



Family Handbook

2026-2027

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INTRODUCTION

LETTER FROM THE HEAD OF SCHOOL

Dear AIS families,

Welcome to the new school year—the **Year of Responsibility**.

Responsibility is one of our six AIS values. It creates a foundation of integrity, ownership, and respect, and when everyone in our community embraces it, the other five values—Adaptability, Autonomy, Creativity, Inclusiveness, and Kindness—naturally rise to the forefront of who we are. When everyone takes responsibility for their actions and contributions, our school becomes a place where people genuinely want to be and where they can be the best version of themselves. When everyone takes responsibility for themselves and their contributions, environments thrive.

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

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

Thank you for joining us on this exciting journey!

Warmly,



Ms. Ariane Baer-Harper, M.Ed.

Head of School

MISSION, VISION, AND VALUES

OUR VISION

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

OUR MISSION

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

OUR CORE VALUES

Our community encourages and values:

- Adaptability
- Autonomy
- Creativity
- Inclusiveness
- Kindness
- Responsibility

NOTRE VISION

Une communauté qui encourage le respect, les qualités de leader et l'empathie à travers l'interculturalisme et la joie d'apprendre

NOTRE MISSION

Grâce à un programme rigoureux et trilingue, nous nourrissons l'apprentissage par le questionnement et inspirons à chacun à développer ses capacités de réflexion critique dans un environnement où la curiosité est valorisée, l'esprit d'aventure est encouragé et la diversité est à l'honneur.

NOS VALEURS FUNDAMENTALES

Notre communauté encourage et favorise :

- L'adaptabilité
- L'autonomie
- La créativité
- L'inclusion
- La gentillesse
- La responsabilité

NUESTRA VISIÓN

Una comunidad que fomenta el respeto, el liderazgo y la empatía a través de la interculturalidad y el disfrute de aprender

NUESTRA MISIÓN

A través de un programa académico riguroso y trilingüe, estimulamos el aprendizaje por indagación e inspiramos a cada uno a desarrollar sus habilidades de pensamiento crítico en un entorno donde se valora la curiosidad, se fomenta el espíritu aventurero y se honra la diversidad.

NUESTROS VALORES FUNDAMENTALES

Nuestra comunidad anima y valora:

- La adaptabilidad
- La autonomía
- La creatividad
- La inclusión
- La generosidad
- La responsabilidad

SYSTEM OF SCHOOL CYCLES

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

Age	Classe	Grade	Cycle en France	Cycle in US	Niveau en France	Level in USA
2-3	TPS	Nursery	Cycle 1	Initial Learning	Maternelle	Preschool
3-4	PS	Pre-K 3				
4-5	MS	Pre-K 4				
5-6	GS	K				
6-7	CP	1st grade	Cycle 2	Fundamental Learning	Elémentaire	Elementary School
7-8	CE1	2nd grade				
8-9	CE2	3rd grade				
9-10	CM1	4th grade	Cycle 3	Strengthening Learning		
10-11	CM2	5th grade				
11-12	6ème	6th grade	Cycle 4	Deepening Learning	Collège	Middle school
12-13	5ème	7th grade				
13-14	4ème	8th grade				
14-15	3ème	9th grade	Cycle de détermination	Determination Learning	Lycée	High School
15-16	2nde	10th grade				
16-17	1ère	11th grade	Cycle terminal	Terminal Learning		
17-18	Term.	12th grade				

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

ACCREDITATION

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



ADMINISTRATIVE OFFICES

Maternelle Cassidy Campus

12223 Casady Drive, Austin, TX 78757

512.331.7806

Cyril Michel - Maternelle Principal

cyril.michel@austininternationalschool.org

Elementary and Middle School Adelphi Campus

4001 Adelphi Lane, Austin, TX 78757

512.331.7806

Cédric Hervé - Elementary Principal

cedric.herve@austininternationalschool.org

Benjamin Vila - Middle School Coordinator

benjamin.vila@austininternationalschool.org

ADMINISTRATIVE STAFF DIRECTORY

- Receptionist
reception@austininternationalschool.org
- Ariane Baer-Harper, Head of School
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- Cédric Hervé, Elementary Principal
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- Cyril Michel, Maternelle Principal
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- Briana Johnson, Extracurricular Coordinator
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- Tiffany Pollice, French Affairs Manager
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- Adrienne Carter, School Counselor
adrienne.carter@austininternationalschool.org
- PTO President
ais-pto@austininternationalschool.org

