

INTERNATIONAL SCHOOL OF **OUAGADOUGOU**

Elementary Student Parent Handbook
2016-2017



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.

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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, USA 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 B.A., Mathematics, Northern Arizona University, USA AZ Certified 6-12 Highly Qualified Educator, (STEM)		
HINDS, Michael	New Zealand	Elementary Principal
Principal's Certificate of International School Leadership, PTC London and Miami 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	MS Math Teacher
B.Sc., Electro Communication Engineering B.A., Education Endicott University, Massachusetts		
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

B.A, Fine Arts and History, Ursinus College (With Ed. Certification)
M.Ed, Art Education, Kutztown University of Pennsylvania

DIARRA, Paulin	Burkina Faso	Teacher Assistant (Grade 3)
DIECKMAN, Danielle	USA	US Math Teacher
M.A., Secondary Education, University of Wisconsin B.Sc., 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	Pre K 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	Australia	MS Humanities Teacher
B.A., La Trobe University Dip.Ed., Secondary, Monash University, Australia PEAK TESOL B.C. Canada		
KOBEANNE, Korotimi	Burkina Faso	Teacher Assistant (Grade 1)
MANNING, Freya	Australia	Grade 3 Teacher
B. Ed. Primary and Secondary, Victoria University		
MBARGA, Esther	Burkina Faso	Teacher Assistant (Kindergarten)
OUEDRAOGO, Fatihah	USA	Grade 5 Teacher
B.Sc., Special Education, Slippery Rock University		
PARAISO, Mariama	Niger	Teacher Assistant (Pre Kindergarten)
B.A., Communications, University of Ouagadougou		
PICHETTE, Marie-Helene	Canada	US Music and Performance Teacher, Senior Seminar
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 USA MS Science Teacher / Reading Support
M.Ed., Curriculum & Instruction, University of Texas at Tyler
B.S., Interdisciplinary Studies, University of Texas at Arlington

SCHREURS, Chris USA HS Science Teacher
A.S. Degree in Science (Navarro College, Waxahachie, Texas)
A.S. Degree in Gen. Studies/Business (Navarro College, Waxahachie, Texas)
B.S. Business Technology (Texas A&M University - Commerce, Texas)
M.B.A General Business (Texas A&M University - Commerce, Texas)
Region 10 Teacher Preparation Certification - Science Grade 8-12 (Region 10 Teacher
Preparation and Certification, Richardson, 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 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)

VICCARO, Kevin USA Grade 2 Teacher
Bachelor of Science, Psychology, Marist College, New York
Teaching Certificate, TeacherReady, University of West Florida

WUNDERLICH, Theresa 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 Burkina Faso Upper School Admin. Assistant
BOULA, Idrissa Burkina Faso Head of Security

BOUNDAONE Jonnathan	Burkina Faso	Receptionist
FITZPATRICK, Dan	USA	Business Manager
FITZPATRICK, Alix	Burkina Faso	Community Relations Officer
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	Philippines	Purchasing Officer
OUEDRAOGO, Francois	Burkina Faso	GSO Assistant
OUEDRAOGO, Brice	Burkina Faso	IT Specialist
RICHARDSON, Jo	UK	Community Relations Officer
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
NACOUUMA, Madi
NACOUUMA, 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. The school business office is run by a finance manager who is assisted by a bookkeeper, a purchase manager, and a cashier. 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). The school 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

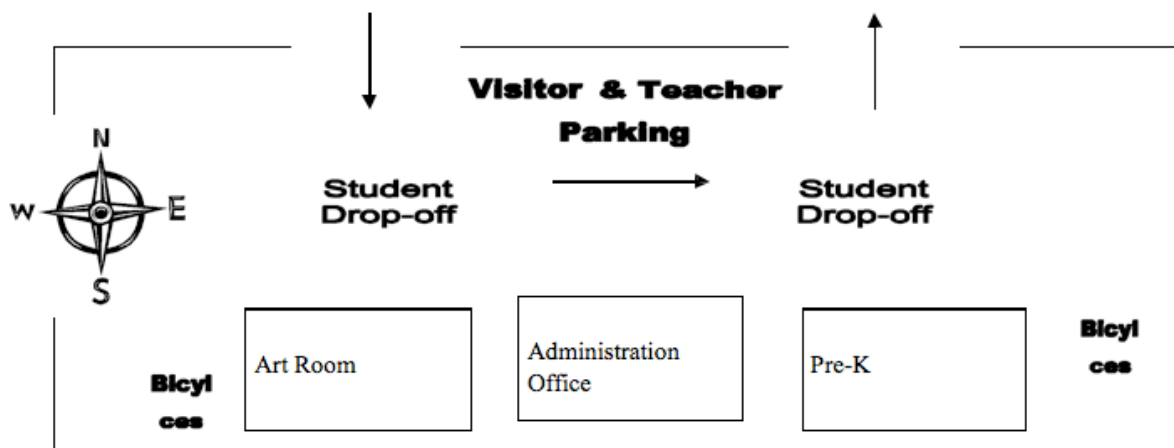
Families may drop their children off from 7:30 AM and pick-up their children at 15:15 AM (1:10 PM for those with children in Pre K).

