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The daily activities of our school, the policies and procedures that are set forth in this parent Handbook, and the manner in which our community functions, are guided by this mission. This Handbook has been written with the intention of providing our families with basic information about school operations, practices, procedures and policies that will be helpful to them and their children. Information that is specific to students in particular divisions of the school, and to their parents, will be sent out by the administrators, teachers and Board members on an as-needed basis.

We encourage you to read this Handbook carefully, to review its contents with your children and to refer to it often. If you have questions or comments, please do not hesitate to contact the school. ISA always welcomes the thoughts and inquiries of our families. Please submit the signed Parent Agreement to the front office within 5 days of receipt of this handbook.

International School of Arizona
is regulated by

Arizona Department of Health Services
150 North 18th Avenue
Phoenix, Arizona 85007
Phone: (602) 364-2536

Facility Inspection reports are available upon request.



I. SCHOOL BACKGROUND

History

The International School of Arizona (ISA), founded in 1997, is a private, non-profit 501(c)(3) corporation. The school began operations in Tempe in 1998 by renting space from a small church where it held Pre-School and Elementary classes for four years. In 2002, the school relocated to South Scottsdale where it operated for five years until it relocated in 2007 to its current facility. A French Immersion program was offered exclusively until 2005 when a Spanish Immersion program was introduced at the Pre-School level. The school follows curriculum set forth by the French Ministry of Education, the Spanish Ministry of Education and the State of Arizona.

Following ISA's vision to provide excellent Pre-K thru 12 programs, school community members (ISA parents, staff and both current and former board members) took the initiative to develop an international middle school program in a charter format. Throughout 2009 and 2010 a program was designed to provide a path for ISA students to continue their progress in a foreign language, at an advanced level through secondary school, while serving students from around the valley who may be new to studying a foreign language. The charter application for this new global-focused middle school program was approved by the Arizona State Board for Charter Schools in January 2011. Plans are underway to launch grades 5 and 6 in August 2011 with single grade level additions (7 thru 12) to following in subsequent years.

Mission

To provide outstanding pre-school and elementary education through second language immersion, preparing children to become responsible and engaged citizens of the world.

ISA's goal is to offer...

- Excellent Immersion education emphasizing fluency in a second or third language.
- Excellent English instruction for both native and non-native English speakers.
- Challenging, relevant and considered Curriculum based on the French and American systems.
- Education that meets and/or exceeds Arizona state and national standards.
- A diverse environment, intellectually, culturally and ethnically.
- A place where differences are recognized, celebrated and nurtured.
- A place where students, teachers and staff of all backgrounds and languages feel safe, valued and challenged.
- A program which instills a deep understanding of the relationship between culture and language in our students, giving them a sense of the inherent value and dignity of all human beings and cultures.
- A program which teaches our Students to be of service to the community, both locally and globally.
- An affordable educational experience with scholarship options for those who demonstrate financial need.
- High quality cultural and language based after-school, summer and weekend programs open to the public.



Governance of ISA

ISA is a not-for-profit corporation that is organized under Arizona law, is guided by a set of bylaws, and is governed by a Board of Directors whose members have two year staggered terms. Elections take place annually in the Spring and voters consist of families with children enrolled in the school. The Board represents a wide range of experience, as well as the diversity of the school community:

Chairperson:	Sebastien Verstraet (Spring 2009 - Spring 2011)
Treasurer:	Mark Doerflein (Spring 2010 - Spring 2011)
Secretary:	Laurent Badoux (Spring 2009 - Spring 2011)
General Member:	Susie Cartwright (Spring 2010 - Spring 2012)
General Member:	Keely Moran (Spring 2010 - Spring 2012)

The Board has ultimate responsibility for the present, as well as, the future of the school. It must ensure that all of the school's policies and procedures reflect the mission of the school. The Directors, as the institution's professional leaders, guide the Board in its ongoing review of programs and policies, and in the formulation of new policies. The Board delegates the administration of these programs and policies to the Directors. Thus, the Board and the Directors work in concert on behalf of the school.

The Board and the Directors use periodic meetings as a forum for discussion and the dissemination of information. Issues and concerns may be brought to the attention of the Board through the Directors, the Staff representative or the Parents Association.

Executive Directors

Michelle Borie (Administration/Operations)
Anne-Cecile Scherer (Academics)

School Facilities

ISA operates at 9128 E. San Salvador Drive Scottsdale, AZ 85258. The school facilities consist of one large playground, fourteen classrooms, a cafeteria, multi-purpose room, library, computer lab, two offices and a reception area.

Programs

2011-2012 School Year

French Track - Preschool (Ages 2, 3 & 4) & Elementary K-5

Spanish Track - Preschool (Ages 2, 3 & 4) & Elementary K-2nd (3rd Grade to be added in 2012/13)

After-School and Saturday Classes in various languages, as well as, other art related activities

Summer Camps in various languages.

