

# SCHOOL PERSONNEL CONTACT INFORMATION

*We take pride in the professionalism of our faculty and staff and the dedication they demonstrate daily in carrying out their duties. The ASA invests in our faculty by encouraging and sponsoring continuing education and training. We also have an active in-service program throughout the academic year. Below is a listing of home phone numbers and email addresses for faculty/staff, in case you need to contact them outside of school hours.*

## FACULTY/STAFF LIST

Amy VanCauwenberge	033.02.514.93/032.52.344.06	ECC Specials	amyvinafrica@yahoo.com
Ando Randrianaivo	032.02.385.33	PE Aide	ando_andrianaivo@yahoo.fr
Andry Randrianilana	033.09.824.36	IT/Computers	andryrandrianilana@gmail.com
Anja Rajaobelina	033.12.525.97	Grade 3 Aide	andzhortense@yahoo.fr
Annelie Rozeboom	22-494-10/ 034.06.256.66	ESL /Publications	annelie@moov.mg
Aurélié Ratsimbazafy	22.495.11/ 033.11.044.85	Pre-Kindergarten	aureliehaja@yahoo.fr
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Karen Long	22-425-38	Social Studies/ESL	klong.asa@gmail.com
Lourdes Pinca Laspinas	032.48.237.84/034.01.418.62	Nurse	lorlie72@hotmail.com
Lanto Rakotoarison	034.19.746.32	Librarian	lanto_asa@hotmail.com
Len De Beer	24-303-91/033.02.803.93	Grade 4	len.debeer@gmail.com
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Mirana Rakotozafiarisoa	033.11.393.21	Administrative Assistant	miasaadm@gmail.com
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Yvonne Radjibaly	22-493-04/033.12.270.00	Nursery/Specials	yv.radji@gmail.com
Zo Raherimandimby	032.04.039.28	Pre-K Aide	zoraherimandimby@yahoo.com

*The ASA appreciates the volunteer work of our dedicated board members. They are actively involved in overseeing the policies of the ASA and encourage parents to take an active role in school governance by joining committees and attending the monthly board meetings. Below is their contact information, should you need it.*

## **BOARD MEMBERS**

Eric Stromayer	22-427-71/033.11.328.51	US Embassy Representative	StromayerEW@state.gov
Lanto Andriamahefa	24-334-37/ 032.04.433.32	Treasurer	lanto-celto@orange.mg
Matthew Spann	22-432-69/ 033.14.907.09	Member	mspan@mail.com/spann@mail.com
Andrew Hinderlie	033.03.055.35	Member	chempast@mac.com
Mohib Pirbay	22-434-52/ 032.11.216.50	Member	mpirbay@gmail.com
Karim Barday	22-434-52/ 032.11.216.50	Member	karim.barday@oimjb.com
Flori Willard	033.15.119.11	Member	floriwl@hotmail.com

## **ASA BACKGROUND, ADMINISTRATION AND ORGANIZATION**

*For over 40 years the ASA has been dedicated to providing an excellent education. Teachers, administrators, board members, students and parents all play a valuable role in the organizational structure of the ASA.*

### **SCHOOL HISTORY AND DESCRIPTION**

The American School of Antananarivo (ASA) was founded in September 1969 as an independent, non-sectarian, co-educational day school. Its function is to provide an excellent education in an international setting to children through the twelfth grade. The curriculum is that of a U.S. academic preparatory school and instruction is in English. The school also provides coursework in French, music, art, computers, health, physical education, and instruction in English as a Second Language.

The Commission on Elementary Schools of the Middle States Association of Colleges and Schools accredited the ASA in 1992. We are accredited through grade 12. The school is primarily supported by the tuition of the students, with the help of grants from the U.S. Department of State and the Office of Overseas Schools.

The main campus occupies a two-acre site in Ambodivoanjo-Ivandry, Antananarivo. In addition to the main building, there are twenty-four classrooms, a preschool facility located in a villa 0.5 km away, media center, three computer labs, a playroom and a playing field. During the 2008-09 school year, the school enrollment is approximately 250 children representing 35 nationalities.

