late 4 times in one quarter a meeting involving the student, parents and Upper School Principal may be necessary to develop a solution.

Cutting Class

A student who is present at school but is absent from a class, without seeking permission in advance, is considered to have cut class. Cutting class has major consequences that may require the student and family to meet with the Upper School Principal to arrange a behavioral contract.

Truancy

Truancy is defined as a student's absence from school grounds unauthorized by a parent. Truancy has major consequences that may require the student and family to meet with the Upper School Principal to arrange a behavioral contract. Continued truancy will most likely result in the student being unable to fulfill his/her academic obligations, upon which a recommendation to the School Board for student expulsion is made.

Permission to Leave School

Students who must leave campus early, may be excused by a written note from parents/guardian. The note should be presented to the office before students report to their first class.

Illness at School

Students who become ill at school should report to the school doctor, nurse or administrative assistant accompanied by a note from their teacher or from the office. A note from the medical professional or administrative assistant must accompany the student back to class.

School Phone

Use of office phone by students should be limited to emergencies or school related issues.

ISO Program of Studies

Academics

The school follows a North American Elementary and Secondary School curriculum. Our program offers language arts, mathematics, social studies, science, physical education, French and Mandarin Chinese and a wide variety of electives. Textbooks and supplementary materials are current and are obtained from the United States and Europe. Although the essential character of the school is American, we have modified our curriculum to reflect the international composition of the ISO community and the African setting of the school. For example, our social studies curriculum emphasizes communities, African studies, world geography, and world history. At the grade 11 and 12 level, students have the opportunity, over this two-year time-frame, to take up to eight Advanced Placement courses. This often results in the granting of sophomore status when attending universities in the United States.

The curriculum of the school is dynamic, with constant attention to revision and fine-tuning. The staff and administration, through in-service training, consultants from abroad, and attendance at the annual conference of the Association of International Schools in Africa, strive to keep abreast of the latest developments in education worldwide. Moreover, individualization of instruction to meet the needs of every child is a broad goal of the school's instructional program. Thus, students in the same class may be using a diversity of materials and may be learning essential skills through varying methods and techniques.

ISO conducts a regular classroom program for Pre-Kindergarten (age 4) through grade twelve. The best way to understand your child's program is to visit the school and to speak with your child's teachers. We always appreciate parental interest and involvement.

French Instruction

French instruction is required of all students in grades Kindergarten through 12. Students are divided into classes based on their mastery of the language.

English for Speakers of Other Languages (ESOL)

Since many of ISO's students come from non-English speaking backgrounds, ESOL lessons are required and available for those deemed necessary. Based on research regarding best practices and language learning, our ESOL program begins with grade 2. A special tuition is charged for this program. Students without English are given intensive ESOL lessons as a substitute for French lessons until such time as deemed necessary.

Computers & Digital Technology

The International School of Ouagadougou has a PC and a MAC Lab. Other computers may be accessed in the student study center or in the Library. Computer instruction is integrated into the ISO program from PK through Grade 12. In the Elementary (grades PK-5), basic computer literacy and computer-assisted instruction are introduced. In the Middle School, students further improve their keyboarding, online research, and application skills. By the end of 9th grade, students are expected to be able to independently use computers to complete their academic assignments with the aid of email, document creation, collaborative media, multi-media design, presentations, and chart and website creation. Students in Grades 6 to 9 learn the finer points of web-based research and the habits required to become critical and ethical consumers and producer of information in our Research and Information Management classes. Advanced computer applications are also offered to high school students. ISO has a dedicated service line and is networked campus wide for both Internet and intranet services. Some areas of the campus also support wireless internet connections. In the Upper School all students are supplied with a Kindle e-reader to enable greater access to novels and academic texts. Students take these e-readers home each day to allow for a seamless continuation of reading for pleasure and preparation for class. All users must subscribe to ISO's Acceptable Use Policy to optimize the responsible use of the Internet and digital tools.

Field Trips

Field trips are a regular part of the educational program at ISO. You will be notified of the time, place, and educational purpose of the trip. For each trip, parents must sign a permission slip for the student to participate. Students who are not participating in the field trip will be expected to attend classes.

Student Services

Student Services have been established to facilitate academic, social, and emotional growth in students. Student Support Services helps students deal with academic difficulties and is available for individual counseling related to self-esteem, problem solving, social skills, and other social and emotional concerns. The school works to help both students and parents understand students' abilities, aptitudes, and interests. Assistance is also given to help students choose and apply to colleges and universities. Other services provided by Student Services include:

Placement Testing

Administration of standardized tests (MAP, PSAT, SAT I, SAT II, ACT)

College Counseling

Assisting with the identification of students with learning needs counseling and testing of students with academic and emotional needs

ISO Curriculum

Transition Program: "Move to the Middle"

In recognition of the fact that the transition from the self-contained Elementary classroom to the departmentalized secondary school classroom can cause students anxiety, ISO has developed a transitional program for "rising" sixth-graders. This program, called "Move to the Middle", is held in May of the student's fifth grade year. Fifth grade students are assigned a Middle School "buddy," whom they accompany to Middle School classes. Discussion sessions are scheduled to give fifth graders and their parents an opportunity to ask the Middle School faculty and administration questions pertaining to their expectations, workloads, schedules, activities, and any other concerns.

