



**AST High School**  
**Student and Parent Handbook**  
**2017-2018**

# WELCOME!

September 11, 2017

Dear Parents and Students,

Welcome to the new year at The American School of Tangier. It is our hope that you and your child will have a rewarding experience as FALCONS.

In order for school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning, a place where the students, parents and school staff work together. As a team, there is no limit to what our students can achieve.

This parent/student handbook is provided as a guide to many of the practices and procedures that take place at AST. Please read the handbook and become familiar with its content as it will inform you about our school's practices. If you have any questions, please call the office.

The success of our students relies on a strong partnership between parents, teachers, and students. We encourage all parents, guardians, and family members to be active in their child's education. This may include volunteering at school, joining the PTA, attending school activities, and/or making sure your child comes to school every day prepared and ready to give their best effort.

After reviewing the handbook for general information, we encourage all parents and students to become actively involved in their child's school experience. Thanks for being a valued member of the AST family. We are looking forward to a great year!

Lisa Gregoire, AST Pk-12 Principal

Sarah Putnam, AST Head of School

Lee Allen, Upper School Coordinator

Salima Bouriz, High School Coordinator

## Table of Contents

WELCOME!	1
THE AMERICAN SCHOOL OF TANGIER MISSION STATEMENT	4
AST GRADUATE PROFILE TRAITS	4
PARENT EXPECTATIONS	5
ACADEMICS	5
<i>CURRICULUM FRAMEWORK</i>	5
<i>ABSENCE FROM MID-YEAR/FINAL EXAMS</i>	6
<i>ACADEMIC HONESTY</i>	6
<i>ACADEMIC PROBATION AND FAILED COURSES</i>	7
<i>ADVANCED PLACEMENT (AP) COURSES</i>	8
<i>CREDIT ATTAINMENT PROCEDURES</i>	8
<i>EVALUATION OF STUDENT PROGRESS AND REPORTING</i>	9
<i>GRADE REPORTING</i>	11
COMMUNITY STANDARDS	12
<i>AFTER-SCHOOL USE OF CAMPUS</i>	12
<i>ATTENDANCE AND ABSENCES</i>	12
<i>BULLYING</i>	13
<i>COUNSELING</i>	13
<i>DRESS CODE</i>	14
<i>ELECTRONIC EQUIPMENT</i>	14
<i>(Cell Phones, Personal Cameras, iPods, Tablets, Gaming Devices, etc.)</i>	14
<i>FIELD TRIPS</i>	15
<i>FOOD</i>	15
<i>SNACK-TIME</i>	15
<i>LUNCH-TIME</i>	15
<i>BAKE SALES</i>	15
<i>INTERNET USAGE POLICY</i>	16
<i>IT VANDALISM</i>	16
<i>LEAVING SCHOOL GROUNDS</i>	17
<i>LIBRARY GUIDELINES</i>	17
<i>LOCKERS/MONEY/VALUABLES/SEARCHES</i>	17
<i>LOST AND FOUND</i>	18
<i>MAKE-UP WORK FROM AN ABSENCE</i>	18
<i>PARENT AND VISITOR ACCESS TO THE CAMPUS</i>	19
<i>PUBLIC DISPLAYS OF AFFECTIONS</i>	19
<i>TARDINESS/TRUANCY/LATE</i>	19
DISCIPLINE POLICY	20
<i>DETENTION</i>	20
<i>EXPULSION</i>	20
<i>IN-SCHOOL STRUCTURED SUPERVISION (INTERNAL SUSPENSION)</i>	20
<i>OUT-OF-SCHOOL SUSPENSION</i>	21

<i>STUDENT BEHAVIOR POLICY</i> .....	21
SCHOOL PROCEDURES .....	24
<i>AFTER SCHOOL PROGRAMS</i> .....	24
<i>CELEBRATIONS</i> .....	24
<i>CONCERNS</i> .....	24
<i>ELIGIBILITY FOR MASAC/MUN AND OTHER EXTRA-CURRICULAR ACTIVITIES</i> .....	24
<i>EXTENDED VACATIONS</i> .....	25
<i>ILLNESS AT SCHOOL</i> .....	25
<i>PARTICIPATION IN AST ACTIVITIES</i> .....	25
<i>PAYMENT OF TUITION AND FEES</i> .....	26
<i>RETENTION AND EXITING AST</i> .....	26
<i>STUDENTS PICTURES</i> .....	26
<i>SST (Student Study Team) CONFERENCES</i> .....	26
<i>TEXTBOOKS</i> .....	27
AST STUDENT & PARENT HANDBOOK AGREEMENT FORM.....	28



## **The American School of Tangier Mission Statement**

The Mission of the American School of Tangier is to equip our students with the tools and knowledge to become successful, global citizens in a creative community environment.

AST will fulfill this mission by providing:

- ❖ An American-style education with a thorough grounding in the liberal arts, sciences, and technology,
- ❖ A highly competitive preparation for university acceptance around the world, especially American universities,
- ❖ A commitment to lifelong personal development,
- ❖ A professional faculty dedicated to providing the best practices in instruction, research, and understanding, and
- ❖ Community leadership that inspires responsibility, open-mindedness, empathy, and resilience.

AST will be successful when its students and faculty inspire lives of character, leadership, and service for the city, the country, and the world.

## **AST Graduate Profile Traits**

### **Core Human Values**

Integrity, Humility, Empathy, Caring, Responsibility

### **Cognitive & Emotional Skills**

Critical & Creative Thinker, Effective Communicator, Team Worker, Problem Solver, Learner

### **Sense Of Self**

Courageous, Curious, Self-motivated, Autonomous, Confident, Proud of AST

### **Interrelations & Worldview**

Understands, Appreciates and Respects Diversity, Aware, Open-minded, Respectful, Global Citizen

### **Vision & Inspiration**

Leadership, Education, Choices, Knowledge, Team & Community Spirit

## PARENT EXPECTATIONS

It is our firm belief that our school and our students will be served best when we work together in the form of a cooperative triangle: student, parents, and school. At AST we expect our parents to collaborate with us in the education of their children.

