

Student-Parent Handbook

2011 - 2012



International School of Ouagadougou

s/c Ambassade des Etats-Unis
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Director's Message

August 17, 2011

Dear Parents and Students,

Welcome to the 2011-12 school year. As the new director of the International School of Ouagadougou, I am excited to become a part of this strong and dynamic school.

Every year, teachers and students look forward to the changes a new year brings.

As always, there are the inevitable changes in personnel. This year brings the following new staff to ISO:

Odile Adjavon, French Teacher	Nicole Johnson, PK-3 Music, IT & Sociology
Sylvie Pauzé, French Teacher	Binta Mayaki, Counselor
Ruby Bayasen, Teacher Assistant	Apol Soriano, Biology, Chemistry & Science
Carlton Johnson, IT, Math & Science	Andrea Warkentin, Grade 4 Teacher
Joel Warkentin, Eco. , Eng., Geo & African St.	Theresia Wunderlich, ESOL

We also have people moving to new assignments in our school:

Kathy Shafto, Grade 2 Teacher	Oumoul Bouda, ES French Teacher
Tobin Huibregtse, Upper School Principal, & Speech and Debate Teacher	

ISO is proud to have a dedicated group of professionals in charge of the education of our community. Please take 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 this school. I also hope you will take the time to come by and talk to me about issues that are important to you and our school.

Sean Goudie
Director

ISO Faculty and Staff: 2011 – 2012

Name / Nationality/ Degree	Assignment
<u>ADJAVON</u> , Odile, French M.A Communication (P.R) University of Alabama	MS / HS French Teacher
<u>AGBOZO</u> , Serge, Togolese Maintenance in Electro-Technique Central Communication Effective Business Writing University of Valdosta	Receptionist
<u>BADO</u> , David, Burkinabé B.A., University of Ouagadougou	Bookkeeper/Cashier
<u>BADINI</u> , Boukaré, Burkinabé Licence, English, University of Ouagadougou	ES / US French
<u>BALIMA</u> , Fatimata, Burkinabé Effective Business Writing Valdosta University	Administrative Assistant
<u>BAYASEN</u> , Ruby, Filipino B.S., Electro Communication Engineering	Teacher Assistant (Grade 5)
<u>BOUDA</u> , Oumoul, Burkinabé B.A. Literature, University of Ouagadougou	ES French
<u>CASTILLO</u> , Minerva, American M.A., University of Phoenix B.A. University of Arizona	Grade 3 Teacher
<u>CONGO</u> , Viviane, Burkinabé B.A., University of Ouagadougou	Teacher Assistant (Grade 4)
<u>COULIBALY</u> , Dominique, French M.Sc., Electronics, National Institute of Applied Sciences, France M.A., European Studies, University of Reading, England	Technology and US French Teacher
<u>CLOUSER</u> , Debbi, American B.S.,+30 University of Philadelphia	Librarian
<u>DURKEE HAMEL</u> , Megan, American B.S., Art, University of Wisconsin-Madison	Art/ US Dance Teacher
<u>DYCK-HILTY</u> , Eric, American B.A., Biology, Goshen College	US Math/Science Teacher
<u>DYCK-HILTY</u> , Heidi, American B.A., French/ESL/Reading Education, Goshen College	MS Humanities/ US ESOL Teacher
<u>ESTABROOK</u> , Ruth, American M.A., Math Education, Columbia University B.A., Journalism, University of Maine	US Math and Electives Teacher
<u>GOUDIE</u> , Sean, Canadian M., Education University of New Jersey B., Education University of Alberta B., Administration University of Regina	Director
<u>HANKS</u> , Sheila, American B.S., Elementary Education, University of Detroit	Grade 1 Teacher

Name / Nationality/ Degree	Assignment
<u>HUIBREGTSE</u> , Tobin, American M.S., Political Science, University of Wisconsin B.A., History, Texas Christian University	Upper School Principal & Teacher
<u>ISHMAEL</u> , Greg, American M.A.T., Willamette University School of Education B.A., Willamette University	Grade 5 Teacher
<u>JOHNSON</u> , Carlton, Canadian M.S Ed., Niagara University B.A Psychology, Carleton University	MS IT, Math and Science Teacher
<u>JOHNSON</u> Nicole, Canadian B.A Psychology, York University 7 years in child welfare	PK-3 Music, ES IT and Sociology
<u>JOYCE</u> , Rebekah, American Baptist Bible College	Teacher Assistant (Pre-K)
<u>KOALA</u> , Jacqueline , Burkinabé B.A., Evergreen State University	Pre-K Teacher
<u>KOBEANNE</u> , Korotimi , Burkinabé	Teacher Assistant (Pre-K)
<u>MAYAKI</u> , Binta, American/Burkinabé Master in Political Science B.A., University of San Diego Masters Leiden University	Guidance Counselor
<u>MBARGA</u> , Esther, Burkinabé	Teacher Assistant (Kindergarten)
<u>NIAMPA</u> , Marcel, Burkinabé B.A., DEUG II Literature, DUT University of Ouagadougou	IT Coordinator
<u>OSUNDWA</u> , Joy, Kenyan BED Arts, Music, Kenyatta University	Music/ US Drama Teacher
<u>OUATTARA</u> , Emily, Filipino B.S., Psychology, University of Iloilo	Purchase Manager
<u>OUEDDOUDA</u> , Jean-Baptiste, Burkinabé Certificate of Sports Psychology and Education, National Institute of Sports, Ouagadougou	Athletic Director/P.E. Teacher
<u>OUEDRAOGO</u> , Joséline, Burkinabé MBA, Western Washington University M.A., Georges Washington University	Finance Manager
<u>PAUZE</u> , Sylvie, Canadian B. Education University of Saskatchewan B. A., University of Regina ESL Certificate University of Saskatchewan	US French Teacher
<u>PELL</u> , Aaron, American M. A., Creative Writing, New York University B. A., History, Appalachian State University	US English, Guitar Teacher
<u>PRINCE</u> , Angel, American	Elementary Principal Curriculum Coordinator