HOURS OF OPERATION

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

Drop-Off

Maternelle: Monday to Friday, 7:55 am - 8:15 am

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

Middle School: Monday to Friday 7:55 am - 8:10 am

Pick-Up

Maternelle: M, T, TH, and F 3:25 pm to 3:45 pm | Wed 2:25 pm to 2:45 pm

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

Middle School: 3:40 pm to 3:45 pm | Wed 2:40 pm to 2:45 pm

Extended Care: Monday to Friday, until 6:00 pm on school days unless noted
(Only for those who are signed up. No drop-in care at this time.)

Extended Care is provided at an additional charge per child for the convenience of parents/guardians beginning at 3:45 pm on Mondays, Tuesdays, Thursdays, and Fridays and 2:45 pm on Wednesdays. Extended Care will be automatically charged to your parent portal account. Care ends promptly at 6:00 pm. Students picked up after 6:00 pm are charged \$5.00 per minute thereafter.

Class Schedules

PS through GS

M, T, TH, and F - Classes start promptly at 8:15 am and end at 3:25 pm

Wed - Classes start promptly at 8:15 am and end at 2:25 pm

CP through CM2

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

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

6ème through 4ème / Middle School

M, T, TH, and F - Classes start promptly at 8:10 and end at 3:40 pm

Wed - Classes start promptly at 8:10 and end at 2:40 pm

SCHOOL-WIDE SCHOOL POLICIES

NON-DISCRIMINATION POLICY

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

CHILD PROTECTION POLICY

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

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

INAPPROPRIATE ONLINE BEHAVIOR

- Identifying or posting images/videos of children without express permission.
- Abusive or personal comments about staff, board members, students, or other family members
- Bringing the school into disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or

children

- Using social media to publicly challenge school policies or discuss issues about individual students or members of staff
- Threatening behavior, such as verbally intimidating staff or students, or using bad language
- Breaching school security procedures

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

ANTI-BULLYING & SOCIAL CONFLICT POLICY

Bullying and harassment of others have no place in the school environment and will not be tolerated. All forms of bullying and harassment, including cyberbullying, are impermissible. Complaints of bullying should be promptly brought to the attention of the school administration or staff. Complaints of bullying will be promptly addressed sensitively and confidentially, including complaints concerning off-site conduct that has a detrimental and disruptive effect on the school environment. Complaints will be promptly investigated and responded to as appropriate under the circumstances and by applicable laws and regulations. AIS defines bullying as behavior designed to be harmful and is persistent and/or pervasive.

Under this definition, not all behavior, which may result in hurt feelings, should be considered bullying. While not desired, social conflict is a natural part of human interaction and presents opportunities for learning. Social conflicts often result from a skill(s) deficit for a child or children. As such, AIS faculty and staff take proactive measures, in partnership with the school student support team of counselors and the Director of Student Support Services, to teach strategies for self-regulation (emotional and physical), social interaction, emotional management, and conflict resolution. Just like incidents of bullying, incidents of social conflict should also be brought to the school's attention, starting with the teacher and principal. Teachers and the principals have access to additional support from the school counselors and Director of Student Support Services to resolve both issues of bullying and social conflict.

Parents can learn more about AIS proactive and responsive approaches to student care in the Student Health and Wellness Section of this handbook.

POSITIVE DISCIPLINE

At AIS, we strive to teach our students how to develop resilience, embrace cultural diversity, build on individual differences, contribute positively to their community, and collaborate and engage in conflict constructively. We believe in empowering students to make the best decisions regarding their behavior in school. In order to provide a positive learning environment for all students and members of our community, AIS engages proactive and responsive measures to educate students, parents, and staff on the best practices for self-regulation and social interaction. Positive Discipline allows both the school, student, and family to remain in partnership with one another while holding to the school's expectations. Additional information regarding AIS proactive and response measures can be found in the

following Student Health and Wellness section.

