



Family Handbook

2024-2025

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Disclaimer: The purpose of this family handbook is to guide families through the procedures and policies of the school. As the school evolves, this handbook may be modified to better reflect the needs and values of the AIS community.

INTRODUCTION

LETTER FROM THE HEAD OF SCHOOL

Dear AIS families,

Welcome to the new school year—the **Year of Uplifting!**

For families new to AIS, I am excited that you have joined our school, and I am very pleased to be able to work hand-in-hand with you to contribute to this growing community. For returning families, we are so happy to continue working with your children towards academic excellence and global competence. Indeed, it is a privilege for my team and me to be able to serve the needs of our AIS families, and we look forward to a great year ahead with all of you. I am also excited to start my second year as AIS Head of School with an incredible leadership team.

AIS has been in an exciting phase of growth, and with that comes change, which can be scary for some while at the same time very exciting. To manage these conflicting feelings, we look towards our values and what makes our community so strong. It also offers us time to reflect on how we treat each other as we navigate growth and how important it is to be kind to each other. This is why this year's theme will be the year of **Uplifting**. To uplift each other means to inspire others and to fuel optimism and hope.

This handbook is your guide as we journey together towards our destination and has been designed to be a reference so that you have the necessary information readily available to you. It outlines our policies and procedures, as well as our expectations. We aim to make each day as engaging as possible for our students by creating an environment that encourages success. We are a highly diverse community, representing over fifty countries, speaking more than twenty home languages, and sharing a wide variety of cultural backgrounds. The richness of this combination makes Austin International School a truly unique place for your children to learn and grow. Our vision at AIS is to nourish a community fostering respect, leadership, and empathy through interculturalism and the joy of learning. To that end, the faculty and staff are here to support and challenge students both academically and socially through our extracurricular program. We hope you and your children take advantage of the many opportunities available to make this a successful and rewarding year.

Thank you for joining us on this exciting journey!

Warmly,

Ms. Ariane Baer-Harper, M.Ed.

Head of School

MISSION, VISION AND VALUES

Our Vision

A community fostering respect, leadership, and empathy through interculturalism and the joy of learning

Our Mission

Through a rigorous, trilingual program, we fuel inquiry and inspire each other to develop critical thinking skills in a community where curiosity is valued, adventurousness is encouraged, and diversity is honored.

Our Core Values

Our community encourages and values: Adaptability, Autonomy, Creativity, Inclusiveness, Kindness, Responsibility.

SYSTEM OF CYCLES

The AIS academic program is patterned after the French program and is organized by a system of cycles, providing flexibility that takes into consideration the children's diversity, their expectations, and their varied rates of development; cycles with set objectives help maintain continuity and smooth progression in the learning process.

Cycle 1 PS (Petite Section) Pre-K (3 year old) MS (Moyenne Section) Pre-K (4 year old) GS (Grande Section) Kindergarten	Cycle 2 CP (Cours Préparatoire) 1 st Grade CE1 (Cours Elémentaire 1) 2 nd Grade CE2 (Cours Elémentaire 2) 3 rd Grade
Cycle 3 CM1 (Cours Moyen 1) 4 th Grade CM2 (Cours Moyen 2) 5 th Grade 6 ^e (Sixième) 6 th Grade	Cycle 4 5 ^e (Cinquième) 7 th Grade 4 ^e (Quatrième) 8 th Grade 3 ^e (Troisième) 9 th Grade

ACCREDITATION

Austin International School is regionally accredited by the Independent Schools Association of the Southwest (ISAS) and is the only school in Central Texas to be fully accredited by the *Agence pour l'Enseignement Français à l'Étranger* (AEFE, i.e., the Agency for French Education Overseas), a division of the French Ministry of Education.

In line with international best practice, AIS is a candidate school for the International Baccalaureate Organization (IB), the world's leading organization in international school

accreditation.

ADMINISTRATIVE OFFICES

4001 Adelphi Lane, Austin, TX 78727 Phone
+1 (512) 331 7806
Fax +1 (512) 219 5201
Website www.austininternationalschool.org

ADMINISTRATIVE STAFF DIRECTORY

Receptionist

reception@austinis.org

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PTO President

HOURS OF OPERATION

The campus is open Monday through Friday, from **7:55am - 6:00pm** unless otherwise indicated on the school calendar in yellow. For the safety of students, it is important that they are at school only during these hours of operation.

DROP-OFF

Maternelle: Monday to Friday, from 7:55 am - 8:25 am

CP-CM2: Monday to Friday from 7:55 am - 8:15 am

Middle School: 7:55 am - 8:10 am

PICK-UP

Maternelle: M, T, TH, and F from 3:15 pm to 3:30 pm and Wed from 2:15 pm to 2:30 pm

CP - CM2: M, T, TH, and F from 3:30 pm to 3:45 pm and Wed from 2:30 pm to 2:45 pm

Middle School: from 3:35 pm to 3:45pm and Wed from 2:35 pm to 2:45 pm

Extended Care: Monday to Friday from 3:45 pm to 6:00 pm

(Only for those that are signed up. No drop-in care at this time.)

Extended Care is provided at an additional charge per child for the convenience of parents/guardians beginning at 3:45 pm (Mon, Tue, Thu, and Fri) or 2:45 pm (Wed). Extended Care will be automatically charged to your FACTS account. Care ends promptly at 6:00 pm. Students picked up after 6:00 pm are charged \$5.00 per minute thereafter.

