



Association International School

Boarding Handbook

Compiled by AIS Communications Office

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AKWAABA



The following rules and regulations are intended to set the minimum behavioral expectations of AIS's boarding facilities. This not a comprehensive document. We expect students to be polite, decorous, courteous, punctual, disciplined, and considerate at all times. This is the expectation of society, as well. Please use this document as an addendum to The AIS Parent/Student Handbook, and not *in lieu* of The AIS Parent/Student Handbook.

BOARDING HOUSE REGULATIONS

BEGINNING OF SEMESTER:

All student tuition must be paid before the student is admitted at the dorm.

Students must arrive at their assigned facility with an admit chit between 3:00 and 5:30 p.m. of the designated day before the semester begins.

Students are expected to unpack, clear their rooms, and be ready for room inspection by house staff a day after school reopens each semester.



TIME SCHEDULE: WEEKDAYS

5:30 a.m.: Morning bell will sound. Students should rise, shower, prepare for school, straighten their rooms, and make their beds.

6:00 a.m.: Morning devotionals

6:10 a.m.: Room inspections

6:40 a.m.: Walk to school

7:00 a.m.: Breakfast

7:45 a.m.: Classes begin. Students will follow the appropriate timetable through 3:45 p.m.

4:00 – 5:00 p.m.: Different activities will be scheduled on campus.

5:10 – 6:30 p.m.: Return to dorm, freshen, and prepare for dinner.

6:30 p.m.: Dinner

7:30 – 8:30 p.m.: PREP TIME I on AIS campus, except Fridays

8:30 – 9:30 p.m.: Students must remain within the dorm compound, but may move about freely.

9:30 p.m.: CURFEW – students must remain within the confines of his/her room. Lights OUT for MYP students

9:30 – 11:00 p.m.: PREP TIME II for IB1/2 students, in their rooms.

11:00 p.m.: Lights OUT for IB students.



TIME SCHEDULE: WEEKENDS**Saturdays**

7:00 – 8:00 a.m.: General Cleaning

8:00 a.m.: Inspection

8:30 a.m.: Breakfast

9:00 a.m.: Students will be provided a schedule of set programmed activities. Students are to occupy themselves purposefully in the event that there is no Saturday activity

1:00 p.m.: Lunch

2:00 p.m.: recreation, relaxation, games, planned excursions, etc.

6:00: Dinner

7:00 p.m.: Evening entertainment begins (movies, board games, etc.)

11:00 p.m.: Lights OUT for all.

Sundays

7:00 a.m.: Breakfast

8:00 – 11:30 a.m.: Church Service on/off campus

1:00 p.m.: Lunch

House Meetings

6:00pm Dinner

7:00 – 9:00 pm: Tutoring on campus and prep

9:30 p.m.: CURFEW – student must remain within the confines of his/her room. Lights OUT for MYP students.

11:00 p.m.: Lights OUT for IB students.



EXEATS

Students will request Exeat Passes from the Division Head; they will be issued through the House Parent. The pass must be handed in immediately upon return. Students must wear his/her school uniforms on all Exeats. Students must return to the dorm for Sunday dinner. Passes must be handed in upon return to the dorm parents.

Ordinary

Two weekend Exeats per semester are allowed per student.

IB students may, at the discretion of the House Parent, be granted one (1) additional day Exeat per semester. Prefects may have an additional day Exeat per semester, at which point they must return by 5 pm.

Special

I. The Division Head may issue an additional Exeat, if special circumstances exist. These requests should be made in writing to the Division Head.





4. COURTESY

A smile and polite greeting go a long way in setting the proper tone of dorm-life. Punctuality is the essence of good manners and AIS places a high value on this characteristic. AIS strives to foster internationalism, so students should aim at maximum interaction with other nationals, learning and respecting the customs of others.

a. General Behavior

- i. Should a student rise before time, they are asked not to disturb other students in their room.
- ii. Students are expected to maintain a cordial courteous relationship with each other and all members of faculty/staff.
- iii. Students are encouraged to live harmoniously with each other so conflicts must be settled peacefully. Dorm Parents may be called in to mediate, should students be unable to achieve a resolution in various matters.

