



PARENT-STUDENT HANDBOOK

This handbook is a reference for students and parents/caretakers and includes our policies, procedures, and expectations. Please read the information carefully. Parents are asked to review relevant content with their children and sign to indicate they have read this document.

You will receive further information from teachers and school administration throughout the year. Do not hesitate to contact the school with any questions or comments you may have.



Excerpt from BAIS Policy 2.9 Accreditations, Memberships, and Affiliations:

“BAIS maintains an American accreditation and may maintain other accreditations, memberships, and affiliations as the School Director deems to be beneficial to BAIS. Any change to accreditation agencies requires Board approval. ...”

BAIS is currently accredited by the Middle States Association of Schools and Colleges (MSA) and holds itself accountable for meeting the 12 MSA Standards for Accreditation.

1. **Philosophy and Mission:** The BAIS mission and vision are consistent with ethical norms and serve as the center of all decision-making.
2. **Governance and Leadership:** The Director and BAIS Board of Directors ensure the integrity, effectiveness and reputation of BAIS through established policies, resources, quality educational curricula and strategic planning to accomplish the school’s mission.
3. **School Improvement Planning:** Using MSA and other processes, BAIS develops and implements long-range strategic plans to improve its educational program in support of our mission and operational plans to support the MSA standards.
4. **Finances:** Financial resources are sufficient to provide the educational opportunities defined in our mission and business practices are ethical and follow standardized accounting principles.
5. **Facilities:** School facilities are safe, clean, and well-maintained. The physical environment supports CSW’s curriculum and optimal student development and achievement. The facilities are appropriate and adequate to implement the mission of the school.
6. **School Climate and Organization:** BAIS organizational structure and climate (culture, atmosphere, standards), support our curriculum. The roles, responsibilities and expectations of the leadership and faculty are clearly defined.
7. **Health and Safety:** A safe and healthy environment for teaching and learning is provided. Emergency, and crisis management policies are written, implemented, and updated regularly.
8. **Educational Program:** BAIS has a planned and well-executed curriculum that includes appropriate academic standards and assessment, based on research and best practices. The educational program parallels our mission and is sufficiently financed and periodically reviewed by stakeholders. The curriculum addresses the needs of all students and challenges them at every level.
9. **Assessment and Evidence of Student Learning:** BAIS collects and analyzes quantifiable and observable evidence of individual learning and growth through many means. Evidence of student learning is used to evaluate and improve curriculum effectiveness.
10. **Student Services:** BAIS provides sufficient guidance and administration, in partnership with our families and the community, and has written policies that provide all students with services to help optimize opportunities for life-long success. These include learning support, English language support, physical support, transition year orientations, career and university, and personal guidance counseling.
11. **Student Life and Student Activities:** BAIS offers a balance of academic, social, and extracurricular activities to its students. These activities foster intellectual, cultural, and social growth along with physical health and wellness.
12. **Information Resources and Technology:** BAIS information resources (library) and technology are easily accessible and provide quality service to our staff and students. Computer and technology needs are appropriately maintained and receive annual funding in the budget.

BAIS Handbooks and the BAIS Policy Manual will be structured to match the 12 MSA Standards for Accreditation.



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MSA STANDARD 1: PHILOSOPHY & MISSION

BAIS Mission

The Banjul American International School is an accredited international school providing a meaningful, rigorous American curriculum in a global context. In partnership with local and international communities, we empower students to become enthusiastic, creative, lifelong learners who value integrity, cultural diversity, and global responsibility.

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Belief Statements

We Believe Every Child

- is a valued, unique individual.
- is entitled to a safe and supportive learning environment.
- deserves the opportunity to achieve his or her full potential.

We Believe

- every student should be equipped to be an active participant in an ever-changing global environment.
- every student must have the opportunity to develop critical reasoning skills.
- community involvement is vital to a child’s success.
- community values must be respected and promoted.

Profile of BAIS Graduates → → →

Vision

- BAIS** empowers students to
- embrace diversity
 - strive for peace
 - work with dignity
 - and positively impact tomorrow’s world.

Mini Vision

- WE**
- Believe**
 - Achieve**
 - Inspire**
 - Succeed**

<p>Profile of Graduates</p> <p>Graduates of the Banjul American International School will be expected to exhibit the following attributes:</p> <p>Academic:</p> <p>A self-directed learner who demonstrates critical and intellectual curiosity, and who uses technology to meet the academic challenges of high school and beyond.</p> <p>Citizenship:</p> <p>A global-minded individual who has acquired the intellectual, emotional, and social skills needed to become an informed, caring citizen and who actively contributes toward a democratic society with an abiding respect for Earth and its resources.</p> <p>Social:</p> <p>A well-rounded individual who is an effective communicator and demonstrates integrity, with compassion and respect for differences among people.</p>



MSA STANDARD 2: GOVERNANCE & LEADERSHIP

BAIS Association

The BAIS Association is the highest governing body of the school and, in essence, owns the school. All parents/guardians, teachers, the School Director, and the Business Manager make up the BAIS Association. Members of the Board of Directors are elected by the Association at the Annual General Meeting. Association members are invited to attend the monthly Board meetings, which will be noted on the school calendar. The Board also invites Association members to participate in Board committee work.

Board of Directors

The Board of Directors sets policies and hires and evaluates the School Director. The Board seeks input from school personnel, parents, students and professionals outside the school community to assist in the development of policy. The rules and regulations governing the Banjul American International School are detailed in the Policy Manual and the procedures manuals. In addition to establishing board policy, the Board of Directors establishes long-term goals; sets tuition and fees; works with the Director to set the annual budget; and oversees the use of reserves, purchase and sales of assets, and contracts and commitments.

Annual General Meeting (AGM)

All BAIS Parents/Guardians and Teachers are expected to attend the Annual General Meeting (AGM), in which the School Director and Board of Directors provide a report and answer questions from the BAIS Association. There is also an election of Board Members.

Board Meetings

Board of Directors meetings are held about once per month, usually on Friday afternoons in the library. These meetings are open to all members of the BAIS Association with the exception of executive sessions.

If a parent/teacher has a concern that needs to be addressed the protocol is as follows:

- The parent should speak directly with the person concerned—teacher, staff member, etc.
- If the issue cannot be resolved a meeting will be arranged with the Director acting as a mediator. In the case of a concern with the Director that cannot be resolved, a Board member will act as the mediator.
- If the issue can still not be resolved it may be brought to the Board's attention. Items for the Board Agenda must be in writing and delivered to the school office at least a week prior to the meeting.

Administration

The School Director is responsible for the management and administration of the school. He/she interprets and implements the board policies and serves as educational leader and chief administrative officer of the school. In accordance with these policies, the regulations and procedures for the day-to-day operation of the Banjul American International School are formulated by the School Director with advice and assistance from the faculty and staff.

Current Board Members

- | | | | |
|----------------|---------------|-----------|-----------------|
| ● Board Chair: | Fady Ghanim | ● Member: | Yassin Senghore |
| ● Vice Chair: | Fady Hocheimy | ● Member: | Rebekah Moore |
| ● Treasurer: | Ope Boroffice | ● Member: | Kris Murray |

Faculty

The faculty consists of a combination of full and part time local and overseas hire teachers. Some classes have teaching assistants; this is dependent on age and class size. All teachers at the Banjul American International School are qualified and experienced teachers. Several have advanced degrees and multiple certifications. Our teachers this year are from the United States, Sweden, Sierra Leone, and The Gambia.

Parents

Family participation is an important part of a child's educational experience. Parents and caretakers are encouraged to be involved in a variety of school activities, such as occasional volunteering in the classroom, participating in the PTO, helping at special school events, assisting with after school activities, and driving and chaperoning on field trips.

BAIS recognizes that parents can provide a wealth of experience to the school. Reading to PK or KG students, sharing a craft or love for sport as the leader of an ASA, organizing a field trip or service project, helping re-design the staff lounge, stitching costumes or helping with makeup for the annual musical theater production, or organizing a BAIS family event or Olympiad – BAIS parents have done all these things... and your parent skills enrich our community!

