

# Upper School Handbook 2011-2012

English Edition



American School of Tangier

## AST Student Handbook, 2011-12 Grades 7- 12

The American School of Tangier is a private, American-style school serving a multi-cultural clientele from pre-school through the twelfth grade. With the exception of French and Arabic, all subjects are taught in English in courses designed to promote critical thinking, creativity, and proficiency across the curriculum. We adhere to and hold our students to the highest standards of character and integrity as we encourage them to explore and develop their knowledge across a variety of interests and perspectives.

Founded in 1950, AST is registered in the State of Delaware in the US as a 501 C3 corporation. It has non-profit status in Morocco and is governed by a Board of Trustees which has members in the US and in Morocco.

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## **AST Mission Statement**

The American School of Tangier will provide an education based on a liberal arts curriculum implemented through the use of modern pedagogies and technologies. Our goals for each student include academic excellence, personal integrity, and an informed worldview that includes not only personal development, but also community responsibility.

## **Hours of Operation and Upper School Schedule**

Monday-Friday: 8:00 am-4:15 pm.

2-day Block Schedule:

- |                  |               |
|------------------|---------------|
| 1. First Period  | 08:30 – 10:00 |
| Break            | 10:00 – 10:15 |
| 2. Second Period | 10:15 – 11:45 |
| Lunch            | 11:45 – 12:15 |
| 3. Third Period  | 12:15 – 01:45 |
| Break            | 01:45 – 02:00 |
| 4. Fourth Period | 02:00 – 03:30 |

## **Academic Calendar**

The academic year is divided into trimesters or 3 terms, each consisting of approximately 12 weeks. Marking periods will coincide with the end of each term at which time students and parents will receive grades and comments for each subject. At the end of the year, a final grade for each course will be registered. Only final grades will appear on students' permanent transcripts.

At the middle of each term (Midterm), teachers will issue grades for all students and progress reports, indicating student progress with regard to completion of homework, assessment performance, class participation, promptness, behavior, study habits, and areas for improvement, for all students with a grade of C- or below. Progress reports and grades will be issued for all students at the end of each trimester.

## **School Calendar**

The following is a list of major events in the school year. A more complete calendar can be found at [www.ast.ma](http://www.ast.ma).

September 7	Start of School
October 13	1 <sup>st</sup> Mid-term
October 14-17	Mid-term break
October 19	Grades and comments due
November 7 & 8	Eid al-Adha

November 18	Independence Day
November 25	1 <sup>st</sup> term ends
December 2	Grades and comments due
December 17	Winter break begins
January 9	School resumes
January 11	Proclamation of Independence
January 27	2 <sup>nd</sup> Mid-term
February 1	Grades and comments due
February 3	Birth of Muhammad
March 2	2 <sup>nd</sup> term ends
March 9	Grades and comments due
March 24	Spring break begins
April 9	School resumes
April 27	3 <sup>rd</sup> Mid-term
April 30, May 1	Labor Day(s)
May 3	Grades and comments
June 12-15	Upper School Exams
June 18	Senior Grades and comments
June 19-21	School Play
June 21	Board of Trustees Meeting
June 22	Graduation
June 25	Final grades and comments due

### **School Administration and Faculty**

Head of School: Richard E. Lussen

Assistant Head of School: Troy Fillman

Lower School Coordinator: Carol Rosethorn

Assistant to Head of School: Soumaya Bourra

Office Manager: Ghizlane Raiss El Fenni

Business Manager: Mounia Ait Ahmed

CFO: Siham Idrissi

## **ACADEMICS**

General classroom expectations for AST Upper School students include the following:

1. Regular attendance and participation in all classes.
2. Regular completion of homework and other assignments. Students in Grades 7-12 can expect from 1-3 hours of homework nightly.
3. Behavior that promotes everyone's learning, including cooperating with the teacher and meeting his/her expectations.
4. No cheating (see Rules section).

### **AST Upper School Faculty and Courses, 2011-2012.**

#### **English Dept.:**

English 7 & 8  
English 9, 10, 11  
English 12

Ruth Hollywood  
Lee Allen  
Troy Fillman

#### **French Dept.:**

French 7 & 8  
Advanced French 9, 10, 11, and 12  
Special French 8, 9, 10, 11, and 12

Kaoutar Khamlichi  
Elizabeth Dragojlovic  
Tasleen Dinaully

#### **Arabic Dept.:**

Head of Arabic Dept.  
Arabic 7, 9, 11  
Arabic 8, 10,12  
Special Arabic 9 & 10  
Special Arabic 11 & 12

