



Faculty Hand Book

2020 – 2021



The American International School of Freetown

“Preparing students for success in an ever-changing world”

AMERICAN INTERNATIONAL SCHOOL OF FREETOWN FACULTY HANDBOOK 2020-21

Dear All:

It is my very great pleasure to welcome you all to the 2020-2021 academic year. I know that I will need your support, guidance, wisdom and friendship during this coming school year and in the ones that lie ahead.

Contained in the Handbook are the policies and procedures which form the working regulations of our school. The manual sets out the policies and the administrative procedures of the school as they affect the teachers, staff, parents, and ultimately—of course—the students who are at the center of everything we do. It should serve as an introduction to new teachers on matters affecting them personally, and as a reference for all teachers.

Mission and Philosophy:

Our mission here at AISF is to nurture and enrich the students’ intellectual, emotional, social, and physical growth in order to prepare our students “for success in an ever-changing world.” To do this we need to challenge them while simultaneously creating a warm, caring, and supportive environment. From my brief time with you, I know you do this well!

As you go through the year...

...if there are aspects of this handbook that puzzle you or if you have question, queries, and/or suggestions that lie beyond this handbook, please do not hesitate to speak to me. The door is open.

Kind Regards,



Brian Roach
Director

Mission and Vision of AISF

AISF MISSION

AISF develops students' love of learning in an internationally recognized, safe, student-centered and interactive learning environment. Students develop a global perspective that fosters empathy and prepares them for success in an ever-changing world.

AISF BELIEFS

We believe that:

- Respect for everyone's progress, and care for their safety and wellbeing, are essential for a successful and interactive learning environment.
- The diversity of our community enriches our learning experience, and develops global perspectives.
- Each member of our community is both a teacher and a learner, participating in an ongoing process of self-realization.
- Collaboration and teamwork are vital for progress in an ever-changing, interconnected world.

Accreditation and Memberships:

Middle States Association of Colleges and Schools (MSA): AISF is the only US accredited school in Sierra Leone. The school has been accredited with the Middle States Association of Colleges and Colleges in the United States (MSA) since April 1994. In November 2017 AISF hosted a successful MSA Team Visit and in May 2018 our US accreditation was renewed through May 2025.

U.S. Department of State: AISF is the only official US State Department Assisted School in Sierra Leone. AISF was founded through an agreement between the US Embassy and the Government of Sierra Leone in 1986. AISF operates now in Sierra Leone through a Memorandum of Understanding negotiated and signed between in US Embassy Freetown and the Foreign Ministry of Sierra Leone in 2003.

Association of International Schools in Africa (AISA): The school has full membership status in AISA allowing faculty to attend AISA conferences, participate professional development opportunities and benefit from a range of activities with similar international schools all over Africa.

Measure of Academic Progress (MAP) Testing Services: AISF is now an approved school for MAP testing. MAP is an external measure of student knowledge and skill in mathematics, reading, and English language. MAP is currently the most widely used and respected external assessment program in international schools, particularly in US Embassy sponsored schools. AISF administers MAP testing twice each year in October and May. Results are always shared with families.

University of Nebraska High School: AISF is connected with the University of Nebraska, Lincoln in the US using their online campus to include an accredited high school program in our curriculum. Students may complete a semester, a full academic year, or multiple years to earn a US High School Diploma. High school credits earned transfer smoothly to any US school either in the US or overseas.

The College Board (Educational Testing Services (ETS): The College Board, of Princeton, New Jersey is the organization that sponsors both the SAT and the TOEFL exam. The current SAT Reasoning Test, which assesses a student's Mathematics, Critical Reading, and Writing skills, is offered multiple times during the year at the AISF Freetown location. The TOEFL test for English Language Learners, also created by the College Board, is administered multiple times per year on our campus. AISF is the only authorized College Board testing site in Sierra Leone.

AISF Curriculum

AISF offers an accredited US curriculum Pre-Kindergarten through grade 8 to students age 3 to age 14. All curriculum is based on US educational standards and is published and available to our families as well as to the public on our web site. The program of studies at AISF is adapted to take advantage of and serve the needs of our culturally-diverse school community. Accredited high school education is provided through the University of Nebraska High School online program of studies and can lead to a US High School Diploma.