Parent-Teacher Organization (PTO)

The BAIS Parent-Teacher Organization (PTO) is a volunteer organization open to all BAIS parents/guardians and led by volunteer leaders. PTO meetings are generally held once per month. The PTO organizes and leads school-wide social events and other initiatives that enhance the life of the school. The PTO also raises funds used to provide resources that directly benefit BAIS students.

The PTO supports BAIS through community-building, FUND-raising and FUN-raising events. If you are interested in being one of the PTO people, inform the Director.

Student Body

Student ages range from Pre-K through high school. BAIS is proud to have a diverse student body with nationalities from throughout the world.



Student Council

The BAIS Student Council is an organization of students chosen by their peers to represent them and serve as leaders in the school. The Student Council holds regular meetings during recess, lunch, or after school. A Teacher Coordinator advises the Student Council. The Director meets with the Student Council when requested, supports Student Council's ideas, and is presented with any major decisions for approval. The Student Council sets goals for each school year to organize events and initiatives that contribute positively to student life at BAIS.

Association of International Schools in Africa (AISA)

The Banjul American International School is a member of the Association of International Schools in Africa (AISA). This organization sponsors various professional development events throughout Africa every year. The school supports the attendance of its staff as part of the professional development program at BAIS. As an AISA member, BAIS is able to take advantage of the consultant pool, the visiting author program, and other professional development opportunities.



MSA STANDARD 3: SCHOOL IMPROVEMENT PLANNING

Accreditation

The Banjul American International School is accredited by the Middle States Association of Schools and Colleges (MSA). BAIS is the only independently accredited school in The Gambia. Accreditation is a process, not a status, and demonstrates the school's on-going commitment to seeking new ways to better serve the population of its school community. The school was awarded re-accreditation by the Middle States Association of Colleges and Schools in December 2016, following our self-study using the protocol "Designing Our Future," and the MSA accreditation team visit in the spring of 2016.

School Improvement objectives include: writing, critical thinking, exposure to The Gambia, financial sustainability and a fully articulated vertical and horizontal curriculum.

You can learn more about MSA accreditation at <http://www.msa-cess.org/>.



MSA STANDARD 4: FINANCE

to be outlined in 2022-23 handbook

MSA STANDARD 5: FACILITIES

to be outlined in 2022-23 handbook

MSA STANDARD 6: SCHOOL CULTURE & ORGANIZATION

SCHOOL CONTACT INFORMATION

- Admin Office Telephone +220 774 4477
- Director Telephone +220 219 3800
- Website: www.BAISGambia.org

STAFF LIST

Subject	Teacher	Email
Pre-Kindergarten hdbouk@baisgambia.org	Ms. Hala Dbouk*	
Pre-Kindergarten ejacobson@baisgambia.org	Ms. Elin Jacobson*	
Kindergarten - Grade 1 vtubio@baisgambia.org	Ms. Vivin Tubio	
Grade 2&3 kmoro@baisgambia.org	Ms. Kiran Moro	
Grade 4&5 vsanyang@baisgambia.org	Ms. Vanessa Sanyang	
MS/HS Humanities shemsey@baisgambia.org	Mr. Scott Hemsey	
MS/HS Humanities, PE & Spanish..... dmeehan@baisgambia.org	Ms. Dana Meehan	
MS/HS Math; KG-G8 Tech & IT Coordinator vnwankpa@baisgambia.org	Ms. Amal Abou-Alfa	aalfa@baisgambia.org
HS Computer Science vnwankpa@baisgambia.org	Mr. Victor Nwankpa	
PK-HS Art & Library lwoldman@baisgambia.org	Ms. Leah Woldman	
PK-HS French debadjie@baisgambia.org	Mr. D. Edward Badjie	
MS/HS Science & HS Health janderson@baisgambia.org	Mr. John Anderson	
PK-G5 Physical Education (PE) swright@baisgambia.org	Mr. Stephen Wright	
PK-MS Music director@baisgambia.org	Ms. Myna Anderson	
PK Teaching Assistant acamara@baisgambia.org	Ms. Awa Camara	
ES Individual Teaching Assistant vwilliams@baisgambia.org	Mr. Valentine Williams	



ACADEMIC CALENDAR



BAIS 2022-2023 School Calendar

(FINAL: Approved - 2022 01 31)

August 2022

S	M	T	W	T	F	S
	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			

- 2 class days**
- 7-8 Ashura Holiday
 - 15 Assumption Day Holiday
 - 16-22 TAs in/ New Staff Orientation
 - 23-26 & 29 Teacher Inservice
 - 29 New Family Orientation
 - 30 First day of School

February 2023

S	M	T	W	T	F	S
			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				

- 19 class days**
- 1 MSA ½ DayD (12pm dismissal)
 - 18 Gambia Independence Day
 - 20 BAIS Holiday (No classes)

September 2022

S	M	T	W	T	F	S
				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	

- 22 class days**
- 7 MSA ½ Day PD (12pm dismissal)
 - Diagnostic Writing Samples
 - Fall MAP Testing
 - Fall MAP Testing

March 2023

S	M	T	W	T	F	S
			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	

- 23 class days**
- 1 Faculty PD (12pm dismissal)
 - 11 March SAT Exam
 - 15 End of Trimester 2 (62 Days)
 - 31 End of Quarter 3 (44 Days)

October 2022

S	M	T	W	T	F	S
						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					

- 19 class days**
- 1 October SAT Exam
 - 5 MSA ½ Day PD (12pm dismissal)
 - 7-8 Prophet's Birthday (No classes)
 - 12 PSAT/NMSQT

April 2023

S	M	T	W	T	F	S
						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						

- 9 class days**
- 6 Parent Conferences
 - 7 Good Friday Holiday (No classes)
 - 7-21 Spring break (No classes)
 - 10 Easter Monday (No classes)
 - 21 Koriteh/Eid al Fitra* (No classes)
 - 24 Classes resume

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	19	19
20	21	22	23	24	25	26
27	28	29	30			

- 20 class days**
- 2 End Quarter 1 (45 Days)
 - 2 MSA ½ Day (12pm dismissal)
 - 23 End of Trimester 1 (60 Days)
 - 24-25 Thanksgiving (No classes)

May 2023

S	M	T	W	T	F	S
	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			

- 22 class days**
- 1 May Day (No classes)
 - 6 May SAT Exam
 - 15-19 Writing Diagnostic
 - 22-26 MS/HS MAP Testing
 - 31 PD (12pm dismissal)
 - 29-Jun 2 ES MAP Testing

December 2022

S	M	T	W	T	F	S
				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

- 12 class days**
- 1 Parent Conferences
 - 3 December SAT Exam
 - Dec 19 - Jan 6: Winter Break (No classes)

June 2023

S	M	T	W	T	F	S
				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	

- 15 class days**
- 12-15: HS Sem 2 exams
 - 16 End of Year Ceremony & HS Graduation
 - 21 Last Day (12pm dismissal)
 - 21 End of Q4/T3/S2/Yr (46/58/91/180 days)
 - 28 Tobaski Holiday

January 2023

S	M	T	W	T	F	S
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				

- 17 class days**
- (No classes)
 - 10 Classes resume
 - Jan 23-27: HS Sem 1 exams
 - Jan 27: HS Sem 1 Ends (90 days)

July 2023

S	M	T	W	T	F	S
						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

- 28 Ashura Holiday

<p><u>ES/MS 180 Planned School Days</u></p> <ul style="list-style-type: none"> Trimester 1 = 60 days Trimester 2 = 62 days Trimester 3 = 58 days 	<p><u>HS 180 Planned School Days</u></p> <ul style="list-style-type: none"> Quarter 1 = 45 days Quarter 2 = 45 days Quarter 3 = 44 days Quarter 4 = 46 days 	<p><u>Professional In-Service Teacher Days</u></p> <ul style="list-style-type: none"> August 23-26 and 29th <p><u>New Family Orientation</u></p> <ul style="list-style-type: none"> August 29, 2022 	<p><u>Early Dismissal for MSA/PD</u></p> <table> <tr> <td>September 7</td> <td>February 1</td> </tr> <tr> <td>October 5</td> <td>March 1</td> </tr> <tr> <td>November 2</td> <td>May 31</td> </tr> </table>	September 7	February 1	October 5	March 1	November 2	May 31
September 7	February 1								
October 5	March 1								
November 2	May 31								