- iv. Please see “AIS Parent/Student Handbook” for all other expectations.
- b. Radios and Electronic Devices
 - i. Use of electronic devices is a privilege and may be confiscated for one (1) semester if abused.
 - ii. Ear phones/buds are to be used in all areas of the dorm facility.
 - iii. No devices may be used for entertainment purposes during the following times: Curfew, Prep, and Lights Out.
 - iv. Wall posters in rooms must be appropriate and only pasted on doors or wardrobes.
 - v. Pornography is strictly prohibited and is grounds for expulsion.
 - vi. Pilfering is a serious offense. Taking someone else’s property without permission is theft and will be addressed as such.
 - 1. You are not to enter another’s room nor open another’s drawers, closet, or desk.
 - 2. You are not to lock yourself in your room for any reason.
 - 3. You must offer admittance to any faculty/staff member requesting such.
 - vii. No bicycles, motorcycle, or skateboards are allowed.
 - viii. No tobacco or alcohol use is allowed



5. WARNING

AIS wishes to operate safe, reasonable, responsible, supportive boarding facilities, and assumes all faculty, staff, and students are familiar with both the general, societal expectations of decorum and the “AIS Parent/Student Handbook.” The Code of Conduct and Honor Code apply at all times within the boarding facilities. However, special considerations must apply at the facilities themselves, including, but not limited to:

- a. Students who leave the boarding facility without permission from either the Head of School Division Head, or House Parents will be deemed to have expelled himself or herself permanently from AIS.
- b. Students who are caught taking nonprescription drugs or alcohol will be summarily expelled.
- c. Students will not enter the bedroom of any other student.
- d. Displays of intimacy will not be tolerated.
- e. In the interest of decorum and propriety, bed clothing is only to be worn within the bedroom; young men should not go about bare-chested nor young ladies in nightgowns (singlets). Clothing worn during free times, dinner, holidays during each semester, etc. must be modest and appropriate. House Parents have the final say as to the propriety of dress. If you are instructed to change – change.

Punishments may include the following: weeding, scrubbing, deprivation of privileges (i.e., TV, Exeats, free time), suspension, or expulsion.



A photograph of a hospital room. In the foreground, a white hospital bed with blue accents is visible, with a purple patterned blanket and a white pillow. Behind the bed is a wooden shelving unit with various medical supplies, including a red bin, white bottles, and a stethoscope. The room has light-colored walls and a window with a patterned curtain.

HEALTH

AIS has a school clinic on campus that is equipped to handle most medical needs. Students needing additional medical attention will be sent to St. Luke's or 37 Military Hospital. AIS pays for medical attention, while parents cover the bill. Each boarding facility has a first aid kit

- a. Students with any unusual or serious health issues must inform the House Parents immediately upon arrival. This includes the taking of any prescribed medications.
- b. Students must seek the permission of a House Parent to see the nurse. Students should report illnesses to the House Parent before morning inspections, and receive a chit to go to the clinic or medical facility.
- c. House Parents will complete the appropriate form(s) to ensure bed-ridden students receive meals/snacks at the dorm throughout the day.

AIS has an emotional counselor available to assist students overcome any social, academic, or other challenges faced.

Students are urged to use this resource on a routine basis

6. SECURITY

- a. All students must wear and display their ID cards at all times.
- b. Security Guards may check chits, Exeats, or any other authorizations before a student enters and/or leaves a facility.
- c. During semester holidays, students are to sign in and out of the facility.
- d. Students are to only use the main gates of both the school and boarding facility.
- e. When walking to/from school, boarders are to use the side gate, not the main gate.