Hours of Operation

Facility	7:00am - 6:00pm
Front Office Hours	8:00am - 5:00pm (M-F)
Teacher Office Hours	3:00 - 4:00pm (Wed)
Pre-School Class Hours	8:30am-2:45pm (Full Day) 8:30am-12:05pm (Half Day)
Elementary Class Hours	8:00am-2:45pm
Extended Care	7:00 - 8:00am & 3:00 - 6:00pm



II. WHERE TO FIND INFORMATION

Office

(Information may be left on the school answering machine) 480-874-2326 or isa@isaz.org

General questions

Absence, tardiness, early release

Emergencies & Child's health

Address Changes

Billing questions

Admissions

Extended Care Enrollment

School Events

Volunteer Opportunities

Classroom Teacher

Homework requests, questions about report cards or matters pertaining to a child's education.

School Directors

School policies

Operations & Administration, Tax credits, Scholarships, Financial Matters, Fundraising

Curriculum & Staffing, Accreditation, Extended Care, After-School Programs, Camps

School Directors

Michelle Borie

Anne-Cecile Scherer

Parents Association

Special Events

Teacher Appreciation

Volunteer Opportunities

III. STUDENT BEHAVIOR AND DISCIPLINE

At all times students are expected and encouraged to be safe, responsible, and respectful towards all visitors and members of the school community. The school's discipline policy is intended to cultivate a positive atmosphere in which quality education and productive learning can take place. Good behavior makes our school a safe and pleasant place for everyone, as well as an environment conducive to learning. Whether in class, on a playground, at lunch, or on the way to and from school, ALL students are expected to:

- Be courteous and respectful to others
- Conduct themselves in a reasonable and cooperative manner
- Recognize the authority of the teacher, administrators and other school staff members (i.e. maintenance staff, teaching assistants, etc.)
- Use proper language
- Exhibit self-control in settling differences of opinion
- Be punctual
- Have good attendance
- Complete schoolwork on time and to the best of their ability
- Follow all school rules
- Not act in an aggressive manner
- Use playground equipment appropriately.



- Not throw any objects that can injure another
- Walk when on sidewalks and in the building
- Leave electronic toys and equipment at home
- Be honest
- Not possess, use or be under the influence of drugs, alcohol, or tobacco products
- Respect other people's personal space and property

Any behavior that endangers the health or safety of others is prohibited. Students are expected to distinguish between good choices and poor choices and reflect and accept the consequences of their actions. Our vision is to create a school-wide culture of respect and compassion. Research shows that the best way to go about this is for everyone to get involved.

Discipline Policy

At ISA expectations concerning discipline should be a seamless process for the student as well as the teacher. To facilitate this, ISA has developed a discipline plan that is followed uniformly by all the teachers of the applicable sections.

Discipline program for Kindergarten & Elementary (K thru 5th grade):

The teachers have four cards: green, "W", yellow, and red. All students start each day with a green card. With the first offense the students get a verbal warning and no card change. Next, the green card is flipped to the "W" side meaning "warning". If there is a third offense the students gets a yellow card and a note home to be signed by the parents. When a child acts in a violent manner at school the supervising staff member may issue a red card. The staff member will report the incident to the director who will call and e-mail the parents. The student will also receive a note to bring home. The director and the parents will discuss the incident and will find a solution together.

Discipline program for Pre-School (Section A, Section B and PreK):

The teacher will send home a Behavior Awareness Note in order to keep the parents informed.

The reasons of a behavioral incident could be the following:

Disrespect towards: teacher or adult, friend, classroom materials, furniture, nature

Aggressiveness towards peers: physically, verbally

Not listening to: a teacher, a friend

Interrupting: the teacher, a friend working, a circle time

Not following a rule or forgetting a classroom rule

Even when an incident is discussed at school, the teachers would greatly appreciate it if the parents would follow up with a discussion at home.

Consequences of Disciplinary Actions

When a student violates any of the expectations or rules set forth above, the School may handle the issue in any of the following ways, depending upon the age of the child and the severity and duration of the infraction(s). The usual order of the steps that the School can take may be as follows. The Directors and the Board may modify these steps as they deem necessary.



- The student will receive a verbal warning from the supervising staff member.
- The staff member may send a note to the student's parent(s) or make a telephone call to them if he/she believes that the behavior warrants this. A copy of the note or a notation of the phone call will be given to the Director.
- If the staff member believes that the behavior warrants a more extensive warning, he/she may send the student to the Director, who will determine the next steps to be taken.
- The Director may decide that the severity of the behavioral infraction demands further review and action by the Director.
- Depending on the severity of the infraction, the Director may decide to hold a conference with the parents regarding the student's behavior. Notes from this conference will be placed in the student's file.
- If the child's behavior is determined by the Director to be severe, The Director may decide that the student should be suspended from school for one or more days. Decisions to suspend a student rests with the Director and requires affirmation by a majority of the Board.
- If the child's behavior is determined by the Director to be a long term detriment to the school, the other students or the student him/herself, The Director may, with an affirmation of a majority of the Board, expell the child from the school.

School Property/Personal Property

Students are responsible for taking good care of school books, equipment, and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If a student's misbehavior results in damage to school property, disciplinary action may be taken. Students are discouraged from bringing personal property to school. The school is not responsible for damage to, loss or theft of, any personal items brought to school.