CODE OF CONDUCT POLICY

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

I am safe. Safety means that I am kind and gentle with my words and actions toward others, myself, and the environment at school. I make every effort not to injure the bodies, minds, or materials within the school community, and when I do, I actively seek to repair these injuries.

I am respectful. Respect is very important in a community. It means we don't only focus on ourselves or one other person. We share our thoughts, feelings, opinions, and resources equitably so that everyone has the same opportunity to belong in our community. Just like I can have my thoughts and feelings, so can others. A respectful person looks for what we have in common and helps everyone feel connected to our community.

I am responsible. I understand that the "job" of school is my responsibility as a student, for which I receive support from my parents and the school staff. No one can be more responsible for my success than I. The same is true for our actions and words. Each of us is responsible for ourselves.

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

Our school rules exist to ensure respect for others, honesty, and discipline. School rules apply not only at school but also at school-sponsored functions. AIS strives to maintain an environment where all cultures and all individuals are recognized and respected. While in school, staff and students may not wear anything visible that promotes a religious or philosophical belief and may not proselytize to promote a religious or philosophical belief. All members of the AIS community (i.e., students, families, and staff) must address each other courteously and respectfully in all circumstances. The following will not be tolerated and could lead to more assertive discipline, including immediate suspension or expulsion:

- Aggressive or violent behavior
- Threats
- Racial, ethnic, religious, national, or sexual slurs
- Insolence
- Bullying
- Destruction of school property
- Theft
- Vandalism
- Profanity
- Cursing
- Shouting
- Excessive teasing

- Name-calling
- Fighting of any kind
- Any other type of disrespectful behavior

When student behavior falls into one of the *above categories*, demonstrates a pattern and/or cannot be modified through positive discipline, AIS reserves the right to implement more assertive discipline. Depending on the severity, a student may go directly to steps 2, 3, or 4. These steps are primarily for the Elementary and Middle School Divisions. Please see the Maternelle Supplemental Information Handbook for more information relating to discipline in the Maternelle division.

Step 1: Warning and Internal Incident Report

- Conversation with Principal
- Teacher to write an internal incident report for the school (Principals will decide what warrants age-appropriate behavior and redirection, or whether to engage the parents with an email in step 1).
- Verbal agreement with the students that another *similar offense* will result in Step 2.

Step 2: Email to parents

- Conversation with Principal leading to email to parents
- Staying with the Principal and/or teacher during Lunch or recess
- Verbal agreement that another similar offense will result in the student being placed on Step 3.

Step 3: Behavior Contract

- Conversation with the Principal or Head of School
- Parent/School behavioral agreement
- Lunch or recess detention(s) and/or suspension
- Repeated violation of the behavior contract will result in the student being placed on Step 4.

Step 4: Behavior Probation / Immediate Suspension/Expulsion

- Conversation with Head of School
- Parent contact ➔ Signed Probation Letter.
- Suspension
- Ineligible to participate in, or register for, activities, sports, and/or trips that require the student to leave campus.

Should another violation occur, it will lead to suspension or expulsion.

If the violation is severe enough that it puts the safety of students at too high a risk, it will lead to suspension or expulsion without a probationary period.

CODE OF PARENT INVOLVEMENT

At Austin International School, we value a strong partnership between families and the school. A respectful, safe, and supportive environment for students is only possible when parents, guardians, and visitors actively contribute to our community with intention and care. The following code outlines expectations for parent conduct on school grounds and during school-sponsored events.

On-Campus & Classroom Expectations

- Parents are welcome on campus **only during daily drop-off and pick-up** times unless here for an approved volunteer event or school community events, or with prior permission.
- **Children are only allowed on the playground after school with parent supervision and if not in conflict with after-school use and activities.** This is for the security and safety of our campus.
- All meetings with teachers, staff, or administrators must be **scheduled in advance**. Drop-in meetings are not permitted.
- **Unannounced classroom visits or observations are not allowed** under any circumstances as they may cause disruption to the school day.
- All visitors must **check in at the front desk and wear a visitor badge at all times** while on campus.
- Volunteers may be required to complete background checks and/or training as determined by school administration.