Critical thinking and problem solving are integral to teaching and learning at AISF. What distinguishes an AISF education is the specific and expert focus on each individual student. Our faculty work with your children as individuals, making certain that each one has just the right amount of academic push and challenge. The aim is authentic student learning. The professional term in the US for this learning is “teaching and learning for mastery”.

Learning for mastery means that your child has **mastered** a skill or an understanding of a concept. Mastery takes focus, practice, and active feedback between student and teacher. The teacher/student relationship is extremely important. In an active learning environment students and their teachers are alert, involved, and accountable for participation. No one is “just sitting there.” The learning is meant to last with each child, not just for a few days until a test, but to last until it becomes part of each child’s permanent development.

AISF uses a standards referenced curriculum. Teachers create Unit Plans for student learning using US Common Core Standards for English and Mathematics, US Next Generation Science standards, and McRel standards for Social Studies. Units of study are “planned backwards” starting with the desired end results, which are the learning outcomes that students will accomplish. Teacher plans all flow back from that goal. External assessment through MAP serves a dual purpose: measuring how well all students have mastered skills and knowledge and comparing AISF student performance with the performance of students in other international schools and US schools.

Student understandings of concepts and learning of skills are measured by having students perform meaningful tasks in which they apply what they have learned. Assessments are learning activities in themselves not simply unit tests. Students work on real problems using real materials, they record and describe their thinking and methodology, and outcomes go beyond the simple recall of facts or one right answer.

Multi-Age Classes

The blended age/grade classroom is a strength of AISF education. AISF has created multi-age groupings of students that provide students with developmentally appropriate academics and an authentic social experience at school. Multi-age groups are rich social environments for students, supporting emotional and social growth and developing a greater sense of responsibility in students. Because class sizes are small and faculty are skilled in differentiating (adapting) instruction for each student, academic progress goes well, allowing students the opportunity to accelerate or review as they need. While the classroom has students of diverse ages and grade levels, each student does complete their specific grade level, fully prepared to move to the next grade level.

2020/2021 Classrooms

PreK/Kindergarten/ (Early Childhood Center (ECC))

Grades 1/2 (Main Building)

Grades 3/4 (Main Building)

Grades 5/6 (Main Building)

Grades 7/8 (Main Building)

High School (Main Building) University of Nebraska High School

Assessment of Student Learning

Report Cards and Conferences

Report cards are distributed three times a year. At the end of the first trimester a day is set aside in the school calendar for parent – teacher conferences. Near the end of the third trimester another day is set aside for conferences. In both conferences parents and teachers review student progress and MAP testing results.

Report cards are designed to match exactly with our standards referenced curriculum. The report cards indicate the extent to which each child has met every learning standard on a one to four scale.

Standardized, External Assessment

AISF is now an approved school for MAP testing. MAP is an external measure of student knowledge and skill in mathematics, reading, and English language. MAP is currently the most widely used and respected external assessment program in international schools, particularly in US Embassy sponsored schools. AISF administers MAP testing twice each year in October and May. Results are always shared. MAP testing at AISF begins at grade 2.

Attendance

Regular attendance is necessary to achieve maximum academic growth. We strongly urge parents to avoid taking students out of school for travel. For each absence, please call (076 622 452) or send an email to the school (admin@ais-freetown.net) explaining the reason for the absence. Students who leave for travel will not be given work to take with them. The student may need to come in at lunch, recess and after school to make up work missed.

Please note that students who miss more than 10% of school days in one school year are at risk. A student absent for more than 10% of the total school days may not be promoted to the next grade level. Extraordinary needs for an absence must be documented in a letter to the director in advance of the absence.

Child Protection at AISF

We are a US accredited school in an international setting. AISF holds to US and international child protection standards. AISF adheres to AISA Child Protection Handbook guidelines required of all international school in Africa wishing to be members of AISA (the Association of International Schools in Africa).