CLASS SCHEDULES

PS through GS

M, T, TH, and F - Classes start promptly at **8:30am** and end at **3:15pm**

Wed - Classes start promptly at **8:30am** and end at **2:15pm**

CP through CM2

M, T, TH, and F - Classes start promptly at **8:15am** and end at **3:30pm**

Wed - Classes start promptly at **8:15am** and end at **2:30pm**

6e - 4e / Middle School

M, T, TH, and F - Classes start promptly at **8:10** and end at **3:35pm**

Wed - Classes start promptly at **8:10** and end at **2:35pm**

2024-2025 CALENDAR



Austin International School
4001 Adelphi Lane
Austin, TX 78727

austininternationalschool.org
info@austinis.org
+1 512 331 7806

	First and last days of school
	School closed
	No classes - teacher work day
	Half Day
	No classes - seasonal camp available
	No classes - summer camp available
	* Make-up day (in case of school closure)

AUGUST						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- AUGUST**
05-06 New Teacher Orientation
07-14 Staff Development/Preparation (no classes)
13 Meet the teacher
15 First Day of School for Students
- SEPTEMBER**
2 Labor Day Holiday (no classes)
- OCTOBER**
16 Semester 1 Progress Reports
7-11 Fall Break (Fall Camp available)
14 Teacher Work Day (no classes)
25 Parent-Teacher Conferences (half day)
28 Parent-Teacher Conferences (no classes)
- NOVEMBER**
25-29 Thanksgiving Break (no classes)
- DECEMBER**
23-31 Winter Break (no classes)

- JANUARY**
1-3 Winter Break (no classes)
6 Teacher Work Day
17 Semester 1 Report Cards
20 Martin Luther King, Jr. Holiday (no classes)
- FEBRUARY**
17 Teacher work day (no classes)
- MARCH**
10-14 Spring Break (no classes)
17-21 Spring Break (seasonal camp available)
28 Semester 2 Progress Report
- APRIL**
4 Parent-Teacher Conferences (half day)
7 Parent-Teacher Conferences (no classes)
- MAY**
26 Memorial Day Holiday (no classes)
- JUNE**
5 Last Day of School for Students (half day)
6 Teacher Work Day
9 Semester 2 Report Cards

Last revised: April 1, 2024

calendar subject to change

SCHOOL POLICIES

NON-DISCRIMINATION POLICY

Austin International School does not discriminate on the basis of race, religion, color, sex, national origin, ancestry, genetic information, sexual orientation, gender identity, gender expression, or disability. AIS seeks to admit children who will benefit from its philosophy, values, and programs.

CHILD PROTECTION POLICY

The safety, security, and wellbeing of every individual who is on campus is paramount to the health and success of our school and everyone who works, learns, and plays here. In particular, the protection of students is at the heart of this, and all adult members of the community play an essential role in ensuring this. Our school's Child Protection Policy outlines key elements that underpin our child protection measures and are non-negotiable in their application. These elements include:

- Background check requirements
- Student guidance and discipline requirements
- Duty to report requirements
- Child protection practices and procedures
- Child protection terminology
- Signs to alert educators to emergency procedures
- Additional security reinforcement on doors and windows
- Toilet and intimate care guidelines

CODE OF CONDUCT POLICY

To maintain a safe, orderly, and nurturing environment, AIS students commit to the following:

1. I am safe.
Safety means that I am kind and gentle with my words and actions toward others, myself, and the environment at school. I make every effort not to injure the bodies, minds, or materials within the school community, and when I do, I actively seek to repair these injuries.
2. I am respectful.
Respect is very important in a community. It means we don't only focus on ourselves or one other person. We share our thoughts, feelings, opinions, and resources equitably so that everyone has the same opportunity to belong in our community. Just like I can have my own thoughts and feelings, so can others. A respectful person looks for what we have in common and helps everyone feel connected to our community.
3. I am responsible.
I understand that the "job" of school is my responsibility as a student, for which I receive support from my parents and the school staff. No one can be more responsible for my success than myself. The same is true for our individual actions and words. Each of us is responsible for ourselves.

4. I am prepared.

Preparation means that I am ready to learn. This includes following directions, completing work, asking for help when needed, and being an engaged learner.

Our school rules exist to ensure respect for others, honesty, and discipline. School rules apply not only at school but also at school-sponsored functions. AIS strives to maintain an environment where all cultures and all individuals are recognized and respected. While in school, staff and students may not wear anything visible that promotes a religious or philosophical belief and may not proselytize to promote a religious or philosophical belief.

All members of the AIS community (i.e., students, families, and staff) must address each other in a courteous and respectful manner in all circumstances. The following will not be tolerated and could lead to more assertive discipline, including suspension or expulsion.

- Aggressive or violent behavior
- Threats
- Racial, ethnic, religious, national, or sexual slurs
- Insolence
- Bullying
- Destruction of school property
- Theft
- Vandalism
- Profanity
- Cursing
- Shouting
- Excessive teasing
- Name-calling
- Fighting of any kind
- Any other type of disrespectful behavior

When student behavior falls into one of the above categories or cannot be modified through positive discipline, AIS reserves the right to implement more assertive discipline. Depending on the severity, a student may go directly to steps 2, 3, or 4.