Middle School Program (6-8)

The Middle School student is given a chance to explore and mature under the close supervision of teachers experienced in the needs of early adolescents. Students go to the classrooms of different academic disciplines for instruction. Core courses include English Language and Literature, Social Studies, Science, French, and Mathematics. In addition to the core subjects, Middle School students take three blocks of "exploratory" courses. These include: Art, Band,

Math Logic, Engineering, Performance and Physical Education. A unique course, Quest, to address early teen academic, social, and behavior needs is offered to all 6th grade students.

High School Program (Grades 9-12)

The High School program of studies allows students to meet the requirements for obtaining a standard American High School diploma following the system of credits used in the United States. Students enrolling after grade nine will be required to select courses appropriate for their grade and to complete any other required courses not already taken. Note: ISO does not allow mid-year graduation.

High School Promotion & Graduation Requirements

Students at ISO enroll in a program leading to a U.S. High School Diploma. A minimum of twenty-eight (28.0) credits is required for a standard ISO diploma:

English	4.0 credits
Mathematics	4.0 credits
Social Studies	4.0 credits
Science	4.0 credits
Foreign Language	4.0 credits
Physical Education	1.0 credits
Economics	0.5 credits
Health	0.5 credits
Fine Arts	1.0 credit
Research Seminar	0.5 credit
Speech	0.5 credit
Electives	4.0 credits

The Principal and Counselor will evaluate transfer students who have entered ISO from other schools on a case by case basis. Any course taken outside of school does not replace or modify ISO's course load requirements. Online courses that are approved by ISO and carry a GPA indication will be accepted toward meeting ISO graduation requirements.

The core classes required in the high school are, in part, based upon the majority of university entrance requirements. Courses fulfilling core subject requirements are:

Math: Integrated Math 9, Integrated Math 10, Advanced Math, Pre-calculus, AP Calculus

Language Arts: English 9, English 10, AP Literature, AP English Language, World Literature, Modern Literature

Social Studies: African Studies, Geography, Economics, AP Human Geography, AP World History, Psychology

Science: Biology, Chemistry, Physics, Earth/Space Science, AP Biology, AP Chemistry

French: Francophone - each student is tested, placed and taught on DELF levels; Non-Francophone I and II for 8-9 and 10-12, AP French

Certificate of Attendance

Students who have completed four years of High School attendance without obtaining the required number of credits or meeting course requirement may be permitted to participate in the graduation ceremony and may be issued a "Certificate of Attendance" upon the recommendation of the Director.

High School Class Load and Study Blocks

A full time student at ISO must be enrolled in a minimum of six classes per semester, of which four must qualify as core courses each semester. Exceptions to this case load requirement must be approved by the Upper School Principal.

Grade nine, ten and eleven students typically take eight classes per semester while twelfth grade students often take a reduced load of seven classes.

Students in 11th grade taking three or more AP courses are entitled to one study block if it fits into their schedule. All 12th grade students automatically receive one study block, provided they can meet all graduation requirements. A 12th grade student taking three or more AP courses is entitled to a second study block as long as this results in a course load that meets minimum graduation requirements.

Class Rank

ISO does not subscribe to the policy of ranking students in order of academic achievement. We instead share an understanding that such practices are counter to the need to develop intrinsic habits and a love of life-long learning. The school, therefore, does not report the rank of its students, except when required or advantageous for college admissions.

Credit

Credit is awarded only at the end of each semester; partial credit for less than one semester cannot be permitted.

Student Initiated Class Withdrawals/Changes

There is a one-week period at the beginning of each semester during which students may withdraw or change from new classes only. This change may require the signatures of the teacher, principal, and the parent. After this time, a student who leaves a class for any reason other than being misplaced will receive a "Withdrawn" for the semester on the official transcript as long as the student was passing the course at the time of the withdrawal. If the student is failing the course, a "W/Failure" will be entered on the transcript for the semester. All withdrawals from academic classes require signatures of the teacher, the principal, and the parent.

Deadline for Enrollment Credit

Students in grades 9-12 who enroll at ISO after the first day of the fourth week of the first semester will not receive credit, unless the student is transferring into ISO from another North American curriculum school. Likewise, no student will be admitted for credit after the first day of the fourth week of the second semester, unless the student is transferring into ISO from another North American curriculum school.

Repeating Courses

A student may repeat a class at the recommendation of his/her teacher and/or principal. Credit is earned for the repeated class and both grades will appear on the transcript. A second credit earned through repeating a course will count as an elective credit and will not fulfill any of the minimum graduation requirements. A student may not take a course more than twice.

Independent Study

On occasion, students may wish to take special courses in which they are particularly interested or are in need of for one reason or another. Students are encouraged to explore such alternatives. These independent study programs can be pursued through such means as summer school or correspondence courses. ISO may recognize credit earned in such a manner. Only in exceptional cases

will an independent study course be granted during the school day. The criteria include one or more of the following:

Students in grade 11 and 12 who have completed all ISO course offerings in a subject area and wish to continue studies on a higher level.

Transfer students who require a special program in order to meet graduation requirements; Students medically excused who need an independent study in lieu of a required course; Teacher recommendation; A particular course cannot fit into the student's schedule.