All AISF employees are required to report immediately any concern regarding child abuse or neglect to the Director. This includes concerns regarding neglect or abuse by AISF staff or students. The Director is required to act on all concerns. AISF has written procedures on reporting and on response to reports. Procedures are available to parents on request. Our AISF Child Protection Policy is published below.

Child Protection Policy

Child abuse and neglect are concerns throughout the world. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development. The American International School of Freetown endorses the UN Convention on the Rights of the Child, of which our host country, The Republic of Sierra Leone, is a signatory.

Schools fill a special institutional role in society as protectors of children. Schools need to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop, both at school and away. Educators, having the opportunity to observe and interact with children over time, are in a unique position to identify children who are in need of help and protection. As such, educators have a professional and ethical obligation to identify children who are in need of help and protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect. As well, educators have a professional and ethical obligation to identify children in need of protection within the school staff and student body. Educators must be vigilant in raising awareness of possible abuse by staff and recognition of student on student abuse.

All staff employed at the American International School of Freetown must report incidents of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered or is at significant risk of suffering abuse or neglect. (Possible examples of abuse and neglect may be marks on a student's body, dirty and unkempt appearance, lack of dental care, unusual exhaustion, onset of unusually withdrawn or aggressive behaviors, obvious anxiety.) Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with the administrative regulations respective to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the respective consulate in Freetown, to the appropriate child protection agency in the home country, and/or to local authorities.

The American International School of Freetown seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. As such, the American International School of Freetown *will distribute this policy annually to all parents and applicants, will communicate this policy to students, will provide training for all staff, and will make every effort to implement hiring practices to ensure the safety of children.* In the case of a staff member reported as an alleged offender, the American International School of Freetown will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority. For detailed information on the Convention on the Rights of the Child see the following link:

http://www.unicef.org/crc/index_30160.html.

Policy Approved by AISF Board: May 30, 2017

Professional Expectations for AISF Faculty

Supervision and evaluation of faculty and staff

Supervision of teaching faculty occurs on a continuous basis throughout the year. The framework for supervision and evaluation is meant to be collaborative and to foster professional learning for faculty and administration. The basis for evaluation is our shared focus on student learning. The director will make brief "ad hoc" visits to observe student learning and to provide the basis for professional support and collaboration.

In December and at the end of the year each teacher will meet for a professional dialogue with the director. The director provides written feedback to all full time faculty in December and in May. Specialist faculty receive summative feedback in May. Teachers are invited at all times to provide suggestions and feedback to the director on administrative decisions and planning.

Virtually all educational planning at AISF is accomplished through close collaboration between faculty and director.

General Expectations for Teaching Assistants

- Assist teacher in the support of students and their academic studies in regular and specialist classes
- Serve as authentic partners in teaching and learning every day in classrooms
- Assist in the maintenance of classroom files and records and other administrative duties
- Stock classroom supplies and various equipment
- Supervise students during recess, lunch, and any other activity outside the classroom
- Be active in seeking to improve professional skills and knowledge

All full time faculty are expected to provide annual written feedback to their teaching assistants in May. Feedback is delivered face to face in a professional meeting. The feedback is then shared with the director and placed in the teaching assistant's file.

General Expectations for Maintenance Workers

AISF janitors are assigned to specific areas of the school, one to all facilities in the upstairs elementary/secondary building and one to all facilities in the ECC building. Full time faculty are expected to complete a short Janitor Feedback Form for the janitor in their area at the end of each month. Those forms are shared face to face with the janitor by the director. Feedback for other maintenance workers is also delivered monthly by staff working in those areas. Feedback for the AISF grounds keeper is optional for faculty, but is delivered monthly by the director.

All faculty receive a copy of janitor expectations and the feedback form at the start of each school year.

Confidentiality

It is important to use discretion when discussing student information. When communicating with parents staff must be extremely careful never to disclose private information about other students. Staff are expected to be professional, positive and organizationally productive when speaking about the school and its programs. It is important that we all support each other as a team.