Sanae El Jazzar  
Abdellah Boundaaman  
El Hassan Essadiki  
Mohamed Said Ghailan  
Mustafa Lanjri

#### **History Dept.:**

History 7 & 8  
Islamic History  
US History  
Anc. & Medieval History  
Islamic Hist./Int. Relations

Ruth Hollywood  
Timothy Eddy  
Timothy Eddy  
Timothy Eddy  
Timothy Eddy

#### **Math Dept.:**

Pre-Algebra  
Algebra I  
Geometry  
Algebra II  
Algebra II  
Pre-calculus/Calculus

Abdelouahib Bourhim  
Abdelouahib Bourhim  
Laith Aboosi  
Laith Aboosi  
Laith Aboosi  
Laith Aboosi

#### **Science Dept.:**

Science 7 & 8  
Earth Science  
Biology

Abdelaouahib Bourhim  
Anisse Saadi  
Anisse Saadi

Chemistry  
Physics

Anisse Saadi  
Anisse Saadi

**Library**

Serena Epstein  
Kathy Belhamdounia

Head Librarian and Educational Technology Specialist  
Assistant Librarian

**Computer Lab:**

Computer applications 12

Aziz Laroussi

**Art, Drama, Music Dept.:**

Art & Music  
Drama

Lee Allen  
Emily Boudreau

**P.E. Department:**

Nour Amri  
Redouane Ziane  
Kajaj Ahmed  
Mostafa Ben Hachmi  
Abdennebi Boukaouet

Athletic Director  
P.E. Teacher  
P.E. Teacher  
P.E. Teacher  
P.E. Educational Assistant

**In the 9<sup>th</sup> grade students begin to fulfill the AST graduation requirements and to prepare for college admission. All final grades from this point on become part of a student's permanent record.**

**Academic Requirements for Graduation**

In order to graduate from AST a student must pass each of the following *minimum requirements* in addition to spending at least 2 years as a high school student. On rare occasions, a student may be admitted for his/her senior year.

English	4 years
French	2 years (4 if Moroccan)
Arabic	2 years (4 if Moroccan)
History	3 years
Mathematics	3 years
Science	3 years
Physical Education	4 years

7<sup>th</sup> through 11<sup>th</sup> Students must be enrolled in 6 standard courses, plus Physical Education each term.

Course options for seniors are as follows:

Option 1) 6 standard courses

Option 2) 5 standard courses plus an approved *Service Learning or Drama Project*

Option 3) 4 Standard courses plus approved *Service Learning and/or Drama Projects*

## **AST Service Learning Requirement** (Seniors Only)

### ***Statement of Purpose***

Following in the AST tradition of community minded service, the Service Learning Program at AST facilitates student academic learning through meaningful service experiences, which encourage and enable AST's faculty and students to positively impact the community. The Service Learning Program seeks to bring campus and community together in partnership to share resources, meet real community needs, and help to equip students to become agents for positive change within the AST and local community.

### ***Standard and Optional (expanded) Service Learning Projects***

All seniors are required to satisfactorily complete two service-learning projects during their senior year at AST. Every senior is required to complete two Standard Service Learning Projects for a minimum of 120 hours (approximately 60 hours *per project*) beginning in September and ending by May of their senior year. Students who wish to drop one standard course in favor of the Optional (expanded) Service Learning Project may do so. Students who wish to pursue this option in lieu of a standard course may do so with the permission of the Assistant Head and Head of School, and upon satisfactorily completing an Optional Service Learning Project Proposal.

### **Grading**

**All AST Service Learning Projects are graded Pass/Fail and are calculated as a part of senior GPA. (Pass = 4.0 on a 4.0 scale; Fail = 0.0 on a 4.0 scale)**

***General Service Learning Program goals are the following:***

To enhance students' learning by enabling them to develop practical work skills and gain valuable work experience through community service projects in the AST and local community;

To enable students to provide needed assistance to the AST and local community, community agencies, and to the people served by these agencies;

To develop sustainable service learning projects in their role as providers of service to the AST and local communities.

***The following is a list of objectives connected to AST's Service Learning Program:***

To provide AST students with an important competitive edge in their university applications;

To prepare students to engage in meaningful community service as adults;

To educate students about how community service may have a positive impact locally;

To assist students in making connections between their community experiences and the larger world, focusing especially on social justice, environment, health, and education issues;

To provide students with diverse and rich employment and leadership experiences.