The calendar is subject to change during the school year. Please find updated calendar information on our website: <https://www.baisgambia.org/admission>



SCHOOL HOURS

- **Arrival to BAIS: Monday-Friday 7:30 – 7:55 am**
 - Students arriving by car will enter and exit from the **back gate**.
 - Students arriving by bicycle will enter and exit from the **front gate**.
- **Learning at BAIS:**

Mondays - Thursdays	8:00 am – 3:15 pm
PK Half-day Program	8:00 am – 12:15 pm
Fridays	8:00 am – 12:15 pm
- **Early Dismissal Days / Half Days: First Wednesday of Month 8:00 am – 12:00 Noon**
- **After School Activities (ASAs) Mondays & Thursdays 3:15 pm - 4:15 pm**

PUNCTUAL ARRIVAL

Children should arrive on the school grounds no earlier than 7:30 a.m. Students will stay in the Back Gate area until 7:45 when staff will supervise play on the playground until 7:55 a.m. The morning bell rings at 7:55, and all students are expected to be in their classroom ready to begin work by 8:00 a.m.

Students who arrive late miss out on important instructions and may disrupt the class with late entry. We ask parents to help students arrive early. Late arrivals are recorded and reported on student report cards along with absences.

PUNCTUAL DEPARTURE

Parents are responsible for the supervision of their children following dismissal. Please call the school office if you are unavoidably delayed and you need your child to wait in the office for collection.

Note that parents who are consistently late picking up students may be charged a fee determined by the Board to cover the cost of additional supervision.

- **Pick Up Times:**
 - PK Half Day: 12:15 p.m.
 - Full Day PK-Grade 12: 3:15 pm Mondays-Thursdays and 12:15 pm Fridays



COMMUNICATIONS

Parents to School Communication

Parents are strongly encouraged to maintain open, frequent communication with the teacher. It is important for a teacher to know when one or both parents are traveling, when there are houseguests, or even if a beloved pet dies, all of which can affect a child's behavior and performance. If learning or behavior problems occur, the school tries hard to discover the causes of difficulties and, with the help of parents, to remedy them early.

Questions or concerns should be brought to the relevant teacher's attention first. This enables the parent to get the most accurate information in the shortest time.

When issues or concerns are not solved by the parent and teacher together, they should turn to the Director. Parents may contact the Director for any general school program matter which is not connected to a specific course, class or teacher.

Class WhatsApp Groups

The Director and Teachers use established WhatsApp groups for each class to send reminders, to make announcements and to share photos of what is happening at school. Parents are asked to maintain positive and supportive communication in these groups and are welcome to pose questions to the community when you are looking for information on life in The Gambia.

Parents are reminded to use private WhatsApp messages to contact teachers *directly* with concerns that apply to your individual child/ren rather than using the Class WhatsApp group.

BAIS Buzz - Weekly Newsletter

The school newsletter will be sent via email on Fridays with announcements, updates, and school news. Parents/guardians are expected to be familiar with information shared in the *BAIS Buzz* and are encouraged to read it with their students.

School Google Calendar

Information about upcoming events can also be found on the School Google Calendar, accessible here: [BAIS SCHOOL CALENDAR LINK](#) or through the website here: <http://baisgambia.org/calendar/>

Parent-Teacher Conferences

Parent-teacher conferences are scheduled after the Trimester 1 and Trimester 2 reports are issued for PK - G8, and after HS Quarter 1 and Quarter 3 reports are issued in High School. Individual ad hoc parent-teacher conferences may be requested by either the parent or teacher at any time to discuss questions or concerns regarding a student's emotional, social or academic success.

Parents should contact the teacher directly to set an appointment.

Portfolio Conferences

Portfolio conferences will be held at the end of the year for PK - G8. These conferences are an opportunity for parents/guardians to view and discuss artifacts of their student's learning and discuss this learning directly with the student.

Open House

There is normally an Open House early in the school year when parents are encouraged to meet their child's teachers. This is an opportunity for the teacher to explain class activities, procedures, and goals for the year, and to set the stage for a good working relationship. During Open House parents will receive a general overview of what will be taught during the year.



ADMISSIONS, GRADE PLACEMENT & WITHDRAWAL

Admissions Process

BAIS carries the responsibility and reserves the right to deny admission or readmission to any student for whom it cannot provide an appropriate educational environment. Parents/guardians should submit a complete application form, photo, copy of birth certificate/passport, immunization record, prior reports for the past 3 years of school and any special education, psychological or medical testing and records.

The Director will then arrange for appropriate interviews and testing as needed to ensure we can support the student’s needs. Once admissions and grade placement is decided, the first day of school attendance will be determined, and a letter of enrollment and fee invoice will be prepared for the parents. Payment is expected prior to attendance unless otherwise arranged.

Please note that all enrollment is conditional during a six-week evaluation period upon entering BAIS.

U.S. Grade Level System

BAIS uses the American system for assigning grade levels. The scale below compares the US and British-based educational systems.

	Age by Sep. 1	U.S. Grade Level	British Year Level
Seedlings	2 yrs	Nursery	Creche/Nursery
Pre-K 1 or 2	3 or 4 years	Pre-K	Nursery
Elementary School	5	Kindergarten	1
	6	1	2
	7	2	3
	8	3	4
	9	4	5
	10	5	6
Middle School	11	6	7
	12	7	8
	13	8	9
High School	14	9 (Freshman)	10(IGCSE or O Level Year1)
	15	10 (Sophomore)	11(IGCSE or O Level Year2)
	16	11 (Junior)	12(IE or A Level Year1)
	17	12 (Senior)	13(IE or A Level Year2)

Some national school systems (particularly in the southern hemisphere) have different start/finish dates than the BAIS. These will be addressed on a case-by-case basis. If a child has just finished the equivalent of our grade six in one system in December, for example, and is transferring in January, we will likely recommend that the student complete the grade six with his/her peers at BAIS.

Grade Placement: Seedlings - Grade 8

Grade level placement will be determined by the School Director in the best interest of the student’s learning and socioemotional needs. Based on research into long-term educational success of individuals, preliminary grade placement is made according to chronological age using BAIS established cut off dates: between September 1st and the following August 31st.

- Seedlings: minimum 2 1/2 years old and toilet trained.
- PK1: age 3 on September 1st



- Etc. *as outlined by BAIS age and cutoff dates noted above.*

In exceptional circumstances, the school administration reserves the right to place a student outside the chronological grade level in response to the individual needs of the student and family.

However, in all cases students must demonstrate the potential to graduate from high school before they reach twenty years of age.

Grade Placement: High School

HS student grade level classification is determined by credits earned as follows:

Grade	Class Name	Minimum credits	Maximum credits
09	Freshmen	0	5.5
10	Sophomore	6.0	11.5
11	Junior	12.0	17.5
12	Senior	18.0	>18.0

In exceptional circumstances, the school administration reserves the right to place a student outside the chronological grade level in response to the individual needs of the student and family.

However, in all cases students must demonstrate the potential to graduate from high school before they reach twenty years of age.

Learning Difficulties

Recognizing the diversity of abilities and learning styles, classroom teachers normally adopt a range of different approaches, techniques and strategies in attempting to meet the academic needs of their students. In some cases, the special needs of an individual student may prove so substantial that they surpass the limits of what is reasonable for an individual teacher to address, given the conflicting needs of other students they must also serve.

Where an individual child's needs differ from those of the majority in the class, faculty members will endeavor to work with the student and parents to identify the best means of achieving academic goals for the child. Some students may not be admitted or readmitted until evidence of educational testing has been provided.

BAIS reserves the right to request that the student withdraw and the right to deny readmission to any student for whom it cannot provide an appropriate educational environment. The school reserves the right to retain any student not fulfilling the grade level expectations.