In order to receive credit for independent study, the program must be approved in advance by the Upper School Principal after receiving a syllabus (projects and due dates) signed by the student and his/her advisor.

Advanced Placement Enrollment

AP courses are open to all students who have done well in the prerequisite courses and have obtained a recommendation from the teacher of the AP course in which he/she wishes to enroll. As with all courses, ISO teachers and the Upper School Principal will advise on course selections based on previous academic performance and future goals.

Educational Materials

The teaching materials at ISO are current publications with most originating in the United States. All students are issued most, if not all, the educational materials required for their learning program. Exceptions to this would include physical education clothing, calculators, flash drives, pencils, pens, and notebooks for different subjects. All students are responsible for the proper care of their workbooks and textbooks. The workbooks are the students' property, but textbooks must be returned, in good condition, to the school at the end of the school year or at the time of withdrawal. In case of loss or damage, replacement costs will be charged. Students will be expected to return the specific textbook assigned to them when books are collected. Students are required to wear an ISO shirt for all PE lessons. Shirts may be purchased at cost in the front office.

Assessment & Grading

Please refer to the [ISO Upper School Assessment & Grading Handbook pdf](#).

ISO Upper School Grade Scale Equivalent

Letter Grade	Percent	GPA	Letter Grade	Percent	GPA
A	93-100	4.0		67-69	1.3
			D		
			+		
A-	90-92	3.7	D	64-66	1.0
B+	87-89	3.3		60-63	0.7
			D		
			-		
B	84-86	3.0	F	>60	0.0
B-	80-83	2.7	P or S	Satisfactory	0.0
C+	75-79	2.3	U	Unsatisfactory	0.0
C	74-76	2.0		Withdrawn	0.0
			W		
C-	70-73	1.7	I	Incomplete	0.0

Especially for Parents

The ISO Association

All parents of full-time ISO students are automatically members of the ISO Association. The Association holds two formal meetings, one on the second Tuesday of November and one on the second Tuesday of May. This year, these dates will be November 15, 2016, and May 9, 2017.

At these Association meetings, School Board members are elected and matters of concern to the membership are raised and discussed. Be sure to mark those dates on your calendar.

The School Board of Trustees

ISO is governed by a Board of Trustees comprising of nine voting members, six of them elected by the Association at its May general meeting, and two appointed by the outgoing Board. The Board also has two non-voting members: a representative of the Faculty, and the Director. The Board does not intervene directly in the day-to-day administration or educational program of the school; it holds the mission and values of the ISO community in trust, and adopts policy and strategic decisions to that end. For more information about our board of trustees, please refer to our school website.

Parent-Teacher Association: “ISOuagadoers”

The ISOuagadoers was formed in April, 2003, by parents and teachers who wanted to support ISO on all fronts: students, teachers, parents, and staff. Its mission is simple: to help facilitate partnerships between home and school so parents, administration, and faculty can work together to complement the education of all ISO students. The group is open to all parents or legal guardians of ISO students and all teaching staff at ISO. The ISOuagadoers meet monthly. At these meetings, various topics are discussed and events/projects outlined. ISOuagadoers supported events throughout the year include: Welcome back BBQ, Holiday Fair, Africa Week and Staff Appreciation Activities.

Parent Responsibilities

The school must be informed when both parents/guardians are away from Ouagadougou at the same time. In such events, someone must be designated

as your child's guardian, and this person must have the authority to make medical and other decisions related to your child's well-being.

It is very important that the school office has the name, physical address, telephone, and email contacts for someone who will serve as an emergency contact. This person should be someone whom your child knows and who has agreed to make medical decisions on your behalf if the school cannot contact you and your child needs medical intervention. More than one emergency contact person is preferred. Emergency telephone numbers, local legal guardians, and health information must be left at the school should an emergency arise. Parents must notify the school of a change of address, email, or telephone, including mobile phone numbers. Parents should inform the school medical professional of any significant change in the health status of a child.

Responsible Parental Participation in Our School

All parents have an interest in the smooth and efficient operation of the school. This interest can most effectively be expressed through regular communication with teachers and the administration, through service on the Board and its committees, and through attendance at school meetings. Moreover, parents are encouraged to volunteer to sponsor after-school club activities. Most importantly, parents can support their children's learning through encouragement and interest in their studies. We too, appreciate parental interest and assistance.

Communication

Communication between the school and parents is a high priority at ISO.

A formal bi-monthly Newsletter (Turtle Talk) keeps you informed of school news and activities. It is sent out via email. On alternate Fridays to the Turtle Talk, the elementary principal will provide a one-page newsletter about life in the elementary school.

In addition the homework folders contain a range of information including: corrected assignments, letters, tests, quizzes, newsletters, permission slips, etc. Parents are asked to look through their child's folders to keep updated with all that's happening and sign letters/homework and permission slips where necessary.

Open House

Each year, an Open House is held for all parents. This program is intended to give parents: a general overview of the school year; an introduction to the instructional staff and administration; and an opportunity to allow teachers to explain the organization and academic plan for their classes. Questions of a general nature pertaining to the total school program or to an individual class should be raised at Open House. Questions dealing with individual student progress should be left for Parent Conference Day and/or special appointments with teachers or the administration. The Open House for the 2016-2017 school year for all grades will be held on the evening of Thursday, September 1st 6:30 PM – 8:00 PM. Details will be announced in the school's newsletter. A separate French curriculum evening will be held on Thursday September 8th from 6:30 PM – 7:30 PM.