1. Step 1: Warning

- a. Conversation with Principal
- b. Verbal agreement that another similar offense will result in Step 2.

2. Step 2: Incident Report

- a. Conversation with Principal
- b. Lunch or recess detention(s)
- c. Verbal agreement that another similar offense will result in the student being placed on Step 3: Behavior Contract.

3. Step 3: Behavior Contract

- a. Conversation with the Principal or Head of School
- b. Parent contact: → signed contract.
- c. Lunch or recess detention(s) and/or suspension
- d. Violation of the behavior contract will result in the student being placed on Step 4: Behavior Probation.

4. Step 4: Behavior Probation

- a. Conversation with Head of School
- b. Parent contact → Signed Probation Letter.
- c. Suspension
- d. Ineligible to participate in, or register for, activities, sports, and/or trips that require the student to leave campus.
- e. Should another violation occur, further consequences could lead to suspension or expulsion.

FAMILY ENGAGEMENT POLICY

At Austin International School (AIS), we are committed to fostering a respectful, inclusive, and collaborative community that supports the educational mission of our school. This Family Code of Conduct outlines the expectations we have for all members of our school community, emphasizing the critical importance of responsible communication and mutual respect.

We believe that open, honest, and constructive communication is essential for the success of our students and the overall health of our school community. To this end, we ask all parents, guardians, and family members to adhere to the following principles:

1. Respectful Communication: Always use appropriate language and maintain a courteous tone in all communications with staff, teachers, administrators, and other families, whether in person, via email, or through other channels.

2. Responsible Information Sharing: Refrain from spreading unverified information, or negative speculation about the school, its staff, or other families. If you have concerns, address them directly with the appropriate school personnel rather than discussing them with other parents or on social media platforms.

3. Proper Channels for Concerns: If you encounter a problem or have a concern, please follow our established communication channels:

- a. Start by contacting your child's teacher.
- b. If the issue remains unresolved, reach out to the Principal.
- c. If you still feel your concern has not been adequately addressed, contact the Head of School.

4. Social Media Responsibility: Exercise discretion and respect when discussing school matters online, no acting against the school or its operations in a negative and harmful manner, even

when in disagreement. Do not use social media platforms to air grievances, criticize staff or students, or share confidential information about the school or its community members. Social media includes but is not limited to Facebook, Twitter, LinkedIn, WhatsApp, Slack.

5. Community Reputation: Recognize that your words and actions contribute to the reputation of our school community. We ask that you always strive to represent AIS positively, both within and outside our community.

6. Conflict Resolution: Approach conflicts or disagreements with a spirit of collaboration and a willingness to find mutually beneficial solutions. Avoid confrontational or aggressive behavior on school premises or at school events.

7. Respect for Diversity: Treat all members of our community with respect, regardless of race, nationality, religion, age, gender, or any other characteristic. Discrimination or harassment of any kind will not be tolerated.

By enrolling your child at AIS, you agree to abide by this Code of Conduct. Failure to adhere to these principles may result in consequences, including but not limited to:

- A request to meet with school administration to discuss concerns and find solutions
- Temporary or permanent restrictions on campus access or participation in school events
- In severe or repeated cases, reconsideration of the family's continued enrollment at AIS

We believe that by working together in a spirit of mutual respect, trust, and responsible communication, we can create the best possible learning environment for our students and a positive community for all. Your commitment to upholding these standards is essential to our shared success and the continued excellence of Austin International School.

If you have any questions about this Code of Conduct or need clarification on any point, please don't hesitate to reach out to the Head of School. We are here to support you and ensure that AIS remains a place where respect, learning, and community thrive.

To help better define our respective roles and expectations, and in the spirit of our international academic programs, Austin International School has instituted a Family Code of Conduct. These guidelines provide a reminder of the basic standards of conduct expected of all AIS parents, guardians, and visitors. AIS is committed to providing a safe, inclusive, and welcoming environment where all members of the community treat one another with dignity and mutual respect.

These guidelines are informed by the codes of conduct and codes of ethics established by the French Ministry of Education, the *Mission Laïque Française*, the Independent Schools Association of the Southwest, the National Association for the Education of Young Children, and the National Association of Independent Schools. By enrolling your child at AIS, family members agree to abide by all school policies, including the following guidelines.

Ultimately, Austin International School is fortunate to have an intelligent, supportive, and friendly parent body. A collaborative working relationship between parents/guardians, faculty, and administrators enhances the experiences and education of all children at AIS. There are many ways to achieve this collaboration at AIS, including:

- **The Future of the School:** This forum will be held soon after the start of school each year and will include the most up-to-date overview of the school and where the school is heading.
- **Coffee Connections:** Several coffee connections will be held on the last Friday of every month. This will be an opportunity for families to have coffee and discuss with members of the leadership team.
- **PTO Meetings:** PTO meetings are held quarterly and are an excellent way for parents/guardians to work together with the school staff to achieve mutual goals.
- **Board Meetings:** The first of hour of applicable board meetings is open to the public for observation and community comments; these meetings are an effective way to stay abreast of the school's progress.

In addition to these standing, structured forums for collaboration, if parents/guardians have any suggestions or concerns about their child in relation to the school, they should:

1. Initially, contact the classroom teacher and/or teaching team.
2. If the concern remains, they should contact the principal(s).
3. If the issue still remains unresolved, contact the Head of School.