Student Withdrawal

Parents are asked to notify the school office in writing when withdrawing a child.

To obtain the release of school records, transcripts and records for the withdrawing student:

1. a written notice of intent to withdraw must be received at least two weeks in advance;
2. all school materials must be returned to the school office; and
3. all tuition and fees must be paid in full. No final records are released until all school materials are accounted for and all financial obligations met.



During the final trimester, report cards will be available on the last day of school only. If letters and/or transcripts are needed for transferring to another school, parents are asked to submit a request in writing at least two weeks prior to departure.





FINANCES

BAIS is a non-profit school. Approximately 85% of the school's income is derived from tuition and other fees. Tuition fees are set to cover the operating expenses of the school; however, due to low enrollment, this has not been attained in the past few years. The School is fortunate to have received a grant and generous support from the United States Embassy throughout its 35 years of existence. Many thanks to the U.S. State Department.

Fee Categories

The Board will share an annual tuition and fee policy document with parents in February prior to the start of the academic year. Fees are non-transferable.

Current BAIS Fees include:

- **Tuition:** The BAIS Board of Directors establishes BAIS tuition and fees annually, as part of the budget preparation process. The Tuition shall be so calculated that, based upon the enrollment projections for the budget year, estimated total tuition shall cover the school's total operating budget. Parents may opt to pay the full year's tuition or to pay installments each trimester.

	Employer-Paying Families	Self-Paying Families
Seedlings & PK - Half Day	\$ 6,257	\$ 6,134
Seedlings & PK - Full Day	\$ 8,230	\$ 8,060
KG - G5	\$ 20,446	\$ 13,375
G6 - G8	\$ 23,433	\$ 16,429
G9-10	\$ 25,287	\$6,000
G9 - G12	\$ 25,287	\$ 7,500

- **School development fee for new students** \$ 4,350 one time only - this may be divided into up to 6 payment and paid across up to two academic years.
- **Application fee** \$ 200 one time only
- **Returning student fee** \$ 100, \$150, or \$200 annually (depending on date of payment)

Fees are due by the beginning of each term or by the date listed on the tuition invoice. A late fee of 5% will be applied for late payment. Tuition should be paid in US Dollars unless individual arrangements are made for payment in Dalasi. Dollar payments should be deposited directly to the bank in the USA or The Gambia; the BAIS office will not accept cash. It is very important when making a wire transfer that you include the family/child's name so we can credit you with payment.

Please contact the Business Manager if there are any questions about tuition payments. Finance@BAISGambia.org

The School Development Fee is intended to support capital improvements to school facilities, and for building a reserve fund for the long-term sustainability of the school. It is a one-time only, non-refundable fee charged for all children entering BAIS in grades K-12 of an amount to be reviewed annually by the Board. This fee must be paid during the first trimester that the student is enrolled in the school along with the tuition payment.

PK Development Fee Payment Options:

For students who begin enrollment during Seedlings, Pre-K1 or Pre-K2:

- Option 1: Pay the Development Fee when the child enters Kindergarten – the fee will be paid as one lump sum and charged at the rate prevailing during the Kindergarten academic year, or



- Option 2: Pay the Development Fee in installments of \$1,300 per PK year and pay the remaining balance in Kindergarten – the fee will be charged at the rate prevailing during the year the student was enrolled.



In the event that a student is not continually enrolled at BAIS, any school development fee payments will remain credited towards the total School Development Fee which is in force in the year that the child returns to BAIS.

Students that are continually enrolled, once having paid the total School Development Fee, are exempted from having to pay additional fees if the School Development Fee is raised, and do not receive a refund if the fee is lowered.

Application Fee (for New Students)

A non-refundable, one-time application fee of \$200 is charged for new students applying to the Banjul American International School. This fee must be paid during the first trimester enrolled in the school along with the tuition payment.

Yearly Registration Fee (for Continuing Students)

A non-refundable, Yearly Registration fee is charged annually for students continuing their enrollment. (\$100-\$200 pending date paid.) Early payment of this fee allows BAIS to best predict enrollment and number of staff required. Otherwise, this fee must be paid during the first trimester enrolled in the school along with the tuition payment.

Fee Payments

The responsibility for tuition payment rests with the parents, not with their employer.

Tuition and fee invoices shall be sent to parents at least four (4) weeks prior to the due date. Payment due dates for tuition and fees will be stated on the invoice. Payment must be made promptly and by the due date.

Payment in US Dollars

Tuition and fees are to be paid in US Dollars by bank transfer or direct cash deposit into a school bank account. The school will accept U.S. dollar personal checks. The Director may allow for payment in Gambian Dalasis at the rate determined by the school.

Bank Fees

All Transaction Fees resulting from transfer of funds are the responsibility of the parent. Further invoices will include any amounts taken from the payment as a result of bank charges and resulting in the reduction of the amount paid versus the amount due.

Outstanding Payments

Follow up on late payments shall be promptly executed by the Business Manager and reported to the Director. Parents with accounts in arrears may be notified by telephone, electronic and hard copy. Records of these communications shall be maintained.

School documents will not be released until all charges are paid. Only students with a zero balance will be allowed to register/attend classes in the following year.

Late Payment Fee

A late payment fee of 5% will be applied to payments made after the due date. Parents who are unable to avoid a late tuition payment must submit to the Director prior to the due date a written request for extension to avoid the late payment fee.

Unpaid Accounts

If an account remains unpaid for more than 30 days into a new trimester or beyond the end of the academic year, the student is subject to removal from class.

Bad Debt

Efforts will be made to collect the debt for a period of eighteen months following the due date after which the debt is written off. The school reserves the right to pursue bad debts under the appropriate provisions of Gambian law.

Refunds

With approval from the Board, refunds may be issued to families of students withdrawn within two weeks of the beginning of an academic year or payment period.

There will be no refunds to payments of any tuition or fees after that two-week grace period.

No refunds will be made in the case of closure due to Force Majeure.



Discounts

The Board may approve discounts and will include them in the Policy Manual. Current approved discounts:

BAIS High School Discount – Self-Paying Families only

A heavily discounted tuition rate will be offered to self-paying families to promote the establishment of a high school program. **No further discounts will be applied to families availing this special rate.**

Family / Sibling Discount

A reduced payment schedule is offered for families (same mother and father) with more than one child who are enrolled at BAIS and not receiving any other reduction to tuition. This applies to tuition only. Family discounts will be applied in the order of highest tuition to lowest.

- The highest tuition will be charged in full - 100% tuition.
- The next highest tuition will receive a reduction of 10% = 90% tuition.
- Other children in the same family will have their tuition reduced 20% = 80% tuition.



EDUCATIONAL PROGRAM

BAIS's curriculum and teaching methodology are comparable to the best international schools and United States public schools. Instruction is in English. Our curriculum for kindergarten through middle school is based on [AERO standards](#), which align with [Next Generation Science Standards](#) for science and with [Common Core State Standards](#) for English language arts and mathematics.

The core subjects include English language arts, mathematics, science, and social studies. These are supplemented with specialty instruction in art, French, music, and physical education. Information and communication technology is integrated with learning across the subjects, and all classes have dedicated time in the computer lab and library each week.

Program of Instruction

The school provides a safe, welcoming, supportive, and inquisitive environment that develops the physical, social, emotional, and intellectual capacities of children. We believe that children must have elements such as self-confidence and social acceptance in place before meaningful intellectual development can be achieved. Class size may vary during any given year. The school uses multi-age and multi-grade classes that change with the population of the school.

The school is divided into four sections:

- Early Childhood: Seedlings, Pre-K 1 and Pre-K 2.
- Elementary School: Grades K through 4
- Middle School: Grades 5 through 8
- High School: Grades 9 through 12

Early Childhood: Seedlings, PK1 and PK2

Children from age two-and-a-half to five are given opportunities for self-directed learning and play, language development and foundational academic exposure while being provided with thorough guidance and supervision. Developmental materials are used within a structured program, taught by trained, experienced professionals who encourage students to develop self-esteem and social awareness. Children are provided with social, linguistic, and motor experiences as they demonstrate readiness for them. Our Pre-K curriculum aligns with the [New York State Early Learning Guidelines](#).