Report Cards/Parent-Student-Teacher Conferences

The academic year is divided into quarters. Additional time is set aside for Parent-Student-Teacher Conferences after first and third quarter report cards are completed. The purpose of the conferences is to enable parents to receive first-hand accounts of their child's progress from his/her teachers. Conferences are held in the fall and spring.

We also encourage parents to arrange additional conferences with teachers throughout the year. We will do our best to keep you up-to-date on your child's progress; however, if you have any questions, please do not hesitate to contact the school to arrange a meeting. Students will attend a minimum of 60% of classes during a quarterly reporting period to receive official grades and comments from the teacher. Report cards will be available to families soon after the end of each quarter through FAM - the Family Access Module of our student management system. Fourth quarter report cards, signed by the principal and director, are sent home in paper format as official records of the year. At the High School level, a student must have a satisfactory record of attendance in order to receive credit for each entire course (semester or year-long courses). The guideline for satisfactory attendance is a minimum attendance of 85%. Students who fail to meet the minimum attendance requirement for any course may lose credit and receive a "WF" (withdraw fail) grade for the semester, regardless of the grade average. Each of these cases will be reviewed and a decision made by the Director.

Tutoring

At times, teachers may feel it is in a student's academic interest to have additional help after school or even during the summer. When such a recommendation is made, the principal will send home a list of all students or adults who are available for tutoring, the subjects they are able to teach, and their contact information. It is then the parent's responsibility to contact a tutor to make arrangements. We ask that the parent's inform the school of their decision so that the teacher can work with the tutor if necessary. Please note that ISO staff members are not allowed to tutor their own students. In the interests of student and staff safety, one-to-one tutoring at ISO is not allowed on campus.

Study Hall

Every Monday of the school year between 3:30pm to 4:30pm, a Study Hall is offered in the Upper School Student Center. One purpose of Study Hall is to provide our Upper School students a supervised space for completing assignments after school. Its other purpose is to give students having difficulties completing assignments in a timely manner, a place to focus on their student obligations. Please understand our supervisors will not be tutoring students. If we require a student to attend a Study Hall, they will miss any after school activities in which they normally participate. If the student completes the assignment before the Monday Study Hall, the teacher will confirm this with the supervisor and attendance will not be deemed necessary. The classroom teacher will inform a parent via phone or email of the need for a student to attend Study Hall.

School Liability

ISO assumes full responsibility for the supervision of ISO students during the regular instructional day (8:00 AM – 15:15 PM) and during all school sponsored events including after school activities. ISO is not responsible for the supervision of students on campus outside these times. Each year, parents are asked to complete a waiver absolving ISO from any liability when children are on campus outside regular instruction hours and not in a school sponsored activity.

Health Services

It is important, for your child's safety and health, that we have an Emergency Form on file with pertinent medical information concerning each child, such as medication being taken, serious health conditions, and your family doctor's name and phone number. A form to collect this information is sent out, by our school

medical professional, at the beginning of the school year. The school staff is equipped with first-aid kits for small emergencies. We will notify you when a serious health condition occurs so you can refer it to proper medical authorities. If your child is ill, please do not send him/her to school. If ill, children do not profit from their school experiences, and there is a risk of infecting other children and adults. ISO is willing to send assignments home if the illness is extended.

Hot Weather Policy

The hot season in Ouagadougou is from March to May with April being the hottest of the months. During this time the heat is a “dry” heat rather than an elevated heat with high humidity. Burkina Faso is a sub-Saharan country with higher annual temperatures, thus there is a need to find ways to adapt to the heat or follow basic principles when working and playing outdoors. ISO staff members are trained to recognize heat stress and to respond appropriately. Students are informed on a regular basis throughout the school year to bring water bottles to school. Students are also taught the appropriate steps to recognize and prevent heat stress.

During the hot season, greater attention will be made to prevent extended periods of activity during the hottest part of the day, as well as giving increased number of water and rest breaks.

As Burkina is a sunny and hot country, it is important for families to remember to have their children wear appropriate clothing, apply sunscreen, and to drink plenty of water. ISO provides drinking fountains on campus, but it is important for students to bring water bottles as well, especially for PE classes, afterschool activities, and for athletic practices.

Attendance Policy for Illness

Please keep your child at home if any of the following symptoms or signs are present:

Elevated temperature (greater than 100 F or 38 C,)

Diagnosed with a strep infection-your child should be on antibiotics for 24 hours before returning to school,

Acute cold with discolored nasal discharge, sore throat, or persistent productive cough,

Vomiting, nausea, or severe abdominal pain during the night or in the morning,

Repeated diarrhea during the night or in the morning,

Pus-like discharge from eyes, with redness and itching, and

Suspected and/or untreated communicable disease (some examples include: chicken pox, impetigo, scabies, hepatitis, conjunctivitis, ringworm, etc).

Medication Policy

No medication, including over-the-counter medication (Tylenol, Motrim, and Panadol), is given without parental consent.