Our hopes and expectations for families include the following:

- Children arrive at school on time each day. On time means students should be in the classroom when class begins at 8:00 a.m.
- Children come to school clean and appropriately dressed each day.
- Children get plenty of rest each night (8-10 hours) for school the next day.
- Children are provided classroom supplies and re-supply them as needed.
- Parents read all e-mails/letters/circulars that are sent from the school.
- Parents guide their children with their nightly homework. They **DO NOT** do it for them.
- Parents give their children a chance to try the homework and then assist them with it.
- Parents provide a quiet place and a set time each night for their children to do their homework.
- Parents pick their children up promptly after school or after activities each day.
- Parents read our “Parent-Student Handbook” with understanding, especially sections on dress code, tardiness, and academic honesty.
- Parents have reference books, reading books, and a dictionary available in their homes.
- Parents, who have a concern about their children, first consult with the teacher, then the principal and/or counselor, if needed.
- Parents model behavior that aligns with our school mission statement.

## ACADEMICS

### CURRICULUM FRAMEWORK

The American School of Tangier curriculum is college-preparatory in design, and American standards-based. The school is accredited by Middle States Association (MSA) which ascertains the school meets the MSA Standards. AST is in the process of implementing *Discipline with Dignity* framework in grades 6-12, for positive community behavior development.

### **STEAM: Science – Technology – Engineering – English – Arts - Mathematics**

AST has adopted a STEAM framework for curriculum and instruction which provides opportunities for teachers to collaborate across the curriculum. The one-year old MakerSpace enables application of Math and Science in a project-based environment, and the Arts department provides opportunities for exploration of academic topics from a creative angle. The theatrical dance production of *A Short History of Nearly Everything* in May 2017, and the drama production of Shakespeare’s *Tempest* the Caves of Hercules the previous year illustrate the integration of the arts across the curriculum.

The Arts program is staffed by a music teacher, a dance/movement teacher, and two visual arts teachers. Physical activity is also core to learning. In addition to the Athletic Director, AST employs three full-time Physical Education teacher and provides active learning time to all students starting at age 3.

## **ABSENCE FROM MID-YEAR/FINAL EXAMS**

A high school (grade 9-12) student who is absent from a semester or final exam for any reason will receive a grade of zero (“0”) if they fail to make up the exam. In order for students to make up an exam, parents must notify administration prior to the student’s absence from the exam. Failure to notify the administration will result in a “0” for the exam. Parents who notify the administration prior to absence from an exam will then be required to schedule a meeting with the administration and present, in person, documentation verifying the reason for absence. Permission to make up an exam will be determined by the administration.

The student will have up to one week following the scheduled exam date to make up the missed exam. Upon completion of the make-up exam, the final grade will be recalculated. It is not permitted to take an exam before the scheduled date for any reason. Please review the exam dates on the school calendar.

## **ACADEMIC HONESTY**

At AST, it is expected that students will think independently and honestly as well as collaborate with other students. True learning is enhanced when students consistently demonstrate respect for the intellectual property rights of others and adhere to a code of honor in all evaluated activities. Whether intentional or through ignorance of the rules, acts of academic dishonesty can lead to severe consequences for students.

### **Plagiarism**

- The use of ideas or thoughts of a person other than the writer without proper acknowledgement.
- The use of direct quotations or of material paraphrased and/or summarized by the writer, without proper acknowledgement/proper citing.
- The submission of an essay or assignment which has been written in part or in whole by someone else as one’s own.
- The submission of material which has been obtained from a computerized source, with or without minor modifications, presented as one’s own.
- Any information that is obtained from the Internet and/or other software programs and incorporated into a student’s assignment must be properly documented.

Because classroom teachers are experts in evaluating the writing of their students, and because they are most familiar with the writing styles of their students, they are recognized as authorities in identifying plagiarism. Therefore, when a situation arises of suspected plagiarism, it is the responsibility of the student to demonstrate the work to be his/her own. Students must be prepared to orally defend all

written assignments whenever it is requested by teachers. This includes answering questions about content, ideas, and resources. Failure to do so might result in affirming the accusation of plagiarism.

### **Cheating**

- The buying and/or selling of essays, assignments, or exam/test questions.
- Submission of the same piece of work in more than one course without the permission of the teacher.
- The preparation of an essay or assignment by someone other than the stated writer.
- Allowing one's essay or assignment to be copied by someone else.
- Unauthorized giving or receiving of homework or classwork.
- The unauthorized giving or receiving of information or assistance during an examination or a test.
- Engaging in conversations without notifying the teacher during any testing situation may be constituted as cheating.

### **Procedure**

Incidences of plagiarism and/or cheating will be dealt with on a case-by-case basis. Depending on the severity of the incident, one or more of the following steps will be taken:

- The teacher will interview the student regarding the incident.
- Parents or legal guardians will be contacted for a conference with the teacher, head of department, and or an administrator.

### **Penalties**

Mark of "0" in all cases. (see Student Behavior Policy)

## **ACADEMIC PROBATION AND FAILED COURSES**

It is the policy of the American School of Tangier to monitor and measure the academic growth of all students. If there is evidence that a student is not progressing in a positive fashion, the student may be placed on Academic Probation. At the end of each quarter marking period, all students' academic progress will be reviewed to ensure that positive academic growth is taking place. **Students who have earned one (or more) grade of F (less than 60%) and/or two (or more) grades of D in any classes** will be placed on Academic Probation.

Academic Probation will include a plan to provide assistance for the student to improve themselves in the areas of noted weaknesses. The plan for improvement will include ideas and suggestions on how to make improvements, modifications needed by the student, a timeline for monitoring the plan, and responsibilities of the student, parents, counselors, and/or teachers.

If students fail to show improvement in their subject areas up to and including the fourth quarter report, they may not be allowed to re-enroll or might be retained for the next academic school year. (NOTE: IF there are no open seats in the class for retention, the student will not be able to be retained and may have to leave AST. ) This action is taken in the interest of the students, so as to allow them to find a



more suitable academic situation. Parents will be notified by a written letter which must be signed and returned at the end of every quarter. Parents are highly encouraged to regularly check Plusportal to monitor their children’s academic progress.