### **ASA MISSION STATEMENT AND OBJECTIVES**

The mission of the American School of Antananarivo is to provide an engaging, stimulating and dynamic English-language education in an international environment that reflects and respects the diverse cultures of its students. We seek to develop each student's full potential to think independently and creatively through a rigorous and challenging curricular program and a wide range of co-curricular activities. We are committed to fostering a sense of environmental awareness and social responsibility in the context of both Madagascar and the global community.

### **GOALS**

#### **The American School of Antananarivo strives to develop in each student:**

The basic skills and fundamental processes of learning relating to reading, mathematics, communication skills, research and utilization of information.

The ability to think rationally, solve problems, follow principles of logic, employ various modes of inquiry, use and evaluate knowledge, and develop positive attitudes towards intellectual activity.

The moral integrity, the commitment to truth and values, and the sound judgement to evaluate events and phenomena.

The concern of humanity in general and an appreciation, knowledge and respect of different cultures.

Productive and satisfying relationships with others based on respect, trust, cooperation, and caring.

Self-control and willingness to accept responsibility for one's own decisions and their consequences.

The ability to engage in constructive self-criticism yet promote and maintain a positive self-concept.

Physical fitness, good health habits and recreational skills.

An appreciation of the arts through the development of skills and creative expression.

The concern, knowledge, and respect for the environment and its interrelationships both locally and on a global scale.

A familiarity with some of the major achievements of the past and how they have inspired and influenced humanity.

An appreciation of the unique opportunities offered by living and learning in Madagascar.

#### **ASA FACULTY AND STAFF**

The school is administrated by a Director who is responsible for the overall operations of the school and its programs. The school employs the services of an accounting firm, two bookkeepers, one office manager and two administrative assistants. The school employs twenty six full-time teachers, two part-time teachers, nine aides and a nurse. Most full-time teachers and many of the specialty teachers are accredited in the US, Canada or Europe.

#### **BOARD MEMBERS**

The ASA is technically owned by parents who are represented by the Board of Directors. This consists of six elected members and one member appointed by the US. Ambassador. Elections are held by the ASA Association. Membership in the Association is automatically conferred on parents of children enrolled in ASA and on the ASA faculty. The Board sets the overall policy for the school, and works closely with the Director on budget, personnel, curriculum and contractual issues. Board meetings are held seven times per year at 6 p.m. in the school library, plus there are a minimum of three general membership meetings each school year. Meetings are open to the parent/teacher community.

#### **COMMITTEES**

To most effectively and inclusively govern the ASA, the School Board routinely establishes committees to work on specific issues. Members of the Association are encouraged to volunteer for these committees according to their interests, concerns and skills.

#### **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) is a community of parents and teachers who unite to work together for the enrichment of our children's intellectual, physical, social development and education. One way the PTO achieves this goal is by planning and organizing activities during and after school hours, especially fund-raising activities (e.g. T-shirt sales, school fairs) to finance various events and special purchases for the school. In past years, successes were due to combined efforts of concerned parents and teachers.

All ASA parents and teachers are automatically members of the PTO. PTO meetings are usually scheduled during the first Tuesday of each month. PTO officers (president, vice president, secretary and treasurer) are usually elected at the end of each school year. Parents are encouraged to volunteer time to the PTO.

#### **STUDENT COUNCIL**

Each year Upper School students elect class representatives to the Student Council. This council provides opportunities for students to voice concerns, promote programs, and enact changes to better our school.