BAIS offers a half-day (8am to 12 noon) Pre-K program for students age 2 ½ +, also known as BAIS Seedlings. The parents of Pre-Kindergarten 1 students (age 3+) may choose to attend either a half day or full day program. Pre-Kindergarten 2 students (age 4+) will attend the full day program for appropriate preparation for Kindergarten.

The Full Day program provides activities in the afternoon designed to develop specific literacy and numeracy foundational skills. The full day program ends at 3:15 pm Mondays through Thursdays.

Primary Program (K-4)

Our primary school curriculum ensures solid grounding in the knowledge and skills of literacy, mathematics, science, social studies, French, art, music, information and communication technology, and physical education, in student-centered, collaborative classrooms. The primary curriculum is based on [AERO standards](#), which are equivalent to [Common Core State Standards](#) for language arts and math and equivalent to [Next Generation Science Standards](#) for science. Throughout the year, lessons are planned to take advantage of the historical, cultural and physical environment of The Gambia.



Middle School Program (6-8)

The Middle School program provides students with a transition from the self-contained elementary school structure to the more departmentalized secondary school approach. Middle School curriculum and instruction are based on [AERO standards](#) and align with [Next Generation Science Standards](#) for science and with [Common Core State Standards](#) for English language arts and mathematics. The Middle School teaching team coordinates their instruction to produce multi-disciplinary approaches to topics. Students are encouraged to become self-directed learners and are given opportunities to develop their skills.

The students attend a weekly Personal Social and Emotional Learning (PSEL) course to ensure their understanding and skills in health, relationships, career and well-being.

High School (9-12)

High school students complete courses in English, math, science, social studies, world languages, PE/Health, Arts, Technology and other electives, earning credit for every semester for courses which are successfully completed. Curriculum and instruction continue to meet [AERO standards](#) and [Common Core State Standards](#) and align with [Next Generation Science Standards](#) for science.

The student course load is normally 7 to 8 courses per year in grades 9 and 10, and 6 to 7 courses per year in grades 11 and 12.

Sample HS Course Progression

G9	English Lang & Lit 9	Geography	Algebra I	Biology	French 1	Studio Art I	Intro to Web Design & Comp Sci	PE & Health 9
G10	English Lang & Lit 10	World History	Geometry	Chemistry	French 2	Studio Art II / Music	Service Learning	PE & Health 10
G11	English 11: American Lit	American History	Algebra II	Physics	French 3	World Culture / Civics	Ind. Research project	AP Bio / Chem
G12	English 12: World Lit	Economics	Calculus / Pre-Calculus	AP Chem / Physics	AP French	AP World History	<i>electives or AP courses</i>	<i>electives or AP courses</i>

Graduation Requirements:

Graduation requirements will be set by the Director in line with Accreditation standards. Once set these will be included in the Policy Manual and Student-Parent Handbook.

Special circumstances requiring adjusted graduation requirements may be approved upon Director recommendation and with Board approval.

Current Graduation Requirements

Successful completion of a minimum of 26 year-long credits which include:

- English 4 year-long credits
- Mathematics 4 year-long credits
- Science 4 year-long credits
- Humanities/Social Studies 4 year-long credits
- World Languages 3 year-long credits of one language or 2 year-long credits of 2 languages each
- Physical Education & Health 2 year-long credits
- Arts (Studio Art, Music, etc) 1 year-long credit
- Technology/Computer Science 1 year-long credit
- Elective Courses 3 year-long credits

and Satisfactory completion of two projects:

- Service Learning Project (recommended for Grade 10)
- Independent Research Project (recommended for Grade 11)

EdOptions Academy Courses for HS

BAIS offers some HS courses virtually through EdOptions Academy (EOA), an accredited US high school online program that enrolls students throughout the world. EOA Students receive credit from BAIS based on the grade earned in the EOA course. Courses are taught by EOA teachers virtually and course progress is monitored by the Director and HS Homeroom Teacher.

Other Educational Program Components

Field Trips

Every effort will be made to enable student groups to take advantage of the opportunity of living and studying in The Gambia. Teachers are encouraged to organize field trips that relate to the curriculum and expose students to the culture of the Gambia. Parents are encouraged to participate as chaperones for field trips. For some field trips the school relies on teacher drivers and other parent volunteers for transportation.



Service Learning

The BAIS Service Learning Project is a school-wide project in which students of all ages participate at age-appropriate levels. Middle school and high school students take on leadership roles in a school-wide service-learning project. Service Learning aims to provide authentic learning experiences that also benefit communities beyond our school.

BAIS Service Learning Statement of Purpose:

The BAIS Service Learning Project seeks to engage students in reciprocal learning experiences with members of the local community. We recognize that our school community has many privileges, and that we can use these privileges for the benefit of others. We also recognize that other members of our local community have expertise that they can share.

Through service learning, we aim to become more informed, caring citizens who demonstrate individual integrity and exhibit compassion and respect for the people around us.

Report Cards

Pre-K, Elementary and Middle School Reports:

In Pre-K through Grade 8 teachers issue reports at the end of each trimester to formally communicate to parents about their child’s progress against standards and approaches to learning within the academic curriculum. BAIS uses standards-based narrative report cards in middle school and elementary, which provide in-depth descriptions of each child’s learning in relation to our academic standards. Grading Descriptors tell how well the child performs against each standard:

- EE Exceeding Expectations
- ME Meeting Expectations
- AE Approaching Expectations
- NE Not Yet Within Range of Expectations

High School Reports:

High school reports will include an academic letter grade (A, B-, D, etc) to indicate academic progress against course standards and an Approaches to Learning (ATL) grade to indicate the effort demonstrated by the students to maximize learning. (Descriptors for Academic and ATL grades are shared below.)



- Quarter report grades are issued to clearly indicate to students and parents the student’s level of understanding and progress, and effort (ATL) to that date.
- Semester report grades will indicate the overall student's progress against the academic standards and standards for effort (ATL) for the course at the end of the semester. The semester grade will NOT be an average of 2 quarters.
- Semester exams/assessments will be administered in high school courses during regular class times to assess cumulative knowledge for the semester. These exams will be of equal weight as other assessments.

Grading Scale			Approach to Learning (ATL) Grade Descriptors	
Letter	%	ATL		
A+	97-100	EE	EE: Exceeding Expectations	<i>Student consistently:</i> arrives punctually and dedicates time beyond classes to extend learning; materials are impeccably organized; goes beyond expectations for assigned work; submits work in advance of due dates; encourages peers to participate in class discussions and shows leadership through supportive comments to others; comments on connections between class topics and studies in other subject areas or life experience; collaborates with passion with all classmates; demonstrates unwavering focus on learning; reads widely and makes an exceptional contribution toward a positive learning environment.
A	93-96			
A-	90-92			
B+	87-89	ME		
B	83-86			
B-	80-82			
C+	77-79	AE	ME: Meeting Expectations	<i>Student consistently:</i> arrives punctually; has materials prepared and organized; completes all assigned work on time and in the manner directed; readily participates in class discussions and volunteers to answer questions; actively pursues knowledge; collaborates effectively with all other classmates; demonstrates interest in learning; reads outside of class and contributes toward a positive class climate.
C	73-76			
C-	70-72			
D+	67-69	NE		
D	63-66			
D-	60-62			
F	<60 / failing			
Incomplete		I	AE: Approaching Expectations	<i>Student generally though inconsistently:</i> arrives punctually for class; has needed materials though these may not be well organized; completes most assignments though these may not be submitted as directed; responds to questions when asked; does not disturb class; is respectful and cooperates with teacher and other students when asked.
Satisfactory Progress		SP		
No Progress/Plan		NP		
			NE: Not Meeting Expectations	<i>Student regularly:</i> arrives late; is unprepared for class; does not have needed materials; fails to complete assigned tasks; wastes class time provided for study or assigned work; indicates disinterest or a lack of respect by disturbing the classroom climate; fails to work cooperatively with teacher or peers or to take responsibility for own behavior.

