

PARENT/STUDENT HANDBOOK

Table of Contents

1. School's Mission Statement	p.3
2. AST Graduate Profile	p.3
3. Parent and Visitor Access to the Campus	p.4
4. Leaving School Grounds	p.4
5. After-School Use of Campus	p.5
6. Dress Code	p.5
7. Textbooks	p.5
8. Parties	p.5
9. Lockers/Money and Valuable/Searches	p.6
10. Payment of Tuition and Fees.	p.6
11. Attendance and Absences.	p.6
12. Absence due to illness	p.6
13. Illness at School	p.7
14. Returning After Absence	p.7
15. Extended Vacations	p.8
16. Make up Work	p.8
17. Tardiness	p.9
18. Evaluation of Student Progress and Reporting	p.9
19. Late Assignments	p.10
20. Absence from Mid-Year/Final Exams	p.10
21. Grade Reporting	p.10-12
22. Academic Probation and Failing Courses	p.13
23. Retention and Exiting AST	p.13
24. Graduation Requirements	p.13
25. Honor Roll	p.14
26. Grade Point Averages (Grades 9-12)	p.14
27. Credit Attainment Procedure	p.14-15
28. Students Code of Conduct/Discipline/Student Behavior	p.16
29. Detention	p.16
30. SST (Student Study Team) Conferences	p.16

31.	In-school Structured Supervision (Internal Suspension)	p.16
32.	Out-of-School Suspension	p.16
33.	Expulsion	p.17
34.	Academic Honesty	p.17
35.	Homework	p.18
36.	Electronic Equipment	p.18
37.	Library Guidelines	p.18
38.	Field Trips	p.19
39.	Participation in AST's Activities	p.19
40.	Eligibility for MASAC/MUN and other Activities	p.19
41.	Internet Usage Policy	p.20
42.	IT Vandalism	p.20
43.	Student Behavior	p.21-23
44.	Parent Expectations	p.23
45.	After School Programs	p.24
46.	Public Display of Affection	p.24
47.	Lost and found	p.24
48.	Food(lunch & snack & food policy)	p.24
49.	Student council	p.25
50.	Counseling	p.25
51.	Bullying	p.25
52.	Complaints	p.26
53.	Students' Pictures	p.26
54.	Student/Parent Acknowledgement Form	p.27



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, COMMUNICATE EFFECTIVELY, TEAM WORKER, PROBLEM SOLVING SKILLS, KNOWING HOW TO LEARN

SENSE OF SELF: COURAGEOUS, CURIOUS, SELF-MOTIVATING, AUTONOMOUS, CONFIDENT, PROUD OF AST

INTERRELATIONS & WORLDVIEW: UNDERSTANDS, APPRECIATES & RESPECTS DIVERSITY, AWARE, OPEN-MINDED, RESPECT, GLOBAL CITIZEN

VISION & INSPIRATION: LEADERSHIP, EDUCATION, CHOICES, KNOWLEDGE, TEAM & COMMUNITY SPIRIT

AST's POLICIES AND PROCEDURES

PARENT AND VISITOR ACCESS TO THE CAMPUS

In order to ensure that the campus is secure so students, staff, and visitors are safe while on the grounds of the school, we have limited access for all parents and visitors during instructional time (8:10am-3:20pm). Upon entering the school, all parents and visitors must present their ID (national card) to the security guard(s). ID cards will be present with the security guard's station throughout the duration of the visit. All visitors and parents are asked to sign in the "Guest Book" kept at the security guard's desk. The parent or visitor is given an **AST VISITOR ID** badge to wear. This badge should always be visible. The parent or visitor will then proceed to the receptionist, who will then contact the staff member about the appointment. **The parent or visitor must remain in the reception area until the staff member has arrived to escort them onto the campus grounds.**

UNDER NO CIRCUMSTANCES is a parent or visitor to pass the receptionist's desk without a staff member as an escort and an **AST VISITOR ID** badge in the parent's or visitor's possession. If a parent or visitor is on campus without an escort and/or AST ID badge, the parent or visitor will be asked to return to the reception area.

It is required that parents make an appointment prior to seeing a teacher. It is highly recommended to have an appointment to see an administrator. This is to ensure that parents' concerns are well taken in consideration.

We thank you for your cooperation with these security procedures.

LEAVING SCHOOL GROUNDS

AST is a closed campus providing safety for your children. Students must stay on school grounds during scheduled school hours. Students are **NOT** permitted to leave the campus without special permission from either parent and an administrator. **Once they have left the school, students are not allowed back into the campus without parent notification. Once a student has been picked up or collected 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 in the receptionist's office. **Parents must notify the school first (preferably in writing) before a student will be released from the school.** Parents must give permission, either written or verbal, before a child will be released from the school to anyone else during the school day, including siblings.

After-School Use of Campus

Students are to vacate the campus immediately after school, unless they are enrolled in an assigned after-school activity. They are to leave the premises immediately after the activity or when an after school club has ended for the day. AST and its staff will not be held liable for students who remain on campus.