# COMMUNICATION

*Effective communication is a key component in providing a quality education for ASA students. There are many avenues available to parents to address their concerns, ask questions, receive information and be proactively involved in the ASA. The following is intended to inform you of some of our systems of information dissemination and to aid you in finding appropriate assistance to satisfactorily meet your needs.*

## GENERAL INFORMATION

- There is a School Calendar at the end of the Handbook where vacations, Board meetings, PTO meetings, teacher in-services etc. are listed.
- A school newspaper is published every month. In addition to fun snippets from classes, it includes a monthly calendar.
- A Director's newsletter is published quarterly, and frequent emails are sent by the director, principal and teachers to keep you updated on programs and ongoing accomplishments at the school.
- School Board meetings are open to the Association. We encourage you to attend and keep yourself updated on school governance.
- Minutes from the Board meetings are kept in the Library. Ask Lanto if you would like to view these documents.
- There are bulletin boards at the entrance of the school and by the front office where school and community announcements are posted. If you would like to post something, please speak to Chantal or Mirana.
- PTO meetings occur monthly and are an excellent way for you to participate in your child's educational experience.
- Chantal and Mirana are available to help answer questions and provide basic school information. Their offices are in the front of the main building on the ground floor.
- Valerie or Mamitiana will be happy to assist you with financial issues. They are located in the business office on the 1<sup>st</sup> floor of the main building.

## YOUR CHILD'S CLASSES

- Teachers are available to informally talk with parents after school.
- Parent/teacher conferences are scheduled three times during the academic year.
- Meetings with teachers can be scheduled as needed. Please contact your child's teacher(s) if you would like to set up a meeting.
- Classroom visitation day is scheduled early in the 1<sup>st</sup> quarter. This is an opportunity for you to view your child's class in action.

## CURRICULUM

- The ASA follows a standard American college preparatory curriculum and is fully accredited by the Middle States Association of Colleges and Schools of America and endorsed by the US Department of State's Office of Overseas Schools.
- If you would like information regarding your child's curriculum please contact the classroom teacher or school administration.

## COLLEGE COUNSELING

- High school students receive ongoing support throughout the university application process and historically our students' acceptance rates are high. Each country has a different system for university applications. To assist in this process the ASA is a registered center for online applications to schools in the UK and Ontario, Canada. We are fully prepared to assist students in applying to universities in the USA, UK, and Canada. Applications to universities in other countries will require sufficient advance notice to research the application process.
- A "school profile" on the ASA is sent with each application to provide a context for viewing ASA students' achievements. If you would like a copy of this document, please ask Chantal.
- The ASA maintains a library of materials to assist students with the college application process.
- Students also have access to the American Cultural Center's library for American University information.
- If you have any further questions regarding this program please contact Stacy Rosie.

## EDUCATIONAL SUPPORT SERVICES

- Our dedicated faculty consistently works with struggling students to support them in achieving grade level proficiency. Occasionally, a student's need of support is beyond what the teachers, parents or school can provide. In such cases, Stacy Rosie, the Coordinator of Educational Support Services will meet with involved parents, teachers and students to help devise an appropriate support program.

## **DAILY LIFE AT THE ASA**

### **SCHEDULE**

To assure sufficient class time, the ASA has a seven period day. Students are provided a class schedule at the beginning of the year.

#### **Period**

**1** 7:45- 8:34

**2** 8:36-9:25

**3** 9:27-10:16

#### **Period**

Break 10:16-10:36

**4** 10:38-11:27

**5** 11:29-12:18

#### **Period**

Lunch 12:18-1:03

**6** 1:05-1:54

**7** 1:56-2:45

### **LUNCHEES & SNACKS**

Students should bring a mid-morning snack and lunch from home. Students should bring a container for water that can be filled at school or at home. Children need extra water on days they have physical education. The ASA has a filtered water machine with 800-L capacity and provides filtered tap water.

### **SCHOOL SUPPLIES**

Some school supplies such as textbooks and agendas are included in tuition. Students are expected to supply personal items such as pens, notebooks and pencils as outlined on their grade's supply list. Teachers may occasionally require students to bring special supplies for specific projects. Students must have athletic shoes for physical education. Students in grades 3-12 must also wear an ASA PE uniform (ordering information is available at the front office).

### **HOMEWORK**

Reasonable amounts of academic effort outside the class extend learning and reinforce study skills. Educational research indicates that homework activities can promote independent inquiry, demonstrate the pupil's initiative as a learner and lead to increased academic success.

It is the students' responsibility to complete their own homework. We ask that parents be available to support their children in this endeavor and provide academic assistance as needed. If students are unable to routinely complete homework assignments, tutoring support may be recommended.