Name / Nationality/ Degree	Assignment
Post-Masters Principal Certification, The College of New Jersey M.S., Multidisciplinary, State University of New York B.S., Elementary Education, Appalachian State University ESL Certification, Appalachian State University	
<u>SANKARA</u> , Christelle, Burkinabé	Teacher Assistant (Pre-K)
<u>SORIANO</u> , Apol, Philippines Biology for AP Teachers, Manhattan College Master in Public Met Natural University of Singapore Doctor of Medicine Saint Louis University B. S., Biology University of the Philippines	US Biology, Chemistry, & Science Teacher
<u>SORIANO</u> , Syl, Philippines A.B.,COMM (Masscomm) Saint Louis University, Philippines	Teacher Assistant (Grade 1)
<u>SOW</u> , Petra, German B. A., Pre-K/K, Bertha-Bon Suttner Schule Ettlingen, Germany	Kindergarten Teacher
<u>TASSEMBEDO</u> , Ablassé, Burkinabé DUT Maintenance Informatique	Archives
<u>VAN DINGENEN</u> , Peter, Belgian MD, Free University of Brussels Post Graduate in Tropical Medicine, Institute of Tropical Medicine, Antwerp RN, Pediatrics, Higher Institute for Paramedical Studies of Ostend	School Medical Professional
<u>WARKENTIN</u> , Andrea, Canadian B.T.L., & B. Education (K-12 Specialty in Early Years) B.A., University of Manitoba B. Education University of Manitoba	Grade 4 Teacher
<u>WARKENTIN</u> , Joel, Canadian B.T.L., Canadian Mennonite Bible College B.A., University of Manitoba B. Education University of Manitoba	Economics English Geography & History Teacher
<u>WUNDERLICH</u> , Theresia, German Albert Ludwigs Universitat Freiburg, Germany	ES/MS ESOL Teacher
<u>YAMEOGO</u> , Augustin, Burkinabé B.A., University of Montana, Missoula, MT	US French Teacher
<u>ZERBO</u> , Abdoulaye, Burkinabé BAC G2 + 2	MS/US PE Teacher

Mission Statement

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

Philosophy of the International School of Ouagadougou

The International School of Ouagadougou is founded on the firm belief in the dignity and worth of each student. Maximum intellectual growth of each child in school can be achieved by guiding him through a comprehensive sequential course in basic academic and communication skills, with emphasis on developing his ability to think clearly, logically and independently. Social growth can be nurtured through emphasis on cooperation and consideration for others, both in the classroom and on the campus, and through encouraging the development of self-respect and self-discipline in each child. In addition, children in an international setting need special guidance in developing respect for, and appreciation of, cultural, social and political differences.

While the formal advocacy of no one specific political system is appropriate, the ISO itself is committed to democratic procedures and practices in its policy-making and daily operations, thus setting an example for students to follow. The physical development of a child can be aided by the school through adequate opportunity for exercise and play, but the school cannot presume to cater adequately by itself to this aspect of a child's development. The formation of artistic and musical skills and appreciation can similarly be encouraged through special classroom projects and extra-curricular school-sponsored programs. These school-wide offerings should be supplemented by opportunities in the wider community. Likewise, a warm, supportive, though guiding, atmosphere in the school can foster healthy emotional growth in a child, while in no way meeting his/her total needs in this developmental area.

The education of a child should encourage the development of personal values and a thinking process which will facilitate intelligent adaptability to their own changing circumstances and to a changing world. The ability to adapt to change rests upon: a firm foundation of basic knowledge; firmly held personal convictions, coupled with tolerance of others' beliefs; and the realization learning extends beyond the school building and beyond the school years. It is the job of a good school to contribute to all three of these fundamental attributes of a well-developed person.

Therefore, excellence in an international school does not depend primarily on an exhaustive list of course offerings nor on extensive physical facilities. Far more important to the quality of education given by the school are the following factors:

- A) Close and understanding relationships between teachers and staff and small groups of students, such an atmosphere allowing a large measure of adaptation to meet individual needs even in a situation where special education classes cannot be offered.
- B) Interest of parents and community members in serving on the School Board and in contributing to school and extracurricular activities for children.
- C) Flexibility of all those concerned with school operations in coping with widely varying student bodies, staff availability, and school board composition along with changing local conditions from year to year. Such flexibility allows the school, among other adaptations, to take advantage of the special expertise of teachers who may be in the city for only a year or two.

Objectives

- The students will follow a basic academic program that integrates musical, artistic, and athletic skills to enhance the student's capacity to think critically, logically, and independently.

- The student will respect the dignity of all community members at all times and appreciate the cultural, social, and political differences.
- A student will grow socially in a positive atmosphere built upon methods of cooperation and consideration.
- The student will demonstrate knowledge of the local community and awareness of the host country.

Belief Statement

We believe that all individuals are capable of lifelong learning.

We believe that all children have a natural desire to learn.

We believe that a zest for learning can be developed and nurtured.