Dress Code

Students must be neat and clean at all times. No torn and/or transparent clothing exposing under garments and/or private parts, inappropriate or suggestive clothing, or clothing bearing logos, profanity, or representations of drugs and/or alcohol are allowed. Footwear should be appropriate and safe. **Crocs, sandals, open toe shoes, and Moroccan slippers “belgha” are not recommended due to safety.** Cleats, shoes with wheels/lights, and high heels, loose jewelry, as well as excessive and visible makeup, are not allowed. Hair must be kept tied back and neat at all time. Caps, hats, and hoods may not be worn inside the buildings.

Students should be prepared for physical education lessons by wearing proper attire. During swimming lessons, students are required to wear appropriate swimwear (trunks for boys and one-piece swimsuits for girls) as well as a swim cap. Students not in proper PE attire will not receive credit for the day.

If the Administration determines that certain clothes are inappropriate, students not adhering to the dress code may be given consequences ranging from first-time only warnings to being asked to go home and return in proper attire.

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 if the assigned books are lost or damaged before the release of the final report card. Students are strongly advised to keep their books in a **locked** locker. Books are not to be left unattended on campus.

The student's name must be written on the inside cover in ink to prevent loss and facilitate recovery. Only the book and number that is assigned to the student by the teacher is considered a returned book from that student. **The assigned book is the book that the students are responsible for no matter what book(s) they may have been using during the year. The school is not responsible for lost or stolen books. Students might be asked to reimburse the school for lost items.**

PARTIES Are Not Allowed; Celebrations of Achievement Are Granted. AST is an academic institution and celebrations without permission from administration are **NOT** allowed. Birthday parties are scheduled in advance with the homeroom teacher (at the teacher's discretions) and they will be held only during lunch time. One birthday party celebrating all students' birthdays for the month is allowed. A simple cake celebrating the event is allowed.

Academic or award celebrations will be considered and must be approved by the administration in advance.

Lockers/Money/Valuables/Searches

Student lockers are assigned to students 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 may be taken or misplaced.**

Payment of Tuition and Fees

AST reserves the right to withhold a report card or diploma due to tuition fees, lost textbooks, and/or library book fines not being paid. Once payment has been made and there is receipt of proof of settling the account, the report card will be given to the family. Please note that the tuition fee due dates are listed in the school's financial policy signed by all parents.

Attendance and Absences

We expect students to attend school on a regular basis throughout the academic year. This is crucial for them to satisfactorily complete their work and be an active participant in their classes. When a student is absent from class the student loses the benefit of instruction, as well as discussions, which take place during their absence. Students will attend school regularly and are expected to bring a medical certificate upon their return. Students who are absent 2 or more consecutive days are required to show a medical certificate upon their return. Loss of credit may occur if students are excessively absent.

The school does not authorize student absences during school days, before or after holidays for recreational, personal or family trips. Students jeopardize their academic success when they are absent during these critical times.

Absence due to illness

AST recognizes that students get sick and we will work together to assist our students whenever they are out due to illness. Students must present a medical certificate upon their return if they are absent for two or more consecutive days. Medical appointments should be made after school hours whenever possible. If an absence is for an extended period of time, a required doctor's note and parent note will be kept as part of the student's medical record in the

school clinic and in the student's file. If your child is going to miss two or more days of school, due to illness, you must notify the teacher through your e-mail or the office. You may then come to school to pick up the student's assignments and books for missed work. Please allow the teachers at least 24 hours to make the necessary preparations. Assignments are also on PlusPortals for parents to check as well.

Illness at School

A student who becomes ill at school will be sent to the school nurse or doctor. The nurse or doctor will determine the course of action to be taken. The nurse or doctor 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.

Parents planning to be out of the country should leave a name and phone number of a responsible relative or neighbor who can be contacted. It is the parents' responsibility to keep the school informed of any changes in telephone numbers.

Students 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.

Returning After Absence

Students are required to attend school and all classes in order to satisfy the year's academic work. Students who have more than 10 total absences in a semester must have a medical certificate; otherwise, Upper School students may lose their credit for the course(s). It is up to the administration to study, case-by-case.

If a student is absent for one day, a note with a signature from the parent, or a phone call is required. Students must present a medical certificate upon their return if they are absent for two or more consecutive days.

Excused notes are presented to the office. Notes will be signed and sent to teachers for their acknowledgment in order for students to be allowed to make up the missing work. An absence without a signature from the parent or a signed excuse from a medical doctor will be considered as an unexcused absence, and the student will be considered truant. **The student will not be allowed to make up the work missed and will receive a zero for all missed assignments and assessments.** An emergency is generally considered excused, provided there is evidence.

Absences for other reasons (traffic, missing the bus, oversleeping, extended vacations, etc.) will be **unexcused**.

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). A student may be retained at the same grade level the following year if there are absences that exceed the school policy (**more than 10 unexcused absences in one semester per course**). The school does not encourage students to be absent from school due to extended vacations. Parents will be required to notify the school in writing and fill out the appropriate forms if such an absence is unavoidable, so that arrangements can be made for make-up of missed schoolwork before the students leave. This is especially important at exam time. A separate exam must be written for any student not taking the exam with fellow students. The student may get an essay only exam, depending on the subject.