Personal Items

For safety, as well as the prevention of damage to personal belongings, toys must not be brought to school unless specifically requested by the teacher. Dangerous items and electronic games are strictly forbidden. The school will not be held responsible for objects (toys, jewelry, clothing, money, etc.) lost or misplaced at school. Staff cannot accommodate requests for storage and surveillance of personal toys/items at school.

IV. HEALTH AND SAFETY

ISA makes every effort to provide a safe and healthy environment for all students. Students are adequately supervised at all times. The school complies with all local and state health and safety regulations. School personnel have received CPR and First Aid training.

Required Forms

In order to ensure the health, safety and well-being of your child, it is required that an Arizona Department of Health Services "Blue Card", immunization records and a birth certificate be on file prior to attending school. No student will be admitted without this information:



- Immunization records
- Emergency information
- Birth Certificate

Basic information about each student and his/her parent or guardian must be on file at all times. Any changes should be reported to the office immediately.

Field trips are an important component of the school program. No student may leave the campus without written trip authorization being on file as indicated on forms to be handed out at least three days prior to the event.

In order for the school to observe your child's specific health needs, to be aware of any specific conditions or requirements, and to be prepared to respond appropriately and quickly to a medical emergency, it is crucial that emergency information be submitted. This will tell the school whom to contact in an emergency. If a change occurs with your child's medical needs/doctors/preferred hospital, you must report these changes to the office immediately.

Accidents

If a minor accident occurs, school personnel will administer the necessary first aid and notify the parent(s) or other authorized person to this effect so that the child may be taken home or to a physician if necessary.

In the case of a serious emergency, 911 will be called immediately and the student will be transported to the hospital designated by the parent, if medically possible, or to the nearest hospital. Every effort will be made to notify the parents of the situation immediately. A member of the school staff will accompany the child to the

hospital and will remain with the child until a parent or guardian has arrived. The staff member will bring the Emergency Information / Authorization of Treatment form, as well as health records, to the hospital with the child.

The International School of Arizona carries Liability and Student Accident Insurance.

Biting Policy

In order to provide a safe and healthy environment for your child, the school has a biting policy in effect. An occasional biting incident, especially in the toddler programs, is a normal part of toddler development. However, if the child becomes a chronic biter, and if it is determined that the child would be better served in a smaller group setting, a parent may be asked to remove their child from school until the problem is under control.

Illness

If your child becomes ill while at school, you will be notified to this effect. We request that all ill children be taken home as soon as possible in order to prevent a particular condition from spreading. Until a parent or other emergency contact can be located, the child will be separated as much as possible from other students and may remain in the office.

If your child does not feel well in the morning, we strongly urge you to keep him/her at home in order to ensure that he/she receives appropriate treatment and rest, and to help to prevent spreading the infection to others in the school. A child who has a fever should be kept at home for at least 24 hours after the temperature has returned to normal.



Medication

While we prefer that all medications be given at home and under the direct supervision of the child's parent(s), we know that some medications must be given during the school day. Arizona health regulations require that all medications, including Tylenol, be given directly to the designated health supervisor at school and a medication form be completed. The school does not keep any medications on hand, including over-the-counter medications such as Tylenol or cough medicines.

The School does not administer any medications other than those sent by the parents in the following manner: All medications must be in a clearly marked container with a detailed note from your doctor giving the time at which the medication must be administered and the amount of medication to be given. Medications must be taken directly to the School Office. You must notify the child's teacher directly of appropriate time for medication. Refrigeration is available, if needed.

At no time should a student give medication (including homeopathic medicine, cough drops, vitamins and over-the-counter products) to himself or herself without the consent of an ISA staff member.

Infectious Diseases/Contagious Illnesses

Although many childhood diseases have been eliminated by immunization, some still exist. If your child has had a contagious disease or condition, you must notify the school as soon as possible so that other parents can be informed. Please immediately notify the teacher and office of any medical conditions that may affect your child at school. Keep your child at home if he/she has had an increased temperature or has vomited in the last 24 hours.

For the benefit of the children, teachers and families of our school, the following list of contagious illnesses and other health conditions has been compiled to help you determine when to keep your child home from school:

1. Fever of more than 100 taken by auxiliary method (armpit) for duration of eight minutes
2. Diarrhea (more than one loose stool within a 24 hour period)
3. Vomiting
4. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
5. Difficult or rapid breathing
6. Yellowish skin or eye
7. Conjunctivitis
8. Untreated infected skin patches
9. Any open or oozing sores, bloody gums and/or bloody diarrhea
10. Unusually dark urine and/or gray or white stool
11. Stiff neck
12. Unusual spots or rashes
13. Sore throat or difficulty swallowing
14. Evidence of lice, scabies, or other parasitic infestation
15. Discolored mucous (yellow or green) from nose (this is a sign of infection and we would like the child to be treated for symptoms before returning to school.

If a child shows any of these symptoms we cannot accept them at school. The teachers will check the children as they enter.