We believe that teaching of the English language is a vital part of all instruction at ISO.

We believe that a structured ESOL program is an important part of the curriculum at ISO and needs to be supported by: a Language Policy across the Curriculum; development and maintenance of the mother tongue; and, a close partnership between the ESOL and classroom teachers in all aspects of curriculum.

We believe that knowledge and its appropriate applications are fundamental to good citizenship and self-empowerment.

We believe providing a quality education is a mandatory school commitment to the future.

We believe in quality education for all children, and as such, our students should be made fully conscious of their privileged status.

We believe that it takes qualified, sincere, dedicated, and appreciated personnel to deliver a meaningful education.

We believe respect is the basic foundation from which all other values are built.

We believe that students and staff have the right to learn and work in a secure, healthy and positive environment.

We believe in instilling in our students the quest for excellence.

We believe in promoting high academic standards.

We believe that the ISO school community should expect the highest possible standards from ISO staff, students, and parents.

We believe that cooperation between the community and the school supports mutual growth and development and is necessary to deliver quality education.

We believe that we are a culturally diverse population and that education includes an exploration of that diversity. We believe in open discussion of diverse ideas.

We believe that early childhood support by parents and families is crucial to the development and future success of a child.

We believe that students, families, staff, and the community each have a personal responsibility that is crucial for learning.

An Introduction to Our School

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 3 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.

Curriculum

The curriculum is that of U.S. public schools and instruction is in English. French, both Francophone and as a foreign language, is instructed from K through grade 12. The youngest students, beginning at age three, are our Pre-School. Students in Grades K-5 are the Elementary school, taking most of their instruction in self-contained classes with one teacher. Students in Grades 6-8 form the Middle School, taking their instruction from different teachers depending on subject area. Students in Grades 9-12 make up the High School. High School students follow a standard course of study receiving credits toward the completion of requirements for a U.S. High School diploma. In addition, students in grades 11 and 12 may elect to study specific classes at the Advanced Placement Level. A detailed description of the subjects taught is found in the Curriculum Guide, available in the office and Library.

Personnel

The school employs a Director, Elementary Principal, and a K-12 Guidance Counselor. In addition, there are 21 full-time, and thirteen part-time teachers. The school administration further counts on a Finance Manager assisted by a Bookkeeper/Cashier and Purchase Manager, an Administrative Assistant, a General Services Officer assisted by eleven custodians, a Receptionist, a Head of Security assisted by 18 guards and a part-time school doctor. Eight teaching assistants work in the Elementary classrooms.

Enrollment

Enrollment is approximately 235 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 and wireless. 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 3-11. 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. WrAP (Writing Assessment Program for Grades 3-12). 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) and Association for the Advancement of International Education (AAIE). Association for Supervision and Curriculum Development (ASCD).

Our School Day

ISO Daily Schedule

The ISO daily schedule is as follows:

Art room	Administration	Pre-K
Pre-K – K	Office	7:10 a.m. – 12:00 p.m.
1 – 12		7:10 a.m. – 1:40 p.m.

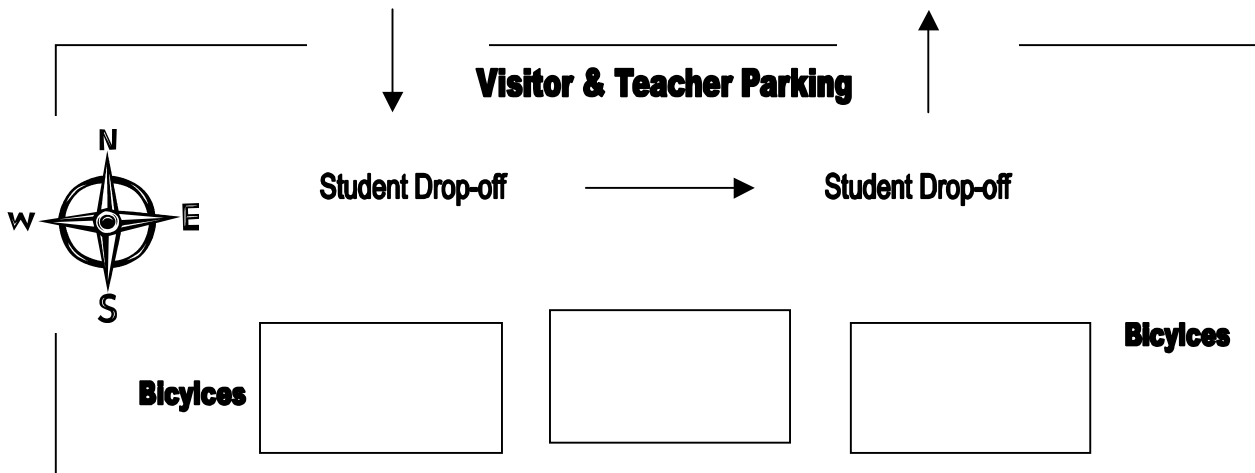
Drop Off/Pick Up

Those families with students in grades 1 – 12 may drop students off at 7:00 a.m. and pick-up students at 1:40 p.m.

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

7:00 a.m. – 6:00 p.m. Monday through Friday
 8:00 a.m. – 6:00 p.m. Weekends and Holidays

Students should arrive for school about five or ten minutes before their first period class each morning but should not arrive earlier than 7:00 a.m. They must be picked up before 1:50 p.m. each day. 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 6:00 p.m. each day.** Parents or drivers must pick-up their children by that time. 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.