All medicine is brought and kept in the Health Office to be administered by the school medical professional or her/his delegate. Parents may request that a child carry and self-administer their medication. This may especially be desired in the case of an asthma inhaler. Information and request forms are available at the health office.

Health Information Forms and Exams

Parents are asked to update student health forms yearly. Physical exams are required on entrance and every two years thereafter. The school offers a basic physical exam to any students needing to complete their physical health forms.

Vaccinations

- Required vaccinations include:
- Diphtheria, Tetanus (Td) (seven years at 7-12 yrs, then every ten years)
- Diphtheria, Tetanus, Pertussis (DPT) (seven years)
- Measles (MMR)
- Meningococcal – ACW35Y
- Polio
- Yellow Fever

Other recommended vaccinations:

- Haemophilus B Influenza (Hib) (age four or under)
- Hepatitis A
- Hepatitis B
- Influenza (annually)
- Typhoid (every three to five years)
- Varicella

Insurance

The school carries insurance to cover minor injuries that may occur on the school grounds as well as liability coverage to insure against any accident while on a field trip away from the school. All parents should carry their own medical

insurance to cover all major medical problems and emergencies for their children. Enrollment of your child at the school waives the school's liability beyond the aforementioned minor injuries and liability limits.

Emergency Procedures

Each family must provide ISO with updated emergency information, including a map of the location of the family residence, emergency contact numbers, email addresses and the preferred phone tree number. This information is kept updated by each family through our online Family information database, FAM. FAM is available through the school webpage, under "Quick Links". If you need any assistance with FAM, contact the Head of Ed Tech through email at ISOfam@iso.bf

The office will establish an Emergency Phone Tree shortly after the beginning of the school year. This tree will consist of the names of all parents with the home and work phones listed. That said, our campus is situated in a safe area and consists of a closed campus with its own security wall and guards. A comprehensive Emergency Procedure Manual outlining precautions and procedures for potential crises or trauma-inducing events has been developed. You may rest assured that we are prepared, and we will use our best judgment in dealing with any eventuality that may arise to ensure the safety and welfare of your children.

ISO conducts emergency preparedness drills with students throughout the school year for fire, lockdown, and safe havens. At the beginning of the school year students are forewarned of the drill, but as the year progresses the drills are conducted without warning.

Grievances

If you have any grievances, you should first contact your child's teacher, especially to resolve problems in the class. The appropriate administrator should be contacted if situations do not get resolved. If the appropriate administrator does not satisfactorily resolve the situation, parents should appeal in writing to the Director. If the decision then is not satisfactory, parents may then contact the Board in writing through the Director.

Especially for Students

Snack Shack

ISO students have a daily snack period. The school has a snack bar, called the Snack Shack, that is open during break and is located at the swimming pool. Snack tickets are sold in the office before school and at break and at the Snack Shack after school. No cash is accepted at the Snack Shack other than to buy snack tickets after school. Students are not permitted to leave the school grounds to purchase snacks but may bring food and drinks with them from home. There is no refrigerated storage available to students.

Drinking Water

Students should bring bottles of water with them each day. There are drinking fountains on the campus and water is sold at the Snack Shack, but students are encouraged to keep their own water with them in class as well. The well water at ISO is healthy and is regularly checked. The climate is hot, and it is important for your child's health to have enough to drink. Be sure that names are clearly marked on water jugs with indelible ink.

Graphing Calculators

Students in advanced Math are required to provide their own graphing calculator to facilitate their own math instruction; students are advised to NOT leave the item in lockers overnight. The school accepts no responsibility for any loss or damage.

Sports

ISO students have the opportunity to engage in a variety of sporting activities during and after school hours. Softball, tennis, swimming, soccer, badminton, volleyball, and basketball are some of the organized sports that will be offered this year. Information on times and age limits will be published in the Turtle Talk and via special announcements sent home during the school year.

Extra Help

Students may request extra help from teachers when needed. Teachers may also request that students come back for extra help. This effort will generally occur after school at mutual convenience and is not intended to be full time

tutorials. Any need for tutors recommended by teachers is the sole responsibility of parents. ISO teachers are not allowed to provide paid tutorials to their students, as it is a conflict of interest. The school will confirm recommendations regarding any need for paid tutorials and offer a list of tutors available to provide them. All financial arrangements for tutorials are solely between the families receiving such services and those individuals providing the tutorial service.

Discipline

Discipline is not a great problem at ISO. However, there are instances when students step beyond the bounds of acceptable behavior. Teachers will make the school's expectations for student behavior clear in the first weeks of school. In general, the ISO Code of Conduct is based on respect: respect for yourself, others, authority, property, and learning.

ISO's Code of Conduct

Show respect for each other's personal property by:

- Asking permission before touching someone else's belongings; and
- Avoiding loss or damage to borrowed items

Show respect for school property by:

- Taking proper care of playground equipment, library materials, and all other ISO property
- Returning used or borrowed items to their proper places
- Obtaining permission before entering other classrooms

Show respect for each individual's:

- Physical well-being by refraining from hitting, kicking, pushing, hurting (etc.) each other
- Emotional well-being by refraining from name calling, insults, being impolite, discouraging others, or using bad language
- Academic well-being by allowing each other to concentrate on his/her work and being considerate of each other's learning styles
- Socio-cultural well-being by respecting cultural uniqueness, including each individual's race, religion, nationality, language background, and social situation

Show respect for all staff and personnel.