Attendance Hours

Teachers and assistants are expected to be in school from 7:30am-4:00pm, Monday-Friday. There may be instances where working past normal hours will be required such as parent conferences, open house, student performances etc.

Schedule

The school day for students ends at 3:00pm on Monday, Tuesday, Thursday, and Friday. Afterschool activities begin at 3:00pm and end at 4:00pm. Teachers and teacher assistants who are sponsoring an afterschool activity are responsible for the welfare of their students. Student dismissal at 3pm and at 4pm is organized and run by the Admin Assistant using a walkie/talkie system. Staff monitor students waiting for vehicles in the ECC (grades PreK to Grade 2) and the Covered Play Area (grades 3 to 10). There is a schedule for duty at dismissal times.

Wednesday Afternoon Planning and Meetings

Students are released at 1:00pm on Wednesdays, and faculty professional time begins promptly at 1:30pm.

Wednesday afternoon activities include planning, working sessions, professional development, and project work (such as curriculum review). Wednesday meetings also involves teaching assistants and at times the full AISF staff.

Professional Development

AISF believes in and supports professional development. Our regional organization, AISA, offers a wide variety of professional learning opportunities throughout the school year. AISF offers funding to professional staff, with priority going to teachers. Faculty participation has been open to 100% of faculty every year. However, it is possible that budget constraints might limit participation to fewer than 100%.

Communication

Email: Every AISF teacher has a computer and internet access. Teachers are expected to check their email throughout the work day as often as possible. This includes all specialist teachers.

AWOKO: The Awoko, our weekly newsletter, is published and distributed electronically every Friday. Every classroom teacher is expected to contribute photos with captions every week. Deadline for Awoko submissions is noon on Thursdays. The IT Officer does all Awoko layout and sends the finished edition to the director for proofing and electronic distribution to families and staff. Back issues of Awoko are available on the AISF web site.

Parent Communication: Teachers are expected to maintain regular, clear communication with parents about learning in their classrooms. This includes communicating when students are excelling and when students are struggling. It also includes highlighting special events and outstanding learning experiences in curricular units. Email, teacher blogs, student blogs, electronic student academic performance on Google Classroom, and IXL tracking are all useful and effective communication tools.

Field Trips

AISF encourages field trips which connect to learning in the classroom. At the start of the year, all parents will be asked to sign a general permission form, allowing students to participate in day trips in and around the city. All field trips require parents to be informed at least two weeks in advance, and asked to sign a specific permission form for each trip. Teachers are expected to keep track of all permission slips.

Field trips must be well planned in advance using the Field Trip Planner. Major field trip costs are generally not budgeted for and will need to be paid by the participants/ parents. Faculty need to include a complete budget when planning field trips, to be approved by the Director in advance.

Students are required to attend all relevant field trips unless the parent requests for their child not to attend. In this case, students not participating in a field trip must remain at school. Overnight trips for all ages must include both male and female chaperones (AISF staff or informed parent) if students of both sexes are attending. Guidelines for student / chaperone ratios are as follows.

- Grades PreK-2 1 chaperone per 4 students
- Grades 3 and up 1 chaperone per 6 students

Prior to leaving on a field trip, students are to be reminded of the general and specific expectations for behavior during the trip and of the resulting consequences for failing to comply. During a field trip, any student violating those expectations shall be given one warning. If a second offense occurs the student will be immediately sent back to school (accompanied by a chaperone). The student's parents shall pay any cost for such return to school. The field trip organizer, at the first opportunity shall notify, by phone or in person, the students' parents and the Director of the offense, resulting in disciplinary actions taken.

SEE APPENDIX 1 at the end of this Handbook for Field Trip Planner

Afterschool Activities (ASAs)

Teachers are expected to conduct 3 after school activities per year. Teachers are not allowed to receive payment for after school activity since it is a part of their professional duties. However, teaching assistants can receive payment for an after school activity they sponsor. Assistants supporting an activity need to be supervising all students and providing a clear set of guidelines and structure for the activity during the full 3:00pm to 4:00pm time slot. The charge for activities sponsored by assistants and external providers is set by AISF. The school does a careful review and makes formal approval of activities offered by outside experts.