Upper School Block Schedule (Grades 6-12) for 2011 - 2012

	A	B	C	D
7:10 – 8:35	1	5	2	6
8:35 – 8:45	Passing Time			
8:45 – 10:10	2	6	1	5
10:10 – 10:40	BREAK			
10:40 – 12:05	3	7	4	8
12:05 – 12:15	Passing Time			
12:15 – 1:40	4	8	3	7

Admissions, Transfers, and Withdrawals

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

The Upper School Principal or Elementary Principal will interview the student and the parents. The Receptionist will provide the parents with the application form, health form, and other information. 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 previous records – grade or year reports, cumulative records, standardized test results, special evaluations, etc. – are examined to determine special needs and proper 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 Finance Manager to make these arrangements.

Special Education

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 handicaps, 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.

Grade Placement Adjustments/Retention

The administration, in consultation with the teachers concerned, shall be responsible for the grade placement, promotion, retention, and graduation of all students. Grade placement adjustments may be made after a careful review of the circumstances. The teacher first discusses the matter with the Upper School Principal or Elementary Principal. Parents of students whose progress indicates possible retention should be notified by the end of the first semester. In cases where warning signs emerge later in the year, it is recommended that parents be notified no later than the end of the third quarter that their child is a possible candidate for retention. Conferences are held with the parents, teachers (current grade and new grade), and the Upper School Principal or Elementary Principal. The student's

case is reviewed. Efforts are made to come to a joint recommendation. All parties sign the written record. The agreed upon action is taken. This agreement becomes a portion of the student's permanent file. The school reserves the right to make the final decision if agreement is not obtained.

Age Requirements: Age and Grade Comparisons from System to System

Age by Oct. 1st in First Term	American System (at ISO)		British System	French System
3	Pre-School 3			Petite Maternelle
4	Pre-School 4		Reception Class	Moyenne Maternelle
5	Kindergarten		1 Primary School	Grande Maternelle
6	1	Elementary School	2	CP
7	2		3	CE1
8	3		4	CE2
9	4		5	CM1
10	5		6	CM2
11	6		7 Lower Sec. School	Sixième
12	7	Middle School	8	Cinquième
13	8		9	Quatrième
14	9		10	Troisième
15	10		11 Gen. Cert. Ed. exams	Seconde
16	11	High School	6th Form 1 A Level	Première
17	12		6th Form 2 A Level Exams	Terminale
18	Univ. Freshman		University 1 st Year	University 1 st
19	Sophomore		University 2 nd year	University 2 nd
20	Junior	University	University 3 rd year (Poss. Grad. BA)	University 3 rd
21	Senior & grad. BA		University 4 th year & Grad. BA	University 4 th

Pre-School, Kindergarten, and Grade 1

A child who will be three 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 three year old Pre-School Class. 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-School 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 proper 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 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. Although ultimately the final decision will be made by the administration.

Age Requirements: Grades 2-12

For students transferring into grades 2-6, 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.

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 based on the following:

- 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 Elementary and Middle 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.

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 before 7:15 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 has been absent must report to the office when returning to school. 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 Director. 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, homework, and lab reports. 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. Students may receive zeros for this work.

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)

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 on the day following major school events, such as a school play or MUN may be prevented from participating in major school events in the future. Students will not be considered for any activities or trips if they arrive a school after 10:30 a.m.

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, Athletic Director, coach/advisor, 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) No tests or quizzes will be required for a student the first two days following their return to school after an extended absence. However, in the case of a one or two day absence, students should be prepared to take any pre-scheduled tests or quizzes upon their return. 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.

Semester Exams

Semester exams, or culminating activities, will be given at the end of each semester for most courses. Students are expected to take these exams at their regularly scheduled time as teachers will not make special arrangements for early testing unless they have received notification from the Director. Students who arrive late for an exam may enter, but they will not be given additional time to complete the exam.

In the second semester, all seniors will be exempt from final exams.

Tardiness to School/Class

Students who arrive late to school must report directly to the school office. 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 counselor, receptionist, upper school principal, or school medical professional, if the tardy is to be excused.

Upper school (6-12) tardies: three tardies warning, four tardies parents' conference, five tardies suspension for one week from ASA and the privilege to be on campus.

Class Cut

A student who is present at school but is absent from a class, without seeking permission in advance, is considered to have cut class. A cut class has major academic consequences. Students may request make up work but will not receive credit for any graded assignment, class work, or tests missed.

Repeated class cuts will result in further disciplinary actions at the Director's discretion.

Truancy

Truancy is defined as a student's absence from school grounds unauthorized by a parent. Absences resulting from truancy may be considered unexcused and students may not make up work missed due to truancy.

Truancy may result in suspension. Continued truancy will result in a recommendation to the School Board that the student be expelled from school.

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.

Senior Privilege

Permission has been granted for senior class members to have off campus privileges if their first or last class period of the day is a study block. The senior privilege extends arrival time to 8:30 a.m. and allows seniors to leave campus after 12:30 p.m. A parent permission form must be signed before this privilege is recognized and students must check in at the office upon arrival at school and/or when leaving campus.

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.

ISO Program of Studies

Academics

The school follows a basically North American Elementary and Secondary School curriculum. Our program offers Language Arts, Reading, Writing, Mathematics, Social Studies, Science, and French. 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 school community and the African setting of the school. For example, our social studies curriculum emphasizes communities, 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. ISO provides special courses in Art, Drama, Music, Dance, Information Technology, Journalism, 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 (ages 3-4) through grade twelve. ISO also offers a program for post-graduate students. 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

French instruction is required of all students in grades Kindergarten through 12. Students are divided into classes by grade, with advanced students and native speakers receiving instruction at a level that is equivalent to what they would receive in a French school.