Behavior & Communication Guidelines

- Parents must communicate with teachers, staff, and school leaders in a respectful, solution-oriented, and professional manner at all times.
- Harassment, gossip, intimidation, or disrespectful behavior includes but is not limited to: threatening language, personal attacks, spreading rumors, aggressive confrontation, or persistent unwanted contact. Such behavior toward any member of the AIS community (either in person or through any digital platform) will not be tolerated.
- Feedback or concerns should be addressed directly and appropriately through official channels (e.g., teacher, division principal, Head of School).
- Mass communications to other parents or classes must go through approved channels such as Room Parents, the PTO, or the school administration.
- Contact information of other parents or staff is confidential and may only be used for school-related purposes. It may not be shared or used for business, marketing, or personal gain.
- Taking photos, videos, or audio recordings during school hours or meetings is only allowed at public (open to the community) events and must have prior approval to post on a public forum.
- Any purchase made on behalf of the school or a classroom must be pre-approved by the appropriate staff member to qualify for reimbursement.
- Families are expected to speak positively about the school and address any concerns privately with school leadership.
- When being pulled into discussions that concern another family's confidential and

personal matters around the above guidelines, we ask that these be redirected to the school leadership team

Digital Communication & Social Media Guidelines

- All digital communications related to school matters (including WhatsApp groups, text chains, email lists, Facebook groups, and other social media platforms) must remain respectful and constructive, and benefit and support the whole community.
- Parents should not use social media platforms to air grievances about the school, staff, or other families.
- Information shared in parent digital groups should be limited to school-related coordination and positive community building.
- Screenshots or forwarding of private school communications without permission is prohibited.
- Parents are responsible for monitoring and moderating their digital communications to ensure they align with this code of conduct.

Event-Specific Guidelines

- During school events (sports games, performances, field trips, fundraisers), parents are expected to model positive sportsmanship and support all students.
- Disagreements with referees, judges, or event coordinators should be addressed through appropriate school channels, not directly confronted during events.
- Parents serving as chaperones or volunteers at events must follow all PTO guidelines

Conflict Resolution Process

When concerns arise between adults, please follow this escalation process:

Step 1: Address the concern directly with the relevant teacher or staff member

Step 2: If unresolved, contact the appropriate division principal

Step 3: If still unresolved, contact the Head of School

Step 4: If necessary, formal concerns may be addressed to the Board of Trustees through the Head of School

Each step should be attempted before moving to the next level. All communications should remain respectful and solution-focused.

If conflicts arise between parents, we ask that parents handle these responsibly outside of school hours. Should these kinds of conflicts affect the general operations of the school, the Head of School will call families in to discuss if AIS is the right fit for you.

Emergency Situations

- During emergencies, lockdowns, or crisis events, parents must follow all instructions from school officials and emergency responders.
- Parents should not come to campus during emergencies unless specifically instructed to do so by the school administration.
- All communication during emergencies will come through official school channels.

Supporting the School Community

- Parents are expected to uphold and support all school policies, including student behavior expectations, attendance rules, and disciplinary procedures.
- Parents should model respectful, honest, and kind behavior for students in all school-related settings. Any hostile behavior will not be tolerated.
- Encourage your child to take personal responsibility for their behavior and decisions.
- Concerns about school policies should be addressed through established communication channels, not through petitions, social media, or informal group messages. Constructive dialogue is expected.
- Understand that teachers and staff work for the benefit of the entire school community. Please respect their decisions and recognize that compromise may be necessary at times.
- The school cannot and will not share confidential information about other students or families. Please respect the privacy of others.

Room Parents & PTO Guidelines

- Room Parents serve as a support system for the class and help communicate school-related information. They coordinate with the PTO President and Room Parent Coordinator, who work closely with school leadership.
- Room Parents may not send mass communications or make financial decisions on behalf of the class or school without prior approval from the PTO or school administration.
- Room Parents are approved by both PTO and the School Leadership Team

Inclusion & Equity

- Every student and family deserves to be treated with dignity, fairness, and respect.
- No family should be excluded or given special treatment. Please use inclusive language and behavior in all communications and interactions.