***The AST Administration and related Faculty will help students to:***

Disseminate information about service learning outside the immediate campus and community

Recruit faculty who are willing to mentor students during their service learning project;

Assist students in designing the service learning the portion of their classes;

Develop community placement sites for each service learning project;

Assist students as they provide service and guide students through their service learning “reflections” on their senior blogs;

Monitor students' service and report results to faculty;

Provide students with the necessary resources and training to document service learning projects for senior college portfolios

**Optional Drama Project (Seniors)**

The Dramatic Society of AST, as the most prominent artistic tradition of the school, views an appreciation of the dramatic arts as an essential element of education. Participation in drama may enhance an AST student’s education by extending opportunities beyond the classrooms for development of critical thinking and social skills. Chiefly among these are opportunities for students to enhance their understanding and empathy for others, become more effective communicators, increase self-confidence and self-discipline, improve planning, organization and time management skills, and develop skills for managing and working with small groups. The AST administration would like to encourage all students and families to support and encourage participation in the Dramatic Society of AST; one such initiative is the *Optional Drama Project for Seniors*.

All seniors are encouraged to participate in the senior production during their senior year. Any senior who wishes to drop one standard course in favor of the Optional Drama Project may do so. Students who wish to pursue this option in lieu of a standard course may do so with the permission of the Head of the Drama Department and Head of School, and upon satisfactorily completing an Optional Drama Project Proposal.

**Grading**

All Optional Drama Projects are graded Pass/Fail and are calculated as a part of senior GPA. (Pass = 4.0 on a 4.0 scale; Fail = 0.0 on a 4.0 scale)

**Physical Education**

All Upper School students are expected to participate in their regularly scheduled PE classes. PE must be passed each year in order to graduate, and the PE grade is calculated into the GPA. Those students having medical excuses for PE are expected to attend,

observe, and to help in their PE sections.

### **Grading Scale**

94-100%	A	4.0
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3.0
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2.0
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1.0
60-63	D-	.67

### **Grade Point Average**

Students' GPAs will be calculated at the end of the year from the final grade in each course, including PE. Some courses will be weighted more highly than others in this computation. Class rank will not be calculated except for the determination of the Valedictorian and Salutatorian of the senior class.

### **Grade of Incomplete**

Occasionally a teacher may issue an incomplete for a marking period, acknowledging that some unusual circumstance has led to a student's being unable to finish the required work. In such a case the teacher must establish clear expectations about the completion of the work. Any incomplete work not made up will be given a grade of 0%.

### **Failures**

Students who receive a failing grade for a trimester may be assigned an independent study contract to make up the failed work, with the approval of the teacher and administration. The contract will include clear time-limits for the completion of the work. If the work is satisfactorily completed, the failing grade will be changed to 60% (D-) which becomes the grade used for averaging and transcript reporting.

A student must pass (average 60%) two out of three trimesters in order to pass a course. If a student fails a course for the year, no credit is given. Graduation requirements, which cannot be taken the following year, could be made up during the summer under the supervision of AST.

### **Study Hall, Tutorials, and Academic Probation**

All students are required to attend afternoon study hall (4<sup>th</sup> block) or attend their regular PE class. Study Hall is held in the same room as 1<sup>st</sup> period homeroom. Students are required to begin working on their homework and school projects during this block. It is at this time

that students should seek extra help from AST faculty and arrange to work with an approved peer tutor if needed/desired. The homeroom teacher may grant permission when appropriate for students to leave study hall to seek help from another teacher. External tutorials may not occur during study hall.

### **Study Hall Rules and Guidelines**

- 1) Attendance will be taken. Unexcused absences and tardies in study hall will result in disciplinary action, including detention, in-school suspension, and possible Judicial Committee Review.
- 2) Home Room teachers will provide comments on how well students use study hall time at grading periods.
- 3) Students may not use phones, Ipods, or other electronic devices during study hall.
- 4) Students must have a pass from his or her homeroom teacher and permission to visit another teacher for extra help.
- 5) Students may work together in study hall as long as they are quiet and respectful of the needs of others, including the teacher.
- 6) Students wishing to use the computer lab or library during study will need a note from their classroom teacher indicating the assignment requiring such use.

### **Senior Privilege**

- 1) Seniors in good academic standing (70% or higher in all classes) and who have received no disciplinary action will be allowed to leave study hall to work on service learning and drama projects, as approved by the administration.
- 2) Seniors in good academic standing (70% or higher in all classes) and who have received no disciplinary action will be allowed to leave school grounds during study hall. Seniors who wish to leave school grounds during study hall must leave at the beginning of fourth block, and may not return to school until after 3:30.
- 3) AST administration reserves the right to revoke any privileges. Revocation may occur as a result of academic or behavioral concerns. If privileges are revoked, a statement indicating when said privileges will be reinstated and under what circumstances will be issued to the student.
- 4) Parents must give approval for senior privileges.