All families of the AIS School Community are expected to, whether verbally or online:

1. Uphold and model the school's core values.
2. Respect the caring ethos of the school by conducting themselves in a respectful and orderly manner whenever on the school campus or when representing the school off-campus.
3. Treat all members of the community with respect by using appropriate language and a dignified tone when speaking with others.
4. Support and help your child observe all school regulations, including protecting the school's equipment, property, and good name.
5. It is expected that all visitors will register and wear a visitor ID badge at all times while on campus.
6. Communicate promptly, honestly, and openly about your child and use the communication channels provided by the school.
7. Schedule to meet teachers or faculty members outside of class hours to avoid disruption of regular classroom activities.
8. Seek to clarify a child's version of events with the school as part of a peaceful resolution process.
9. Correct any child in your care if their actions could lead to conflict, aggressive, or unsafe behavior.
10. Seek information and raise concerns directly with the school through the appropriate channels.
11. Promptly report your child(ren)'s absence or late arrival.
12. Obtain permission from the Head of School before arranging any parent assembly on the school campus.
13. Avoid entering the school campus and/or remaining on campus without authorization after the school is closed.

14. Follow the instructions of the school staff (including with regard to traffic rules) at all times.
15. Respect normally accepted conventions regarding confidentiality.
16. Pay all fees on time.
17. Submit all student documentation on time.
18. AIS is a smoke-free campus.

SOCIAL MEDIA AND GROUP MESSAGING POLICY

The PTO maintains a Facebook page, which allows parents to receive messages about school events and build community online. Classrooms will have shared WhatsApp groups. We encourage you to positively participate if you wish. Within these spaces, however, we ask that you use common sense when discussing school life online. We must take as much care of our online community as our offline community. We will speak regularly to students about how to use social media positively and have zero tolerance for it being used to spread negativity or hate.

Social media and group messaging should not be used to fuel campaigns and voice complaints against the school, school staff, parents/guardians, or students. We take very seriously the inappropriate use of social media and messaging by any community member to publicly humiliate, criticize, or bully another.

INAPPROPRIATE ONLINE BEHAVIOR

- Identifying or posting images/videos of children without express permission.
- Abusive or personal comments about staff, board members, students, or other family members
- Bringing the school into disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual students or members of staff
- Threatening behavior, such as verbally intimidating staff or students or using bad language
- Breaching school security procedures

Please be advised that any inappropriate online activity that we deem to be in direct violation of our school policies and values will be promptly deleted. Repeated violations of our standards may result in removal from the social media/messaging forum in question and an assessment of the family's fit within the school community.

ANTI-BULLYING POLICY

Bullying and harassment of others have no place in the school environment and will not be tolerated. All forms of bullying and harassment, including cyberbullying, are impermissible. Complaints of bullying should be promptly brought to the attention of the school administration or staff. Complaints of bullying will be promptly addressed in a sensitive and confidential manner, including complaints concerning off-site conduct that has a detrimental and disruptive

effect on the school environment. Complaints will be promptly investigated and responded to as appropriate under the circumstances and in accordance with applicable laws and regulations. AIS has zero tolerance for bullying of any kind.

ATTENDANCE POLICY

Students are expected to attend all school days. **If a student has 18 or more absences per year**, he or she may not be permitted to progress to the next grade upon evaluation by the school leadership. Families should understand that excessive absences and tardiness have a negative effect on academic performance. Students are urged to be punctual and responsible with their school attendance. Students who are regularly absent may jeopardize their academic standing in school.

Teachers cannot be reasonably expected to spend the class time of other students reviewing material that was missed by a consistently absent student, especially for absences of a social nature. Teachers are not required to provide work or special assignments in advance to students who plan to be absent for a prolonged period. Parents should recognize that taking a child out of school for a prolonged period may affect the child's performance.

TARDIES

Punctuality is expected, and tardy arrivals are recorded on each student's report card. Frequent tardiness is extremely disruptive to the classroom environment. There is no grace period for late arrivals, and students are marked tardy if they are checked-in on a tablet after the following times:

- PS, MS, and GS - 8:30am
- CP through CM2 - 8:15am
- Middle School - 8:10am

If a student is late, the parent or guardian must bring the child to the reception area. The child will be given a tardy slip and then sent to class. No admission will be given to class without a tardy slip. Three unexcused tardy arrivals will be considered one day of absence when evaluating a student's attendance record.

ABSENCES

Email the classroom teacher and attendance@austinis.org to report any absence lasting longer than a half-day or tardiness lasting longer than an hour, regardless of the reason. Notification to teaching teams should be done to make up for any work missed. Should a student need to leave school early, they must have written permission (email or letter) before they will be allowed to leave.

SCHOOL PROCEDURES

SCHOOL UNIFORM

AIS students must wear the school uniform every school day. Parents will be notified in advance through the school's weekly e-newsletter of special occasions on which the dress code is waived or modified. Feel free to purchase AIS polos, t-shirts, and sweatshirts here.