Recess /Lunch Supervision

Primary and Middle/High School have separate scheduled recess and lunch times. All AISF professional staff (teachers, assistants, admin) have scheduled duties every week for recess and lunch. Main classroom teachers organize the duty rota each school year.

Sick/Personal/Professional Leave

All sickness, personal and professional is regulated by contract. If sick leave is used up, the faculty member will be on unpaid leave for subsequent absences for illness.

Bereavement Leave

Teachers and teaching assistants are given 5 bereavement days in case of a death in the immediate family. One bereavement leave is allocated per year. After that, it is leave without pay.

Early Leave

Teachers/ teaching assistants who need to leave work early must obtain permission from the Director. It is the responsibility of teachers to arrange coverage. Late or early leave in excess of two hours is accorded as a half personal day.

Substitute Plans

Substitute plans are required of all teachers, including specialists, in the event that they are absent. A basic emergency substitute plan must kept on file by each teacher in case of an unforeseen absence. Listed below is what should be included in sub plans:

- Grade book and seating chart
- Your daily schedule
- Classroom rules and expectations
- A copy of lesson plans for the week
- Materials needed

Open projects or movies are not a good substitute plan.

Classroom Supplies and Work Orders

Classroom supplies must be requisitioned in writing from the Procurement Officer who maintains the Supply Closet and handles all local purchasing. If not available on site, supplies can be requested for purchase each Monday and will be delivered, if approved, by Thursday.

Work orders for maintenance must be emailed to the Director. Normal work orders will be filled in 24 hours or less. Emergencies will receive immediate attention.

Leaving Checklist for End of Contract Departures

Two weeks before the end of school the Director shall provide all faculty with a leaving checklist. This list spells out all the requirements that must be completed before you leave at the end of the school year. The checklist must be cleared in writing by the director prior to the finance office releasing July pay. Faculty leaving permanently have extra items to complete on the checklist.

Dress Code

Faculty and teaching assistant dress should be appropriate and comfortable for teaching responsibilities, and yet professional in appearance. As a representative of AISF it is important for you to be a model for students and a representative of the best educational institution in the city of Freetown. Remember that most of our clients/parents are professionals with roles representing governments and organizations around the world.

As the host culture and country are considered conservative, dress should also be respectful of cultural norms. T-shirts, jeans, spaghetti straps, bare feet, and torn or ripped clothing are not considered professional dress.

Tobacco, Alcohol, and Drugs

Tobacco is prohibited on school campus or at school sponsored activities. Alcohol is only permitted on the AISF campus for adult sponsored events and only with the written permission of the Director. The use of illegal drugs or the misuse of legal pharmaceuticals on or just outside the campus are grounds for immediate dismissal.

An Overview of Technology at AISF

Technology is fully integrated into teaching and learning at AISF. AISF is a Wifi campus with a continuous internet connection. The school uses two different providers to ensure our internet is always "up." AISF works continually to maintain the most reliable and best speed internet currently available in Sierra Leone. Students in grades 5 to 12 have a BYOD (Bring Your Own Device) Program. Students are required to bring an approved laptop to classes every day, in all academic classes. Students use their laptops, the software of Microsoft Office and a variety of presentational tools including video, and the internet throughout their learning. All students in grades 1 through 12 participate in coding classes twice weekly. All students use the school Media Center regularly taking advantage of desktop computers, projector, and screen. Middle School (grades 5 to 8) uses Google Classroom. All work is submitted electronically. Parents have access to Google Classroom (grades 5 to 8) and also to their students' accounts at IXL Math and IXL English.

Students in grade 1&2 and 3&4 use the Media Center computers in the library as well as iPads supplied by AISF throughout their work in those grades, including literacy, work on IXL Math, and learning projects such as presentations, and explorations in social studies.

Faculty Compensation and Benefits

Salary Payments, Advances, and Loans

Faculty salaries are determined using a grid of graduated payments based on degrees earned and years of experience. AISF allows up to 5 years of experience in calculating salary step placement for newly hired faculty. Faculty salaries are paid monthly on or before the 28th of each month of the year by electronic transfer to the bank of their choice. Teachers indicate in writing to the Finance Officer each month, at least working 5 days before the 25th the exact cash they wish to receive in either USD or Leones.