Students on Academic Probation, who are at academic risk, will not be allowed to participate in interscholastic athletics or extracurricular activities. This will provide time for the student to focus on raising his/her academic standings.

**ADVANCED PLACEMENT (AP) COURSES**

Students who have demonstrated academic rigor can request enrollment into an Advanced Placement (AP) course by submitting a recommendation form to the respective AP teacher. When the administration has obtained all of those completed requests, the high school teachers will evaluate each student to determine if a placement is appropriate. All students enrolled in AP courses are required to take the AP exam in May. **When a student enrolls in an AP class, he/she must pay the exam fee.** The AP exam fee must be paid in the business office no later than one month after the beginning of the academic year. AP course credit is often accepted at university level credit

**CREDIT ATTAINMENT PROCEDURES**

A student must earn a semester final average of 60% or more in order to receive 0.5 credit for the course. If a student fails one semester, no credit is given for the semester. A student passing one semester and failing the other will result in him/her receiving a 0.5 credit instead of 1.0 credit.

Year-Long Course: one credit			
Semester One	Semester Two	Final Average Grade	Credit Earned
60 % (D-)	60 % (D-)	60 % (D-)	One credit
90 % (A-)	30 % (F)	60 % (D-)	Half credit
40 % (F)	80 % (B-)	60 % (D-)	Half credit
58 % (F)	58 % (F)	58 % (F)	Zero credit
Semester-Long Courses: half-credit courses			
Final Average Grade (Semester 1 or 2)		Credit Earned	
60 % (D-)		Half credit	
59 % (F)		Zero credit	

All graduation requirements must be passed (and missing credits must be made up) with a minimum of 60% in each semester in order to receive an AST diploma. When possible, students may opt to retake the course the following year. However, retaking the course the following year may not always be

possible due to scheduling concerns. Provisions made by the AST administration *may allow* the student to pay for and retake the course online (an approved course, similar in scope and sequence) with an accredited institution (approval of the Principal required) and an approved proctor during the summer or during the regular school year. High School Students (9<sup>th</sup> to 12<sup>th</sup> grade) may be required to retake any failed course, depending upon the student's grade level and the number of credits that they have accumulated toward graduation. Upon completing the course and submitting satisfactory examination results, the student will have earned the credit necessary to be eligible for graduation.

## **EVALUATION OF STUDENT PROGRESS AND REPORTING**

The faculty of AST evaluate student progress regularly. The evaluation process is continuous.

For academic classes, evaluation consists of the following:

### **Formative Assessment**

The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching, and by students to improve their learning. More specifically, formative assessments:

- Help students identify their strengths and weaknesses and target areas that need work
- Help faculty recognize where students are struggling and address problems immediately

### **Summative assessment**

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark. Summative assessments are often *high stakes*, which means that they have a high point value. Examples of summative assessments include a final project, a test, a paper, a performance, and/or an exam. Information from summative assessments can also be used formatively when students or faculty use it to guide their efforts and activities in subsequent courses.

### **Homework**

The goal of homework is to deepen understanding of content and to prepare for upcoming lessons. It is essential that students complete homework on time. Failure to complete homework on time might adversely affect a student's grade. Parents can assist students by showing an interest in their child's homework, as long as students complete the assigned work on their own. Parents should provide a place that is free from noise and distraction as well as encourage their child to reserve a specific time for homework. It is the teacher's responsibility to assign homework that will provide the student with reinforcement of learned material and relates to the ability level of the student.

Teachers are obligated to check homework for understanding, and not simply for completion while giving feedback within a day or two of receiving the assignment. Quality and not quantity of assignments is what good teaching strategies is all about. Parents should communicate directly with

teachers in case of concerns with the amount of homework assigned then with administration if the concerns are not addressed. Please note that the Late Assignment Policy applies to homework.

## PAC

Preparedness/Attentiveness/Cooperation: This grade is also affected by a student's attendance in class. If a student is absent they would be unable to earn their PAC points.

This score will be part of students' quarterly grade. The percentage of the quarterly grade allocated to PAC is determined by middle school and high school.

Letter Grade	Percentage	GPA
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	Below 60	0.0
I	Incomplete	
W	Withdrawn	

	Quarter One	Quarter Two	S1 Exam	Semester One	Quarter Three	Quarter Four	S2 Exam	Semester Two	Final Grade
Upper School	20%	20%	10%	50%	20%	20%	10%	50%	100%

## **GRADE REPORTING**

Formal grades are reported online through PlusPortal to parents four times during the school year: at the midpoint of each semester (quarter 1 and quarter 3) and at the completion of each semester. Mid-semester grades provide information about a student's performance, but are not recorded on permanent legal transcripts. At the completion of each course, whether at the semester (as in elective courses) or at the end-of-the year (as in year-long courses), the students' grades are recorded on permanent legal transcripts. Final grades include teacher evaluations, determine whether or not credit is awarded, and are used to determine honor roll eligibility.

## **GRADE POINT AVERAGES (Grades 9-12)**

Students' GPAs will be calculated at the end of the year from the final grade in each course, including PE and all elective courses.

## **ASSESSMENTS, PORTFOLIOS, AND FEEDBACK**

Teachers will inform students of tests 5 school days in advance, so that they may disperse the time needed for studying between other subjects' tests, assigned homeworks and projects. Assessments will be delivered to students upon grading and reporting on Plusportal. It is the student's responsibility to keep an updated portfolio whenever a teacher or administrator asks for it.

## **HONOR ROLL**

Students who have earned a minimum of 85% in all courses will be on the Honor Roll.

## **HIGH HONOR ROLL**

Students who have earned a minimum of 90% in all courses will be on the High Honor Roll.

## **LATE ASSIGNMENTS**

For assignments that are not handed in/presented/performed on time, students will be penalized at the teacher's discretion per the course syllabus.

## **MINIMUM GRADUATION REQUIREMENTS**

The American School of Tangier high school diploma is awarded to individuals who have earned the minimum number of required high school credits. Credits are awarded for the successful completion of coursework each semester. To earn an AST diploma, students must earn a minimum of 26 credits if not Moroccan, and 30 credits if Moroccan, due to the country law requiring 4 years each of French and Arabic. All students are required to complete a minimum of 6 credits a year.