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.

Retention and 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.

Age Requirements: Age and Grade Comparisons from System to System

Pre-Kindergarten, Kindergarten, and Grade 1

A child who will be four years of age on or before October 1st of the school year for which he or she is enrolling will be eligible for enrollment in the four year old Pre-Kindergarten Class. A child who will be five years of age on or before October 1st of the school year for which he or she is enrolling will be eligible for enrollment in the five year old Kindergarten Class. A child who will be six years of age on or before October 1st of the school year for which he or she is enrolling will be eligible for enrollment in the first grade class. Students are first placed with their age peers. However, all new students are monitored closely during the first month of school to evaluate placement. If there is any question about correct placement, the classroom teacher along with the Elementary principal will review, on a case-by-case basis, the child's social, emotional, and academic maturity and experiences for possible grade placement adjustment, using a variety of different data-gathering techniques, including readiness tests, classroom observations, and trial placements. A parent conference will be held to discuss the findings and

recommendation. Ultimately the school's Director will make the final decision.

Age Requirements: Grades 2-5

For students transferring into grades 2-5, admission and grade placement are based on achievement in reading and 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. An interview with the elementary principal before commencing school is also a pre-requisite of elementary entry.

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 in early June for completion by 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 Business Officer 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. Curriculum content not yet covered is the responsibility of the student. Final grades may suffer accordingly.
- D) The Community Relations Office 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 kept to a minimum. There is no replacement for time spent in class. The current schedule makes a good attendance record even more crucial for success.

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

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 before 8:00 AM 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. Students who are more than 15 minutes late for any class will be marked absent.

Absences for reasons other than illness or family emergency must be reported in advance to the homeroom teacher and the elementary principal. School holidays are provided for in our school calendar; family holidays that go beyond these days are considered unexcused absences.

Students with unexcused absences may complete long-term projects and homework. Other work may be made up at the discretion of each teacher. In most cases, students may not make up quizzes, tests, or other class assignments missed during unexcused absences.

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, however. (See Make Up Work below)

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

Students who arrive late to school must report directly to the school receptionist. Students who enter a class after the starting time are tardy. With adequate time built into the schedule, there should be no excuse for being late to class. A student should have a note from the receptionist, elementary principal, or school medical professional, if the tardy is to be excused.

Permission to Leave School

Students who must leave campus early may be excused by a written note from parents/guardian. The note must be presented to the homeroom teacher and school receptionist before students report to their first class.

Illness at School

Students who become ill at school should report to the school medical professional 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. Where possible the adult will speak to the parent to ensure the message is clear and concise.

ISO Program of Studies

Academics

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.

The elementary school provides special teachers for French, Art, Music, Library and Physical Education. 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 a variety of 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, of course, is to visit the school and to speak with your child's teachers. We always appreciate parental interest and involvement.

French Instruction

K-5 elementary students receive French instruction via a specialist teacher who uses the Common European Framework of Reference (CEFR), ISO's French mastery and levelled program. Elementary students are grouped into classes and according to their mastery of the French language can move up (and down) levels as the year progresses.

English for Speakers of Other Languages (ESOL)

Many elementary students arrive at ISO from non-English speaking backgrounds, therefore ESOL lessons are required and available for those deemed necessary. Based on research regarding best practices and language learning, our ESOL program begins at 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 exiting the ESOL program.

Computers

The International School of Ouagadougou has a PC and a MAC Lab. Other computers may be accessed in the Library. Computer instruction is integrated into the ISO program in Grades Pre K through 5. In the early years, basic computer literacy and computer-assisted instruction are introduced; there are also Macs and/or PCs in every classroom. 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. All users must subscribe to ISO's 'Student Use Guidelines' before using the Internet.

Field Trips

Where meaningful and possible, field trips are part of the educational program at ISO. You will be notified of the time, place, and 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 remain behind at school, attending the classes of another grade level.

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 school's administration.

Student Support Services have been established to facilitate academic, social, and emotional growth in students. The administration team 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 administration team 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.

Learning Support

Learning support is provided for students who experience learning difficulties and need support in their scheduled classes. This support may be in small groups, in class or out of class, for the necessary amount of time. The focus is on the student's specific challenges in all aspects of academic areas. Intervention is designed to meet the individual learning needs while ensuring full access to the curriculum. The goal is to enable students to develop the ability to become independent learners and diminish their learning barriers.