	Maternelle	Grades 1-5	Middle School
Tops	<p>Solid navy or white shirts (polos and blouses are not mandatory but can be worn)</p> <p>Navy sweaters</p> <p>No patterns or writing/logos except AIS (AIS t-shirts are permitted on Fridays)</p>	<p>Solid navy or white collared shirts (polos, blouses)</p> <p>Navy sweaters (no hoodies unless from the AIS store - on sale soon)</p> <p>No patterns or writing/logos except AIS (AIS t-shirts are permitted on Fridays)</p>	<p>Solid navy or white collared shirts (polos, blouses)</p> <p>Navy sweaters (no hoodies unless from AIS store- on sale soon)</p> <p>No patterns or writing/logos except AIS (AIS t-shirts are permitted on Fridays)</p> <p>PE: White or navy AIS t-shirt or AIS sweatshirt</p>
Bottoms	<p>Solid navy blue pants/shorts (must have pockets)</p> <p>Solid navy or khaki skirts, dresses, and tights</p>	<p>Solid navy blue pants/shorts (must have pockets)</p> <p>Solid navy or khaki skirts, dresses, and tights</p>	<p>Solid navy blue or khaki pants/shorts (must have pockets)</p> <p>Solid navy or khaki skirts, dresses, and tights</p> <p>A navy blue sports coat may be required for special events.</p> <p>PE: black, navy, or gray shorts (between 4-7 inches) or athletic pants in solid color with no logos</p>
Shoes	Closed-toed Rubber soled	Closed-toed Rubber soled	Closed-toed Rubber soled
Accessories	Limited and do not distract from learning	Limited and do not distract from learning	Limited and do not distract from learning

FIELD TRIPS

Families complete a general field trip authorization at the time of enrollment. If an authorization form is not completed, the child will not be allowed to attend (no exceptions). In order to take reasonable precautions for the supervision and safety of the AIS students, the following guidelines will be enforced:

- A notice for all field trips will be sent at least one week in advance.
- Staff will carry a cell phone, a first aid kit, a list of all students, medical consent forms, and emergency contact information for each child. Staff with CPR and first aid training will be present at all field trips.
- Children must abide by the dress code and/or wear a t-shirt with an AIS logo.

While on the field trip, both students and chaperones represent AIS and convey the school's image. It is therefore a requirement that the students' dress and behavior be impeccable.

Unless the activity precludes it, the student will always abide by the school dress code.

COMMUNITY CONFIDENTIALITY

To facilitate communication between families, parents/guardians can access and share contact details through FACTS Family Directy on the Family Portal. Community members with access to this directory are not permitted to share the contents of this directory with any outside company, group, or organization without the express consent of those whose contact information will be shared. Families are also not permitted to use any of the contact details in the directory for commercial purposes, including, but not limited to, telemarketing, email marketing, text marketing, etc.

DROP-OFF AND PICK-UP

All traffic flows one way through campus, entering from Coronet Drive and exiting onto Adelphi Lane. In order to support safe and efficient drop-off and pickup procedures, AIS uses PikMyKid to streamline these processes. Please ensure that you have downloaded the PikMyKid app and that your family's personal data is entered correctly. You must also ensure that your phone's data and location services are activated for the PikMyKid app, as it will only authorize you to announce your arrival when you are near the school. For detailed instructions, please see the instructions included in Appendix 3 of this handbook.

LIBRARY

Students are provided the opportunity to borrow books from the AIS library on a weekly basis. Students who do not return their library books when due will not be permitted to borrow books from the library until they return their library book(s). In the event that a child loses a library book, the parents will be asked to pay an appropriate replacement fee based on the value of the book. Report cards will be held until books have been returned to the library or the appropriate replacement fee has been paid.

BIRTHDAYS AND CELEBRATIONS

In order to minimize disruption of class time, the following guidelines are to be followed for birthdays and other celebrations of students:

- Birthday celebrations at school are optional
- No goody bags or gift bags
- No candy, ice cream, or sodas
- No parties (e.g., games, face painting, etc.)
- Notify the child's teacher when planning a birthday
- No birthday invitations at school unless the whole class is invited

Cycle 1 (Maternelle) Birthday Celebrations:

- The teachers will plan and schedule birthday celebrations in PS, MS, and GS. Details will be communicated to the parents at the beginning of the school year.
- Students may celebrate by bringing one small food treat for each student in class

(e.g., 1 cupcake per student, 1 cookie per student, 1 slice of cake per student, etc.) and one drink per student (juice box, etc.). Candy is not permitted.

- Check the allergy list with the Room Parent before purchasing any food.

Cycle 2 and 3 (CP-CM2) Birthday Celebrations:

- Students may celebrate by bringing one small food treat for each student in class (e.g., 1 cupcake per student, 1 cookie per student, 1 slice of cake per student, etc.) and one drink per student (juice box, etc.).
- After coordinating with your child's teacher about the day of the birthday celebration, drop off the birthday treat at reception, and your child's birthday will be celebrated during the day at their teacher's discretion when it will be least disruptive to learning. No candles are permitted.
- Check the allergy list with the Room Parent before purchasing any food.

CLASSROOM PLACEMENT

Per our placement policy, we are unable to accept teacher or cohort placement requests from families. Our leadership team is happy to receive feedback and will forward it for consideration during grade-level placement meetings.

As you can imagine, many factors are taken into consideration at the time of student and classroom placement, including but not limited to student learning needs, student background, and student dynamics. We appreciate your understanding, trust, and support that our teams will work carefully and collaboratively to make the best decision for every child.