Child Abuse Reporting

Per state law, school employees must report suspected cases of abuse, neglect, non-accidental injury, or sexual offenses against children to Child Protective Services (CPS) and/or local law enforcement agencies as well as to the School Directors. Where parents are the alleged abusers, school personnel are not to notify parents; Child



Protective Services and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, normal and reasonable notification procedures shall be followed by school personnel.

Any child who is a suspected abuse victim shall be made available to either CPS or the Police Department for questioning.

The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the child and all other children residing in the home on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. Individuals required to report suspected abuse are protected by state law from civil and criminal liability.

Extra Clothing

Pre-School students are required to have a change of clothes in their cubbies at all times. Please label and follow the procedure outlined by your child's teacher. It is your responsibility to make sure that clothes are replaced as needed. If a child has a bathroom accident or gets wet outside and has no extra clothing, the parent may be called to come pick up the child or to bring clothing.

Head Lice

Head lice can be prevalent among school children. If you suspect that your child has head lice, you should contact your doctor immediately in order to begin appropriate treatment. You must keep your child at home until the required treatment has been completed and you must notify the school of your child's condition so the appropriate prevention measures may be taken with other students who may have been exposed. Parents must remove all nits and use commercially approved products designed to treat this condition. Children who have been identified with headlice must be checked by designated office personnel before being allowed to return to class after treatment.

Sleep and Nutrition

It is of the utmost importance to your child's health and education that he/she gets enough rest and maintains a well balanced diet. If you send food with your child for a morning recess or afternoon snack, we urge you to send healthy food (no candy, chips, soda or other junk foods - do not send any items containing peanuts or peanut butter.) ISA is a peanut-free school.

Respect and Civility

There is a great deal of diversity in the families we serve, and we strive to ensure that everyone feels welcome in our school. The Board and Faculty, recognizing that we are a multi-racial, multi-ethnic, multi-lingual school, believe it is part of our mission to provide a positive, harmonious environment in which respect for the diverse makeup of the school community is promoted. Human dignity is reflected in attitudes and behaviors toward others and self. Human dignity is characterized through respect, sensitivity and care exhibited in the interaction of staff and students.

In accordance with this, the school will not tolerate behavior by students, staff or visitors which insults, degrades or stereotypes any race, gender, disability, physical characteristics, ethnic group, sexual preference, age, national origin or religion.



Child Custody

ISAZ follows child custody decisions made by the courts. Directors cannot modify a judge's ruling regarding the custody of a child. If a child's custody arrangement has changed, a parent or guardian must provide legal documents to the school stating this information.

Visitors

All visitors (parents included) must check in at the office and obtain a visitor's badge. Anyone other than the parent that comes on campus to visit an enrolled child must have parental permission on file with the school.

V. SCHOOL ATTENDANCE

Absences during the school year can cause your child to miss critical components of the program that cannot be made up in any other way. Except for illness or emergencies, we ask that you not take your child out of school unless it is absolutely necessary. Ample vacation times are provided during the school year and family trips should be planned within these breaks. Frequent patterns of absences may result in a meeting with the teacher and/or Directors. Penalties for excessive absenteeism (18 or more days per school year) may include non-promotion to the next grade.

Frequent tardiness may result in a meeting with the teacher and/or Directors. Due to the nature of the ISA method, tardies are very disruptive to a student's school performance and parents must make a consistent effort to bring their child to school at least 10 minutes before class starts every single school day of the year.

Make-Up Days

For Pre-School students attending less than five full days, missed days cannot be made up or substituted. When you sign-up for a designated schedule, teachers will plan activities and prepare materials for the children enrolled on those days only. If you would like to increase the number of days of attendance or change scheduled days please set an appointment with the Academic Director. The Academic Director will determine availability and coordinate the change with teaching staff.

Notification of Absence and Tardiness

If your child will be significantly tardy or absent due to illness or other unforeseen circumstances, please notify the office as soon as possible. Messages may be left on the school answering machine, with the office staff or via email (isa@isaz.org.) This information is necessary for the safety of each student.

Early Release from School

When it is necessary for your child to leave school early (or temporarily) for a medical, dental or other appointment, please notify the Office and the teacher at least one day in advance and come to the office at the designated time to pick up your child. Parents need to check-in with the front office to have their child called to the office for early departure from school.

Occasionally, early release days are planned for teacher in-services or before a school break. Parents must pick up their children at the following designated times on these days:

Pre-School Pick-up: 11:30 - 11:45am

Elementary Pick-up: 11:45am - 12:00pm



Parents who have children in both the preschool and elementary sections may pick-up during the later time (11:45am - 12:00pm). No lunch will be served on early release days. After-School Care is also not available on these days.

Homework Requests

If you desire homework or make-up exercises during your child's absence, please notify your child's teacher. The teacher will make every effort to have the homework available by the end of the school day. Parents may pick up assignments at the end of the school day or they can be sent home with another child. Teachers are not able to give out assignments in advance. Credit for missed assignments due to reasons other than illness or emergency will be at the teacher's discretion due to the complex nature of the program.