Show respect for the school's time schedule and rules by:

- Arriving promptly to all class sessions
- Remaining in your class until the teacher gives you permission to leave for your next class, for break, etc.
- Eating snacks at snack time in appropriate areas

Show respect for the school's environment by placing all trash in the trash bins placed around the campus.

Appropriate School Attire

When dressing for school and selected school sponsored activities, ISO students are asked to consider ISO's context as an educational institution in an environment which includes diverse belief systems and cultural practices. Students should always dress appropriately for school. This includes clothing and jewelry that does not contain statements or insignias of questionable taste or advertises, promotes or contains references to drugs, sex, violence or alcoholic beverages. It also includes wearing clothing that does not prevent you from taking place in regular school activities. Clothing should be selected to avoid showing undergarments and bare midriffs. Clothing or jewelry that references religion in a respectful way without making efforts to convert others is allowed. The Administration has the right to decide on issues of questionable attire not specifically mentioned above.

Harassment

If anyone is bothered by another student, they should ask them to please stop. If they do not stop, the student should then move away. If the harassment continues, the student should then report the problem to a teacher.

Tobacco, Alcohol and Drugs

ISO is a smoke, alcohol, and illicit drug-free campus. It is strictly forbidden for students to use, to possess, or to be under the influence of alcoholic beverages or illicit drugs or to smoke on the campus/ISO Rec. Club or at any ISO-sponsored activity off the campus. Students failing to comply with this policy may be suspended from school for a period not to exceed five school days. Subsequent violation of this policy may result in expulsion from the school. Visitors and guests are expected to follow these same guidelines.

Musical Devices and Cell Phones

Students are free to bring laptops computers to school and use them in class if the teacher allows it. Students may also use cell phones to listen to music at break times or take photos but are not permitted to call or text during the school day. No listening devices are permitted during class time.

Homework and Projects

All assignments are to be completed individually by the student unless explicitly stated otherwise by his/her teacher.

Quizzes, Tests, and In Class Writing Assignments

No help of any kind may be given or received during completion of a quiz, test, or writing assignment. Students may not discuss any details regarding quizzes, tests, or writing assignments taken previously with classmates who have yet to complete the assignment. Students are not allowed to pass tests/assignments from previous years to future students of the same course.

Plagiarism

No idea, which either misrepresents the author's opinions or is not fully cited, may be borrowed. This prohibition includes the entire spectrum of potential abuses from directly copying another's work to using a particular phrase without crediting the author from whom it is borrowed. Ultimately, the power of this code lies solely in the willingness of each member of ISO to monitor his/her own behavior and demand the highest possible ethical standards from himself/herself, his/her fellow classmates, and his/her teachers. Any conscious bending of these standards weakens the community of trust and respect that we value so highly. Usually questions of ethics are the outward signs that an individual's conscience believes the action to be undertaken is improper. If a student has any questions regarding the ethical purity of behavior he/she may be contemplating, he/she should ask a teacher for an assessment of the behavior BEFORE engaging in it.

Suspension

Students may be suspended from participating in activities for repeated or serious infractions of the ISO Code of Conduct or the school's guidelines on tobacco, alcohol, and illicit drug use.

Expulsion

The Director may expel students from ISO if behavior continues to be a threat to the safety, health, or welfare of the student or the school community.

Student Use Guidelines – the use of computers and the Internet

All members of the ISO community: students, teachers, administrators, and staff, are expected to abide by the terms of this Agreement. The behaviors outlined in this policy apply to all technologies used in the ISO environment, regardless of ownership or method of connectivity.

Digital Citizenship: All users of technology are expected to maintain high standards of digital citizenship. This includes the following:

Legality: Users will neither introduce nor make use of illegal content within our environment. This includes downloading pirated software, accessing banned or blocked sites, using software or apps that are prohibited, and using our resources for any illegal activity.

Copyright: Users will respect all relevant copyright laws. This includes citing works and images appropriately, and avoiding plagiarism.

Security: Users are expected to take necessary steps to protect their own and others' digital security. This means users should not post personal information, photos, last names, addresses or any other identifying information without explicit permission. They should also never share their passwords inappropriately, nor should they attempt to access someone else's account.

Harassment and cyberbullying: These are serious offenses and will be dealt with at the highest levels. If anyone feels that they are the victim of harassment or cyberbullying, they should notify a teacher immediately. Incidents that involve ISO students, even if they occur off-campus and outside of our network, still reflect on ISO and therefore school behavior guidelines apply.

Preservation of Resources: Digital resources at ISO are intended for educational use by all members of our community. We expect all users to take steps to preserve and protect these resources for communal use. Recreational use (Facebook, YouTube, gaming, etc.) should never displace educational use...either when making use of computer workstations, or when occupying bandwidth. While not expressly prohibited, staff may prohibit students from using technologies at any time when they feel that student behaviors may be distracting to themselves or others, or resources are not being shared appropriately.