FUNDRAISING

Like most private schools, AIS does not receive financial support from local, state, or federal governments and cannot rely solely on tuition alone. It must, therefore, supplement its resources through fundraising. Fundraising is an indispensable and vital tool for the development and stability of AIS. Funds raised not only provide money to help AIS improve in the short term and increase amenities for our students, teachers, and staff, but they also provide AIS with the foundation on which we can develop long-term strategies to expand our facilities and offer increasingly better programs to our students, teachers, and staff.

ACCEPTANCE OF GIFTS AND DONATIONS

AIS seeks and accepts many types of gifts, including cash, securities, real estate, personal property, gifts-in-kind, services, etc. (one-time, by event, or through monthly giving). All fundraising activities must be approved by the administration. AIS welcomes your input and ideas in the area of fundraising. If parents have ideas for ways to raise money or are interested in making any type of donation outside the purview of the Annual Fund, please speak to the Chief Operating Officer. In all cases, the decision of the administration on accepting or rejecting a gift or any form of fundraising done for the benefit of the school or using the name of the school is final. AIS is recognized as a 501(c)(3) not-for-profit organization under United

States law, and all gifts are tax deductible to the extent allowed by law. It is the policy and intent of AIS that all donors be recognized in a timely manner with a letter and a donation receipt for tax purposes.

SCHOOL COMMUNICATION

AIS strives to maintain within the whole school community—teachers, students, parents/guardians, administration—an environment that is open to good communication and that values the ideas and suggestions of all parties. Therefore, AIS uses multiple methods of communication to keep families up-to-date regarding school matters. It is important that parents stay current on important information regarding their child and the school. It is the responsibility of parents and guardians to regularly check the sources of official communication listed below:

- **ParentsWeb:** <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> (district code: **ai-tx**). Household and academic information may be updated and maintained through this site, where school announcements are also posted.
- **Email:** is a recognized form of communication at AIS; the Head of School, staff, and faculty send messages and health alerts via email. Please update your e-mail contact information as needed to ensure that you receive these.
- **Tuesday News Day:** The weekly newsletter of AIS is e-mailed to all parents every Tuesday. The newsletters are created to give parents important news and announcements from the school and PTO. They should be checked regularly.
- **School website:** The AIS website contains updated information regarding the school's upcoming events and activities, general information, etc.
- **Social Media:** The school's official Facebook, Twitter, and Instagram accounts are a one-way form of communication meant solely to disseminate information. As such, communications from families to AIS staff must not be sent through any form of social media. Instead, communications may be sent directly to AIS staff; emails can be found in the staff directory of the website.

EMAIL COMMUNICATIONS

One of the quickest and most efficient ways to get in touch with teaching teams is via email. If you would like to contact an individual teacher directly via email, you may do so through the Staff Directory on the school's [website](#).

ROOM PARENTS

Room Parents (parent volunteers for each class who help the teachers in a variety of ways) play an important role at AIS. Parents volunteer for these positions by signing up through PTO, which appoints a volunteer to be the Room Parent Coordinator and facilitates good communication between individual Room Parents, PTO, and the administration.

HOMEWORK

ALS offers a very specific and demanding curriculum based on the use of several languages, and the effort expected from the students during and outside of class may therefore be more intense than in other schools. Attendance, punctuality, organization, intellectual curiosity, attentiveness, perseverance, respect, and discipline are required for success at ALS. Any homework given, whether collective or individual, is indispensable to the learning process and is given in reasonable quantity and at a reasonable pace. Therefore, no homework may be neglected or ignored and must be completed on time and in its entirety, to the best of the student's ability.

- For CP and CE1 (1st and 2nd grades), homework should not exceed 30 minutes per day.
- For CE2 through CM2 (3rd through 5th grades), it should not exceed one hour per day.
- For Middle School: homework should not exceed 20-30 minutes per subject.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences (PTCs) are held twice a year to discuss the student's progress and give an overall assessment. Progress Reports will be sent via email to families prior to the conferences. The presence of parents at these conferences is essential to continued student success. Parents may also request an appointment with the teachers outside of the conferences.

REQUEST FOR STUDENT EVALUATION

In line with our school's Special Education Needs Policy, certain situations may merit a request by teachers and administration for a student evaluation based on classroom observations and collected data. Such a request would only be made in order to help the school determine how we can best support a student behaviorally, academically, socially, and/or emotionally, and to determine whether or not we are able to meet the student's needs in our specific learning environment. Upon making the request, the school will provide parents with a list of resources as well as contact information for their local school district. Parents may choose who they would like to evaluate their child and if they would like to use a private option or the public school district. Parents will have two weeks to comply with the school's request and begin the evaluation process. Within two weeks of receiving the complete evaluation report, parents, teachers, and an appropriate administrator will meet to discuss the evaluation results and next steps. For more information, please reach out to one of our Student Support Services Coordinators, [Greg Donnellann](#) or [Adrienne Carter](#).

STUDENT RECORDS

ALS maintains a file for each student that contains academic and behavior information, personal information, and medical information. Parents are responsible for communicating to the administration any updates regarding some of the files, notably changes in physical and e-mail addresses, telephone numbers, emergency contact listings, authorized people for pickup, and vaccinations. If information is found missing in a file, parents/guardians must provide it promptly. ALS has the right to refuse entry to a student until the student's file is complete and up-to-date. Please submit household changes via RenWeb

(<http://www.renweb.com>) using the username and password we have provided.