Accountability

ALS reserves the right to:

- Restrict campus access or participation in school events for individuals who do not follow these guidelines.
- Suspend or permanently revoke parent privileges for serious or repeated violations.

Appeals Process:

- Parents who wish to appeal restrictions may request a meeting with the Head of School within 10 school days of notification.
- The Head of School will review the situation and provide a written response within 5 school days.
- Final appeals may be submitted to the Board of Trustees through the Head of School.

SOCIAL MEDIA AND GROUP MESSAGING POLICY

The PTO maintains a Facebook page, which allows parents to receive messages about school events and build community online. Classrooms will have shared WhatsApp groups. We encourage you to positively participate if you wish. Within these spaces, however, we ask that

you use common sense when discussing school life online. We must take as much care of our online community as our offline community. We will speak regularly to students about how to use social media positively and have zero tolerance for it being used to spread negativity or hate.

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

Inappropriate Online Behavior

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

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

BELL TO BELL NO CELL POLICY

In keeping with the rest of the state of [Texas](#), AIS is a cell phone and Smart device-free campus. We strongly encourage students with cell phones and/or Smartwatches and other communication devices to leave them at home. Students will not be permitted to access their cell phones or Smart Devices for any reason during the school day. If students must have a phone or device with them for use after school, they must remain powered off and stored in their backpacks or lockers for the duration of the school day. That includes during lunch and recess.

Failure to comply with this policy will result in immediate confiscation of the cell phone/Smartwatch. Once confiscated, it will only be returned to the parent. A second violation will result in the student no longer being able to bring the watch or phone to school.

ATTENDANCE POLICY

Students are expected to attend all school days. If a student has 18 or more absences per year, he or she may not be permitted to progress to the next grade upon evaluation by the school leadership. Families should understand that excessive absences and tardiness hurt

academic performance. Students are urged to be punctual and responsible with their school attendance. Students who are regularly absent may jeopardize their academic standing in school.

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

Tardies

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

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

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

Absences

Email the classroom teacher and attendance@austininternationalschool.org to report any absence lasting longer than a half-day or tardiness lasting longer than an hour, regardless of the reason. Notification to teaching teams should be done to make up for any work missed. Should a student need to leave school early, they must have written permission (email or letter) before they will be allowed to leave. Please do not attempt to take a long period of absence (due to trips or illnesses) without clear communication with the classroom teachers and division principal.

SCHOOL PROCEDURES



Uniform Guidelines

Clothing shown represents, but does not include, all approved items.

Tops



Collared shirts are required. The AIS logo is preferred, but optional, on shirts. **It will become required starting the 2027-2028 academic year.**

Bottoms



Chino style shorts and pants are required for elementary and middle school. Bottoms must have pockets.

Navy leggings approved for PS and MS students only.

Dresses, Skirts and Skorts



Dresses, skirts, and skorts must be navy color. The AIS logo on dresses is optional.

Shirts and bottoms of approved styles can be purchased at any retailer. Lands' End is partnered with AIS and offers school logo options.



Lands' End



Uniform Policy



Squadlocker

Outerwear



Sweaters, sweatshirts, jackets, and vests require the AIS School Logo. AIS approved outerwear may be worn in all grade levels. Outerwear can also be purchased from the AIS spirit store, Squadlocker.

Middle School PE Uniform and Khaki Option



PE Uniform

Gray AIS athletic T-shirt and navy gym shorts.

Khaki Option

Middle School have the option for khaki bottoms

Orders on the Lands' End website can take several weeks to arrive. We recommend placing your order as soon as possible so that you receive your items in time for the start of school. Sign up for sales and "free logo" offers at: landsend.com/school

FIELD TRIPS

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

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

While on the field trip, both students and chaperones represent AIS and convey the school's image. It is therefore a requirement that the students' dress and behavior be impeccable. Unless the activity precludes it, the student will always abide by the school dress code.