High school grading scale and ATL descriptors

High School Transcripts

The academic record of high school students will be officially reported to other academic institutions via a student transcript. Official transcripts will be sealed and delivered directly to the receiving institution.

- The transcript will record only the Semester academic grades.
- The transcript will include a GPA for each year and a cumulative GPA including all grades for courses taken at BAIS.
- AP Courses will not be weighted.



After-School Activities Program (ASAs)

The after-school activities program is balanced with a combination of educational and recreational activities. Sessions generally begin after the first few weeks of the trimester and run for up to eight weeks each trimester. Students are given the opportunity to register for the activities prior to the start of each session. Teachers, local experts, and parents may sponsor activities. Kindergarten students who are coming home tired after a full day of learning may wish to wait until after the first trimester to enroll in an after-school activity.

*ASAs are subject to the Pandemic Response plan phase and will run when approved by the Emergency Team.

Homework & Tutoring

Homework Expectations

Homework will be assigned when needed as an extension of class work and to reinforce the curriculum and classroom teaching. Please be sure to schedule time for your child to complete their homework and provide an appropriate space with limited distractions for them to work. Parents/caretakers are encouraged to talk with students about homework and oversee the work to be sure it is completed; however, the work should be completed by students only. If the student returns the homework with questions or is unable to do the work, that is helpful as it provides the teacher with a chance to re-teach and review the material taught with the student.

Homework expectations vary across grade levels and subjects. Younger students do most of their work in class and do not require a great deal of homework. Older students do a great deal of research work and directed work in class but may still have homework. **Some kind of reading is expected as a regular daily assignment in all grades.**

Expect to spend approximately the following amount of time on homework each day *in addition to reading*:



- Kindergarten-Grade 1: 15 minutes
- Grade 2: 25 minutes
- Grades 3-4: 40 minutes
- Grades 5-8: 60 minutes
- High School: 90 minutes

Tutors

Outside tutors can be useful for students who are learning English or experiencing difficulty in an academic area. If a tutor is hired they should be encouraged to review with the child, oversee homework, and guide the child's reading with comprehension questions. A BAIS teacher responsible for grading a student may not serve as a tutor. The tutor must not do the work for the student. Parents/guardians are expected to notify the teacher if they choose to hire a tutor, and the tutor should speak or email with the teacher on a regular basis.

If a child is doing well in class but parents feel they would like to provide their child with further educational enrichment activities, we recommend a tutor/expert to teach something challenging outside of the regular curriculum (e.g. a musical instrument, cooking, dance, gymnastics, another language).



STUDENT BEHAVIOR CODE

At BAIS we take student behavior seriously in order to provide a safe and supportive learning environment for every child. It is the right and responsibility of BAIS students to know and respect the rules and policies described in this code. This policy is in effect at all times on school grounds and during school-sponsored activities off school grounds.

Expected Behavior

BAIS expects all students to be kind, responsible people who contribute to our school community in positive ways. Students should display overt effort to respect themselves, respect all others and respect the environment by doing the following:

BAIS students complete all school work and homework to the best of their ability, and they also pursue their own learning opportunities independently and enthusiastically. BAIS students strive to learn about other cultures, respect differences among people, and demonstrate respect, empathy, and compassion for all people. BAIS students take responsibility for others' safety and well-being, and they promote positive behavior in others as well as themselves. BAIS students help to keep our school clean, safe, and beautiful, and they help to protect the earth by reducing pollution and waste. When problems or conflicts arise, BAIS students work to resolve the conflicts and restore positive relationships through honest communication and problem-solving. BAIS students make comments and take actions which support other students and staff.

Unacceptable Behavior

The following behaviors are never appropriate and will result in consequences:

- Unexcused absences or tardiness
- Disruption of learning
- Reckless behavior or play-fighting
- Physical altercations or any attempt to cause harm or a threat of harm
- Lying
- Stealing
- Vandalizing or intentionally damaging property
- Using inappropriate or disrespectful language
- Making mean comments, harassing, bullying, insulting or deliberately excluding other students
- Speaking/writing to or about others in a disrespectful or hurtful way
- Academic Dishonesty: Cheating, plagiarism, and forgery
- Possession of dangerous or prohibited materials including fireworks, knives, tobacco, or alcohol
- Inappropriate use of technology (Exposing others to offensive or pornographic material is cause for immediate suspension or expulsion.)
- Refusing to obey a class's Essential Agreements or any teacher or staff member



Academic Honesty & Plagiarism Policy

Banjul American International School (BAIS) teaches and expects students at all grade levels the importance of integrity in academic work. We take plagiarism and cheating seriously and are committed to making sure that all students understand and acknowledge the importance of maintaining academic integrity at all times.

What is Plagiarism?

Plagiarism means using ideas, opinions, factual information, or language from someone without giving that person appropriate credit. Plagiarism is a type of fraud.

How to Avoid Plagiarism

Student writers are sometimes confused as to what should be cited. Direct quotations, paraphrases and summaries of opinions of factual information not formerly known to the writer must all be cited. The exception to this rule is information termed general knowledge, information that is widely known and stated in a number of sources. Determining what is general knowledge can be complicated, so it is wise to remember the adage, "When in doubt, cite."

In academic work, credit should generally be given in an appropriate format. At BAIS this means all works including reports, PowerPoint and Google Slide presentations, posters, etc., must have citations in Modern Language Association (MLA) format. Occasionally, in writing assignments such as novel study entries, teachers may permit informal citation; however, unless it is specifically and expressly noted, students should properly cite all work on all projects and reports.

It is very important to understand how to prevent committing plagiarism when using material from a source. In general, using large amounts of quoted text is not appropriate. When students quote large amounts of text, they lose ownership of the paper. When paraphrasing ideas from a source, students must do a thorough job of putting the ideas into their own language and citing the source in the required format.

When students quote verbatim, they must use the exact words and punctuation of the original and include quotation marks and page numbers in the citation.

Acceptable Sources of Information

Students are NOT allowed to use sites such as Wikipedia, Google, or other similar resources to research topics or create papers or projects as cited sources without specific teacher permission. All sources of information must be quality resources and meet the standard criteria for quality.

Copyright Violations (Pictures, Images, and Music on the Web)

Citation and copyright rules also apply to students who use photos, music, or links from Internet sources. Information and graphics accessed electronically must also be cited, giving credit to the sources. This material includes but is not limited to e-mail (don't cite or forward someone else's e-mail without permission), newsgroup material, pictures, graphics and music from searches and websites.

The librarian can and will provide students with instructions and resources that allow use of the materials without violation of copyright. However, the material must still be cited. Putting someone else's Internet material on your project, whether it is a paper, electronic, or web based project, is stealing intellectual property. Making links to a site is, at this time, okay, but getting permission is strongly advised, since many websites have their own requirements for linking to their material.

Student Consequences for Failure to Adhere to Academic Honesty Policy

If a student uses a site that does not match the standards for quality as outlined above, parents and the Director will be informed. On the first instance, the student will be given the opportunity to rewrite the plagiarized assignment for credit within a stated time frame. **After any second or third**



instance, the paper or project will not be accepted and will receive a zero. Parents and the Director will be informed. Students will not be granted an opportunity to correct work for partial credit.

If a student fails to properly cite their sources, plagiarizes, or uses excessive quotes in their paper or project, the assignment will not be accepted by the teacher and will receive a zero. Students will be given ample time, instruction, and guidance regarding how to find resources, cite, and use quotes wisely. It is the responsibility of the student to let their teacher know if they are having trouble with accessing, using, or citing sources.

Repeated or egregious incidents of plagiarism or cheating may result in the student's enrollment at BAIS being revoked.

Searches of Student Property on School Campus and School Sponsored Trips

Authority to Search Student: The Director, faculty, or school security guards may make a reasonable search of a student on the school premises or on a school-sponsored trip if there is reasonable belief that the student has in his possession an item, including dangerous items, which is contrary to school rules. Random bag searches may be conducted as needed to ensure student safety.