Bandwidth: This is perhaps our most valuable shared resource. To protect bandwidth for all users, students and teachers are prohibited from downloading or streaming large media files during school hours, and are prohibited from making use of Torrenting and other bandwidth-hogging protocols.

Care of resources: Users are required to be diligent in protecting physical resources. This includes keeping keyboards and mice clean (not eating or drinking when using computers), ensuring they do not damage cables, devices or furniture, being cautious with headsets and other peripherals, not losing devices, and reporting any damages immediately. If such damage is the result of student negligence, they may be required to pay replacement costs.

Data: While ISO takes steps to provide backups of certain files, ultimately the preservation of data is the responsibility of the user.

Unauthorized Use: Students and staff should not provide access to ISO digital resources to any unauthorized persons. This includes wifi passwords, as well as access to physical devices.

Agreement to Follow Protocols: All users agree to follow all protocols and guidelines concerning the use of digital resources at ISO, and accept all responsibility to remain aware of any changes or updates in guidelines.

Communication: ISO makes use of each user's ISO domain gmail account as the primary means of electronic communication. All students are expected to check their email regularly to stay abreast of information communicated by their teachers, the CRO, and other Administrators.

Google Apps for Education Use Protocols

All holders of ISO Google Apps for Education (GAFE) accounts are expected to abide by the guidelines set out in this agreement.

Representation: When you send a letter from your school email address you are representing the school, just as if you were sending a letter on school letterhead. Teachers and students should use personal email addresses for any personal or private business transactions or communications. They should also refrain from using the school logo in any document, digital or otherwise, without express permission from a school administrator.

School emails should not, under any circumstances, be used to promote the interests of external organizations.

Institutional mass email groups ("All ISO", "US Teachers", "Gr 5 Parents", etc.) should be used only for school communications and school-related business, and only by those authorized to use them or people appointed by those authorized to use them. Students must get express permission from a school Admin (Director, Divisional Principal or Head of Ed Tech) before sending any mass email.

When sending communications to groups of people, use the BCC field to hide the email addresses from the other recipients. This also prevents 'reply to all' responses from going to all group members.

Departing students and teachers should cease using their ISO GAFE accounts, including their email addresses, immediately after their departure from ISO. Having an iso.bf email address (and GAFE account) is a privilege; ISO reserves the right to suspend, delete or access any or all of the content of a users GAFE account if the school deems it necessary.

All content of ISO GAFE accounts is the property of ISO. However, teachers are welcome to make copies of materials they have created for personal retention and future use.

Our Special Activities

After School Activities

ISO students participate in a variety of club activities, which change from year to year according to the resources in the community. During the week there is an After School Activity Program. Several sports are frequently offered as well as various clubs which have ranged from Circus Club, Kung Fu, Guitar, Piano, Arts and Crafts, Math Counts, and Model UN. (Parents are encouraged to offer their services as sponsors of activities for students at the school. An after-school activity schedule including a sign-up sheet will be sent home with your child at the beginning of each quarter.) Inter-scholastic competitions between ISO, the French School, Baptist School and the American School of Niamey are also part of the school's annual calendar. ISO is also a member of the West Africa International School Activities League (WAISAL).

Burkinabé Study Trips

Pre-K through 12th grades plan day trips throughout the year that relate to curriculum. The teacher plans the trip, arranges for transportation and has each student fill out a permission form which is to be signed by the parents allowing the student to participate in the field trip. Parents and individuals with expertise will be invited to join the students on these outings. A code of conduct has been established to be read and signed by the student and parents. A permission slip must be signed by the parents in order for the student to participate in the trip.

Community Service & Service Learning Programs

All ISO students are encouraged to participate in the school's Community Service Programs. Fundraising activities like monthly movie nights, a yearly Walk-A-Thon, etc., are organized to collect funds for worthy projects. Donations (clothing, toys, etc.) are collected throughout the year.

Upper school students are required to complete 20 hours of service learning per year.

Student Council

Upper school students organize a middle school and a separate high school student Council for each year. Student Council provides channels through which ideas for activities and concerns from students can be expressed. The Student Councils plan activities for the benefit and enjoyment of the ISO students and community. Some activities have included monthly hangouts, Spirit Week, talent shows, movie nights, special fundraising, annual dances, tournaments, and game nights. In association with the high school leadership class, Student Council also acts to guide Service Learning.

Doing Business with Us

Office Hours

The school office is open from 07:30 AM until 17:30 AM. The Director, the receptionist, and the administrative assistant are available during office these hours to assist you. All visitors, including parents, must check into the school office upon arriving on campus. Working parents who are not able to schedule a meeting during office hours, should call to make an appointment at another time.

Administrative Roles

For matters concerning the Elementary School, please contact Mr. Michael Hinds, Elementary Principal.

For matters concerning the Upper School, please contact Mrs. Kate Holywell, Upper School Principal.

For matters concerning digital tools, including the school website, email or FAM, contact the Head of Ed Tech, Mr. Myron Buck.

For any financial matters, please contact Mr. Dan Fitzpatrick, Business Manager

For any inquiries regarding the general operations of the school, please contact the Community Relations Officers, Mrs. Jo Richardson or Mrs. Alix Fitzpatrick, or the receptionist, Mr. Jonnathan Boundaone.