7. CARE OF PROPERTY

AIS has spent a great deal of money making the boarding facilities very special for our boarders. Students are asked to take personal responsibility for the properties and guard them against any misuse or damage. Please take good care of our investment in you. Refrain from deliberately damaging furniture, lighting/electrical fixtures, equipment, displayed art, or the physical structure itself. Note that:

- a. No one should write on walls, tabletops, desktops, etc.
- b. Books should be cared for: spines should not be over extended, nor should pages be crimped or folded.
- c. Furniture should not be scratched, written on, or devalued in any way. Remember hot irons, mugs, etc. may burn or damage furniture.
- d. Fans are a luxury and should not be abused. Be sure to use the fans wisely: only with open windows and occupied rooms.
- e. Equipment damaged by misuse will either not be repaired or the cost of said repairs will be borne by the occupants of the room.
- f. AIS will bill parents for any/all willful damaged caused by their wards.
- g. Hostel grounds will be judged for their beauty and maintenance. The best possible care should be made to keep the grounds tidy and attractive.
- h. Chairs with four legs should be used as such.
- i. Boarders must log use of washing machine in the log book.





CLUBS & EXTRA-CURRICULAR

A wide range of programs are available at AIS. Boarders are expected to participate in as many as possible.



DINING HALL BEHAVIOR

All students must be present in the dining hall at the specified meal times. **ATTENDANCE IS MANDATORY**

No one should eat before Grace is said.

No one should continue eating once the House Parent has announced the end of mealtime.

Students are expected to bathe and change into informal, but decent, clothing for dinner.

Extreme fashions should be avoided (i.e. mini-skirts, short-shorts, sagging pants, etc.).
Skirts must be knee-length or slightly above the knee

Students will sit at their assigned table in the dininghall.

Students will not drum on the tables.

Students should exhibit all good manners and etiquette.

Tables must be cleaned and plates stacked before leaving the dining hall.

To achieve a modicum of gracious living, students should act as if they are in a fine restaurant.

FOOD

AIS provides 3 meals and snacks. No outside food is allowed.

Students may have dilutable fruit juices and packets of biscuits.

Students cannot have any items that require cooking.





MONEY

Students are advised not to keep money in their rooms or at school. Please use the Smart ID cards provided by AIS for all purchases. Should you have money, please leave it with the House Parents for safekeeping.

VISITORS

Students may receive visitors in the outdoor common areas. Security guards will be instructed not to permit any visitors outside these hours:

3rd Sunday monthly: 3:00 – 5:30 p.m.

Students should introduce their parents or other visitors to the House Parents.

Visitors may be arranged through the Division Head's office for those parents not available due to work or travel at alternate time or for any other eventualities arising.

Student bedrooms and lounges are out of bounds to all visitors, except on the first day of residence each semester.