The search shall be made in the presence of a third party.

Consequences

When a student behaves in a way that negatively affects him or herself, another person, or the school community in any way, there will be consequences for that action. The consequences that are applied when a student misbehaves have two purposes:

- 1) The consequence allows the student to learn from his or her behavior and learn to make better decisions in the future.
- 2) The consequence allows the student to repair the harm that their actions caused, and to restore good relationships with everyone in the school community.

Teachers and/or the Director determine consequences based on the behavior and the circumstances. Parents will be informed of all serious misbehaviors or concerns. Consequences will often include meetings with parents, teachers, and the Director. Consequences also include actions to repair harm, reflect on the student's actions, and learn better behavior. Consequences may take place during school, recess, lunch, or after-school activities, and may involve the loss of privileges.

If a student's behavior is dangerous or harmful to anyone in our community, if a student is unwilling to make the necessary efforts to repair harm or restore relationships, or if negative behavior continues after multiple consequences and conversations, this behavior may result in suspension or expulsion from BAIS. *Suspension* is the exclusion of a student from school and school activities for a period of time not to exceed 5 school days for any one offense.

- *In-school suspension* means that a student is not allowed to attend regular classes and will be assigned a designated space in the school to complete all class work they miss.
- *Out-of-school suspension* means a student cannot attend school, enter school grounds, or attend any school event on or off school grounds. Students who are suspended must make up all work and assignments that are missed.
- *Expulsion* is the removal of a student from a school, either permanently or for the remainder of the school year. This means the student cannot attend school, be on school grounds, or attend any school-related activities on or off campus. A student may be expelled for any reason listed in the Student Behavior Code Policy or when the presence of the student is deemed to be detrimental to the best interests of the school. All students being considered for expulsion will be brought to the immediate attention of the Board. Students and parents have the right of appeal to the BAIS Board. The appeal must be made in writing and sent to the Director and Board Chair.



AUTHORIZED COLLECTION OF STUDENTS

Note that BAIS requires parents to inform the school in writing which adults are authorized to collect their children from school. BAIS staff will not allow students to depart with other adults or on their own without permission in writing. This can be sent in the form of a WhatsApp message to the class group or homeroom teacher(s).

If the message is not present at dismissal time, the student will stay at BAIS until their authorized adult(s) collect them.

High School parents may give the school written permission for their children to leave the school under their own means and responsibility to find their own transport home. In such situations, parents and drivers of other vehicles are responsible for taking any decision to offer or to not offer students a ride and will take responsibility for the welfare of the child. BAIS will not be held responsible for the driver's/parent's/guardian's decision to offer such HS students a ride. Parents should clearly instruct their drivers about when and whether offering rides to other students is allowed.

DROP-OFF/PICK-UP ROUTES

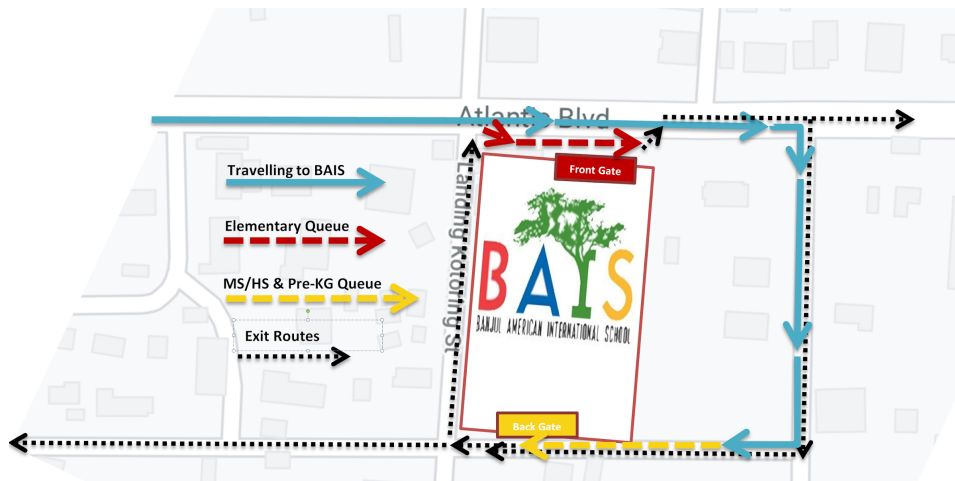
The roads to and from the back gate of the school are one-way during drop-off and pick-up hours. Thank you for respecting this rule and following the direction of BAIS security guards for the safety of our students.

COVID PANDEMIC - On Campus Drop Off/Pick Up

Separate gates for elementary and MS/HS (see map below. Cars kindly form and remain in the line. Do not pass other cars.

- At drop-off, BAIS staff will check student temperatures. Drivers wait for a thumbs up from BAIS staff before departing.
- On pick-up, drivers show the student name cards and students will be called to move to their car and depart.

KINDLY FOLLOW ROUTES ON THIS MAP



POST PANDEMIC - On Campus Drop Off/Pick Up

All student drop-off and pick-up is from the **rear gate** (see map below) -- not the Atlantic Road entrance. Cars park diagonally along the school wall. Parents are asked not to drop off or collect children in the middle of the road. It is dangerous for the students and creates traffic congestion. Please follow the one-way entrance/exit rule when approaching the entrance of the school. Safety guards are at the corner junctions to assist the flow of traffic. If you change drivers, you must notify the office and personally introduce the driver to security.

KINDLY FOLLOW ROUTES ON THIS MAP





ATTENDANCE & ABSENCES

Students are expected to attend every day unless they are ill. If a student misses excessive days during a year they might not be approved to move on to the next grade the following year. A student with excessive absences during a trimester will receive incomplete marks on that trimester's report card. If a parent/guardian wishes to take a student out of school during school hours they should notify the teacher and Director as far in advance as possible. Parents will come to the office to sign the child off campus and we will bring the child to you.

Absences for Health Reasons

During the COVID Pandemic, parents must complete a Daily Health Check via Google Form to check for symptoms of COVID. Students showing symptoms must be kept home for 10 days or until a negative PCR test is obtained.

If a child will be absent from school, parents are asked to inform the homeroom teacher or Director via message or phone call between 7:45-8:30 a.m. Please keep your child at home if your child has:

- a fever or had one within the last 24 hours
- a contagious skin or eye disease
- episodes of nausea, vomiting or diarrhea
- an upper respiratory infection with flu-like symptoms
- a sore throat.

Please inform the school office when a child has a contagious disease or head lice. Do not send the child back to school until he/she has received the appropriate treatment.

Extended Absences It is common in an international setting for parents to travel during the school year. When a family must take a student away from school, notify the teacher and Director in writing two weeks ahead of time. The school cannot take responsibility for diminished achievement resulting from a student's extended absence. Please try and schedule family holidays within the school calendar holidays to avoid interrupting a child's education.

OTHER HEALTH MATTERS

Lice & Contagious Diseases

Please inform the school office when a child has a contagious disease or head lice. Do not send the child back to school until he/she has received the appropriate treatment.

Insurance

BAIS does not carry individual health insurance for students. This is the responsibility of the parents.

Student Immunization

It is the parent's responsibility to be certain that their child is up to date with required immunizations including yellow fever, diphtheria, tetanus (DPT), measles, mumps, rubella (MMR), and polio. Any questions concerning your child's immunization requirements should be directed to your physician.

Illness and Injuries at School

In the event of illness or accident requiring medical treatment the school will call the home, office and/or emergency telephone numbers listed on the student's Emergency Contact form. Parents or their appointed substitutes will be asked to collect the child at school and arrange medical treatment. It is essential that you keep telephone numbers and emergency contacts up to date in our office. If the home address or phone number of you or your designated emergency substitute is changed at any time during the year, inform the school in writing immediately.

In the event of a serious accident requiring immediate life-saving measures, an attempt will be made to contact the child's doctor directly. Arrangements will be made to have a staff member accompany



the child to the doctor or clinic if necessary. On the doctor's advice or in case the doctor is not available local emergency medical services will be summoned.