VI. SCHOOL ROUTINES

Clothing

General: We ask that all students be dressed neatly, simply and comfortably following the mandatory uniform policy. Students should dress to be able to fully participate in all of the day's activities. We request that students wear shoes that cover heels and toes. No sandals, open-toed or open-heeled shoes such as flip-flops will be allowed. ISA has a mandatory Uniform Program for all grade levels. Logo apparel may be purchased from Lands' End (www.landsend.com or 1-800-963-4816), French Toast (www.frenchtoast.com or 1-800-373-6248) and Company Casuals (<http://companycasuals.com/isaz/start.jsp>).

Uniform Policy

The Uniform guidelines are as follows:

Girls:

Girls Collared Tops w/ ISA logo: Any Polo, Turtleneck, Oxford, Blouse, Jumper or Polo Dress

Color choices: Red, Maize, Evergreen, Chambray Blue, Cobalt, Ice Pink, White or Classic navy

Girls Bottoms: Long dress pants, shorts, skirts or jumpers in Tan or Navy (no jeans)

Boys:

Boys Collared Tops w/ ISA logo: Any Polo, Oxford or Turtleneck

Color choices: Red, Maize, Evergreen, Chambray Blue, Cobalt, White or Classic navy

Boys Bottoms: Long dress pants or shorts in Tan or Navy (no jeans)

Stair Safety

Students must wear shoes that do not compromise their own safety or the safety of others while climbing the stairs. No loose fitting shoes, flip flops, open toe/heel shoes should be worn on the stairs. No horse play or running will be tolerated. Students are not allowed to play on the stairs at any time. Backpacks with wheels are also prohibited on the stairs.

Upstairs Balconies

No student will be allowed on the upstairs balcony areas unattended at any time.

Recess

The School has provided students of all ages with a safe and developmentally appropriate space in which to play under direct supervision. The purpose of recess is for children to have fun and develop strong muscles and good



coordination while releasing some of the energy that is typical of the growing child. We expect students to abide by the school's rules for safety and fair play.

Playground Rules

1. Students will use equipment properly in designated areas.
 - Use only approved playground equipment.
 - Students must go down the slides in a seated position and never walk up the slide.
 - No more than one person on the slide at a time.
 - No climbing fences or trees.
2. Students will keep hands and feet to self.
 - No pushing, shoving, tackling, hitting or wrestling.
 - No contact sports.
 - No "play fighting" or camel rides permitted.
3. Students will treat others with respect and kindness.
 - No swearing or abusive language to adults or peers.
 - No bullying or intimidating others.
 - No interfering with the games of others.
4. Students will follow adult directions.
 - Stop playing when bell rings.
 - Pick up playground toys and return them to the storage area.
 - Follow through with requests made.
 - Get permission to leave the playground. Ask the supervisor to reenter the building.
 - Line up immediately when the bell rings with appropriate spacing between each student.
 - Walk into the building safely and quietly.

Lunch and Snacks

ISA is a peanut-free school. Please do not send any lunch or snack items with your child that contain peanuts. Children will need to bring their own sack lunch each day if they are not participating in the hot lunch program. Lunch boxes should include an ice pack because they will be stored in each child's class. If your child has special dietary needs or food allergies, please inform the office in writing and we will do our best to accommodate his/her needs. If your child forgets his/her lunch a meal will be provided for him/her at a cost of \$6.

Children are not allowed to share food with other students. This is extremely important for health and safety issues concerning students with allergies and food restrictions.

Breakfast will be offered between 7:00-7:30am to children who attend the before-school care program. A snack will be offered at the morning recess to all students. Children are welcome to bring their own afternoon snack to eat while they are waiting for their parents to pick them up.

Rest Period

Two and three year-olds have a rest period from 12:15-2:30pm planned into their day. For rest/nap time, parents are asked to provide the following labeled items:

- A small pillow with a pillowcase
- A fitted sheet (24" x 28")
- A flat sheet
- A small blanket



The above items should be brought home and laundered weekly by the parents/guardians. Bulky objects, such as sleeping bags and adult-sized blankets, pose a storage problem for the school. Please do not bring them.

Birthdays

During the first week of each month, individual classes will celebrate all the birthdays of that month on the same day. The classroom representative will help the teacher coordinate the birthdays with the families. However, in all classes we request that no party invitations be distributed at school unless all students in the class are invited to the party. Due to Health Department regulations, homemade items are not permitted. All food served during school hours must come from a licensed food establishment or store. Packaging must include the ingredient list and date of expiration. Please consult with your child's teacher before bringing any food items to school that will be shared with the class.

VII. MEDIA CENTER

Classroom and Library

Over the past few years the school has developed a library with books and media in French, Spanish, English and German. If you wish to borrow materials, please talk to your child's teacher. All materials are the responsibility of the person to whom they have been checked out. Donations of materials are always appreciated.

School Books

The school loans each student the textbooks for the entire year. The textbooks remain the property of the school and are expected to be kept in good condition. Students and parents are responsible for replacing lost or excessively worn books. ISA often orders books from France and Spain, therefore there may be a delay in obtaining materials for students who enroll late.