Homework should be meaningful to what is being taught, but not redundant. Balancing the amount of homework assigned by teachers within a grade level is important. Students should not be overloaded with homework on any given evening. As a guideline only, students in Grades 1-4 may be given between 30 minutes-1 hour of homework each evening. Students in Grades 5-8 should be working at home for 60-90 minutes each evening (15-20 minutes per core class), and high school students (grade 9-12) should have approximately 120 minutes of homework each day.

Teachers will inform their students as to the individual course policy on late assignments. Students who anticipate being absent from school should make prior arrangements with their teachers.

### **EXTRA-CURRICULAR ACTIVITIES**

A variety of extra-curricular activities such as ballet, basketball, volleyball, tennis, computers, judo, soccer and art, are offered annually after school hours on school grounds. The number and types of activities depends on the availability of instructors within the community in any given year. These activities sometimes require extra fees.

The ASA after school activities program changes three times yearly. A calendar of available activities will be sent home at the beginning of each trimester. The ASA faculty in consultation with parents and the PTO supervise this program. In addition to school-sponsored extra-curricular activities, nearby clubs offer tennis, swimming, and horseback riding. Private instructors are available for music and other lessons.

Class attendance is mandatory the entire school day before a student may attend an extra-curricular activity. Participation in extra-curricular activities is an additional responsibility that should not conflict with the student's primary academic responsibilities.

### **ATHLETIC TEAMS**

The ASA is a founding member of the only interscholastic secondary sports league in Antananarivo. This inter-scholastic league provides an opportunity for ASA teams to compete against other schools. To be eligible for ASA athletic teams, students must maintain a C or better average in their classes.

**FIELD TRIPS**

Educational field trips are defined as school sponsored trips away from the school site. They are sponsored by the school with the purpose of enhancing learning. Some field trips may involve out of pocket expenses for parents.

**COMMUNITY SERVICE**

All high school students (grade 9-12) participate in the school's community service program.

**LIBRARY**

The ASA Library currently contains over 10,000 books plus a collection of AV items. A professional library collection contains current subscriptions and a limited number of bound volumes of back issues of magazines. The library continues to increase the use of technology and has 12 computers available for student use. A computerized card catalogue is in use along with a computerized circulation program. The Internet is available in the library, computer room and by wireless throughout the campus.

**LOCKERS**

Lockers are issued on the first day of school to students in grades 6 through 12. Students provide their own locks. Normally, valuables should not be brought to school, but if it is necessary to do so, they should be left in the Director's office. For hygienic reasons, food must not be left in lockers over night. The school faculty has the right to check student lockers at any time.

**PERSONAL PROPERTY**

Students are discouraged from bringing valuable items, expensive clothing or large sums of money to school. Physical education attire should be kept locked in the student's locker. All clothing, especially coats, jackets and sweaters, should be labeled with the student's name.

**LOST AND FOUND**

Items that have been turned into the office are located in the cupboard in the office. Please, feel free to check the cupboard for missing items.

**PLAY AREA RULES**

- All games and activities on the play areas are "open"; students are asked to cooperatively play with other ASA students.
- Fighting is a major offense, especially on the school playground. "Play fighting" is not allowed.
- Kindergarten and elementary students are discouraged from bringing any toys or play material to school unless requested in writing by the teacher.
- Students may only use playground equipment designated for their grade level.

## **ACADEMIC SUCCESS AND GRADING**

We encourage every student to do his or her best in every endeavor and we applaud the efforts of each one. We also recognize academic excellence in those students whose achievements are exceptional. At the end of each semester, those Upper School students who have achieved superior grades will be granted the Directors Award. At the end of each academic year the ASA, as part of our graduation ceremonies, presents awards for athletic accomplishments, citizenship, academic achievement and excellence.

In addition to academic achievement, we celebrate our students talents throughout the school year. Talent shows, art projects, concerts, drama productions and athletic events provide numerous opportunities for all students to excel.