English	4.0 credits
Math	3.0 credits, with Integrated Math 2
Science	3.0 credits, with Biology
Social Studies	3.0 credits, with US History
French (Moroccan path)	4.0 credits
Arabic (Moroccan path)	4.0 credits

World Languages	3.0 credits, (consecutive years)
Fine Arts	1.0 credit
Physical Education/Dance	2.0 credit
Service Learning	1.0 credit
Electives (2- Moroccan)	6.0 credits
<hr/>	
TOTAL	26/30 (Moroccan) credits

It is generally required that those students seeking to major in engineering, a science, or math-related field in college successfully complete four credits of math (minimum of pre-calculus) and four credits of science in high school. Chemistry and physics must be taken in grade 11 or grade 12.

Note: All high-school courses and their grades will be reflected on the official transcript, regardless of whether a student withdrew from the course. Students who withdraw from any course will receive a “W”. All high-school students must take a course load of at least 6 courses a year. A withdrawal from a class will equate “no credit” for that semester.

## **COMMUNITY STANDARDS**

### **AFTER-SCHOOL USE OF CAMPUS**

Students are encouraged to support after school athletic games and tournaments.

Students are to vacate the campus immediately after school, unless they are participating in an after-school activity. They are to leave the premises immediately after the activity or school club has ended. AST and its staff will not be held liable for students who remain on campus after activities have ended. If students are found loitering on campus after school they will be held in the office until they are picked up and will no longer be able to participate in after school activities.

### **ATTENDANCE AND ABSENCES**

AST recognizes that students get sick and we will work together to assist our students whenever they are out due to illness. Attendance is critical for the learning of a student and we have worked to design a school calendar that will provide time for family travel. For this reason, student absence before or after holidays are not permitted. When a student is absent from class, he/she loses both the benefit of the instruction and the discussions that takes place during their absence. For this reason it is crucial that students attend class.

If a student is absent a phone call from a parent is required. You must notify the attendance clerk by 8:00 am, the morning of the absence. Then the attendance clerk will document that call and update the attendance records in Plusportal.

If a student is going to miss two or more days of school due to illness, a parent or guardian must notify the office Attendance Clerk with a phone call prior to their child's absence. If class work is needed then an email will be sent to the teacher, from the parent, requesting missed classwork. Please allow the teachers ample time to make the necessary preparations. Assignments are also on PlusPortals for parents to check as well.

Please keep the following in mind:

- Medical/dental appointments should be made after school hours.
- Visa appointments, AP testing, SAT testing, ACT testing, TOEFL testing, driver's exams, and absences for weddings will be counted as an absence from school.

Students who have more than nine **(9) total absences** in a semester, per subject, will lose course credit for the semester. Exceptions may be granted by the Head of School for extraordinary circumstances.

There is a positive correlation between a student's grades and attendance. Our goal is to have students in school. We need your help in not allowing your children to stay home or to go home during the day.

## **BULLYING**

Bullying can threaten students' physical, mental and emotional safety at school and can negatively impact their ability to learn. The best way to address bullying is to stop it before it starts. Bullying is defined as the physical, verbal or emotional abuse, annoyance, or harassment of another by means of banter, ridicule, and/or criticism. It is important for everyone in the community to work together to send a unified message against bullying. Bystanders are expected to stop bullying by actively getting involved and/or immediately (directly or indirectly) reporting any issues to teachers, counselors and administration.

Cyberbullying is bullying that takes place using technology. Examples of cyberbullying include mean and/or inappropriate text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

## **COUNSELING**

AST will continue to support and monitor students' educational and emotional health and safety. AST recognizes that proper counseling is an important and integral part of any successful school program. Counseling sessions will be scheduled and set based on the AST Counseling Program Referral Procedures that involves all stakeholders. Ultimately, the school's guidance counselor, administration and teachers are responsible for the student's health and safety while on campus. Counseling services will be tailored

based on the students needs. All information disclosed during a counseling sessions are confidential and will not be shared with anyone without first consulting with administration. If deemed appropriate outside referrals may be utilized to further assist students.

## **DRESS CODE**

How students dress is a reflection of AST pride. Students should be neat and clean at all times. Students may not wear torn and/or transparent clothing exposing undergarments and/or private parts, inappropriate or suggestive clothing, or clothing bearing logos, profanity, or representations of drugs and/or alcohol.

Footwear needs to be appropriate and safe. Cleats, shoes with wheels/lights, and high heels are not permitted. Caps, hats, and hoods may not be worn inside the buildings. Loose jewelry and excessive makeup are not allowed.

Students not adhering to the dress code may be given consequences ranging from verbal warnings to being asked to contact home for proper attire. Students may be asked to wait in the office until proper attire is brought to school.

Students must be prepared for movement-based courses by wearing proper attire, as determined by their teacher. During swimming lessons, students are required to wear modest swimwear (trunks for boys and a one-piece swimsuit for girls). Students not in proper attire will not be permitted to participate and will lose credit.

## **ELECTRONIC EQUIPMENT**

### **(Cell Phones, Personal Cameras, iPods, Tablets, Gaming Devices, etc.)**

Electronic devices (Cell phones, smartphones, smart watches, iPods, tablet computers, etc.) are not permitted on the school campus. If a student has visible electronic equipment on campus, it may be confiscated by any staff member. Please remember that this does include the library.

No electronic equipment of any kind may be used on campus without the permission of an administrator or a teacher. **The school is NOT responsible if an electronic device goes missing or gets stolen.**

Unauthorized use of electronic equipment during the day will result in the device being confiscated and given to the administration for up to 5 school days (not counting the weekend). Parents may be asked to come in and collect their student's equipment. Students at no time are allowed to use any type of electronic equipment to take pictures or videos on campus without expressed written permission.

Parents are encouraged to support our policy on responsible use of electronic equipment by teaching their child(ren) to limit the amount of time each day spent using technology.