### **AST Afternoon Tutorial Program\_(3:30 -5:30)**

- 1) AST is committed to supporting all students and providing whatever assistance they need to succeed. In certain circumstances, students may need additional, advanced, and/or remedial tutorials necessitating the hiring of a supplemental tutor. AST faculty can coordinate with supplemental tutors between the hours of 3:30 and 4:15 to provide guidance and input on student needs. AST faculty may not be paid for tutoring students from their own classes.

2) Students who choose to hire a tutor from outside the AST faculty will need to verify this with the AST administration. Such a tutor may be asked to demonstrate their qualifications and willingness to follow AST tutorial guidelines.

3) Misuse of tutorial resources, including the hiring of tutors to assist directly with the completion of assignments, essays, and/or related school projects is a Category 2 offense and may necessitate disciplinary action as adjudicated by the Judiciary Committee. (see Tutorial Guidelines below)

4) AST Students who wish to take advantage of *free peer tutorial*, provided through AST's Peer Tutorial Service Learning Program, may do so after afternoon study hall.

### **AST Guidelines for Tutors and Tutorials**

AST views all tutorials as supplemental instruction, in most cases offered by an approved teaching professional, intended to increase student skills and knowledge of a particular subject. Tutorials are never intended to provide students with direct assistance on particular assignments, nor should tutors be engaged in helping student complete, edit or write for students. A tutorial should be focused on developing the necessary skills and competencies required for a particular course.

### **Academic Probation**

AST feels that all students in the upper school are capable of achieving at least a C-(70%) or higher in all courses. The status of academic probation is *not a disciplinary action*, but a means by which AST faculty and administration notify parents and students of concerns regarding their academic performance.

A student will be placed on academic probation if he or she receives two grades below (70%) in any given marking period. If a student fails to bring these grades up by the next marking period, the school will consider requiring additional instruction and support to better enable the student to meet the minimum academic standards.

If a student continues on academic probation for more than two terms, the faculty and administration will review the case and decide whether the student will be allowed to continue their course of study at AST.

### **Extra-Curricular Activities**

AST offers a variety of activities outside the classroom that both serve student interest and help them to build their CVs for college. Drama, Film Club, Computer Club, sports, and Service Learning projects are all part of AST's extracurricular offerings.

### **Field Trips**

Faculty are encouraged to take field trips to take advantage of the rich cultural heritage of Tangier and Morocco. In some cases, AST parents will be asked to share in some of the expenses of these trips. Students will be required to get permission to attend field trips and/or any official school event held off campus. All AST rules apply to field trips.

## Attendance

Skipping classes is not allowed at AST. It is a Category Three (see School Rules) disciplinary offense and will be dealt with according to those provisions. All absences will be reported on a daily basis through the school attendance system (Intranet). The academic consequences for skipping classes are discussed below.

## Absences and Tardiness

The following policies are designed to encourage consistent attendance:

A) If a student misses 10% or more of the total class days for any course or courses, for any reasons, **excused or not**, the student will be required to make up those courses. AST believes that a student must be participating on a regular basis to get the maximum benefit from a class.

If a student suffers an injury or an illness that keeps him/her out of school for an extended period of time, the 10% rule can be suspended **IF the student makes up the missed assignments in a regular and conscientious fashion**. If no effort is made, then these absences will not be forgiven and will count toward the 10%. Documentation will be required to prove that such long-term absences are valid.

Students must make up all class hours lost due to unexcused absence during 4<sup>th</sup> period study hall within a week of the absence. Any student who receives an unexcused absence in a class when a major assignment or assessment is scheduled will receive a 0% for that missed work.

B) If a student misses a class, that student must provide the school with an authentic note justifying the absence. These notes must be provided the day the student returns to school. Absences will be considered unexcused if the note is not provided. **Forging an absence note is a Category Two offense**.

C) Attendance will have an impact on term and final grades. Any unexcused absence will be penalized at the rate of 1% (see grading scale) per absence. All absences, excused and unexcused, count toward the 10% rule. Excessive absences will have disciplinary consequences. (see *School Rules*)

D) Repeated unexcused tardiness to class is unnecessary and disruptive. For every three such tardies, a student will be given an unexcused absence, which carries its own academic consequences. All unexcused absences will need to be made up during 4<sup>th</sup> period study hall.

E) A parent/guardian must notify AST by 9:00am if a student is absent. Absences will be reported at mid-term and end of term. Parents are strongly encouraged to track student absences through the AST web site.