EMERGENCY PROCEDURES

In every situation, the safety and well being of the students is our first priority. We maintain a close relationship with the US Embassy's Regional Security Officer and have a radio to communicate with the US Embassy in times of emergency.

The Banjul American International School has planned for a variety of emergency situations and will initiate some "safety" practices such as emergency drills. Sometimes emergency precautions will be initiated without warning - i.e. parents may be asked to collect children at the school office or back gate; school doors may be locked requiring visitors to knock at the main gate to gain access to the school, etc. Any parent on campus during an emergency drill must participate in the emergency drill.

Due to an emergency situation the school may be placed in a "lock down" situation. During a "lock down," no parents should come to school, or even call the school. Please trust that the school will call you the very moment it is safe for you to come and pick up your child.

In any emergency situation, please be advised that parents/guardians must make the final decision about sending their child to school. If you choose to keep your child at home for safety reasons, please inform the school of the reason.

Student Emergency Contact Form

A Student Emergency Contact Form should be filled out and kept on file for each child. The school requires this information for school use and for developing an emergency telephone tree. Parents are responsible for updating the school regarding any changes in contact information.

Phone Tree

In the event of an emergency or unexpected closing of school, the Phone Tree will be used so parents and teachers can be notified immediately. The Phone Tree is a list of all BAIS families and mobile phone numbers with names for specific people to call. Be sure to notify the school office of any change in emergency contacts or change of telephone numbers.





SCHOOL MATERIALS

BAIS provides books, stationary, and general materials for school lessons. Here is the list of general items students need to bring to school:

- Backpack
- Water bottle
- Pencil case
- Snack (HEALTHY—no candy or soft drinks)
- Lunch, unless hot lunch is purchased
- Sunscreen, Hat, and Insect Repellant as needed
- Close-toed shoes (not sandals) for PE and outdoor play times
- Pre-K students need to keep a spare change of clothes at school in case of emergencies, and a hand towel, which they should wash every weekend and bring back on Monday.

Students are expected to treat all books with respect. Families will be charged for lost or damaged books or materials.

Valuables

All personal belongings and articles of clothing brought to school are the individual student's responsibility. PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME AND GRADE. Students are discouraged from bringing large amounts of money or valuable items such as cameras or mobile phones to school. The school is not liable for lost property. If a student must bring these items to school it is suggested they be turned into the office until the end of the day.

Electronics

Electronic games, tablets, and other devices are not allowed to be used at school without specific permission from a teacher. Some teachers may invite students to bring electronic devices from home if they have them for specific educational purposes in the classroom. BAIS will provide tablets, Chromebooks, laptops and desktop computers as needed for student use.

Phones

Elementary students are not allowed to bring phones to school.

Middle and High School students may bring phones to campus and will be required to keep them in their backpacks or inside their cubbies during classes unless a teacher wishes them to be used for a learning activity.

Students who use phones or other devices during classes or other events without permission may have the device taken from them temporarily until a meeting can be held with parents and the student to remind them of acceptable use on campus.

FOOD

Each student should bring a refillable water bottle, a nutritious snack, and lunch every day (except there's no lunch on Fridays).

Children should not bring/be sent with soft drinks, candy/sweets or chocolate bars for snacks. Teachers will report any breaches to parents and may withhold such items as necessary.

Students are expected to drink water throughout the day and should not have any beverages besides water in water bottles. Juice can be drunk during snack and lunch. For health reasons, we ask that students not share food or drinks in school. Food should be brought to school in lunch boxes or bags, plastic containers and thermoses—NO GLASS! We work hard to keep our environment clean. Please



limit your use of plastic bags when packing school lunches by investing in washable, reusable containers. Please note that gum chewing is not allowed at BAIS.

Hot Lunch Option

Hot lunches are provided by an outside vendor chosen by the PTO and are optional for BAIS students. These are available throughout most of the school year beginning the second week of school. Prices are set by the provider at two rates for a small and regular lunch.

Lunch orders must be made in full to the provider. The provider is responsible for the administration of the hot lunch program and holds all responsibility for accounting and food safety and quality. The school is not responsible for the food nor the hot lunch program.

OTHER LOGISTICAL INFORMATION

Student Dress Code

BAIS does not have a required school uniform. We ask that students adhere to the following guidelines to dress appropriately for our weather and school environment:

- Protect yourself from the sun. Consider covering shoulders, ears and noses from the sun; bring a hat, and wear sunscreen.
- In the rainy season, bring a raincoat or umbrella just in case.
- Wear close-toed shoes to protect your feet.
- Shorts or skirts should go past your fingers when you stand with arms at your sides.
- Please make sure your stomach is covered.
- Wear clothing that is comfortable and durable for a variety of activities.

All Pre-K students must bring a full change of clothes in a bag labeled with their name in case of accidents.

Internet use at school

Wireless internet access is available throughout the school and is used frequently for learning activities. Dedicated technology lessons are also provided in the computer lab for students of all ages. Safe internet use will be taught in information technology classes at BAIS. Students will be asked to sign a Computer Use Agreement form.

Internet at home

It is expected that BAIS families will have internet access at home. Email is an important means of communication between parents/guardians and the school. Also, some homework may require internet access. ***Provide guidance and supervision for your child to ensure they use the internet safely.*** BAIS staff understands that internet service in The Gambia is not always reliable. If you have or expect significant disruptions to your internet access, please notify your child's teacher and the office.

Lost and Found

Lost and found items will be laid out near the gate pick-up areas and valuable items in the office. Parents and students may check with the office for missing items. Many items are collected and forgotten throughout the year. Missing items not claimed after a reasonable time may be donated to charity. Please label all belongings and clothing.

Birthdays

As the school year proceeds, many of the children receive and extend birthday invitations. Birthdays are good opportunities for children to invite their friends and classmates to share a special occasion. Unfortunately, these events can be uncomfortable and hurtful when some children are left out. In



order to avoid this situation, we urge that invitations be made over the telephone, rather than giving out invitations individually at school. Teachers can only assist with the distribution of invitations if the entire class or all the boys or all the girls are invited. Otherwise, invitations should be distributed outside of school.

Classroom birthday celebrations and other parties need to be planned with the teacher well in advance. Please discuss any birthday ideas with the teacher to determine the appropriate day and time in the schedule. Parents are expected to remain while the party is in session to assist with the arrangements. Parties should only consist of a cake or cupcakes and drink. Parties should take place during recess or lunch, and should not take time away from teaching and learning.

Smoke-Free School

Smoking is not permitted anywhere on the school grounds at any time, including evening social activities and performances.

Cell Phone Policy

BAIS is a place where we want students and teachers to be 100% focused on teaching and learning. We ask that students, staff, visitors and parents avoid using cell phones in classrooms or while engaged in social or learning activities with other members of the school community.

Library

The school library is open to all classes and parents. The librarian and teachers are responsible for the checking out of books as well as providing reading and research opportunities to students. Students who do not return books or who return them in damaged condition will be held responsible for the replacement cost of the book plus shipping.

School Facilities after Hours

Submit a letter to the office if you wish to request the use of BAIS facilities for sports (basketball, volleyball, soccer, etc.) after school hours or on weekends. The school grounds cannot be used for other non-school related social activities.



The BAIS Staff is dedicated to making our school a world-class educational institution and a positive, safe environment for everyone in our school. We deeply appreciate the support of all members of this vibrant, caring school community. Thank you for being part of it.



PARENT-STUDENT HANDBOOK

Extend this to include:

Student Acknowledgement:

I have reviewed the expectations for students in the BAIS Student-Parent Handbook and will make sure that I meet them and represent myself and my school respectfully during all school activities on or off campus.

Name: _____ Grade: _____

Signature: _____ Date: _____

Parent/Guardian Acknowledgement:

I have reviewed the expectations for students in the BAIS Student-Parent Handbook and will make sure that I meet them and represent myself and my school respectfully during all school activities on or off campus.

Name: _____ Grade: _____

Signature: _____ Date: _____

Name: _____ Grade: _____

Signature: _____ Date: _____