## FIELD TRIPS

Field trips (sports, educational, or recreational) are all AST's sponsored activities and therefore AST rules and regulations apply. Students are taken on field trips during the school year to reinforce instruction in the classroom. Students are required to exemplify AST's high standards for behavior while on field trips. Appropriate behavior on the bus is also required. Failure to follow the school rules can result in disciplinary action, or the students not being allowed to attend future field trips.

Students without a parent-signed permission slip might not be allowed to attend the field trip. All permission slips must be filed with the Principal's office before students go on the trip.

Occasionally the school might ask for parent volunteers to join and provide assistance for a planned field trip. In some cases, parents might need to provide their own transportation. Students on school planned activities are not considered absent. Students with excessive behavior referrals might not be permitted to attend field trips. A **Planned Absence Form** (available in the principal's office) might be required for some field trips.

There will be times that the student involved in the field trip will need to fund the travel expenses. These expenses must be paid by the deadline and refunds for travel costs will not be given. If there is an outstanding tuition balance, students may not attend field trips.

## FOOD

AST recognizes that students' nutrition is part of the education process. Students are expected to come to school on time after they have eaten a healthy breakfast.

## SNACK-TIME

There is a scheduled snack time during mid-morning break, where students may bring a snack from home. Low-sugar, healthy snacks are encouraged.

## LUNCH-TIME

Students may bring a lunch from home or they may purchase a sack lunch through school. Sack lunches **must be ordered and paid for one week in advance** with the office staff. Same day purchases are **not** available. No food is to be ordered or delivered from outside the campus. Due to supervision need our staff will not be able to store lunches or heat up lunches for students. Please make sure that all food brought from home meets these criteria.

## BAKE SALES

Bake sales should under no circumstance be organized without prior approval from the office. There is a form available at the office for the purpose.



## **INTERNET USAGE POLICY**

The Internet provides students access to a wide variety of resources, including electronic mail, information, and news from governments and international agencies, public domain software, and shareware of all types.

With unlimited access to computers and people all over the world, students could also gain access to material that would not be considered of educational value, or to be appropriate in the context of a school setting. The school staff is committed to instructing students on the proper usage of the Internet. It is also highly recommended that parents take precautions at home while their children are using the Internet.

However, on a global network, it is impossible to control access to controversial information if the student is determined to do so.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the elimination of this right to any individual, including disciplinary action and/or parental notification as necessary. The administration will deem what is unacceptable use of the Internet. Cyber bullying of any sort will not be tolerated.

### **Students must adhere to the following guidelines:**

- Individuals are responsible for all materials sent and received.
- Use of appropriate language at all times. Profanity, use of vulgarities, or any inappropriate language is not permitted.
- The user is not permitted to reveal their personal address or phone number or those of other students or members of AST faculty and staff.
- Ethical and legal use only of the Internet at all times
- Understanding that electronic mail (e-mail) is not guaranteed to be private
- Use of the network so that it does not disrupt the use of the network for others
- No pictures may be published on the Internet without permission of the individual
- **Failure to adhere to the above guidelines will result in loss of privileges.**

## **IT VANDALISM**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or other networks that are connected to the local school network system. This includes, but is not limited to the downloading of computer viruses, or accessing other files or programs that are on the school network system.

### **General violations include the following:**

- Intentional visitation of sites which are not curriculum related
- Attempts to break into anyone's computer, files, or programs

- Accessing a site with intent to steal or commit fraud
- Accessing any server with intent to damage, change, or destroy
- Accessing a computer to retrieve other students' work
- Live chats on any chat lines

Consequences for not following the **Internet Usage Policy** will be determined by the faculty and administration. Which can include suspension, or expulsion for gross misconduct.

## **LEAVING SCHOOL GROUNDS**

AST is a closed campus. Students must stay on school grounds during scheduled school hours. Students are NOT permitted to leave the campus without special permission from both a parent and an administrator. Once a student has left the school, the student is not allowed back onto the campus without parental notification to the school. Once a student has been picked up from school, he/she becomes the custody of the accompanying adult. AST will not be held responsible for the student outside of school premises unless under the supervision of an approved school activity chaperone.

Whenever students need to leave school early, they must check out directly from the receptionist's office. Parents must notify the school before a student will be permitted to leave campus.

## **LIBRARY GUIDELINES**

Teachers and students are invited to use the library during school hours. Students are encouraged to use the library for research and book checkout. A library pass must be presented to the librarian if a student is coming from another class. Students are expected to quietly read or study. Eating and drinking are not permitted in the library. It is the responsibility of the student to return books by the due date. If a book or other library material is lost, the person who checked the book out will need to pay a replacement fine. Report cards may be withheld from students who have overdue books or unpaid book replacement fines. Librarians have the right to revoke the privilege for a student to use the library after consulting with administration.

## **LOCKERS/MONEY/VALUABLES/SEARCHES**

Student lockers are assigned to students in grades 6-12 at the beginning of the year. All locker assignments are final. Students are not to change lockers unless directed by the staff. Students are to keep their lockers locked at all times. Books, money and valuables are not to be kept in unsecured locations. Lockers without locks are still the responsibility of the student to whom the books were assigned.

Lockers remain the property of the school. The Administration has the right to search a locker at any time where reasonable cause exists. Searches can be conducted by a school administrator anytime suspicious behavior or material is suspected to be present. For privacy concerns, electronics with collected personal data such as messaging, pictures, etc. will be immediately seized until the presence of the parent/guardian for the search to be conducted.

**The school is not responsible for lost or stolen items.** Please do NOT share your lock's combination or keys with anyone, and report any issues to your principal immediately. Do not bring in personal valuables which could be taken or misplaced.

## **LOST AND FOUND**

Misplaced items will always be collected at the end of the day and locked up in a secure room by our security staff. If a student thinks that they have misplaced an item they need to see the security staff to recover their item. It is the student's responsibility to take good care of their belongings. AST is not responsible for lost or stolen items.

## **MAKE-UP WORK FROM AN ABSENCE**

It is the student's responsibility to check with the teacher and to complete the required make-up work within the allowed make-up period following the student's return to school. The teacher will decide what is required for make-up, and the time and place of make-up work will be determined in conjunction with the student.