Teachers receive a hard copy pay slip each month to be signed by the teacher with one copy to Finance and one to the teacher. The pay slip indicates deductions for cash received and for any functions prepaid by AISF such as plane tickets or protocol services.

Faculty are eligible for one interest-free loan for the purchase of a vehicle. The loan must be paid in full within one fiscal year by salary deduction through the Finance Office. Teacher salary deductions to repay the loan will be made monthly until the loan is repaid by July 31 or sooner.

Personnel Matters

Grievance Procedures

AISF Board Approved Procedures

Definitions: "Staff" includes faculty, administration, maintenance, and security guards. "Parent" includes guardians.

- a. Any parent or staff of AISF who has a difference of opinion in regards to a school or administrative decision shall first attempt to resolve this problem directly with the person responsible and at the lowest possible level. Most concerns or understandings can be resolved at this level.
- b. If the petitioner feels that this cannot be done because of privacy or other concerns, or has unsuccessfully attempted a direct resolution of the dispute, he/she may confer with the Director.
- c. Steps a) and b) shall be attempted prior to any further steps. The process of attempting to settle the issue should be clearly understood by both parties.
- d. If conferring with the Director is unsatisfactory, the parent or staff member may appeal directly and only to the Chair of the AISF Board, in writing, cc'ing the Director.
- e. Within ten days the Chair of the Board will respond to the parent or staff member's concern.

Personnel Records

Personnel records are available for official use by the Director and his/her designees. The employee shall have full access to his/her records. These records will not be sent to other schools without the written permission of the employee.

Contracts

There are four contract categories for faculty and teaching assistant positions at AISF

1. Overseas hired teachers who come to Sierra Leone specifically recruited for the purpose of teaching at AISF. These teachers receive housing, airfare, medical and some other benefits.
2. Expatriate local hire teachers who are usually on assignment with a working spouse or are living in Sierra Leone as a non-permanent resident. These teachers are on salary contracts. The salary grid is the same for all expatriate faculty in categories 1 and 2.
3. Local hired teaching staff of Sierra Leonean origin who are residents of the country. Contract terms are adapted specifically to suit the laws of Sierra Leone.
4. Local hired or local expat hired teaching assistants who support the educational mission of the school. Contract terms are adapted specifically to suit the laws of Sierra Leone.

Contracts for personnel in category 1 are two years in length to begin, with the option of continuing in successive years at the written request of the director. All AISF contracts are end-stop contracts, not automatically renewed.

By November 15 all faculty contracts for the following year will be offered and must be signed by November 30.

Health and Safety

All expatriate faculty hired specifically to work at AISF (category 1) are automatically members of Aspen Clinic. This is the major health resource in country for direct overseas hired faculty. Expatriate faculty hired locally and Sierra Leonean faculty are responsible for their own health coverage. Teaching assistants have access to the "medical allotment" a flat sum available for medical expenses annually.

Health Facilities

The school nurse is a licensed Sierra Leonean nurse who provides first aid assistance to students and teachers. Sick students must be sent to the nurse for treatment. Students with fever above 38 degrees or any communicable illnesses or symptoms are required to stay home for 24 hours before returning to school. The Nurse does not administer medication, other than paracetamol.

In case of an emergency requiring immediate hospitalization, the school uses the medical facility listed by the family. If this is not possible AISF uses ASPEN Clinic or Choithram Hospital. Families are liable for all charges.

School Related Travel

In the event teachers are required to travel on school related business:

- AISF shall provide the least expensive round trip fare, with routing, departure and arrival times to be approved by the Director.
- AISF shall provide basic accommodation and ground taxi or airport taxi fees.
- Teachers shall submit receipts for any additional required major expenses to AISF.

Tutoring for Pay

Teachers may not serve as paid tutors for their own students. Teaching assistants can tutor students at AISF only with permission in writing from the director. Decisions to allow tutoring can be rescinded at any time. Financial arrangements made between teachers and teaching assistants and parents are solely between the two parties and are separate from AISF's business.