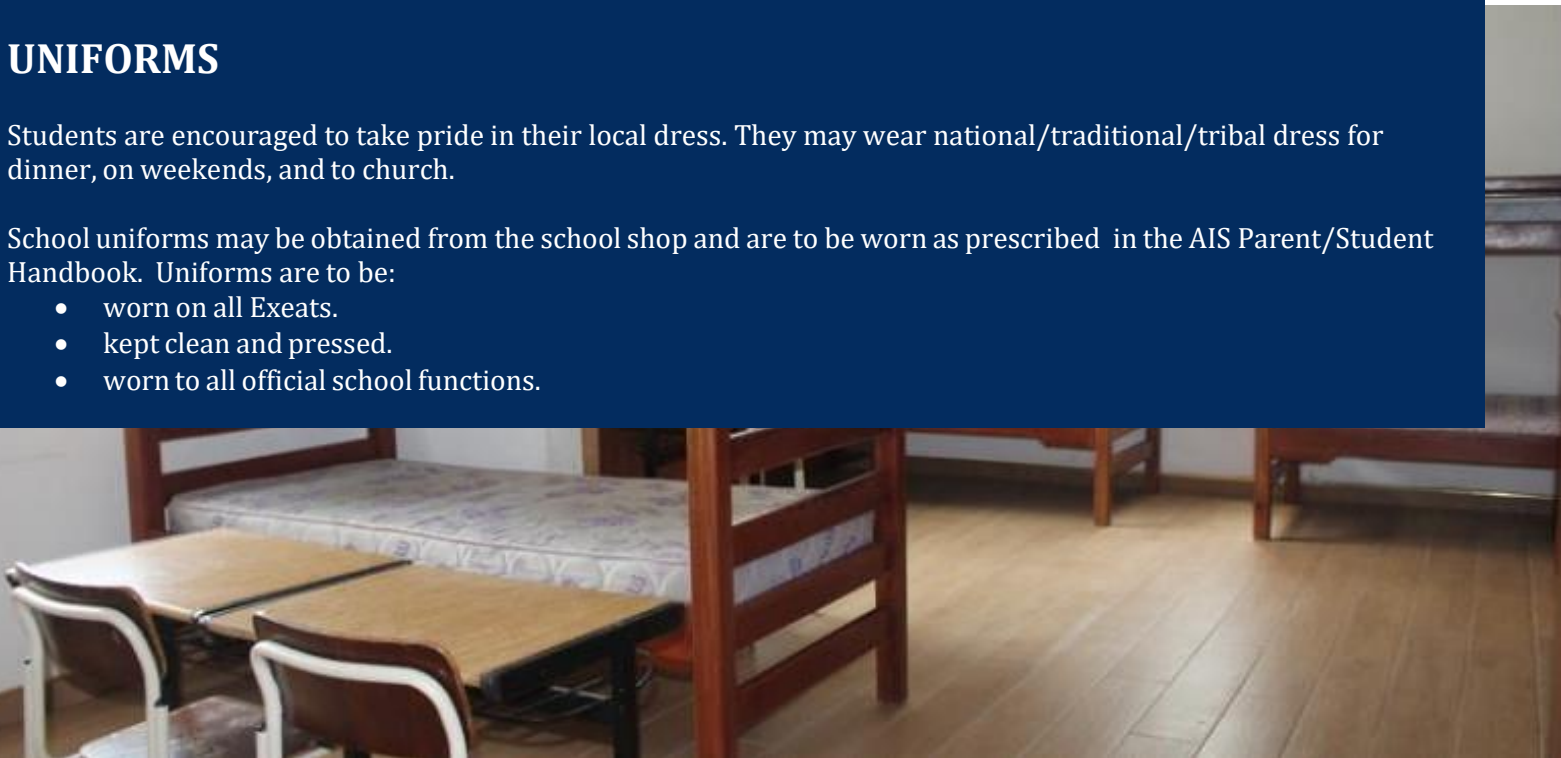
Parents are allowed to bring water, fruit juice, and snacks.

Parents will sign in/out through the security post.

UNIFORMS

Students are encouraged to take pride in their local dress. They may wear national/traditional/tribal dress for dinner, on weekends, and to church.

School uniforms may be obtained from the school shop and are to be worn as prescribed in the AIS Parent/Student Handbook. Uniforms are to be:

- worn on all Exeats.
 - kept clean and pressed.
 - worn to all official school functions.
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8. ELECTRONICS

- a. Students may bring a laptop for school work outside of school hours, depending upon a student's grade level.
- b. Students may bring cell phones, but must be turned in to the House Parent upon arrival and used for only emergency situations. Anyone not submitting cellular phones to the House Parent will be subject to expulsion.

9. VACATIONS

Holidays and vacations are an important part of the student experience. These are the times students experience much needed rest and relaxation, to re-charge, if you will, throughout the school year. Therefore, the dorm facilities will be on a more relaxed schedule during all holidays and breaks (see below).

a. SEMESTER 1 & 2 BREAKS

Students should go home during these breaks each semester; any student not able to vacate during these times will still fall under the authority of the "AIS Parent/Student Handbook," as well as this document, and follow the prescribed Holiday Schedule on page 15.