Upper School Grading Scale

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59
GPA	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
AP GPA	5.0	4.7	4.2	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0

English to 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. A special tuition is charged for this program.

Computers

The International School of Ouagadougou has a PC and a MAC Lab. Other computers may be used in the student study center or in the Library. Computer instruction is integrated into the ISO program in grades 1 through 12. In the early years (grades 1-5), basic computer literacy and computer-assisted instruction are introduced. In the Middle School, students further improve their keyboarding and application skills. By the end of 9th grade, students are fully able to use computers for doing homework, using email, creating documents, designing multi-media presentations, and creating charts and web pages. Advanced computer applications are also offered to High School students. 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 Acceptable Use Policy before using the Internet.

Field Trips

Field trips are a regular 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 attend classes.

Student Services

Student Services have been established to facilitate academic, social, and emotional growth in students. The counselor 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 counselor 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 Achievement Tests (MAP, WrAP, PSAT, SAT I, SAT II, ACT)
- College Counseling
- Assisting with the identification of students with special needs or learning differences
- Counseling and testing of students with academic and emotional needs

ISO Curriculum

Pre-Kindergarten

The Elementary school begins with a Pre-Kindergarten program where learning takes place in a supportive and nurturing environment in which children can build a positive attitude toward themselves and toward language and literacy. Literacy learning begins in infancy and children have many experiences with oral and written language before they come to school. Pre-K builds on what the child already knows about oral language, reading and writing. Activities allow for experimentation with talking, listening, writing, and reading. All of this is done through a climate of trust and partnership between teacher and parents.

This mutual support and open communication helps to ensure a successful experience for each child.

Elementary (K-5)

The ISO Elementary School focuses on the total development of each child and provides many opportunities for personal and academic growth in a nurturing, structured environment. The program of studies holds each individual to high expectations. Mainstream learning in the core subjects (Language Arts, Mathematics, Science, Social Studies, and French) is thematically integrated with required specialist classes in Library Media, Art, Music, and Information Technology. The Physical Education program is co-educational. All students participating in our Library Media, Art, Music, Physical Education, Information Technology, and Foreign Language programs are taught by teachers who are specialists in these areas of instruction. There is also a year long after-school activity program where students can partake in a wide-range of experiences.

The philosophy of ISO's Pre-Kindergarten and Elementary School Program is to provide the best possible course of study to the individual student through programs that are flexible yet challenging. In all grades there is an emphasis on an integrated approach to learning via thematic study, simulations, cross-grade activities, and field trips. The program of study is aimed at teaching the whole child – the child as a learner and the child as a social being; therefore, a variety of teaching techniques are used to develop the social and academic growth of our students, from mastery of basic skills to beyond. The Language Arts curriculum is tailored to each student through individualized reading programs, as well as a writer's workshop methodology. Math is taught with a balance between an investigative, problem-solving approach and a more traditional textbook approach. A hands-on approach is used in Science, challenging each student to investigate natural phenomena, all the while having the opportunity to work with a range of materials in real life and relevant contexts. The signature of American education is the inclusion of a fully resourced library/media center and its accompanying curricular integration. Developing information literacy and research skills and promoting recognized and award-winning children's and young adult literature drives the library/media center 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, Information Technology, 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 Carnegie 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.

Graduation Requirements

All students at ISO must enroll in a program leading to a U.S. High School Diploma attainable by the age of 20 years. A minimum of twenty-eight (28) 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	1.5 credits
Health	0.5 credit
Fine Arts	1.0 credit
Senior Seminar	1.0 credit
Electives	4.0 credits

Transfer students who have entered ISO from schools with less than 7 possible credits per year will be evaluated by the Director and the Principal on a case by case basis.

Any course taken outside of school does not replace or modify ISO's course load requirements. Correspondence courses approved by ISO will be accepted as a pre-requisite for a higher level course, but credit will not be awarded toward meeting ISO graduation requirements.

The core classes required in the high school are, in part, based upon the majority of university entrance requirements. The classes that satisfy each credit are listed below. Because ISO offers Algebra in the 8th grade instead of the 9th grade any student who takes Algebra I at ISO in the 8th grade may then count that credit towards the four math credits required for graduation. No other 8th grade course except Algebra I are for high school graduation credit.

Math: Algebra I, Algebra II, Geometry, Pre-Calculus, Advanced Math.

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

Social Studies: African Studies, Comparative Government, Geography, Economics, Sociology, Psychology AP World History.

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

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

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 counselor and the US Principal.

A core course is a course required for graduation; it is a normal homework course with a final assessment, which might be a written exam.

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

Class Rank

ISO has a transient population and small senior classes which make class ranking difficult and not as valid an indicator of comparative ability as in other school populations. 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.

Withdrawals/Changes

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, counselor, 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 counselor, 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 counselor. 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; and
- 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 Director after receiving a syllabus (projects and due dates) signed by the student and his/her advisor.

Advanced Placement Enrollment

AP courses shall be open to all students on the same basis as other ISO courses, meaning that enrollment will be based on the student having passed the prerequisite courses. As with all courses, ISO teachers, counselor and US Principal will advise on course selection based on previous academic performance.

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 8, 2011, and May 8, 2012.