COMMUNITY CONFIDENTIALITY

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

DROP-OFF AND PICK-UP

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

LIBRARY

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

BIRTHDAYS AND CELEBRATIONS

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

- Birthday celebrations at school are optional for Maternelle and Elementary
- Notify the child's teacher when planning a birthday
- Students may celebrate by bringing one small food treat for each student in class (e.g., 1 cupcake per student, 1 cookie per student, 1 slice of cake per student, etc.) and one drink per student (juice box, etc.)
- Candles are not permitted
- **Food must be store-bought with ingredients clearly labeled.**
- No candy, ice cream, or sodas
- No goody bags or gift bags
- No birthday invitations at school unless the whole class is invited
- Check the allergy list with the Room Parent or teacher before purchasing any food
- After coordinating with your child's teacher about the day of the birthday celebration, drop off the birthday treat at reception, and your child's birthday will be celebrated during the day at their teacher's discretion, when it will be least disruptive to learning

CLASSROOM PLACEMENT

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

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

FUNDRAISING

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

ACCEPTANCE OF GIFTS AND DONATIONS

AIS seeks and accepts many types of gifts, including cash, securities, real estate, personal property, gifts-in-kind, services, etc. (one-time, by event, or through monthly giving). All fundraising activities must be approved by the administration. AIS welcomes your input and ideas in the area of fundraising. If parents have ideas for ways to raise money or are interested in making any type of donation outside the purview of the Annual Fund, please speak to the Chief Financial Officer. In all cases, the decision of the administration on accepting or rejecting

a gift or any form of fundraising done for the benefit of the school or using the name of the school is final. AIS is recognized as a 501(c)(3) not-for-profit organization under United States law, and all gifts are tax-deductible to the extent allowed by law. It is the policy and intent of AIS that all donors be recognized promptly with a letter and a donation receipt for tax purposes.

SCHOOL COMMUNICATION

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

- **AIS FACTS Family App:** AIS uses the AIS FACTS Family App as the central hub for family information. Through the app, you will find your family portal, the school calendar, the weekly Tuesday Newsday newsletter, tuition and financial details, and other school communications. Please download the app and enable notifications to stay informed. Apple - App [Link](#) | Google - App [Link](#)
- **SeeSaw:** The window into your child's school life for grades PS - CE1.
- **ParentsWeb:** <https://sis.factsmgt.com/family-portal/en-us/school/index?familyId=0&schoolCode=AI> (District code: **ai-tx**). Household and academic information may be updated and maintained through this site, where school announcements are also posted.
- **Email:** is a recognized form of communication at AIS; the Head of School, staff, and faculty send messages and health alerts via email. Please update your e-mail contact information as needed to ensure that you receive these.
- **Tuesday Newsday:** The weekly newsletter of AIS is emailed to all parents every Tuesday. The newsletters are created to give parents important news and announcements from the school and PTO. They should be checked regularly.
- **School website:** The AIS website contains updated information regarding the school's upcoming events and activities, general information, etc.
- **Social media:** The school's official Facebook, Twitter, and Instagram accounts are a one-way form of communication meant solely to disseminate information. As such, communications from families to AIS staff must not be sent through any form of social media. Instead, communications may be sent directly to AIS staff; emails can be found in the staff directory of the website.

EMAIL COMMUNICATIONS

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

HOMEWORK

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

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

PARENT-TEACHER CONFERENCES

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

REQUEST FOR EDUCATIONAL EVALUATION

In line with our school's Special Education Needs Policy, certain situations may merit a request by teachers and administration for a psychoeducational evaluation based on classroom observations and collected data. All requests for evaluation will be facilitated through the Director of Student Support Services, either at the teacher's or the family's request. Such a request would only be made to help the school determine how we can best support a student academically, behaviorally, socially, and/or emotionally, and to determine whether or not we can meet the student's needs in our specific learning environment. Upon making the request, the school will provide parents with a list of resources as well as contact information for their local school district. The public school district of residence, where the family lives, is required to provide a psychoeducational evaluation when requested by the parents. Parents may also elect to have a psychoeducational evaluation completed by a private evaluator. For more information, please reach out to the Director of Student Support Services.