### **REPORT CARDS**

The school year operates on a four-quarter and 2-semester system. Students' progress is recorded and reported to parents via report cards at the end of each quarter and via mid-term reports. Grades used at different levels are:

Kindergarten : S (Satisfactory)      S+      N (Needs time)  
Grades 1 - 3 : O (Outstanding)      S (Satisfactory)      N (Needs improvement)      U (Unsatisfactory)  
Grades 4 - 12 : A (excellent) through F (failing)

As a guideline, a grade of "A" implies the following: neatness, promptness and accuracy in handling assignments. Mastery of the essentials of the course. Demonstration of skills appropriate to the subject. Ability to correlate ideas independently. Intellectual curiosity. Insight.

A grade of "B" implies the following: neatness, promptness and accuracy in handling assignments. Above average competence in the essentials. Demonstration of appropriate skills. Some ability to correlate ideas independently. Some degree of insight.

A grade of "C" implies the following: neatness, promptness and accuracy in handling assignments. A good working knowledge of essentials. Consistent application of skills.

A grade of "D" implies need for marked improvement in one or more of the following: neatness, promptness and accuracy in executing assignments. Understanding of basic principles. Ability to work independently.

A grade of "F" indicates failure.

A student may be given an "I" (incomplete for a marking period) if he has not completed all the required work. However, no student shall be given an incomplete at the end of a semester, unless due to illness. For eligibility and honor roll purposes, an "I" (incomplete) shall be equivalent to an "F" until it is changed.

### **PARENT TEACHER CONFERENCES AND PARENT VISITATION**

Regular parent-teacher communication is essential for your child's school success. We encourage you to meet with teachers at Parent Conference Days and throughout the year. There is also a scheduled classroom visitation day so that you can observe your child in their classes. Parent - teacher conferences are scheduled at the end of the 1st and 3rd quarters. The purpose of the conferences is to review the student's progress and discuss any areas, which might need special attention.

While the ASA faculty is committed to communicating regularly with parents, please be aware that teachers may not leave students to meet with parents. Teachers have only limited time to meet with parents during the school day and before or after school on some days, it is very important that you are punctual for meetings because of these time constraints.

# **STUDENT BEHAVIOR AND DISCIPLINE**

## **SCHOOL CODE OF BEHAVIOR**

All members of the school should understand that our purposes require an atmosphere, which is cordial, straightforward, and firm. We are a community of people who rely upon each other and trust each other. It is our joint responsibility to create and protect the well being of each member of our group. To ensure the ASA community continues to be a positive, productive, place of learning, we ask that you adhere to the following principles.

- We expect polite behavior.
- A general atmosphere of orderliness and quiet is expected in and near the school buildings.
- Actions that hurt other people or the property of other people are not permitted.
- Students may not be in the possession of potentially dangerous implements, materials, tobacco or its by-products, drugs or behavior-affecting substances.
- During school hours a pupil may leave the school premises only when supervised by a teacher of the school, or with permission from the Director. Parents may choose to sign a release to allow their high school age children to leave the school premises during the academic day.
- At the end of the normal school day all pupils are to leave the property with the exception of those involved in an adult supervised activity.
- All members of the school community must respect the sensitivities and well being of others.
- Any form of disrespect, any humiliation, threat or violence toward another person is contrary to the spirit of the school and will be dealt with immediately and strictly. Students must report to all scheduled classes. They may be absent from these only with expressed permission of the teacher or Director.

## **DRESS CODE**

The ASA students are expected to dress cleanly, neatly and comfortably. Care should be given to the daily appropriateness of dress.

We ask all parents to help us with the following school rules:

- No gum chewing on campus;
- Jeans or trousers with holes in them should not be worn to school;
- Hats are not to be worn in the classroom;
- Short shorts are not allowed at any grade level;
- T-shirts with inappropriate words or sayings written on them may not be worn to school;
- Special dress days will occur during the year whereby students may choose different school attire on the designated day;
- Midriffs for both boys and girls must be covered and tanktop or spaghetti strap shirts are not permissible.