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

A Board of seven voting members, elected by the association from among parents of students attending ISO. A representative of the U.S. Ambassador, a representative of the Teachers, and the Director also serve on the Board as non-voting members. Regular Board meetings are held on the third Tuesday of each month of the school year, usually at 7:00 p.m. At these meetings, the business of the school is discussed and acted upon; all Association members are welcome to attend. Each meeting's agenda will be in the Turtle Talk the Friday prior to the Board meeting.

The Board is divided into committees whose meetings are also open to all members of the Association, except when dealing with personnel issues. Although official Board decisions are not made on this level, most matters to be brought before the Board are discussed in these committee meetings. The committees of the Board are: Finance, Policy, ISO Recreation, Safety and Security, Marketing, and MSA/Strategic Planning.

The Board supervises an experienced and professionally qualified Director whose goal is to insure a quality education for all the children within the financial and human resources available to the school. A copy of the full Board policy is available at the school's front office.

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 to Ouaga Potluck, Holiday Festival, Africa Week and Teacher Appreciation Month Activities.

Parent Responsibilities

The school *must* be notified 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 weekly Newsletter (Turtle Talk) keeps you informed of school news and activities. It is normally sent out via email; however you may request a hard copy to be sent home in the Friday Folder.

In addition the Friday folder contains: corrected assignments, letters, tests, quizzes, newsletters, permission slips, etc. Parents are to look through the folder over the weekend, sign, and return it on Monday.

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 2011 – 2012 school year for all grades will be held on the evening of Thursday, August 25th. Details will be announced in the school's newsletter.

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 after first and third quarter report cards are distributed. 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.

Tutoring

At times, teachers may feel it is in a child's academic interest to have additional help after school or even during the summer. When such a recommendation is made, the counselor 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.

School Liability

ISO assumes full responsibility for the supervision of ISO students during the regular instruction day (7:00 a.m. – 1:40 p.m.) and during all school sponsored events. 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.

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 should provide the office with emergency information, including a map of the location of the family residence, and an emergency contact person and telephone numbers.

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 Family Cards

The safety of your child is of paramount importance to ISO. To this end, we are working to enhance our on-campus access control procedures as we often use replacement guards on a rotational basis. You will receive an "ISO Family Card". Please carry this card with you at all times to avoid confusion at the entrance.

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 Bar

ISO students have a daily snack period. Parents need to provide a healthy, hearty snack to be eaten during snack period. The school also has a snack bar that is open during break, located at the Student Center. Snack vouchers are sold in the office before school, at the snack area during snack, and at the ISO Recreation Club. Students are not permitted to leave the school grounds to purchase snacks.

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 there are two 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.

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.

Student Store

A list of supplies that each student is requested to bring to school is available at the receptionist's desk. Some items are available locally or in the ISO student store. Some may have to be purchased out of the country. The student store sells T-shirts and shorts with the ISO logo, notebooks, loose-leaf paper, etc. These products are sold at approximate cost as a service to our students. Availability of certain items may be limited. It is the responsibility of each student to maintain his/her own supply of writing implements and paper. Students will be required to purchase an ISO T-shirt and shorts for PE class. If not available, students will be allowed to wear athletic shorts (no jean shorts) to PE. Students, who wear their PE uniforms to school on "PE days", are encouraged to bring an extra T-shirt to change into after class.

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.

Students missing school are responsible for making up missed homework and making up all quizzes, tests and projects after school by mutual agreement with the teacher. (See Make up Work, page 14)

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. The school counselor 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.

- 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.

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.

Electronic Music (I-Pods, MP3 Players, Discmans, and Walkmans) and Cell Phones

Students may use electronic listening devices and games as well as cellular phones before 7:00 a.m. and after 1:40 p.m. All electronic devices must be turned off and stored out of sight during the school day with the exception of break time, 10:10 -10:40 a.m when listening devices may be used. Electronic music devices and cell phones may be confiscated from students who violate this privilege and a meeting with the appropriate director and parents in attendance may be required.

ISO Academic Honesty Policy

The Academic Honesty Policy and Honor Code will be introduced to the students at an Upper School assembly in the first week of school. The Honor code will be sent home with the Friday folders to be signed by the parents and students and returned to school.

Consequences:

First Offense: Class Level

- Receive a zero or redo the assignment for a lower grade.
- Appropriate administrator and guidance counselor are notified.
- A letter is sent home to parents that must be signed and returned the following school day.

- Make up the work during snack time. The teacher will decide if there is any credit to be given.

Second Offense: Counselor Level

- Receive a zero or redo the assignment for a lower grade.
- A letter is sent home to parents that must be signed and returned the following school day.
- Parents are asked to come to the school to speak with the teacher and the counselor.

Third Offense: Administrator Level

- Student meets with his/her teacher, the appropriate administrator, and the guidance counselor.
- Student may be suspended from school by the Director.
- Student will be placed on social probation.

A student who plagiarizes his/her Senior Seminar paper will not receive the Senior Seminar credit necessary for graduation.

Honor Code

All students at the International School of Ouagadougou (ISO) are expected to conduct themselves with the highest standards of honor.

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 tobacco, alcohol, and

illicit drug use. Incurability in class may result in a one, two or three 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.

Internet at ISO

The Use of the Internet

The Network & Internet Acceptable Use Policy¹ aims to:

- allow all users to access and use the Internet, including e-mail and world-wide-web servers for educational purposes (lesson preparation, individual research, project work, and communication between teachers, students and parents) consistent with the school's mission;
- provide a mechanism by which staff and students are protected from sites, information, and individuals which would undermine the principles and aims of the school;
- provide rules which are consistent with school policy and rules pertaining to behavior and communication; and
- provide rules which are consistent with acceptable procedures commonly used on the Internet, including those associated with "netiquette".

