

American International School of Guangzhou

廣州美國人國際學校

“Nurturing Students to Aspire and Achieve”

19 Kexiang Road, Luogang District, Science Park, Guangzhou, PR China, 510663

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Website: www.aisgz.org

Basic Information for High School Students and Parents 10-11

For more details, see the “High School Handbook 2010-11”, which will be distributed to all students on the first day of school (Aug 11th). It is also available to download (www.aisgz.org/highschool). If you require any further information, contact the High School Office: 020-3213-5555x5301.

Attendance Procedures

In the event of an emergency, we need an accurate record of student attendance. Attendance is taken each day at the start of the first period, and then at the start of every other class. Students who arrive late to school should go straight to class. If they do not have a class at that time (break, lunch, study period), they should report to the HS Office. The High School Secretary will contact the family of an absent student to verify the absence. No note is required on a student's return to school if the parent has been contacted.

If a student has to leave school during the day for an appointment, a note from a parent explaining the absence must be given to the High School Secretary so that the student can receive a gate pass.

Behavioral Code of Conduct

All High School students receive a High School Handbook that explains our behavioral expectations. An acknowledgment form is distributed with the Handbook and it should be signed by the student and a parent, and returned to the HS Office by the end of the first week.

Buses

Information about bus sign ups, departure points and schedules are available on the AISG website (www.aisgz.org) by following the “Admissions” and then “Services” links on the right hand side. The web site also contains the contact details for the bus company. Buses drop off and collect students at the front of Science Park. At the end of the day, there are two regular bus pick-up times: 15:15 and 16:30.

Daily Schedule

Classes start at 8:00am and end at 3:00pm:

Time	DAY 1	DAY 2	DAY 3	DAY 4
08:00 – 09:30	Period A1	Period E1	Period C2	Period G2
09:30 – 09:45	Break			
09:45 – 11:10	Period B1	Period F1	Period D2	Period H2
11:10 – 12:00	Lunch			
12:00 – 13:25	Period C1	Period G1	Period A2	Period E2
13:35 – 15:00	Period D1	Period H1	Period B2	Period F2

Note: The cafeteria is open to HS students between 11:35 and 12:00.

Dress Code

AISG does not have a school uniform but students should wear clothing that is appropriate to an educational setting and sensitive to our multicultural environment.

Extra-Curricular Activities

Extra-curricular activities will begin on August 23rd. Information about the Activities Program and individual activities is contained in the Activities Booklet, which will be given to students early in the school year.

Food

Food and drinks may be purchased at the cafeteria and the snack bar opposite the library. The cafeteria is open to High School students between 11:35 and 12:00. **All food and drink must be paid for by students using their own ID card.** Credit can be added to the ID card in the cafeteria during the day (students should not charge their cards during lunch as this causes delays). Students may also bring their own lunch and snacks to

school. A fridge is available for food storage and there are microwave ovens in the cafeteria.

ID Cards

A photographer will be on campus during orientation on Tuesday August 10th, from 09:00. Signs will indicate the location of the photographer and anyone who needs a photo for an ID card (including all new students and parents) may obtain one at those times.

Lockers

All students will be assigned a locker on the first day of school and will be given a combination padlock to secure the locker. Students are strongly encouraged not to bring valuable items to school but if they do, the items are best stored in the locker. Students are responsible for replacing lost padlocks.

Newsletters

"High School Update" is distributed electronically every two weeks to the email address(es) that we have on record for each parent. It is also available to download from the school website. Please ensure that we have your current email address. Contact the High School Office if you need to update your contact details.

Physical Education (P.E.) Supplies

All students wear PE uniforms for that class. They will be issued with one P.E. shirt and a pair of shorts. Additional or replacement articles may be purchased from the school (a price list will be distributed separately).

Stationery and Classroom Supplies

Students will receive basic stationary supplies, an AISG High School Handbook and a homework diary during the first few days. Textbooks, folders and other course materials will be distributed by each subject teacher in the first few classes. Additional stationery items must be purchased by students.

Student Course Schedules

Student schedules were distributed to returning students at the end of the last school year. All students' schedules will be available at the 2010-11 orientation (August 10th, 09:00 new students / 11:00 all students) and on the first day of school (August 11th).

AISG High School Faculty You Might Need to Contact:

Kathy Ortman and Karl Bryan: High School Counselors

The role of the High School Counselors is to provide academic and personal counseling for students in grades nine through twelve. A very important part of our job is to assist students throughout the college applications process. We meet regularly with students, parents, and teachers in order to ensure the best possible high school experience for our students. Please don't hesitate to contact us with questions or concerns.
Email: kortman@aisgz.org; kbryan@aisgz.org

Anne Martin-Bauer: IB Diploma and Advanced Placement Coordinator

My job is to inform students and parents about the IBDP and AP courses, to work with the HS Counselor advising students about AP and IB course selections, to monitor student progress during the courses and to handle all administration and paperwork associated with the two programs. Please contact me if you would like to discuss either the AP or IB programs.
E-mail: ABauer@aisgz.org

Mark Elliott: Athletics and Activities Director

My role is to oversee the Athletics and Activities programs across the Middle School and High. Information regarding the activities for the first quarter will be sent home with students during the first week of school. Please feel free to drop in or email me at any time for information regarding these areas.
Email: MElliott@aisgz.org

Bob Bauer: IT Director

My job is to develop and manage the IT over-all operations on both campuses. This includes FirstClass, Moodle and other software, hardware and network operations. If you have questions or concerns about our IT services, please contact me. Together with our network and IT support team, we will help you.
Email: rbauer@aisgz.org