Computer and Network Resources

Internet access is available to students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. ISA has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. ISA firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material inconsistent with the educational goals of ISA.

VIII. PARENTAL SUPPORT

Homework

Parents can anticipate some form of homework to be assigned to all students in grades one through five. Homework is used as a review tool for students, and does not involve material that has not already been introduced. Therefore, the student should be able to do his or her homework in a timely fashion without assistance. Homework assignments will be recorded in each student's individual assignment book. We ask that the parents read the assignment book on a regular basis to keep abreast of the work their children are doing. We request that you notify your child's teacher if he/she is having difficulties with the homework assignments. The individual teacher will determine the amount of homework. In general, homework ranges from ten minutes per day for first graders to 1 ½ hours per day for the upper grades. An After-School Homework Class will be offered from 3:00-4:00PM based on demand and staffing on a fee basis.



ISA Family Volunteer Hours

As a school whose parents and teachers are proud to work closely together to better all facets of the children's educational environment, the ISA asks that each family donate a minimum of 20 hours of volunteer work at the ISA each year. Examples of how this may be done are as follows: in the form of committee work, fundraising projects (annual soiree, scholarship drive, etc.), participation in the Parents Association, classroom assistance, school and/or recreational area improvements, miscellaneous project involvement, field trip chaperoning, fundraising projects, etc. Should you not wish to donate your time, a \$250.00 financial donation may be given instead.

TV Viewing, Internet Access and Video Games

Parents are encouraged to closely monitor and limit their children's activities for both quantity and quality in all of these activities. Excess use can cause a child to become over-stimulated, dependent upon outside excitement for entertainment, and curtail an inherent capacity for creativity and imagination. Unmonitored access to the Internet can allow a student to be exposed to materials and information that are not developmentally appropriate and do little to instill in him/her the strong value system and good decision-making capabilities that we encourage at ISA.

Code of Ethics

It is the goal of ISA to create a positive environment for students and staff. Parents are asked to demonstrate constructive attitudes toward the school and its program by supporting and cooperating with the teaching staff, the Directors and the School Board. Additionally, parents are asked to:

- Encourage a positive attitude on the part of their child and refrain from criticism of the teachers and other ISA Staff of the school in his/her presence.

Share the responsibility between the home and school for the education of their child. Provide conditions favorable to study at home. A regular time and place for homework helps significantly.

- Cooperate with the school in developing and protecting the health and character of the children.

ISA has established a zero tolerance rule regarding inappropriate behavior by parents on school grounds and during school events. Any infractions within this area may lead to school dismissal at the discretion of the school Directors.

IX. TRANSPORTATION

Carpools

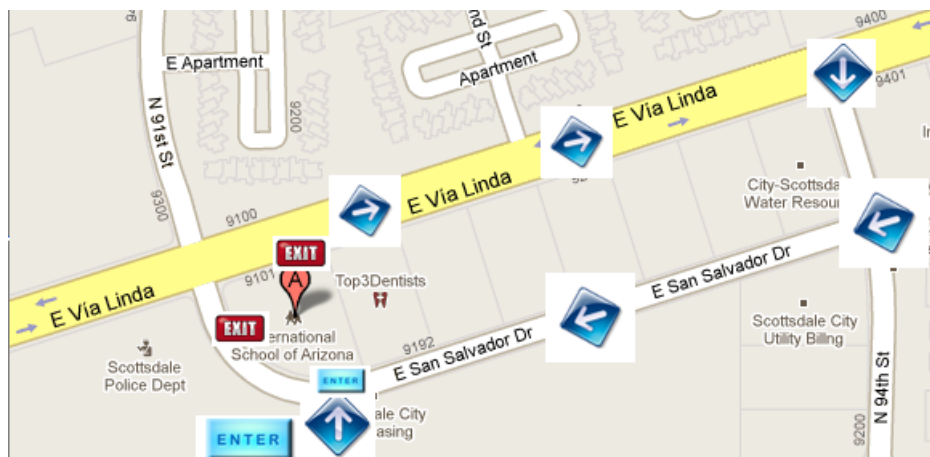
Due to concern for the safety of the students, the School needs to know your child's usual methods of transportation. The School must be notified, preferably in writing, of any changes to transportation arrangements, even if they are only for a day. A note to your child's teacher will suffice. The school will never release a child to a driver who has not been authorized by the parents. While the school does not sponsor any carpools or engage in the organization, the office will provide if requested, the names of parents who live in the same vicinity.

Parking

Parents must access the school facility from the southern entrance on San Salvador Drive. Limited parking spaces are available on-site. Do not enter from the driveway near the traffic light at Via Linda and 91st Street or from the Northern driveway on Via Linda. Please do not park at neighboring businesses or block traffic on San Salvador Drive. Since there are a limited number of parking spaces we ask each family to be courteous and vacate the parking spots quickly to allow other families the opportunity to park on-site and conduct school business.