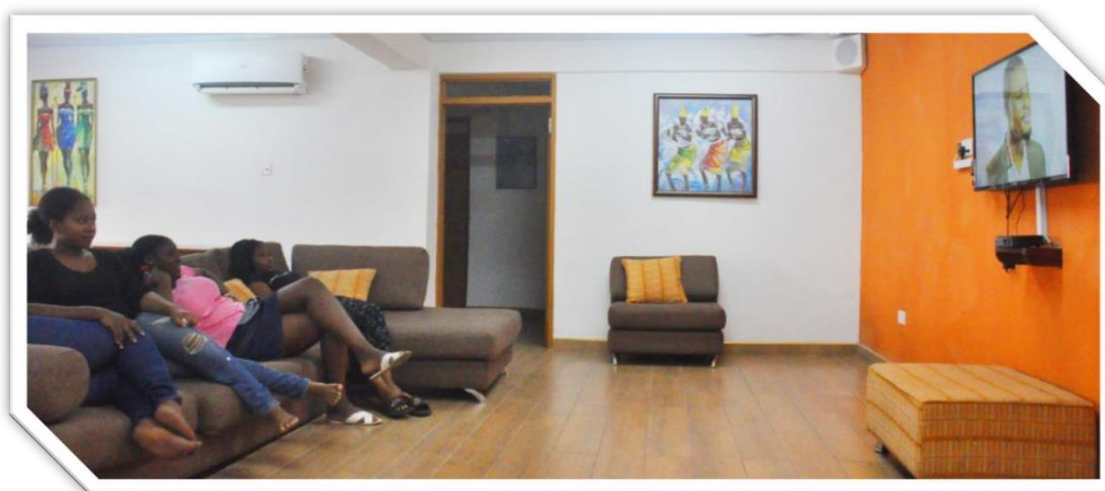
Students who wish to invite an international student to visit during these breaks, should obtain permission from the Head of School one month prior to each break.

b. CHRISTMAS & SUMMER BREAKS

All students are expected to vacate the dorms during these breaks. Students are expected to remove all personal belongings during these breaks, unless special provisions are made with the House Parent, through the Division Head's office.

c. INTERNATIONAL STUDENTS & STUDENTS LIVING OUTSIDE THE GREATER ACCRA AREA

During holidays and vacations, students not vacating the facilities may be asked to move to other rooms for administrative reasons. They will fall under the authority of the "AIS Parent/Student Handbook," as well as this document, and follow the prescribed Holiday Schedule below.



Holiday Schedule

8:00 a.m.	Rise	
8:05 a.m.	Morning Devotions	
8:10 a.m.	Clean room	
8:30 a.m.	Breakfast	
9:30 a.m. – 12:00 p.m.	Free Time	as set by House Parents
1:00 p.m.	Lunch	
1:00 p.m. – 5:00 p.m.	Free Time	as set by House Parents
6:00 p.m.	Dinner	
6:00 p.m. – 11:00 p.m.	Free Time	as set by House Parents
11:00 p.m.	LIGHTS OUT	



END OF SEMESTER

- d. All students are to participate in closing the dorms each semester by cleaning their rooms and the facility environs before departure.
- e. Students will depart in school uniform by 12 noon, taking all possession with them.
- f. International students may make special arrangements through the Division Head's office for the storage of their belongings and school uniforms over the break.

This document, in conjunction with the “AIS Parent/Student Handbook” is for the benefit of the students and the smooth running of AIS's boarding program. Students should observe the letter and the **spirit** of the documents and, above, work to create a school and dormitory environment that honors God, is pleasant to live, and of which they may be proud.



Appendix 1

Weekdays

5:30 a.m.	Rise	
6:00 a.m.	Morning Devotionals	
6:10 a.m.	Room Inspections	
6:40 a.m.	Walk to school	
7:00 a.m.	Breakfast	
7:45 a.m.	Classes	
4:00 p.m.	Activity period	Various activities on campus
5:10 p.m.	Walk to dorms	
6:30 p.m.	Dinner	
7:30 p.m.	PREP I	on campus
8:30 p.m.	Free Time	within compounds at dorms
9:30 p.m.	CURFEW	LIGHTS OUT for IG and below
9:30 p.m.	PREP II	IB 1 & 2 in rooms
11:00 p.m.	LIGHTS OUT	