Homework, projects, and all types of assessments are learning tools. Students are entitled to seeing, reviewing and learning from their mistakes. Teachers will return all graded assignments and assessments to students within a week of completion.

Make-up work can be done based on the following timetable:

1 day absence = 2 day make-up period

2 days absence = 3 days make-up, etc.

Work not made up within the time limit or by a teacher-approved date will receive a zero. Parents need to understand that upon return from absence, students will have to make up the missed work in addition to catching up and staying current with what is happening in the class.

Major projects will be due on the scheduled date even if the student is absent. It is the students' responsibility to see that the assignments are delivered to school by the original due date. It is the student's responsibility to check with the teachers about any missed tests/exams/quizzes during an absence and to make them up. If the test/exam/quiz was scheduled prior to the student's absence, the student must take the test/exam/quiz as scheduled on the first day of return to school. If the student does not make up the test/exam/quiz, by the end of the first day of their return to school, it will result in a zero. If a test/exam/quiz was scheduled during the student's absence, then the student will schedule a make-up within the next 2-5 days to take the test/exam/quiz. Any test/exam/quiz not made up within 5 days will result in a zero.

## PARENT AND VISITOR ACCESS TO THE CAMPUS

In order to make sure the campus is secure, there is limited access for all parents and visitors, especially during the instructional day (8:00am-3:15pm). This precaution ensures that students, staff, and visitors are safe while on the grounds of the school. Personal drivers will not be allowed on campus and must remain outside the gate when dropping off and picking up students.

In order to enter the school, all visitors must enter through the main gate, have an appointment, and present a picture ID (national card, resident card, or passport) to the security guard(s). The ID will stay at the security guard station throughout the visit. Visitors will also sign in at the guard's desk and will then be given a visitor's ID badge. This safety policy is in place in case of an emergency and allows our security personnel to identify all visitors on campus.

Appointments must be confirmed via telephone with the receptionist prior to admittance onto campus. Please know that your entrance may be delayed while we verify the appointment as part of normal procedure. It is important that all visitors report directly to the administration building at the beginning of their appointment.

***We thank you for your cooperation with these security procedures.***

## PUBLIC DISPLAYS OF AFFECTIONS

Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, respect for others is the guideline for appropriate behavior.

## TARDINESS/TRUANCY/LATE

It is the expectation of AST that all students arrive to class on time (8:00 A.M.) and that they are prepared for class as defined by their teachers on their syllabi. On time means that students are in the classroom and ready with their books and writing utensils when the bell rings. Late arrivals disrupt the educational process. Students must present a late note signed by a teacher or administrator in order to enter a class when they are late. Late students will be considered tardy regardless of the reason.

Multiple tardies will be recorded as incident reports on PlusPortal. Students with **3 tardies in any given class will be counted as an absence**. When a student has exceeded 4 tardies they will then accumulate

additional absences for each tardy after that. Students will have the opportunity to earn back their “Tardy Absences” by spending additional time on campus. This time can include, but is not limited to: performing service projects, helping with cleaning or campus improvements, and contributing towards other school needs at the time. It is the hope that students will learn to value being prompt to class with the implementation of this policy. Parents will be notified in advance when a student has chosen to serve this type of time on campus. Students with excessive tardies to school and/or to class may be required to make up missed academic time on weekends. The tally of tardies will be set back to zero at the semester mark.

## DISCIPLINE POLICY

The goal of the American School of Tangier Code is to provide an environment of mutual respect, that is conducive to learning, and ensures the safety of students and staff. AST students are expected to be respectful at all times of each other, teachers, and staff, in their actions and words. Respect for authority and a sense of responsibility and order are required to maintain the education process and for the development of the whole student.

### DETENTION

Teachers or administrators may assign a student to lunch detention and/or after-school detention as a consequence for inappropriate behavior. Students must pack lunch from home that day to the detention room when they are serving lunch detention.

When a student is assigned an after-school detention, the **parents will be informed** 24-hours in advance either in writing, by phone, or in person. Students who fail to attend an assigned detention may be assigned an additional detention or a suspension. Promptness is mandatory.

### EXPULSION

AST reserves the right to ask students to permanently leave school. This will result after numerous attempts to change behavior through multiple varied methods. AST also reserves the right to reach this level in extreme cases where the mental and physical health and safety of our community is jeopardized. The student is no longer allowed to be enrolled in the school.

### IN-SCHOOL STRUCTURED SUPERVISION (INTERNAL SUSPENSION)

Students are removed from their regular classroom and attend school in a more structured supervised environment. The students are held accountable for all work each day that they are in full-day structured supervision. Students will be supervised and monitored throughout the school day to provide assistance, and ensure that the student has work to complete. The student will not be allowed to participate in any classroom/school activity. Parents are notified before any full-day structured supervision is put in place.

## OUT-OF-SCHOOL SUSPENSION

In some cases, when inappropriate behavior is repeated, a student might be asked to go home. This will take place in some extreme cases where administration sees that it is necessary for students to be out of school. Most of the time this is used as an anger management technique and a time for rival parties to calm down. The student is removed from the school setting for a specified time period. It is the student's responsibility to reach out for the material presented in class and must be required to complete all work assigned by their teachers during this period. The student will be counted absent from school during this time. It is highly recommended that parent(s) are accompanying the student upon his/her return to school.

## STUDENT BEHAVIOR POLICY

The following list is provided as a guide, but it is not intended to be a complete list. The principal and the school reserve the right, at any time, to take more or less action in the discipline of a student depending on the severity of the behavior. Consequences may range from suspension to expulsion or ban from participation in assemblies, graduation, etc. at the Head of School's discretion.