F) **Students are responsible for any work missed when absent**. Assignments can be checked on the web at [www.ast.ma](http://www.ast.ma) or teacher blog pages or they can be confirmed with a

teacher. It is not the responsibility of the school to remind students that they must make up missed work.

G) Parents should not schedule vacations or trips that conflict with the school schedule. Any such absences will count toward the 10% total.

## **SCHOOL RULES**

Parents will be notified of any disciplinary actions taken. Parents will be contacted as soon as possible and a record of the event and disciplinary action will be put in the student's file.

### **Community Standards**

It is the expectation of The American School of Tangier that all members of its community will conduct themselves in accord with the highest standards of integrity, character, and environmental sensitivity. This includes treating every member of this community with courtesy and respect, acting with the honesty and decorum that an institution of learning demands, and actively pursuing exemplary behavior both on and off the campus.

### **Judicial Committee**

A Judicial Committee consisting of the Assistant Head of School, and four Upper School faculty will hear and decide **all Category Two cases**. All other disciplinary situations (Category One and Three offenses) will be handled by the Administrative Staff. All category Two appeals will be heard by the Head of School.

### **Specific Rules**

While it is the hope of the Faculty of AST that students will respect the rules of the school, common sense and experience indicate that this will not always be the case. The following section will clearly spell out what the rules are and how they will be adjudicated.

### **Category One Rules:**

**If a student is caught violating a Category One rule, he/she will be expelled from the school immediately, with no appeal possible.**

1. Possession of any knives, firearms, fireworks, or other explosives, or any material (any potential weapon) with the intent to threaten, harm, or cause mayhem.
2. Physical assault of any kind.
3. Possession, use, or distribution of any drugs.
4. Theft of any sort, including the photographing of tests or other types of assessments.

## **Category Two Rules:**

These rules come under the purvey of the AST Judicial Committee. At the discretion of the Committee, a student may be expelled for the transgression of Category Two rules. Students breaking Category Two rules will appear before the Judicial Committee, which will decide if and what punishment is appropriate.

(\*See the rules for Suspension, Disciplinary Probation, and Appeals.)

1. Lying to Faculty, Administration, or staff, including forging an absence note.
2. Violence against another, including fighting, bullying, sexual or verbal abuse, and/or obscene behavior.
3. Persistent misbehavior, such as the regular disruption of classes, that results in "accumulated concerns."
4. The possession or distribution of pornographic materials, including the use of such Internet sites.
5. Gambling.
6. Disrespect toward administration, faculty or staff members.
7. The unauthorized use of alcohol at school or at school functions, or coming to school after having consumed alcohol.
8. Smoking on school property.
9. Vandalism, including graffiti, damaging computers, purposeful destruction of school property, or other malicious acts against property.
10. Hacking or disrupting Academy computer systems in any way.
11. Inappropriate use of such electronic media as Facebook, including falsifying pages or comments, spreading rumors, or publishing anything with malicious intent. Cyber-bullying will not be tolerated in any way.
12. Inappropriate sexual behavior at school or at school functions.

**(See Technology at AST Section for additional Category Two rules pertaining to technology.)**

## **Category Three Rules:**

1. Misbehavior in class resulting in a visit to the administration.
2. Leaving school grounds without permission.
3. Skipping or cutting classes.
4. The use of personal music devices, telephones or other unapproved electronic devices in class. Video and audio recording devices may only be used with the permission of a faculty member or supervising adult.
5. Littering

For Category Three rules, the following consequences apply, to be administered by the faculty and/or administrative staff:

- 1) The first offence will be punished by a detention (one hour).
- 2) Repeated offenses will be punished by suspension (and its attendant academic consequences).

3) Continued offenses may result in an appearance before the Disciplinary Committee with at least an automatic disciplinary probation imposed.

## **Searches**

The school administration (Head of School, Assistant Head and Lower School Coordinator) reserves the right to search student lockers, bags, or other possessions if a plausible reason for such a search exists.

## **Detention**

Detention, the retention of a student after school, is a mechanism through which the School may create practical consequences for inappropriate behavior. If a student is issued a detention, that detention takes priority over any other activity with which the student may be involved. If a student receives three detentions, that student will be given a one-day in-school suspension. Any three subsequent detentions will result in additional in-school suspensions. See rules below for suspensions.

## **Suspension:**

This section differentiates between in and out of school suspension.

**In school suspension** is the barring of a student for an entire school day 8:15 to 3:30 from regular school activities. Students will serve in school suspension in an available administrative office for the entire school day.