AIS reserves the right to withhold all academic records if any tuition and other school fees are delinquent until all fees are paid in full.

Student Record Requests

Student records will not be released to any outside institution unless required by law. In order to release student records, we must have a written request from a parent/guardian detailing which elements of the student record may be released and to whom. Record requests should be sent by email to your child's principal at lsprincipal@austinis.org or usprincipal@austinis.org.

Student Record Confidentiality

Only the following people have access to each child's file, individual child screening, and assessment results:

- Head of School
- Principal
- Administrative Staff
- Current or incoming teachers of students
- Parents/legal guardians of the child, upon submitting a request to the administration

AIS staff and parents are asked to keep confidential any information concerning students, their families, school staff, and operations. Confidential matters should not be discussed in public areas (e.g., hallways, playgrounds, etc.).

PARENT VOLUNTEERS

Family volunteers play a vital role in our organization, and we are so grateful for their desire to support our mission. Any form of compensation for volunteers might create a precedent that could undermine the spirit of volunteerism, but the school is committed to acknowledging and rewarding volunteers for their dedication and hard work through recognition and appreciation events. The value of volunteering leaves a positive impact on the AIS community. Encouraging the genuine passion and commitment our families have for the school reinforces the spirit of giving back to the community we wish to instill in our children. For information please contact the PTO President at pto@austinis.org

POSITIVE DISCIPLINE

At AIS, we strive to teach our students how to develop resilience, embrace cultural diversity, build on individual differences, contribute positively to their community, and collaborate and engage in conflict constructively. We believe in empowering students to make the best decisions regarding their behavior in school. Students need to be taught effective strategies to recognize and control their emotions, to solve disagreements and conflicts in a positive manner, and to adequately report incidents or share concerns. More information about positive discipline can be found in the Appendix section.

STUDENT HEALTH AND WELLNESS

All children are required to have a current immunization record and wellness check from their doctor **on file by September 30th, 2024**. Please consult your doctor about what immunizations are required or check on the Texas Department of Health website at www.tdh.state.tx.us/immunize.

Hearing and vision tests, per Texas law, are required for all new students and students entering MS (4 years old), GS (Kindergarten), CP (1st grade), CE2 (3rd grade), and CM2 (5th grade); spinal screening is also required for girls in CM2 (5th grade) and 5^e (7th grade) as well as for boys in 4^e (8th grade). Vision, hearing, and spinal screening are offered by the school during the first semester. If vision, hearing, and spinal screenings are not done through the school, then appropriate documentation from a licensed professional must be submitted by the above school deadline. No student will be allowed to attend AIS if the vaccination record and wellness statement are not in our file or are not in compliance with the school's policy. *AIS is required by law to exclude any child from attending school if medical records are not up-to-date.* Moreover, AIS must be informed of any allergies, medical conditions, or medical treatment required at school for each child. Wellness statements must be updated annually, regardless of the student's age. Immunization records must be updated each year up until GS (Kindergarten) and when any changes are made after GS.

SPECIAL HEALTH CONDITIONS

If your child has any special health conditions such as allergies, seizures, serious illnesses, injuries, etc., the school must be informed about this in writing. This should also be discussed with the principal as well as with the teachers of your child, describing what symptoms or signs to look for, procedures for dealing with your child when the condition arises or in case of an emergency, and any other helpful information.

COUNSELING SERVICES

Austin International School has two Student Support Service Coordinators. As a parent or guardian, if you are concerned about your child's mental or emotional health, please speak with the principal, who can provide a list of resources that may be of assistance. Teachers and administration are willing to meet with counselors with you or your child to develop a student support plan for the school.

DISPENSING MEDICATION

For the health and safety of your child and other students, we dispense medicine only when authorized by parents, and we keep a record of each dose given. Parents are required to sign the Medication Authorization Form, noting the date, name of medication, dosage, and time to be given. All medications must be in their original packaging and clearly marked with the child's name. Expired medication will not be given to children. Medication is kept in a locked drawer accessible by the administrative staff. Administrative staff dispenses medicine at the

appointed time, notes the date and time, and signs to confirm that medication was indeed given to the child.

STUDENT ILLNESS

When a child comes to school, he or she must be well enough to participate in all school activities. Children must stay home when they are contagious; this is a state law and is intended to protect your child and the other children at the school. Per regulations of the Texas Department of State Health Services, children displaying symptoms of fever/gastrointestinal issues, or other contagious symptoms must stay home. If your child has symptoms of illness and comes to school, you will be asked to take him or her home immediately. When a child has a fever (100°F/37.8°C), they will be required to stay home for 72 hours and provide a doctor's note clearing them to return to school. For bacterial infections, children taking antibiotics must be taking them for at least 24 hours, or as long as dictated by the prescribing doctor (whichever is longer), before returning to school. If a child becomes ill while in school, the teacher will isolate the child from the class, and the parent/guardian will be called to pick up the child. If the parents/guardians cannot be reached, the other persons listed in the child release form will be called.

LICE

Unfortunately, head lice are a recurring problem in schools. When a case is discovered at school, all families will be notified and provided with health department guidelines on treatment. If lice is found on a child, the child will be sent home immediately. Your child needs to be lice-free in order to be able to come back to school.

SAFETY AND SECURITY

VISITORS

As vital elements of the school community, families and special guests are very welcome in the school. However, for the safety and wellbeing of our students, visitors are required to adhere to the school's rules for entering the campus.