Traffic flow during peak drop-off and pick-up times should follow the directions on the map below to prevent excessive backup just South of the Via Linda and 91st Street intersection. From 90th Street and Via Linda drive East, turn South (right) on 94th Street, turn West (right) on San Salvador Drive and enter the school campus by turning right at the designated entrance by the playground area on the South side of the building. Please be mindful of the fire lane and never leave your vehicle parked or unattended in these designated areas.



Traffic Flow guidelines to access the school campus.

Student Drop-off

Pre-School

Drop-off takes place between 8:00-8:30am for Pre-School students. Parents must sign their child in each day that their child attends school.

Grades K through 5

Drop-off takes place between 7:45-8:00am for Elementary students.

Student Pick-up

Students are dismissed at 2:45pm. Pick-up takes place until 3:00pm. The after-school programs begin at 3:00pm. Students who are not picked up by 3pm will be charged accordingly. Pre-School parents must sign their child out each day that their child attends school.

Curb-side Drop-off & Pick-up

Curb-side drop-off and pick-up is available daily between the hours of 8:00-8:30am & 2:45-3:00PM. During this time, administrative and teaching staff facilitate the arrival and departure of students while parents drop-off/pick-up from the curb area located on the West side of the ISA building. Parents **must not** leave their

automobiles unattended in the drop-off/pick-up zone. Traffic should stay fluid in this area allowing families to drop-off and retrieve their children in a quick and convenient manner. Please also note that you may not park or leave your vehicle unattended in a fire lane.



Extended Care

Before School Care 7:00-8:00

After School Care 3:00-6:00

Fall Break Camp October 10-14, 2011

Spring Break Camp March 12-16, 2012

After-School Classes

Various after-school classes are offered starting as early as 3:00pm. The types of classes vary from year to year and are based on demand. Consult the school website and/or flyers in the office to find out about the current offerings and class details. Contact the school office to enroll, complete the sign-up sheet and pay the applicable fees in advance.

Saturday Classes

Various Saturday language classes are offered to serve a greater number of children in the valley who are interested in learning a foreign language. Classes are held between 9:30-11:30am.

X. INFORMATION AND COMMUNICATION

Annual Calendar

You will receive a copy of the calendar for the school year in advance of the opening of the school. The calendar can also be found on the School website: www.isaz.org. Please take note of events or meetings that pertain to you or your child. Updates and revisions will be sent to you on an as-needed basis.

Notes from Teachers and Administrators

Matters that pertain to a specific class or grade will be presented to parents through notes on an as-needed basis. Matters of a more general nature will be presented by the administration as the need arises.

Parent-Teacher Relations

You are encouraged to raise any concerns with your child's teacher first, since he/she has day-to-day familiarity with your child. Concerns may then be taken to the Academic Director for further discussion. Teacher office hours take place from 3:00-4:00pm on Wednesdays by appointment only. To schedule an appointment please contact your child's teacher or the front office.

School Update Meetings

Two to four school update meetings will be held throughout the year in which the Directors, School Board and Parents Association Board present information to summarize activities in regards to the state of the school, future plans, school activities and events.

Parent Teacher Conferences

Teachers meet with the parents of their students twice a year. We urge you to make every attempt to attend these conferences and we encourage both parents to attend. During the conferences parents receive a written assessment of their child's progress. The conferences offer both teachers and parents the opportunity to discuss any problems or issues which have arisen and, in partnership, to work out a plan for helping the child.



XI. ADMISSION

Registration and Enrollment

The Director registers each student. Parents must provide an immunization record showing proof of all vaccines necessary for the child's age group. Parents must complete the enrollment forms (Enrollment and Tuition Fee Agreement, emergency, release and immunization information) and submit a copy of the child's birth certificate before a child can begin school. ISA keeps these records for a minimum of twelve (12) months from the date a student takes leave from the school. The applicable enrollment fees must also be paid (please refer to the annual Tuition and Fees Schedule.)

In the event that there is a waiting list at the school, priority will be accorded to the child who already has a sibling enrolled at the school.

Preschool / Kindergarten

Children from ages two through four years of age whose general maturity and psychological development are compatible with group activities in a school environment will be accepted in the Preschool provided there is available space. Children entering Section A must be at least 2 years old. Children entering Section B must be at least 3 years old by the first day of school and also must be toilet trained and able to use the bathroom independently. Children entering the Pre-Kindergarten section must be at least 4 years old by the first day of school. Any grade level placement concerns or requests falling outside the above stated parameters must be addressed by scheduling an appointment with the Academic Director.

Elementary School

Children entering Kindergarten must be 5 years old by September 1. All students entering 1st grade and above will undergo an evaluation prior to admittance. Based on the results, possible tutoring will be discussed with the parents.

Fees, Late Fees and Termination

All students are enrolled for the school year. The tuition and fees must be paid as stipulated on the tuition sheet for the current school year. Fees and tuition are determined by the Board of Directors and are published at the time of re-enrollment and registration for the following school year.