**Out of School Suspension** is the barring of a student from school property and all functions for a specific length of time, the consequences of which can be severe. A student must do all assigned work during his/her suspension period; these absences are unexcused and thus have academic consequences. Suspension may be used in both attendance and disciplinary situations.

Upon receiving a second suspension(In School or Out of School), the student will be placed on Disciplinary Probation. (See below.) Breaking a rule that results in a third suspension, or accumulating the required number of unexcused absences that results in a third suspension, will result in an appearance before the Disciplinary Committee and possible dismissal; a fourth suspension will result in **automatic dismissal** from the school with no appeal.

## **Disciplinary Probation**

Disciplinary Probation is a status that indicates a student is in jeopardy of being dismissed from the school for unacceptable behavior. Any student who breaks a Category Two or Three rule while on disciplinary probation will appear before the Judicial Committee, which may choose to expel him or her.

**NOTE: ALL DISCIPLINARY SITUATIONS RESULTING IN A DISCIPLINARY PROBATION WILL AUTOMATICALLY BE REPORTED ON A STUDENT'S COLLEGE TRANSCRIPT; NO EXCEPTIONS TO THIS RULE WILL BE GRANTED.**

## Plagiarism

AST considers plagiarism to be of such importance to warrant its own section in the Student Handbook. The school considers academic integrity one of the cornerstones of its standards, as we believe that a society that condones cheating in its schools implicitly condones corruption in the society at large, all of which interfere with an individual's right to achieve his or her best potential. The AST faculty is committed to informing and educating students about how to avoid plagiarism to best prepare them for university. Please read this section very carefully and ask your teacher whenever you have a question.

### **Plagiarism includes, but is not limited to:**

- A) Copying on tests.
- B) Copying someone else's homework.
- C) Using unauthorized notes on tests.
- D) Stealing tests (**This is a Category One Rule!**).
- E) Cutting and pasting from electronic sources for an assignment without citing the sources properly.
- F) The intentional misrepresentation of citations in an assignment.
- G) SMS communication regarding a test or quiz.
- H) Any way of presenting someone else's work as your own, e.g., having someone else prepare homework, write an essay, or any other similar actions.

## Consequences

**In any situation involving two students, where one student is knowingly helping another to "cheat," both will be punished.**

**First Offense:** Three 1-hour after school detentions; 0% for the work in question; term grade dropped by one level (for example, B+ to B).

**Second Offense:** In school suspension for 1 day, 0% for the work in question, term grade dropped by one level. See rules for suspension.

**Third Offense:** The student must appear before the Disciplinary Committee, which may decide to suspend or dismiss the student, depending upon a full review of the circumstances. The student will automatically be placed on disciplinary probation.

**Fourth Offense:** Automatic expulsion with no appeal.

## Disciplinary Appeal Procedure

When a student wishes to appeal a decision made by the Judicial Committee, he or she must first request an appeal from the Head of School. The student will be asked to write a letter (at school) outlining why the decision is not appropriate. The student must meet in person with the Head of School and the Assistant Head of School to present his or her reasons for the appeal.

## PARENTS NOTE

**Any lobbying or attempts at influencing appeals will result in the termination of the appeal process, and the original decision will stand.**

### **A note on these procedures:**

As a private institution, and in accordance with guidelines set by the Ministry of Education, AST school rules are determined by the administration, faculty, and board of trustees for the maintenance of a healthy, inclusive community at AST. These rules are not subject to review by courts of law, nor are the school's disciplinary procedures intended to imitate legal proceedings.

The Judicial Committee and the Administration will make the decisions that they feel will be the best for the school community. **Enrollment in the school indicates the acceptance of these terms and rules.**

### **LIBRARY REGULATIONS**

The Nancy Eastman Library is located in the administration wing of the school. **It is open Monday through Friday 8:00AM - 5:00PM.** The library welcomes all AST faculty and students. They have the privilege of using the library as long as they comply with the library rules outlined in this handbook.

#### *Library Resources*

The library offers a variety of resources, including books for all grade levels, reference volumes, audio/video materials, dedicated study areas, computer workstations, and Internet access. Librarians are available to help select, evaluate, and locate materials in the library and on the Internet, assist with research assignments; and provide guidance on the use of computers and other library equipment.

#### *Library Schedules*

Kindergarten through Grade 5 classes will have regularly scheduled library time each week. Upper school teachers may also schedule dedicated library time for their classes as needed. During class library sessions, **at least one faculty member must always be in attendance.** Upper school students may visit the library at any time; however, students who visit the library during the regular school day must have a pass from their teacher. Students may use the library after school for homework, research, or reading.