Weekends

SATURDAY		
7:00 a.m.	Rise	
7:05 a.m.	Morning Devotionals	
7:15 a.m.	General Cleaning	
8:00 a.m.	Inspections	
8:30 a.m.	Breakfast	
9:00 a.m.	Activities	on/off campus
1:00 p.m.	Lunch	
2:00 p.m.	Free Time	recreational/relax/excursions
6:00 p.m.	Dinner	
7:00 p.m.	Entertainment	Movies/games/ etc.
11:00 p.m.	LIGHTS OUT	
SUNDAY		
7:00 a.m.	Rise	
7:05 a.m.	Morning Devotions	
7:10 a.m.	cleaning & getting ready for church	
7:50 a.m.	Walk to campus	
8:30 a.m.	Breakfast	
8:30 a.m.	Church service	on campus
1:00 p.m.	Lunch	
1:30 p.m.	House Meetings/visitation	at dorm
6:30 p.m.	Dinner	
7:00 p.m.	Tutoring	on campus
9:30 p.m.	Curfew	LIGHTS OUT for IG and below
9:30 p.m.	PREP	IB 1 & 2 in rooms
11:00 p.m.	LIGHTS OUT	

Holiday Schedule

8:00 a.m.	Rise	
8:05 a.m.	Morning Devotions	
8:10 a.m.	Clean room	
8:30 a.m.	Breakfast	
9:30 a.m. – 12:00 p.m.	Free Time	as set by House Parents
1:00 p.m.	Lunch	
1:00 p.m. – 5:00 p.m.	Free Time	as set by House Parents
6:00 p.m.	Dinner	
6:00 p.m. – 11:00 p.m.	Free Time	as set by House Parents
11:00 p.m.	LIGHTS OUT	

Appendix 2

AIS Boarding Checklist

Provided in Dormitory

- Ironing boards
- Television with DSTV

Provided in Dormitory Room

- Twin bed and mattress
- Student desk and chair
- Chest of drawers and wardrobes
- Trash can
- Curtains

STUDENT TO BRING:

Bedding

- 1 blanket
- 1 pillow
- 2 single sheet sets (student to buy from school)

Toiletries

- toothpaste
- toothbrush
- shower caddy
- 2 bath towels
- 2 wash cloths

- shoe brush
- bath soap
- soap case
- hair oil
- shampoo
- hair comb
- nail cutter
- bucket
- talcum powder
- Deodorant
- Body Lotion
- Shaving razors
- Shaving cream
- Sanitary towels (Females)
- Shower shoes

Laundry supplies

- washing soap
- pegs
- pressing iron

School supplies

- scissors
- graphing calculator: TI-83 or higher model for Algebra II and above)
- Stationary (excluding book and text)

Medical kit

- First aid kit
- Necessary medications (see handbook)

Necessary Items

- Bible
- Coat hangers
- Desk lamp
- Air freshener
- Permanent black marker
- Umbrella
- Water bottle
- Flashlight & batteries

Food/Food Items

- NO SUGAR items
- bottle water
- fruit juices in small or individual packs
- biscuits in small or individual packs
- Plantain chips

Optional Items

- Bathrobe
- Pictures
- Sporting equipment
- Storage containers
- Eating utensils
- Little rugs
- Mug
- Wall Décor
- Power strip with fuse
- Laundry bags

Suggested Clothing

Boys	QTY		Girls	QTY
White cotton vest	10		White cotton vest	10
Underwear	10		Underwear & bras	10
Handkerchief	6		Handkerchief	6
Blue/black jeans	4		Blue/black jeans	4
Dress pants	3		Bedroom slippers	1
Bedroom slippers	1		Dresses	2
School uniform			School uniform	
Raincoat	1		Raincoat	1
Favorite t-shirts	5		Skirts	2
Favorite tops	5		Favorite tops	5
Long sleeve shirts	3		Long sleeve shirts	3
Sweaters	2		Socks	10
Socks	10		Cardigans	2
Pajamas	4		Pajamas	4
Nice tops	3		Favorite t-shirts	5
Sensible uniform shoes	3		Sensible uniform shoes	3
Sneakers	2		Nice tops	3
Dress shoes	1		Sneakers	2
Sandals	2		Dress shoes	1
Shorts	4		Sandals	2

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