Payments received after the 5th day of the billing month are subject to a \$50 late fee and 18% interest per annum. If payment has not been received by the 15th day of the month, the child may not attend school until all fees are brought current.

Credit Card Processing

Mastercard, VISA and American Express are accepted with an additional 2% convenience fee.

Withdrawal from School

As the school must operate on a yearly basis, enrollment is for an entire school year. Parents or guardians are responsible for paying the entire year's tuition even if the child is withdrawn from school. A child's withdrawal from school does not remove the financial commitment to the school, as expenses are fixed based upon yearly enrollment figures in May. No refunds will be made due to a child's departure for any reason.



XII. Field Trips

During the school year, Elementary classes may take several off-site field trips that are designed to support their program of study and that will enrich their overall learning experience. Pre-School grade levels will have on-site activities. Parents will be notified of proposed trips well in advance and, in some cases, may be asked to help drive students on the trip. In some instances, students will be transported by chartered bus. Parents are frequently asked to volunteer to assist in student supervision so that teachers and guides are free to direct and coordinate activities.

The duties of a chaperone include: 1) Be present and attentive (do not become distracted from duties, no cell phone usage or conversations with other adults), 2) Monitor student behavior and intervene when necessary, 3) Safeguard students from potential hazards, and 4) Respond to emergencies.

The field trip is an academic activity during the school day. The teacher is responsible for his/her students all the time. At the beginning of the school year, each parent representative of the classroom will make a list of parents who want to be a chaperone and divide them in groups of 4 or 5 for each field trip.

For each field trip, the students will leave from the ISA facility (around 9:30 am after one hour of class) and return to ISA to finish their academic courses. The teacher will be in charge of the rules during the field trip (snack, bathroom, behavior).

If you don't want to have your child be part of a carpooling arrangement, you will have to bring him/her to school first, then to the field trip location. If you are not a designated chaperone you will have to wait somewhere nearby until the class finishes their field trip (you can visit the venue on your own or socialize with other non-chaperone parents apart from the school group) and then take your child back to school.

The teacher decides which field trip she/he wants to organize. It depends on the activities they are doing in the class. The field trip is prepared in advance and the students work on educational content related to the field trip in class. It is important that your child attend the field trips. If you decide not to let her/him go, she/he will spend the day in other classroom upon arrangement with the Academic Director.

XIII. MISCELLANEOUS

School Visits

In order to facilitate an orderly classroom environment, we ask that parents arrange with the office and the relevant teachers in advance if they wish to visit the school or classroom. Parents are always welcome to attend open activities, such as school parties, presentations, etc.

Smoking Regulations

Pursuant to Arizona Statute §36-601.01, which prohibits smoking within 20 feet of school property, there is absolutely no smoking anywhere on the school grounds at any time. This includes parents, staff, students and visitors. Any student who violates this policy may be suspended or expelled.

Use of Alcohol or Drugs

Students may not use any of these substances while on school grounds or while attending a school-sponsored event, activity or trip. Any student who violates this policy may be suspended or expelled.



Complaints

It is always our goal to work with you in resolving any questions or concerns you may have about your child's educational experience at the school. The first step for any concern you may have is to address the problem with your child's teacher. Most problems can be resolved by this procedure. However, this is not always the case. In the event that a conflict cannot be resolved through discussion with the teacher, the official complaint procedure is as follows:

First address the issue to the person with whom you have a direct complaint. Speak directly with the staff member(s) involved. Discuss the problem openly and make every attempt to work out a solution.

If, after meeting with the staff member directly involved, there is still no satisfaction, the complainant must submit a written complaint to the supervising Director within five (5) days of the initial meeting with staff. The complaint must include the name(s) of the employee(s) involved and state specific facts of the incident or problem, including any unresolved issues.

Within five (5) days of receipt of the written complaint, the Director will discuss the stated issue with the employee and decide if a meeting is to be held with the employee, the Director and complainant. If the complainant elects not to attend this meeting, the complaint may not be used in any evaluation or disciplinary action against the employee.

If not satisfied with the decision of the Director, the complainant, the employee or the administrator may ask to address the Board regarding the issue. The Board shall be addressed in writing and in closed session, unless the employee specifically requests that the issue be addressed in an open session.

After hearing and discussing the complaint, the Board shall make a final decision on what should be done about the complaint. The decision of the Board regarding the issue shall be final and binding.



FAMILY NAME: _____

PARENT AGREEMENT

2011/2012

Dear Parents,

A copy of the Handbook has been e-mailed to you. A reference copy is also available in the office for your review.

After reading this Handbook attentively, we ask that you sign and submit this document to the school office within five days after receipt of the document.

By enrolling your child in this establishment, you agree to abide by the procedures, programs and policies set forth by the Board of Directors and described in detail in this Handbook.

Please discuss this document with your child. If you have any questions regarding the information contained in this document, please see the Directors for an explanation.

I have read this Handbook, and agree to the procedures, programs and policies set forth by the Board of Directors of the International School of Arizona as described in this Handbook.

Printed Name _____ Parent Signature _____ Date _____

Printed Name _____ Parent Signature _____ Date _____