## **DISCIPLINE**

Students are expected to conduct themselves in an appropriate manner. When the teacher has exhausted all means of dealing with a specific discipline problem within the classroom, the child shall be referred to the Director or Principal. Incidents of misbehavior or discourteous attitudes will be reported. If a student breaks a rule or develops a pattern of poor behavior, their parents will be contacted.

If a student shows a consistent or serious behavioral problem, the parents shall be notified and consulted in an effort to work together toward a solution to the problem. Conferences with teachers, the Director and Principal, and parents should be used as necessary to bring about acceptable classroom behavior.

In the event that a student is expelled from ASA, there will be no refund of tuition or registration fees already paid to the school. In the event that a student is suspended from ASA, and should miss activities for which she/he has already paid, there will be no refund of the prepaid fees.

## **FUND RAISING ACTIVITIES**

All activities involving fund raising by student groups must have authorization from the ASA Director. No individual student or student group may represent the ASA without prior school authorization. The school's name may not be used to advertise groups or activities without the school's expressed consent.

Activities that require fund raising are to be screened by the school administration in order to maintain a reasonable balance of time spent on fund raising by faculty and students.

## **HEALTH AND SAFETY**

To ensure the well-being of our community, we require all students to have proof of vaccinations prior to starting at the ASA. Should your child become ill during the school year we request that you keep them at home until they have returned to good health. To create a better safety environment for your children, the following procedures and rules have been established:

### **ARRIVING AND LEAVING SCHOOL**

For the safety of children and the smooth flow of pick-up/delivery traffic, drivers should be instructed to move very carefully in the parking lot and not to block the pathway between the entrance and the exit. Drivers should never pick up or drop off children on the main road in front of the school. All children should enter and leave school via the parking lot.

Guards will be posted at the entrance of the parking lot (at the main road) to prevent students from crossing directly in front of school. Guards will be at their posts in the morning from 7:15 a.m. to 8:00 a.m. and in the afternoon from 2:45 p.m. to 4:00 p.m. A crossing guard with a hand held stop sign will assist walkers and bikers crossing the road.

A guard will be posted from 2:45 a.m. to 3:00 p.m. by the bulletin board. The guard will keep all children, grades 1 through 4, in back of the bulletin board until a parent or driver comes for them. We want to prevent children from running around in the parking lot. Another person will be in the parking lot directing people when it is safe.

Bike riders must enter and exit the school grounds via the gate in the visitor's parking lot. Bike riders are not allowed to ride their bikes through the car park area.

### **SUPERVISION/ESCORTING**

During school hours children are supervised at all times on the school grounds by ASA Faculty and Staff. Most teachers are in or near their classroom until 3:00 p.m. However, supervision of children after school hours is the responsibility of parents. Unless participating in a school chaperoned function, all students should leave campus by 3:00 p.m.

Parents should inform teachers, in writing or by phone, of any after school arrangements such as pickups by nannies or drivers or playdates with other children.

Kindergarten children must be escorted to their classroom by parents or other authorized adults (nannies, drivers). These children will only be released after school to authorized adults.

### **EMERGENCY EVACUATION**

Drills are held throughout the year to familiarize students and faculty with emergencies and necessary procedures. Teachers will give specific instructions to students.

Students should know and follow these rules:

- Upon hearing the alarm, children proceed single file with no talking, always under direct supervision of the teacher.
- Students will proceed to assigned locations outside the building. All students should remain with their teacher whose classroom they are in at the time of the evacuation. Elementary (PreK-5) children, should stay with the "special" teacher whose classroom they are in and leave the building by the nearest exit.

### **STUDENT, TEACHER AND STAFF ILLNESS - Policy 1.604**

No child, teacher or staff member can be present at school if they are exhibiting flu symptoms (fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue) **and/or** have a temperature of 100 degrees F / 37.8 degrees C. Students, teachers and staff members should stay at home to rest and to avoid infecting others. Members of the school community with flu-like illnesses or temperatures of 100 degrees F / 37.8 degrees C will be sent to a room away from other people until they can be sent home.