Soliciting

Soliciting in any manner on school campus may be done only with permission of the Director.

Cooking Facilities

Teachers are welcome to use the microwave and refrigerator in the staff room. These are shared areas and staff are expected to respect other people's food, dishes, silverware, and so on. Cleaning of this area is the responsibility of the teachers and staff using the area as well as the janitorial staff. Food left in the refrigerator will be removed and disposed of in the event of concern.

Emergency Drills

Emergency exit routes must be posted by the classroom front door. All teachers must keep the Emergency Procedures Manual in their classrooms and are expected to be familiar with all procedures. Teachers must instruct their classes in the proper procedure for emergency drills. Teachers will be given notice when a drill is being planned. Attendance rolls must be taken during drills in order to account for students. All emergency procedures are located in the Emergency Procedures Manual.

AISF SCHOOL CALENDAR

The school calendar is available on the website at www.ais-freetown.net. A copy of the year calendar is Appendix 2 of this Handbook.

Appendix 1

AISF Field Trip Planner

(Must be submitted at least two weeks before field trip for approval by Director)

Name of Trip/Student Group:

Person(s) responsible for trip:

Date of Trip:

Number of students attending:

Number of vehicles required:

Departure Time (from AISF):

Departure Time (from location):

Estimated Arrival time (to AISF):

(*Latest possible AISF return time is 2:45pm, unless a later arrival time is approved by the Director)

Itinerary:
(Details of activities)

How does this excursion fit into your curriculum?

Special arrangements / students needing special attention/ medical issues to be aware of:

Approved by: _____ Date: _____

AISF Field Trip Planner

Student Data

(One copy to Director and one copy per car on day of trip)

Field Trip:

Date:

Departure Time (from AISF):

Departure Time (Location):

Arrival Time (at AISF):

Car	Name(s)	Contact Number(s)	Students
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Appendix 1

AISF Field Trip Planner

Planning Checklist:

Prior to Trip:

✓	Task to complete
	Check school calendar for date conflicts before setting date for trip
	Confirm reservation / booking of location
	Organize and confirm transport
	Calculate the cost of excursion per person
	Use Field Trip permission slip (include details of time, location, transport, lunch, itinerary, cost, deadline and ask for information on students who may have special medicinal or dietary requirements, first aid plans)
	Have Field Trip permission slip approved by Director
	Distribute permission slips to students
	Record field trip date and location with Reception
	Collect all slips and record all monies by deadline
	Arrange for payment of trip /transport if necessary
	Recruit additional faculty members / parent chaperones to co attend trip
	Prepare a final list of students attending and distribute to chaperones, administrators and office staff include details of any students not attending and where they will be
	Have a meeting with chaperones to allocate students, explain responsibilities, expectations, logistics* (* There is to be no switching of groups / chaperones / cars and no changes to stated itinerary)
	Communicate with attending students, parents and chaperones to discuss purpose of trip, itinerary, expectations, behavior, safety, kit lists etc.
	ECC ONLY: Make ID stickers that include name and contact number of the school and cell number of chaperone attending the excursion
	Meet with Director to review excursion planner
	Designate a person responsible for communicating updates to AISF during the excursion

Appendix 1

Day of Trip:

✓	Task to complete
	Talk again to students about purpose, itinerary, behavior and safety on trip
	ECC ONLY: give ID stickers to each students to stick on the underside of their shirt
	Introduce chaperones and students and remind everyone there is to be no switching of groups
	Pack the first aid kit
	Pack list of parent contact details and school office number. Know the numbers for contacting emergency services. Make sure you have embassy radio!!!
	Ensure that each chaperone has a cell phone with them on the trip
	Students have water bottles full and appropriate clothing

During Trip:

✓	Task to complete
	Take attendance in cars before leaving school (ensure all students have seatbelts fastened)
	Count students often and take attendance regularly
	Take attendance every time students get back into cars to return or relocate

*School is not responsible for student cameras