All cash transactions, including the paying of ASA's and the purchasing of lunch tickets for the snack shack can be handled by our cashier Ms. Wati Simpure.

In addition to the above, the director of ISO, Mr. Jean-Luc Aupoix welcomes any contact with parents especially matters of:

- Overall school operations
- Whole school issues such as implications of school policies and security
- Recruitment and allocation of teachers
- Community / school communication

Tuition

ISO is supported almost entirely by the money received from the tuition paid by the students it serves. Although we do everything in our power to keep our fees as low as possible, rising costs for personnel, educational materials, and supplies make it necessary to raise the fees from time to time. For the 2016-2017 school year, the annual tuition fees are as follows:

Tuition and Fees 2016/2017

School Fees

Registration Fee: (Pre K-12) refundable)	€ 250 one-time fee (non-
Facility Use Fee: (PK-12) refundable)	€ 57 annual fee (non-
Elementary Supplies (PreK-5)	€ 40

Tuition Fees:

Pre-Kindergarten	€ 4,681
Kindergarten	€ 11,841
Grades 1 – 5	€ 14,134
Grades 6 – 8	€ 15,489
Grades 9 – 12	€ 15,987

Capital Levy Fee:

A Capital Levy fee is a contribution paid by all students to maintain and improve the school's facilities and infrastructure. The capital levy contribution is not pro-ratable or refundable. (Board Policy 501.3)

The annual capital levy fee is payable at a rate of 2,500 Euros (per student) for the first year and 1,000 Euros per student each year thereafter. For students starting in PreK, the initial capital levy fee is 500 Euros and 1000 Euros per student each year thereafter.

Possible Additional Fees:

ESOL: Grades 2 – 12	€2,431
Transportation:	€566
PE Uniform	€20

Payment Methods and Instructions

All fees and levies are payable by check in EUR or XOF, or by bank transfer in EUR. Cash payments are not accepted for any school fees or capital levy contributions.

Checks are to be made payable to: *International School of Ouagadougou*.
Ask the Business Manager for Euro or F CFA wiring instructions.

Payment Installment Plan (Tuition only):

Families without employer sponsorship and having to pay out of pocket may pay in one or two instalments *if pre-approved by the Director by June 30th*. Please see the business manager for more information.

Late Payment Penalties:

Late payment penalties shall be levied as follows:

- 1) 2.5% of fees due if payment is received on or before two months after the due date.
- 2) 5.0% of fees due if payment is received more than two months after the due date.

Student records and reports shall be withheld until all payments are brought up to date. If fees fall a full quarter behind, families may be asked to withdraw their child from the school.

Bank Charges:

As per Board Policy all bank charges incurred to ISO's account including charges for receiving wire transfers or foreign checks from foreign banks will be billed to the payee.

Late Enrollment:

Students enrolling between June 1 and the first day of the school year shall pay all fees due by the start of term. Penalties for late payments past this due date will apply. Students enrolling during the first quarter will be charged the full fees for the year. Students who enrol after the first quarter will be charged pro-rated school fees in accordance with the approval of the ISO Director. Registration and capital levy cannot be waived or pro-rated.

Early

Withdrawal

Refund:

No early withdrawal refunds may be paid after 90 days of attendance. If a family knows they will be leaving early in the school year, they must inform the school in writing at the beginning of the school year notifying ISO of their date of departure to benefit from a pro-rated invoice to be paid in advance for the time of their stay.

Financial Assistance:

ISO offers financial assistance* to parents without employer sponsorship *and* who can demonstrate financial need. Families may apply for Financial Assistance by submitting an application to the Director for his consideration by **March 31st, 2017**. Those receiving financial assistance must re-apply every year.

For more information about the application procedure, contact the Director.

*Provided there are remaining funds available

Acronyms

Each organization has a set of acronyms they tend to throw around with the assumption that everyone knows what they stand for. To help clarify these, here is a list of the commonly used acronyms.

School Related

AD – Athletic Director

AISA – Association of International Schools in Africa

ASA – After School Activities

ES – Elementary School (grades Pre-K – 5)

ESOL – English for Speakers of Other Languages

F – Francophone

HS – High School (grades 9 – 12)

ISO – International School of Ouagadougou

ISOTTA – International School of Ouagadougou Teachers and Teacher Assistants

ISOuagadoers – Parent-Teacher Organization

IT – Information Technology

MS – Middle School (grades 6 – 8)

MSA – Middle States Association of Colleges and Schools (our accreditation body)

NUTS – Niamey Universal Tournament of Softball

PD – Professional Development

Pre-K – Pre-Kindergarten (age 4)

SOFANWET – Softball Fanatics Weekend Tournament

US – Upper School (grades 6 – 12)

WAISAL – West Africa International Schools Athletic League

WWW – Week Without Walls (grades 6 – 12)

External Tests

ACT – Originally American College Testing (grades 11 and 12) – now just ACT

AP – Advanced Placement Tests (grades 11 and 12)

MAP – Measure of Academic Progress (grades 3 – 11)

PSAT/NMSQT – Preliminary Scholastic Achievement Test /National Merit

Scholar Qualifying Test (grades 10 and 11)

SAT – Scholastic Achievement Test (grades 11 and 12)

TOEFL – Test of English as a Foreign Language