# ADMISSION INFORMATION

Information packets regarding admissions are available at the front office. We ask that all new students have their application forms filled out and presented to the front office prior to starting at the ASA. In addition we require that all new students provide prior school records, vaccination records and emergency contact information prior to starting at the ASA.

## ELIGIBILITY AND PRIORITIES

Students may enroll in the ASA upon receiving approval of the Director and the Student Assessment Committee, which is contingent on meeting the social and academic requirements of the school. The order of priority for admission to the ASA is as follows:

- Children of employees, grantees, or contractors of the United States Government;
- Children of teaching or administrative staff of the ASA;
- Children of U.S. citizenship to include the business community and the remainder of the non-governmental community;
- Children of the international community not permanently residing in Madagascar, with previous N. American/international educational experience and in need of such education;
- Children who have siblings already in the school and who meet other educational requirements.

## LANGUAGE REQUIREMENTS

The ASA provides an ESL program for students not proficient in the English language. Admittance into this program is determined by past academic performance in the student's own language, the capacity of the ESL program, and the total number of ESL students in the school at any given grade level/class. Students with no English language skills are not admitted after the eighth grade.

## GRADE PLACEMENT

The American system of education supports student in developing academically, socially and emotionally. To best ensure student readiness to meet grade expectations and challenges the ASA requires students to attain the following ages by September 15<sup>th</sup> to enter each grade:

### ***LOWER SCHOOL***

<b>Grade</b>	<b>Age</b>
Romper Room	2
Pre-school	3
Pre-Kindergarten	4
Kindergarten	5
1 <sup>st</sup> Grade	6
2nd Grade	7
3rd Grade	8
4th Grade	9
5th Grade	10

### ***UPPER SCHOOL***

<b>Grade</b>	<b>Age</b>
6 <sup>th</sup> Grade	11
7 <sup>th</sup> Grade	12
8 <sup>th</sup> Grade	13
9 <sup>th</sup> Grade	14
10 <sup>th</sup> Grade	15
11 <sup>th</sup> Grade	16
12 <sup>th</sup> Grade	17

## ADDITIONAL INFORMATION REGARDING EARLY CHILDHOOD PROGRAM

### **Children entering Romper:**

- Will not be promoted to a higher class during the course of the year
- Will attend classes from 8:00 a.m. to 11:30 only
- May arrive at any time between 7:45 and 9:00 a.m.
- Will not attend any Special classes in French or ESL.

### **Children entering Nursery:**

- Must have adequate bathroom skills (use bathroom facilities with assistance)
- Will not be promoted to a higher class during the course of the year
- Will attend classes from 8:00 a.m. to 11:30 only
- May arrive at any time between 7:45 and 9:00 a.m.
- Will not attend any Special classes in French or ESL.

### **Children entering Pre-Kindergarten:**

- Will not be promoted to a higher class during the course of the year
- Will attend classes from 7:45 to 11:30 only. For the more mature 4 years old, a full day program is available upon teacher recommendation.

### **Children entering Kindergarten:**

- Will not be promoted to a higher class during the course of the year
- Will attend classes from 7:45 to 2:45
- Will complete a full academic year in a kindergarten before being promoted to Grade 1.

## **SPECIAL NEEDS AND ENROLLMENT**

Every student at the ASA is special. They all learn at slightly different speeds and in different ways. Recognizing this 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. Even so, some students are unable to make satisfactory academic progress without substantial additional teacher support or outside assistance. For purposes of clarification, we refer to these students as special needs children.

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, our faculty will endeavor to work with the student and parents to identify the best means of achieving academic goals for each child.

In certain situations the ASA will recommend the introduction of extra adult support on campus. This may include out-of-class tutorials up to one period per day and/or in-class shadow teachers/aides. To ensure smooth integration with normal classroom work, the ASA reserves the right to determine the appropriateness of individual support personnel so engaged.

The ASA will make every attempt to support parents in locating appropriate tutors and/or shadow teachers. Whenever possible the ASA will make classroom space available for students who are receiving individualized support. However, all salary and other non-accommodation costs of the adult tutor or teacher will be borne by the parents of the concerned student.