#### *Library Rules*

Food and drinks, use of cell phones, computer games, and printing of material unrelated to school work are strictly prohibited. Headphones are allowed as long as others cannot hear. The library is for academic purposes only and those socializing will be asked to leave. Student behavior in the library is expected to be exemplary at all times.

**Use of the library is a privilege.** Librarians will ask disruptive students to leave the library. Recurring violations will result in the loss of library privileges for the remainder of the school year, and details of these violations will go into the student's personal file.

#### *Borrowing from the Library*

Library items are available for loan on the following conditions:

- **Kindergarten** students may check out **one book** at a time for a period of **one week.**

- **Grades 1-5** may check out **two books** at a time for a period of **one week**.
- **Grades 6-12** may check out three books at a time for a period of **two weeks**.
- New books may only be checked out for **one week**.
- **Faculty** may check out **fifteen books** at a time for a period of **one month**.
- Library books returned in poor condition will incur a fine.
- Audio/video materials, such as DVDs and audiobooks, are only available for use within the library. Teachers may borrow these items for the classroom at the discretion of the librarians.
- Reference books **may not be removed** from the library, except at the discretion of the librarians.
- On leaving a deposit, students may check out books over the summer break.

#### *Reserving Books*

- Library items can be reserved on a waiting list if already checked out.
- Teachers may put books on hold for a period of up to two weeks.

#### *Renewing Books*

- Library books may be renewed once, for a period of one week. New books cannot be renewed.
- Books requested on a waiting list cannot be renewed.

#### *Overdue Books*

- Overdue books will incur a fine of 2Dh for each day overdue.
- New books may not be checked out until overdue books have been returned and any applicable fines have been paid.
- If a library book is lost, it will be the responsibility of the student to pay a replacement fee. If a library book is more than four weeks late, the library will expect payment for the book - not the book's return. The replacement fee will be the cost of the book plus international shipping.

#### *Photocopying*

- Students may have copies made by the library staff for research purposes, at the cost of 1Dh per sheet.

## **TECHNOLOGY AT AST**

Computers are available for student use in the computer lab and library. Computers must not be used for games and personal messaging. Under no circumstances may students use office and classroom computers. AST information systems are operated for the mutual benefit of all users.

**The use of AST equipment is a privilege, not a right.** Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students. The information systems and Internet access available through AST are available to support learning, enhance instruction, and support school business practices. Failure to comply with these regulations may result in suspension of privilege, suspension or expulsion, or even civil or criminal action under the laws of the Kingdom of Morocco.

#### *Respect for Others*

- Use assigned workstations as directed by the teacher.
- Be considerate when using scarce resources.
- Always log off workstations after finishing work.
- Do not deliberately attempt to disrupt system performance or interfere with the work of others.
- Leave equipment and room in good condition for the next user or class.

### **Ethical Conduct and Guidelines for Internet and Technology Use**

**(Violations of AST Ethical Conduct Guidelines for internet and computer use are Category Two offenses)**

- Recognize and respect the intellectual property of others; do not download music, books, films or other copy written materials. Illegally downloading copy written materials to the AST network is forbidden.
- Do not read, modify, or remove files belonging to others.
- Deliberate tampering or experimentation with the AST network, server or related technology is forbidden; this includes the use of AST network and resources to illicitly access, tamper with, or experiment with systems outside AST.
- Students are expected to help maintain the integrity and security of the school information system.
- Students must refrain from using offensive, obscene, or harassing language on AST network systems.
- **Online harassment and cyber-bullying will not be tolerated.**

#### *Respect for Property*

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher.
- Leave workstations and peripherals in their designated places.

#### *Internet Safety and Security*

- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by a faculty member.

- Real-time messaging and online chat may only be used with the permission of the teacher.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users are prohibited from viewing, sending, and accessing illegal or pornographic material.
- Students are prohibited from downloading inappropriate or illegal material on AST computers.
- Users are prohibited from accessing any portion of the Internet that is inconsistent with the educational mission of AST.
- **All student-produced web pages** are subject to approval and ongoing review by responsible teachers and/or heads of school. All web pages should reflect the mission and character of the school.

### ***Internet Policy Outside of School***

Students accessing the Internet outside of school are expected to follow the same policies outlined above. As a school we do not tolerate student-authored material that contains speech directed at the AST community that is obscene, libelous or slanderous, that incites students to violence, invades the rights of others, or contributes to a substantial disruption of the orderly operation of AST.

Because of the transparency of online communication, including social networking sites, we must take seriously what is written on personal websites, blogs, and other forms of electronic written communication directed at the community, even if the messages originate off-campus. The reason for this is simple: hateful, hurtful, or threatening written messages can seriously damage individuals and can undermine our community and its safety.