Inappropriate Behavior	Definition of Behavior	Minimum and Long Term Consequence
<b>Academic Dishonesty Cheating, Copying, Plagiarism, Forgery.</b>	Copying, plagiarism, assistance from another on tests, quizzes, papers, etc. Any talking during a test or quiz, any books or notes exposed and/or easily accessible, any use of mobile phones, etc. The appearance of cheating is treated as cheating.	Students involved receive a "0" for the assignment, quiz, or test. Parents will be contacted. Students will be on in-school structured supervision. Further infraction will result in formal suspension and possible expulsion.
<b>Alcohol/Drugs (use, possession, or distribution)</b>	"Use" – to consume, ingest, take, or drink in school. "Possession" – having on your person, clothing, locker or other personal effects. "Distribution" – to divide or apportion to one or many with or without prior knowledge.	Parents are called and students are faced with Immediate out of school suspension. Students cannot return to classes until a parent meeting is held. Possible recommendation of expulsion to the Head of School.
<b>Arson</b>	The malicious burning of or attempt to burn property.	Parents are called and students are faced with Immediate out of school suspension. Students cannot return to classes until a parent meeting is held. Possible recommendation of expulsion to the Head of School.
<b>Assembly Behavior</b>	Disrespectful and disruptive behavior while in assemblies that distracts the audience or the on-stage participants	Immediate removal from assembly, and potentially a complete ban to attend any assembly.

<b>Bullying</b>	The abuse, annoyance, or harassment of another by means of banter, ridicule, or criticism. Cyber-bullying is included.	Suspension up to 2 days; continued bullying behavior may result in recommendation of expulsion to the Head of School.
<b>Cell Phones and Electronic Devices</b>	See electronic device section	Confiscation of cell phone or electronic device for 5 school days requiring a parent to come to school and reclaim it. Ongoing incidents will be dealt with by the administration.
<b>Dress Code</b>	Violation of school dress code	Restriction from classes until dress code is met. Increasingly severe consequences for additional infractions.
<b>Fighting</b>	To contend through physical contact or altercation. All who contend, regardless of who initiates the combat, will be considered guilty of fighting.	Full and complete apology. Suspension from school. Required parent meeting in order to return to school. Continued behavior may result in expulsion.
<b>Persistent Disruption to the Learning Environment Gross Misconduct</b>	In spite of methods to discourage the student from being disruptive, such as parent conferences, detentions, verbal warning etc., the student persists in acts of deliberate or willful conduct, verbal or physical, detrimental or disruptive to normal functions of school programs or academic progress.	Indefinite suspension until a parent-student meeting is held. Increasingly severe consequences for additional infractions. Possible recommendation to the Head of School for expulsion
<b>Insubordination, Lack of Respect Towards Adults</b>	Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and/or classroom rules	Indefinite suspension until a parent meeting is held to resolve the situation. Increasingly severe consequences for additional/continual infractions
<b>Littering</b>	Dumping, depositing, placing, throwing or leaving litter in or on school property other than in garbage receptacles	Verbal warning or detention up to a one-day suspension from school or community service option, with increasingly severe consequences for continuing infractions.
<b>Loitering</b>	Present on school grounds without reason.	Ban from entering premises outside of school hours.
<b>Obscenity</b>	Use of obscene, or vulgar language, in verbal or written form, or in gesture or in pictures or caricatures in or on school property	In-school structured supervision or suspension from school followed by increasingly severe consequences for additional infractions. May result in recommendation of expulsion to the Head of

		School
<b>Off-campus, Extracurricular Behavior (sports, field trips; local and international)</b>	Students are expected to adhere to all AST behavior policies, dress code, and chaperone requests	AST discipline consequences plus possible loss of future off-campus activities
<b>Physical assault or threat to use physical assault against a school employee</b>	Assault – A violent physical or verbal attack, or the threat to do harm to another	Recommendation of immediate expulsion to Head of School
<b>Physical Assault or Threat of Physical Assault on Another Student</b>	Assault – A violent physical attack or the threat of violent physical attack on a student	Suspension and increasingly severe consequences for additional infractions. (see bullying)
<b>Smoking</b>	Use of tobacco products on campus or during school-related activity.	Suspension from school
<b>Failure to speak English in classes taught in English</b>	Students must use English in all English speaking classes to develop English language skills.	Classroom consequences. (see insubordination)
<b>Tardiness (Late) including excused tardy</b>	Students must be present, prepared and ready to learn when the bell rings. Anything other than what is stated will be considered tardy (late)	Students with 3 or more tardies in any one class will be issued a lunch detention; students with 5 tardies or more in any one class will be issued an after school detention. Suspension and increasingly severe consequences for additional infractions.
<b>Theft/Stealing</b>	To take or assist someone in taking or attempt to take property of another without permission with intent to keep or make use of wrongfully	Complete restitution for property taken at full replacement value. Increasingly severe consequences beginning with one-day suspension from school. May result in expulsion
<b>Truancy (Skipping) including unexcused tardy and unexcused absences</b>	The act of unauthorized absence from school or class for any period of time	Suspension from school and mark of <b>“0”</b> on all assigned work, tests, quizzes given during time truant
<b>Vandalism of any kind</b>	To willfully or maliciously destroy or deface school, student or faculty property	Full and complete restitution of property at full replacement value. Consequences will depend upon severity of the vandalism. Consequences may range from suspension to expulsion or ban from participation in assemblies, graduation, etc. at the Head of School’s discretion.



<b>Weapons or look-alike weapons, knives or any object used as a weapon</b>	Use – threatening to utilize or utilizing a weapon, look-alike weapon, or object as a weapon	Suspension and possible recommendation of expulsion to the Head of School.
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## **SCHOOL PROCEDURES**

### **AFTER SCHOOL PROGRAMS**

AST is committed to lifelong learning and creating well-rounded students. After school programs are extremely important as they develop skills which students might not grasp in the classroom. It builds a sense of community and allows students and faculty to interact on a different level. Programs include a wide variety of activities ranging from academic support to sport related activities to other extra-curricular clubs. It is imperative that students fill a permission slip prior to joining a club in order for the parents, teachers and administration to have an accurate account of who is on campus for effective supervision to take place. Club supervisors will take attendance and attendance will be reported on PlusPortal. Parents must arrange for their children to be picked up as soon as after school clubs are done. Students will not be supervised after hours. Students not picked up must wait by the gate until they are picked up. Students found lingering will not be allowed to participate in any after school activities.

### **CELEBRATIONS**

Celebrations of achievement are encouraged; however, parties or meals/'breakfasts' in the classrooms are not allowed. AST is an academic institution; therefore, academic or award celebrations may be permitted, but must be approved by the administration in advance.