The ASA reserves the right to deny admission or re-admission to any student for whom it cannot provide an appropriate educational environment. The Student Assessment Committee will make such decisions on behalf of the ASA taking into consideration prior student records, interviews with student and parents, and any medical or other input deemed relevant by the SAC or parent.

***For additional information regarding the ASA's policy for special needs students, please refer to section 7.1 in the Policy Manual, available in the Library or Front Office.***

## **VACCINATION REQUIREMENTS**

To ensure the well-being of all our community the following vaccinations are required prior to enrollment at ASA:

- Diphtheria
- Polio
- Pertussis (whooping cough, "coqueluche" in French)
- Measles
- Tetanus
- Mumps
- Rubella

The school requires valid certificates of vaccination for the above. A photocopy of the student's vaccination records will be kept at the school. In addition typhoid and hepatitis vaccinations are strongly recommended but not required.

Anti-malarial tablets are strongly recommended for students when participating in school trips that take them to malarial regions.

## REGISTRATION, TUITION AND CAPITAL FEE

A \$ 250 registration fee is due when the student is enrolled and is non-refundable. A one-time capital fee of \$ 3,000 will be assessed for all new students. The capital fee will enable ASA to improve and expand its present facilities.

### FEES

Early Childhood Program	Half Day (Romper-Pre-Kindergarten)	\$	3,775
Pre-Kindergarten	Full Day	\$	7,925
Kindergarten - 4th grade		\$	11,580
5th grade - 12th grade		\$	12,400
Band instrument rental fee		\$	75

The ASA provides two methods of payment for tuition. The most preferred is full payment by the first day of school. The alternative is semester payments made no later than the first day of each semester. In 2009/2010 the first semester payment is due no later than August 26. The second semester payment is due no later than January 25. A six percent interest charge will be added to the second semester fee if you choose to pay by the semester plan. No student will be allowed to attend classes unless his or her fees have been paid in full before the beginning of the first or second semester. If payments are more than one month late, the ASA reserves the right to discontinue educational services until an acceptable payment plan has been worked out and or all late payments have been received.

### TUITION ASSISTANCE

The ASA offers tuition assistance to a limited number of students each year. Tuition assistance is awarded to candidates after interviews with the Director, review by the Board and the proper forms are filled out. Criteria for tuition assistance is financial need, English ability, potential for making a positive contribution to ASA, and space available. Tuition assistance applications can be obtained from the business office.

Tuition assistance is awarded for up to 30% of the ASA tuition, and in all cases, payment of the registration and one time capital fee is required.

### TUITION POLICY FOR LATECOMERS

Full quarter tuition is due for students attending school for any day during a quarter.

### REFUNDS

If a student withdraws before the end of the school year, one additional quarter's tuition will, under all circumstances, be retained by ASA. This policy is standard for smaller schools where tuition is a critical part of the operating budget. Also, expenses to support a student (textbooks, supplies, classroom space etc.) are budgeted the previous year and do not decrease if a student leaves during the school year.

In the event of emergency school closing, the ASA reserves the right to meet its contractual obligations before tuition refunds will be considered.

### OTHER REGULATIONS REGARDING TUITION AND FEES

- The Board reserves the right to exclude any student for whom a payment is more than a month overdue.
- Collection and refunds of tuition are based on the US dollar/Ariary official exchange rate set by the Central Bank.
- Foreign bank checks and transfers (non-US) will include a charge of \$35 for bank fees. If the bank fee is more than \$35, the customer shall pay the difference. If you plan to wire transfer school fees, please see below ASA's bank information in the US and in Antananarivo:

#### AMERICAN SCHOOL OF ANTANANARIVO

Account # 39 90 02 13 09

Commerce Bank, NA

SWIFT Code: CBNAUS33

Bank routing number: 054001725

Address for the bank: 1753 Connecticut Avenue, NW

Washington, DC 20009, USA

#### AMERICAN SCHOOL OF ANTANANARIVO

BFV SG IMMEUBLE ASSIST IVANDRY

Agency Code: 00016

Bank Code: 00008

Account number: 0500 4004 885 49