STUDENT RECORDS

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

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

Student Record Requests

Student records will not be released to any outside institution unless required by law. In order to release student records, we must have a written request from a parent/guardian detailing which elements of the student record may be released and to whom. Record requests should be sent by email to: records@austininternationalschool.org or by completing the form on the [records request section of our website](#) (under the Admissions Tab).

Student Record Confidentiality

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

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

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

ROOM PARENTS

Room parents (also called classroom parents or parent volunteers) serve as a liaison between the teacher and the rest of the class parents. Their main responsibilities typically include:

- Sending out updates, reminders, and newsletters to other parents
- Relaying information from the teacher about upcoming events or needs
- Helping to organize classroom parties (holiday parties, end-of-year celebrations)
- Helping to coordinate field trip logistics and chaperones
- Helping with teacher appreciation events

Room parents are also considered ambassadors for the school and are asked to promote a positive and collaborative attitude when communicating with parents and helping plan events.

PARENT VOLUNTEERS

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

STUDENT HEALTH AND WELLNESS

AIS has a school nurse. For any questions about student health and well-being, please email: nurse@austininternationalschool.org.

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

Hearing and vision tests, per Texas law, are required for all new students and students entering MS (4 years old), GS (Kindergarten), CP (1st grade), CE2 (3rd grade), and CM2 (5th grade); spinal screening is also required for girls in CM2 (5th grade) and 5ème(7th grade) as well as for boys in 4ème(8th grade). Vision, hearing, and spinal screening are offered by the school during the first semester. If vision, hearing, and spinal screenings are not done through the school, then appropriate documentation from a licensed professional must be submitted by the above school deadline.

No student will be allowed to attend AIS if the vaccination record and wellness statement are not in our file or are not in compliance with the school's policy. AIS is required by law to exclude any child from attending school if the medical records are not up-to-date. Moreover, AIS must be informed of any allergies, medical conditions, or medical treatment required at school for each child. Wellness statements must be updated annually, regardless of the student's age.

Health and immunization records must be updated annually prior to the start of school.

SPECIAL HEALTH CONDITIONS

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

COUNSELING SERVICES

Austin International School has a school counselor, who is ready and willing to assist students and families within the school context. As a parent or guardian, if you are concerned about your child's mental, emotional, or social health, please feel free to reach out to our counseling team at counselor@austininternationalschool.org.

School-based counseling is designed to provide short-term support at school for social, emotional, and mental health. In most cases, students who would benefit from more support will be referred out for counseling outside of the school day. Our school counselors are happy to collaborate with outside professionals and families to ensure the best possible experience at school.

SOCIAL EMOTIONAL LEARNING

We are pleased to announce that we have adopted [Second Step](#), a research-based, developmentally-validated, social-emotional learning (SEL) program designed to promote children's social-emotional development and well-being. It's structured to enhance social skills, competence, and confidence across the developmental span. The program is structured for various age groups, including preschool, elementary, middle school, and high school, and offers resources for families and out-of-school time settings. Resources from this curriculum, along with concepts from Zones of Regulation among others, will be used to support lessons in the classroom, for small groups, and for individuals. Please use these links to learn more about the [elementary](#) and [middle school](#) curriculums. Please contact our Full-Time Counselor or Director of Student Support Services with questions regarding the curriculum.

DISPENSING MEDICATION

For the health and safety of your child and other students, we dispense medicine only when authorized by parents, and we keep a record of each dose given. Parents are required to sign the Medication Information and Administration Permission form, through FinalSite, including name of medication, dosage, and time to be given. All medications must be in their original packaging and marked with the child's name. Expired medication will not be given to children. Medication is kept in a locked drawer accessible by the nurse and administrative staff. The school nurse dispenses medicine according to the dosing instructions indicated on the Medication Authorization Form. Changes in dosage should be indicated on an updated Medication Authorization Form. All medication is provided at the appointed time, notes the date and time, and signs to confirm that medication was indeed given to the child.