The Acceptable Use Policy: Teachers & Staff

- A) Users shall not disclose their password or login name to anyone other than the persons responsible for running and maintaining the system.
- B) Users shall not give the personal addresses, telephone numbers or fax numbers of any adult or any students at the school.
- C) Users shall obtain written permission from parents before using full names of students or close up facial photographs on an Internet accessible world-wide-web server. This applies as well to any named work done by students related to their education at ISO.
- D) Users shall not illegally use any copyrighted material that is downloaded or uploaded from the Internet. Users shall always seek to obtain permission from the owner before using any material from the Internet when possible.
- E) Under no circumstances should users view, upload or download any material that is likely to be unsuitable for students. This applies to any material of a violent, dangerous, racist, or inappropriate sexual content.
- F) Users shall thoroughly check, in their entirety, any web sites to be visited in a lesson by the students. These sites should be vetted regularly to check for unsuitable alterations. If at all unsure, the site should not be used.
- G) Users shall always respect the privacy of files of other users. Users shall not enter the file areas of other staff without their express permission.
- H) Users shall be polite. The use of swearing or abusive behavior (such as slander, bullying, threats, etc) is not allowed. Do not state anything that could be interpreted as libel.
- I) Users shall arrange for suitable monitoring of the students in their class by an adult.
- J) Users shall ensure that all students have followed the correct procedures:
 - i) Before starting the session students should be aware of exactly what is expected and which sites they are visiting;
 - ii) During each session, students should be monitored closely and allowed to visit only the sites identified by the teacher; and
 - iii) On completion of the session students should shut down the system correctly.

¹ The full text of ISO's Network & Internet Acceptable Use Policy is available in the front office. Any questions should be directed to the Director or Technology Coordinator.

- K) Users shall use the computer network service resources and bandwidth efficiently to maximize shared use with others.
- L) Users shall be responsible for taking precautions against computer viruses on their own equipment and the school's equipment.
- M) Users shall not attempt to sell any goods or services that could be construed as a commercial enterprise.
- N) Illegal activity is prohibited.
- O) Using programs to infiltrate a computing system (hacking) and/or damage the software components is prohibited.
- P) Users should immediately report any incident that seriously breaches the Acceptable Use Policy, to the IT Coordinator or the Director.
- Q) All software or program installation on school computers must be performed by the IT Department.

The Acceptable Use Policy: Students

- A) Illegal activity is prohibited such as:
 - i) Pirating;
 - ii) Using programs to infiltrate a computing system (hacking) and/or damaging the software components is prohibited.
- B) Courteous and responsible behavior is expected:
 - i) Under no circumstances should students view, upload or download any material that is likely to be unsuitable for students or schools. This applies to any material of a violent, dangerous, racist, or inappropriate sexual content.
 - ii) Students shall always respect the privacy of files of other users. They should not enter the file areas of other students or staff without obtaining permission from them first.
 - iii) Students shall be polite and appreciate that other users might have different views from their own. The use of swearing or abusive behavior (such as slander, bullying, threats, etc.) is not allowed. Students shall not state anything that could be interpreted as libel or slanderous.
 - iv) Students shall use the computer network service resources and bandwidth efficiently to maximize shared use with others.
- C) Users should be conscious of security:
 - i) Students shall not disclose their school network or email password or login name they have been given to anyone.
 - ii) Students shall not give the personal addresses, telephone numbers or fax numbers of any person.
 - iii) If students wish to use names or photographs of other students or staff members, the teacher responsible for them will obtain written permission from parent(s)/guardian(s) or staff members.
 - iv) Students shall be responsible for taking precautions against computer viruses on their own equipment and the school's equipment.
- A) User should comply with school objectives:
 - i) Students shall only access those programs, sites, software, etc they have been given permission to use by the teacher.
 - ii) Students shall not access the Internet without being monitored by an adult.
 - iii) The work/activity on the Internet shall be directly related to lessons planned by the teacher.

- iv) Private use of the Internet by students in school is strictly forbidden. This includes, but is not limited to personal email (non ISO email); music, audio or video streaming or downloading; Chat Rooms; Facebook, MySpace and other similar types of websites; online games; etc.
 - v) Students shall not attempt to sell any goods or services that could be construed as a commercial enterprise.
- B) Failure to comply with these rules will result in one or more of the following:
- i) A letter to the student's parent(s)/guardian(s) informing them of the incident.
 - ii) The student's Internet privileges may be temporarily or permanently revoked.
 - iii) Further disciplinary action may be taken in accordance with the school discipline policy.

Parent/Student Information and Permission Form

ISO is pleased to offer student access to Internet, including e-mail and world-wide-web servers, for educational purposes. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information, to take part in distance learning activities, consult with experts, and exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, the school cannot always monitor and control the content of Internet sources of information, and students may at times access inappropriate materials. The school will strive to provide students with the understanding and skills needed to use the Internet in an appropriate manner. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. To gain access to the Internet, all students must obtain written parental permission as verified by parent/guardian signature(s) on the form below. Should a parent/guardian prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes, such as word processing.

Internet use is a privilege, not a right. This privilege may be revoked if abused. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school grounds; general school rules for behavior and communications apply. The student is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Access may be denied or further disciplinary action taken because of inappropriate use.