PARENT/GUARDIAN VISITORS

Check-in at reception is required for all parents/guardians and necessitates signing-in, noting the reason for the visit, and wearing a visitor's badge. Upon leaving the premises, parents/guardians must sign-out. Parents/guardians may not wander through the school at will. Parents/guardians are not permitted to enter classroom hallways before 3:25pm without prior arrangement.

PROFESSIONAL VISITORS

The administration must approve any teacher or parent/guardian request for a professional, such as a psychologist, therapist, etc., to visit a class or confer with the

child's teacher or other staff members.

RECREATIONAL VISITORS

The administration must approve any teacher or parent/guardian request for entertainers, photographers, etc. to come to the school and be part of class parties. Requests must be sent two weeks before the scheduled event.

RELEASE OF STUDENTS

When no one from the parent/guardian pick-up list is able to pick up the child at school, the school must be notified by a written note or by email (reception@austinis.org). The name and phone number of the person picking up will be required. If the person is unknown to AIS staff, a photo ID is required. If the school is not notified, the child will not be released until a parent/guardian is contacted and permission is given.

DRUGS, ALCOHOL, TOBACCO, AND WEAPONS

Bringing and/or using any intoxicating, illegal, or dangerous products is **strictly prohibited**. Such prohibited items include, but are not limited to:

- Lighters and matches
- Alcohol, tobacco, e-cigarettes, and vapes
- Drugs of any kind, including prescription drugs (except for necessary prescription drugs arranged between the parents/guardians and school administration and managed by the school administration),
- Weapons or realistic-looking toy weapons of any kind (including as part of a costume)

Pursuant to Texas penal code §46.03 (places weapons prohibited), "A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private."

FOOD AND NUTRITION

CATERED LUNCHES

An independent company caters the lunch program at AIS. Catered lunches will be available from Monday through Thursday. On Fridays, parents must send lunch from home if their children are not enrolled in Pizza Friday. Menus are approved by AIS administration, taking into consideration nutritional value and the school's no nut and no candy policy.

PIZZA FRIDAY

Children who sign up for Pizza Friday get cheese pizza. Pizza Friday is run by the PTO; all payments must be made out to the PTO, and all questions regarding Pizza Friday should be

directed to pto@austinis.org. Sign-up for Pizza Friday takes place at the beginning of the school year. For those who do not wish to sign-up for catered lunch or Pizza Friday, parents must provide their children's lunches while they are in school.

SNACKS AND LUNCHESES FROM HOME

It is important that students have a healthy morning and afternoon snack in addition to their lunch. The school does not provide snacks, so all snacks must be brought from home. Parents are responsible for the nutritional value of their child's food and for meeting their child's daily food needs. Please do not send any sweets, including but not limited to candies, candy bars, soda, chocolate, etc., as part of their meals or snacks. Please also note our no-nut policy.

NO NUT POLICY

Due to the significant number of community members who are allergic to peanuts and nuts, the school has a No Nut policy. This means that anything that contains peanuts or tree nuts, such as almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts, etc., are not allowed in school. This includes chocolate spreads that contain nuts.

NO CANDY POLICY

Students are not allowed to bring any candy, such as candy bars, chocolate, gum, lollipops, or soda, to school at any time, even for snacks. AIS staff are authorized to confiscate such items from students.

EMERGENCY PROCEDURES AND NOTIFICATIONS

EMERGENCY PROCEDURES

Parents and guardians are strongly encouraged to promptly inform the school of current home, work, and cellular telephone numbers, as well as email addresses. All changes must be made via RenWeb. In addition, parents/guardians must provide at least two local emergency contacts to the school. This ensures that we can contact you or a designee in the event of an emergency. All AIS staff members are trained in First Aid and CPR.

EMERGENCY MEDICAL PROCEDURES

If a child becomes ill or injured while at school, the staff will provide appropriate First Aid. If the illness or injury is not life-threatening, a parent/guardian will be contacted to come for the child. If the illness or injury is serious, a parent/guardian will be called. If the injury is life-threatening, the staff will provide appropriate First Aid measures, call an ambulance (parents/guardians are responsible for EMS fees), notify the parents/guardians, contact the child's physician if parents/guardians cannot be reached, and accompany the child to the hospital if a parent/guardian is not present.

EMERGENCY SAFETY PROCEDURES

Emergency drills are held regularly. This may make an impression on your child the first time the drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. These procedures are posted in the classroom and can also be found in the Appendix.

SCHOOL DAY CLOSING OR DELAYED OPENING

We wish to provide a safe environment for our students, and this includes providing for road and weather conditions that may be dangerous for travel to and from school. When weather conditions are severe enough, the Head of School or his designee will determine the need to close school or delay opening due to weather-related emergencies or facility problems. AIS generally follows local school districts (Austin Independent School District and/or Round Rock Independent School District) schedules only for closing. For specific weather emergencies, please note that we are closest to AISD school, Summit Elementary.

APPENDIX

I. Other Policies:

- [Naptime \(PS and MS\)](#)
- [Admissions](#)
- [Communication](#)
- [Language](#)
- [Technology](#)

II. [Parent and Volunteer Opportunities](#)

III. [Pik My Kid Instructions](#)

[Please click here to confirm your reading and agreement with the handbook.](#)

Required by all families.