Children are referred as needs arise or through identification at a previous school. After enrollment at ISO, teachers or parents can make a referral to the Student Support Services Team (SSS). Following the referral, observation, assessment and diagnosis are completed. If support is needed, an International Individual Learning Plan (IILP) is created with appropriate goals for the student. These goals are reviewed with the student, parent, and teachers on a regular basis throughout the school year.

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 June 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.

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 or other elementary school admissions.

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.

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 the 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. You will receive a report card soon after the end of each quarter. In addition, days will be set aside for Parent-Student-Teacher Conferences – dates of which can be located on the school's website (www.iso.bf). 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 should you feel inclined. We will 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.

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 teacher will work with the parent to recommend a suitable ISO staff member that could be available for tutoring. 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 are not allowed to tutor their own students. In the interests of student and staff safety, one on one tutoring at ISO is not allowed on campus.

School Liability

ISO assumes full responsibility for the supervision of ISO students during the regular instruction day (08:00 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 along with FAM 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.

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 years, 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 elementary principal should be contacted if situations do not get resolved. If the elementary principal 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

Drinking Water

Due to the limitations of our facility, it is impossible for us to provide boiled/filtered drinking water for our students. The well water at ISO is healthy and is regularly checked. Even though ISO provides drinking fountains on campus, please see that your child brings a good supply of drinking water each day. 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.

Sports

ISO students have the opportunity to engage in a variety of sporting activities during and after school hours. Softball, tennis, swimming, dodgeball, karate, touch rugby, 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.

Homework Expectations

To reinforce classroom learning, students will be responsible for homework on a regular basis. The amount given varies, of course, with the age and grade of the individual student. The length of time that homework takes to complete depends upon the student's concentration and study habits, and understanding of the material. However, students need to realize that homework is a vital part of their school responsibilities. Studies show that homework is one of the most important factors in educational achievement.

Parents can contribute to the success of their children's academic experience by providing a supportive atmosphere for the completion of homework exercises. This includes a quiet, attractive workspace within the home, a set homework schedule during the day, and reinforcing the teachers' and school's expectation that the homework assigned will be completed. Should you have questions regarding homework, please contact your child's teacher.

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. 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

- A) Show respect for each other's personal property by:
 - i) Asking permission before touching someone else's belongings;
 - and ii) Avoiding loss or damage to borrowed items.
- B) Show respect for school property by:
 - i) Taking proper care of playground equipment, library materials, and all other ISO property;
 - ii) Returning used or borrowed items to their proper places;
 - and iii) Obtaining permission before entering other classrooms.
- C) Show respect for each individual's:
 - i) *Physical well-being* by refraining from hitting, kicking, pushing, hurting (etc.) each other;
 - ii) *Emotional well-being* by refraining from name calling, insults, being impolite, discouraging others, or using bad language;
 - iii) *Academic well-being* by allowing each other to concentrate on his/her work and being considerate of each other's learning styles; and
 - iv) *Socio-cultural well-being* by respecting cultural uniqueness, including each individual's race, religion, nationality, language background, and social situation.
- D) Show respect for all staff and personnel.
- E) Show respect for the school's time schedule and rules by:
 - i) Arriving promptly to all class sessions;
 - ii) Remaining in your class until the teacher gives you permission to leave for your next class, for break, etc.; and
 - iii) Eating snacks at snack time in appropriate areas.
- F) 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 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. Shoes must be worn at all times. P.E. t-shirts can be purchased at the reception desk.

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 may use electronic listening devices and games as well as cellular phones before 08:00 AM and after 15:15 PM. All electronic devices must be turned off and stored out of sight during the school day. Music devices and cell phones may be confiscated and returned at the end of the school day from students who violate this privilege.

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 believe 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 weapons, tobacco, alcohol, and illicit drug use. Incurability in class may result in up to a five-day suspension from attending classes and any school functions and activities during the

suspension.

Expulsion

Students may be expelled from ISO by the Board if student behavior is not modified to no longer 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.

Our Special Activities

After School Activities (ASAs)

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 ASA Program. Several sports are frequently offered as well as various clubs which have ranged from Circus Club, Badminton, Soccer, Touch Rugby, Guitar, Karate, Piano and Arts and Crafts. (Parents are encouraged to offer their services as sponsors of activities for students at the school. An after-school activity schedule including costings etc. will be sent home with your child before or as close to the beginning of each quarter.) The school hosts sign up sessions quarterly to enroll in these ASAs.

Burkinabé Study Trips

Pre-K through 5th Grade plan field 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 and Service Learning Programs

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

Student Council

Elementary students organize a Student Council 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.

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 Simapore.

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)	€ 250 one-time fee (non-refundable)
Facility Use Fee: (PK-12)	€ 57 annual fee (non-refundable)
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

Mr. Michael Hinds – August 2016
Elementary Principal
ISO