### **AST BLOGS**

Students in Grades 11-12 have the opportunity to create their own academic blogs at [astblogs.org](http://astblogs.org). These student blogs are a privilege subject to faculty and administrator oversight. AST faculty and staff will review each student blog and have the right to remove undesirable content and hold responsible students accountable for any content that violates school policies. Serious offenses may result in the revocation of blogging privileges and details of the incident will go into the student's school record.

#### *Content*

Any students using AST Blogs are expected to:

- Post **only academic material and writing** assigned by a teacher. Students who are unsure if content is appropriate should always consult their teacher before posting.
- Show respect for each other's posted work and opinions.
- Comply fully with AST's technology and Internet policies.

#### *Consequences for failure to adhere to AST Blog policies:*

- The first violation of these policies will result in a warning, consequences of a second violation will be in school suspension, and the third will result in the permanent revocation of blogging privileges.

- More serious violations may result in immediate and permanent removal of the student's blog and/or suspension, or expulsion at the discretion of the Judicial Committee.
- Please note that the inability to complete online assignments as a result of being banned from AST Blogs may impact your grade.

## **Dress Code**

Student attire must be neat and clean at all times. No torn clothing, inappropriate or revealing clothing, or clothing bearing logos or representations of drugs or alcohol are allowed. If the Administration thinks that certain clothes are inappropriate, or a distraction to the student and/or community, they will send a student home to change his or her clothes. Occasionally, student will be asked to wear more formal attire. In such instances, a general set of guidelines will be announced. Repeated infractions of the dress code may result in disciplinary action(s).

## **Drop-off/Pick-up Procedures**

Because of the large volume of traffic at the school, Upper School parents will drop off and pick up their children outside the gates.

## **Leaving School/Signing Out**

Students are required to stay on campus for the duration of the school day (8:20 to 3:30). Exceptions may be granted to **seniors** in good standing, who will have the privilege of leaving campus (4<sup>th</sup> block option) if their schedule permits. This privilege will begin at the end of September, and will be granted to any senior who is in good academic and behavioral standing. (see academic probation section)

Students in the 7-11 grades will not be allowed to leave campus during the school day, *including lunch period*; exceptions will be made if they are sick or have cleared a special request with the school office. Parents need to call the school administration prior to any such arrangement.

## **Sickness, Accidents, and Medications**

If a child becomes sick while at school the school office staff will notify the family to pick up the child as needed. Sick children should not be sent to school. Students absent from school more than two days must bring a doctor's note to the school stating that they are no longer ill and pose no health concerns to the community.

If a child is injured at school, the school will notify the parents immediately. If a parent is not available, and the situation is serious, the school reserves the right to seek immediate medical care for the student at the parents' expense. Parents should have medical insurance for their children which cover them while at school.

AST does not administer any over the counter medication to any student, including aspirin

or ibuprofen. If a student has a doctor-issued medication (only), it must be stored in the Main Office and requested when needed – it is the responsibility of the students (and parents) to make sure a needed medication is taken.

To be administered, all medications delivered to the office must have a doctor's note attached that includes the student's name as well as a completed AST Medication Form. Parents understand that those administering the medication do not have training in the administration of medication.

## **Litter**

Littering the grounds of AST is unacceptable. This is a Category Three disciplinary violation and will be dealt with accordingly.

## **Accidental Breakage**

Students are financially responsible for all damage caused to furniture or any type of school equipment as a result of negligent behavior. Any such obligation must be covered before a student may advance to the next class or graduate.

## **Tuition Abatement (Discounts) and Behavior**

Students receiving tuition abatements (including faculty children) are expected to follow all school rules. Such students who get placed on disciplinary probation will have their awards reviewed, and possibly rescinded at the end of the school year.

## **Visitors**

Visitors may tour the school and visit classes with the permission of the Administration, and should sign in at reception. Parents are strongly encouraged to call ahead in order to schedule an appointment if possible. Any filming or interviews must be cleared by the Administration in advance.

## **Unpaid Bills**

AST reserves the right to take the following actions in order to collect past due or unpaid bills:

1. The withholding of all records to universities or other educational institutions.
2. The withholding of diplomas.
3. Refusing to allow a student to continue to attend classes at AST.

## **Revisions and Updates**

**AST** is a private school whose rules are determined by the Board of Trustees, the administration, and the faculty, in accordance with the laws of the Kingdom of Morocco. **AST** reserves the right to amend the student handbook at its discretion and/or as occasions require. **AST** welcomes input and ideas on ways to improve or develop this handbook.