Privacy -- Network storage areas should be treated like school lockers. All communications and information accessible via the network should be considered private property; student freedom of speech and access to information will be honored. However, network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

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

Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. The students are advised never to access, view, keep, or send anything that they would not want their parents or teachers to see. Should students encounter such material by accident, they should report it their teacher immediately.

Parent Permission – Publication of Student Work/Pictures

Parents/guardians of every ISO student will be asked for their permission to publish examples of student projects, photographs of students, and other work on an Internet accessible world-wide-web server. These signed agreements will be kept on file with the Administrative Assistant. Before a teacher uploads any examples of student projects, photographs of students, or other work onto an Internet accessible world-wide-web server, staff is asked to verify that the parents have granted their permission to do so.

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 Programs

All ISO students are encouraged to participate in the school's Community Service Programs. Fundraising activities like bi-weekly Cinema Clubs for Elementary and Middle School, a yearly Walk-A-Thon, etc., are organized to collect funds for Yimdi village and other worthy projects. Donations (clothing, toys, etc.) are collected throughout the year.

Since 1986, ISO has had a warm relationship with Yimdi, a Burkinabe village on the outskirts of Ouagadougou, and with various orphanages. These relationships have developed into a mutually beneficial program in which students are introduced to the realities of life in Burkina Faso and are able share some of their own cultural traditions. ISO Community Service Program was able to secure funding to build a well, a grist mill, and solar energy panels for the Yimdi village and in the past has offered scholarships to several children from AMPO Orphanage to attend private Burkinabé schools.

In 2008-2009, ISO began a program of support for the Solidarity Center for Health Management (SCHM) which helps provide medical examinations and records for Burkinabe school children. Almost all of our secondary students participated in this program and found it to be a rewarding and enjoyable experience.

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

Student Council

Elementary and High School 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, special fundraising, tournaments, and game nights.

Doing Business with Us

Office Hours

The school office is open from 7:00 a.m. until 1:50 p.m. and from 3:30 p.m. until 4:30 p.m. The Director, the receptionist, and the administrative assistant are available during office 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 Ms. Angel Prince, Elementary Principal.

For matters concerning the Upper School, please contact Mr. Tobin Huibregtse, Upper School Principal.

For matters concerning Guidance and/or counseling issues, please contact the Guidance Counselor, Ms. Binta Mayaki.

For any financial matters, please contact Ms. Joséline Ouédraogo, Finance Manager, or Mr. David Bado, Bookkeeper/Cashier, or Mrs. Emily Ouattara, Purchase Manger in our Finance Office.

For any inquiries regarding the general operations of the school, please contact the Administrative Assistant, Ms. Fatimata Balima, or the receptionist, Mr. Serge Agbozo.

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 2011-2012 school year, the annual tuition fees are as follows:

Registration Fee.

Payable upon entry K-12.

Facility Use Fee: PK-12	€ 50 One time fee (non-refundable)
K-12	€ 205 One time fee (non-refundable)

Tuition Fees

Pre-School 3 and 4	€ 4,038
Kindergarten	€ 10,215
Grades 1 – 5	€ 12,193
Grades 6 – 8	€ 13,362
Grades 9 – 12	€ 13,792

ESOL Grades 2-10 € 2,182 (if needed²)

Capital Levy

PK	€ 500 (non-refundable)
K-12	€ 1,000 (non-refundable)

The annual capital levy fee is payable by individuals paying part or all of their own school fees. This CL is payable at a rate of €500 Euros per year during pre-school years and €1,000 per year per student, up to a maximum of €5,000, beginning at K level.

Capital Levy Certificate

K-12

€ 5,000 (One time)

The capital levy certificate is payable by institutions paying 100% of the school fees. This Certificate is payable one time only for each student enrolled. This certificate may be retired for up to 2 years should the student leave. The remaining unused credit may then be applied towards a new student.

Transportation: € 450 (if needed¹)

Method of Payment

All fees are payable in Euros check, wire, or cash. CFA will also be accepted.

Payment Methods and Instructions

Checks may be made payable to: International School of Ouagadougou

Ask our Finance Manager for Euro or CFA wiring instructions.

Families without employer sponsorship and having to pay out of pocket may pay in one, two, or three installments if pre-approved by the Director. Due dates are as follows:

- One payment method: no later than June 30, 2011;
- Two payment method: first no later than June 30 and second on November 30, 2011;
- Three payment method: first no later than June 30, second on October 31, 2011, and third on February 29, 2012.

Late Payment Penalties

Late payment shall attract a penalty of **5%** of the fees due if payment is received within the 30-day period after the June 30th due date.

Late payments past 30 days shall attract further late fees. Penalties of **10%** and **20%** shall be added to fees due after **60** and **90** days respectively.

If all fees are not paid in full by the end of 90 days after enrollment, the student(s) concerned shall be withdrawn from school.

Bank Charges

Any bank charges incurred to ISO's account for receiving wire transfers or foreign checks from foreign banks will be billed to the Payee.

Late Enrollment

Students who enroll after June 12th will have until September 1st to pay school fees. 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 enroll 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.

Financial Aid

The ISO Board considers awarding financial aid to parents demonstrating financial need and depending on available resources. For more information about the application procedure, contact the Director. Those receiving financial assistance must re-apply every year.

Early Withdrawal Refund

No Early Withdrawal Refund 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.

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)

MUN – Model United Nations (a program for high school students)

NF – Non-Francophone French

NUTS – Niamey Universal Tournament of Softball

PD – Professional Development

Pre-K – Pre-Kindergarten (ages 3 and 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

WrAp_ – Writing Assessment Program

ISO School Calendar 2011 – 2012