STUDENT ILLNESS

When a child comes to school, he or she must be well enough to participate in all school activities. Children must stay home when they are contagious; this is a state law and is intended to protect your child and the other children at the school. Per regulations of the Texas Department of State Health Services, children displaying symptoms of fever/gastrointestinal issues, or other contagious symptoms must stay home. If your child has symptoms of illness and comes to school, you will be asked to take him or her home immediately. When a child has a fever (100°F/37.8°C), they will be required to stay home until they are symptom-free for 24 hours, and without the use of medication before returning to school. For bacterial infections, children taking antibiotics must be taking them for at least 24 hours, or as long as dictated by the prescribing doctor (whichever is longer), before returning to school. If a child becomes ill while in school, the teacher will isolate the child from the class, and the parent/guardian will be called to pick up the child. If the parents/guardians cannot be reached, the other persons listed in the child release form will be called.

LICE

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

SAFETY AND SECURITY

For the safety of our students, all visitors must check in at the front desk, sign in, state the reason for their visit, and wear a visitor badge. Parents and guardians must sign out upon leaving. Visitors may not wander through the school unsupervised. Parents and guardians are not permitted to enter classroom hallways before 3:25 pm without prior arrangement.

VISITORS

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

PARENT/GUARDIAN VISITORS

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

PROFESSIONAL VISITORS

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

RECREATIONAL VISITORS

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

RELEASE OF STUDENTS

Students will only be released to individuals on the parent-approved pick-up list. If someone not on the list needs to pick up a child, the school must be notified in advance by written note or email to the teacher and reception@austininternationalschool.org. A photo ID will be required for individuals unknown to AIS staff. If the school is not notified, the child will not be released until a parent or guardian is contacted and permission is confirmed. When no one from the parent/guardian pick-up list can pick up the child at school, the school must be notified by a written note or by email. The name and phone number of the person picking up will be required. If the person is unknown to AIS staff, a photo ID is required. If the school is not notified, the child will not be released until a parent/guardian is contacted and permission is given.

DRUGS, ALCOHOL, TOBACCO, AND WEAPONS

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

- Lighters and matches
- Alcohol, tobacco, e-cigarettes, and vapes
- Drugs of any kind, including prescription drugs (except for necessary prescription drugs arranged between the parents/guardians and school administration and managed by the school administration),

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

AIS has a strict policy around not displaying or discussing weapons, or the use of weapons, other than if led by a staff member for educational safety purposes.

FOOD AND NUTRITION

CATERED LUNCHESES

An independent company caters the lunch program at AIS. Catered lunches will be available all week and [more information about hot lunch can be found on our website](#). On Fridays, parents must send lunch from home if their children are not enrolled in Pizza Friday. Menus are approved by AIS administration, taking into consideration nutritional value and the school's no nut and no candy policy.

PIZZA FRIDAY

Children who sign up for Pizza Friday get cheese pizza. Pizza Friday is run by the PTO; all payments must be made out to the PTO, and all questions regarding Pizza Friday should be directed to pto@austinis.org. Sign-up for Pizza Friday takes place at the beginning of the school year. For those who do not wish to sign up for catered lunch or Pizza Friday, parents must provide their children's lunches while they are in school.

SNACKS AND LUNCHESES FROM HOME

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

NO NUT POLICY

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

NO CANDY POLICY

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

EMERGENCY PROCEDURES AND NOTIFICATIONS

EMERGENCY PROCEDURES

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

EMERGENCY MEDICAL PROCEDURES

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

EMERGENCY SAFETY PROCEDURES

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

SCHOOL DAY CLOSING OR DELAYED OPENING

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

DIVISION-SPECIFIC SUPPLEMENTAL INFORMATION

For more information regarding your child's specific division, please click on the appropriate links:

[Maternelle Supplemental Information](#)

[Middle School Supplemental Information](#)

APPENDIX:

Other/Expanded Policies:

[**2026-2027 SCHOOL CALENDAR**](#)

[Release of Liability - Pick Up and Dismissal](#)

[Admissions](#)

[Family Communication](#)

[Technology](#)

[Special Education Needs](#)

MYP Policies:

[MYP Community Project Handbook](#)

[Academic Integrity](#)

[Language Policy](#)

[Parent and Volunteer Opportunities](#)

[PikMyKid Instructions](#)

May 31, 2026VS.9 NKB This handbook is updated regularly. We encourage you to revisit it throughout the year as a resource for questions that may arise.