### **CONCERNS**

Students, parents, and teachers can present a concern regarding any issue they have to administration. Concerns could be e-mailed or discussed in person during a scheduled meeting. Concerns will always be received and acted on accordingly. It might take longer than expected; however, please rest assured that the school will always take any and all concerns seriously.

### **ELIGIBILITY FOR MASAC/MUN AND OTHER EXTRA-CURRICULAR ACTIVITIES**

Students with three or more office referrals (incidents) in a quarter might not be eligible to participate until the end of the quarter.

- Students who are on Academic Probation will not be eligible to participate.
- Eligibility to participate in practice and/or competition is dependent upon student attendance.
- A student receiving an "I" (incomplete) is ineligible, but becomes eligible upon receiving a passing grade.

- Administration might, after consultation with teachers and coaches, administer an academic contract with very specific conditions which might be used to allow student athletes to participate.
- There will be a 2-week “no cut” grace period before major events and tournaments.

Activity sponsors and coaches will monitor the academic progress of their students. They are to review attendance, progress reports, quarter, and semester grades.

## **EXTENDED VACATIONS**

Families should plan their vacation and trips in accordance with the published school calendar that is given to them, which can also be found on the website ([www.ast.ma](http://www.ast.ma)).

Students should not be absent from school due to extended vacations. Parents will be required to notify the school if such an absence is unavoidable, so that arrangements can be made for make-up of missed schoolwork before the students leave.

## **ILLNESS AT SCHOOL**

A student who becomes ill at school will be sent to the **school nurse**. The nurse will inform the parents and school administration if a student is to be sent home. It is crucial that the school has correct home and work telephone numbers, so that a parent can be notified in case of an illness or injury. AST reserves the right to call an ambulance under severe circumstances, based on the school nurse’s recommendation.

A student should not be allowed to attend school if he/she has a fever, is vomiting, or has a rash. A child with any contagious disease (such as conjunctivitis [pink eye] and/or H1N1) is not allowed to attend school and must be seen by a medical doctor. A medical report/certificate must be brought to the Principal’s office upon return.

In case of lice, students must first report to the nurse for clearance for them to be able to return to class. The nurse can recommend for students to be sent home whenever he/she feels that their health is in jeopardy and/or they are contagious.

## **PARTICIPATION IN AST ACTIVITIES**

Students are encouraged to participate fully in field trips, athletics, and extracurricular activities. However, their first responsibility is to their academic subjects. Participation in these activities does not excuse students from completing class work.

Therefore, it is the student's responsibility to notify teachers of upcoming field trips or athletic/extracurricular events that require him/her to be absent from class. At that time, a **Planned Absence Form** must be filled out by students.

Quiz and test make-ups should be taken at a time designated by the teacher. Teachers will not assume student responsibilities for makeup work or tests. It is the student's responsibility to contact the teacher after an absence to complete the makeup work. Participation in extra activities necessitates extra care in class work.

## **PAYMENT OF TUITION AND FEES**

Students whose payments are more than 30-days overdue will not be allowed to attend school or attend extracurricular activities. Report cards and/or diplomas will be withheld if tuition fees, lost textbooks, or library book fines are not paid in a timely manner. Please note that the tuition fee due dates are listed in the school's financial policy signed by all parents, and posted on the AST website.

## **RETENTION AND EXITING AST**

The American School of Tangier will always keep its students interest and well-being in mind all the time. In some cases, changing the educational system could be beneficial to the student's best interest. Parents will always be notified when their child is an "At-Risk" student (see SST Meetings).

The American School of Tangier reserves the right to retain students in the same grade level if they have shown that they are not ready to be promoted to the next grade level, if and only if, there is a vacancy. Seats will not be reserved for retained students. Families will need to make other plans in case there are no seats available in August, which will make retention impossible. The school reserves the right to exit students who have shown no progress academically and/or behaviorally over the year.

## **STUDENTS PICTURES**

Parents should directly notify the school's administration in writing if they have issues with their children's pictures being published. AST will frequently use students and staff pictures in publications.

## **SST (Student Study Team) CONFERENCES**

Teachers, Counselors and Administration will continue to care for AST students' emotional and physical well-being. A formal conference may be requested involving the student, teachers, counselor, administration, and parent(s). During this conference a plan of action will be created tailored for the students' needs to ensure success and aligned communication between school and home. The team will agree on the plan of action and will see through that it is implemented. Everyone is responsible for making sure that the agreed plan is successful. Students, especially, must agree to correct their behavior. This conference is recorded and kept in the administrative file and the student folder. Students may be placed on a Behavior Plan/Contract/Tracking Sheet if need be.

## TEXTBOOKS

Textbooks are provided to the students on a loan basis. Students are expected to keep the books in reasonable condition. Students will be charged for lost or damaged books. Students are strongly advised to keep their books in a locked locker. Books are not to be left unattended on campus. All books collected must be retrieved from the Principal's office. The student's name must be written on the inside cover in ink. The assigned book is the book that the students are responsible for, regardless of which book(s) they may use during the year, or return at the end of the year. The school is not responsible for lost or stolen books. Students will reimburse the school for lost items.

Parents must understand that unpaid fees for all school materials will result in a hold on email and PlusPortal accounts.

### Note:

*This document can be revised when needed by the administration of The American School of Tangier.*

## AST FALCONS

*Fearless*

*Aware*

*Leaders*

*Curious*

*Open-minded*

*Noble*

*Self-motivated*



## AST Student & Parent Handbook Agreement Form

*By signing this document, we (student and parents) agree to abide by the rules and expectations of the American School of Tangier as stated in this document, the AST Policy Manual, and the Internet Usage Policy.*

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parent's Mobile Phone: \_\_\_\_\_

Parent's Land Line: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

Student's Personal Email \_\_\_\_\_

### **Disclaimer:**

It is the responsibility of the students to have this **Acknowledgement Form** signed and brought back to their homeroom teachers within one week of receiving it. AST will assume that the families agree to this contract if the acknowledgment forms is not returned by September 30th of the current academic year.