Unless the reasons for the student's absence are considered by the school to be "unavoidable," the school will consider these days as an "unexcused" absence and make-up work will be treated as such (i.e. make-up will not be allowed and student will receive a zero). A planned absence form must be filled out and signed by the parents, principal, and teachers before the student leaves for vacation.

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.

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. 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 with due dates known well in advance are due even if the student is not able to come to school. It is the student's responsibility to see that the assignments are delivered to school on time. Students who are truant (unexcused tardy or absent) from a class are not allowed to make-up the work missed and will receive a zero for all assignments and assessments.

Tests/Exams/Quizzes---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 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. If the test/exam/quiz was scheduled prior to the student's absence, the student must take the test/exam/quiz as scheduled or on the first day of return to school. Any test/exam/quiz not made up within 5 days will result in student being given a zero.

Homeworks, projects and all type of assessments are learning tools. Students are entitled to seeing, reviewing and learning from their mistakes. Therefore, teachers will return all graded assessments back to students within a week of administering the assessment.

Tardiness/Truancy/Late

It is the expectation of AST that all students arrive to school on time and that they are prepared for class. Ontime means that students are in the classroom and ready with their books and writing utensils when the bell rings. Students who aren't ready will be allowed to go to their locker and retrieve their books however, they will be considered tardy for class. Late arrivals disrupt the educational process.

Students must present a late note in order to enter a class. The late note could be excused or unexcused. It is a permission to enter the class tardy. Students will be considered tardy regardless of the status (excused or unexcused).

Students with 3 or more tardies in any given class will be issued a lunch detention supervised by their respective teacher; students with 5 tardies (2 additional tardies after the first 3 tardies) or more in any one class will be required to make up the lost time after school (after school detention) which will be supervised by administration. Teachers must notify parents when a student has reached the 3 tardies limit and must notify administration when a student has reached the 5th tardy and beyond.

Tardies tally will be set back to zero at the semester mark. It is the teacher's responsibility to keep an accurate record of the students' attendance, to enforce the above mentioned rule, report it to administration and document it on Plusportal.

Evaluation of Student Progress and Reporting

The faculty of AST evaluates student progress regularly. This evaluation process is continuous and is based upon the following: Formative and Summative Assessments. Formative assessments can be classwork, homework, exit and entrance tickets, projects and research papers. Summative assessments can be tests, quizzes, pop-quizzes and major projects. Assignments (not including projects announced well in advance) must be handed in on time unless students have an excused absence.

Parents and students should expect that AST students will be assessed frequently to determine mastery of material. A student's grade is adversely affected when the student misses class due to absence or tardiness, submits assignments late, or wastes time during class periods.

Additionally, PAC (Promptness; Attentiveness and Cooperation) is 10% of a student's quarter grade in each class. Grades are updated weekly on Plusportal. Parents are highly encouraged to check their Plusportal account regularly. It is the student's responsibility to show the hard copy of the quarterly reports to parents and return the signed copy to the homeroom teacher. Students who are excused absent and the teacher can duplicate the same environment, then the excused absence student can get a PAC grade. If the teacher can't physically replicate the same environment then no PAC grade will be given for any excused absence days.

Late Assignments

For homework assignments that are not handed in on time, students will have 20% deducted for the first school day, 40% deducted for the second school day, and 60% deducted for the third school day, 80% deducted for the fourth day and "0" credit if the assignment is 5 or more days late. **Projects assigned well in advance will not be accepted late. Projects or presentations involving partners or groups might be required to be performed immediately upon return after an excused absence of an individual. The rest of the group should be ready to present their sections of the project on time.**

Absence from Mid-Year/Final Exams

An Upper School student who is absent from a semester or final exam for any reason will receive a grade of / (incomplete) for the semester. The student must make up the exam within one week. To make up an exam, the student must have a hospital note and schedule a meeting with the teacher and the parents. The makeup exam will be a different exam and could be an oral 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.

A student who, for a valid reason, (determined by the principal in conjunction with the student's teacher) has not completed the required work for a course by the end of the quarter will be given an 'I' as a grade. Students will be given time as determined by the teacher to complete the work, and if the work is not completed within two weeks, the 'I' will become a 0.

Grade Reporting and Breakdown(Gr. 4-12)

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

Formative assessments are generally *low stakes*, which means that they have low or no point value. Examples of formative assessments include asking students to:

- Draw a concept map in class to represent their understanding of a topic
- Submit one or two sentences identifying the main point of a lecture
- Turn in a research proposal for early feedback

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 midterm exam, final project, paper, and/or a test.

Information from summative assessments can be used formatively when students or faculty use it to guide their efforts and activities in subsequent courses.

Upper School Quarter Grade Breakdown (Year long courses)

45% Summative Assessment

- Minimum of 3 entries per quarter.
- This includes, but is not limited to, projects, tests, papers, labs or presentations.
- Students will have a chance to correct their summative assessments (except for Mid-Year and End-of-Year Exams). It is up to the teacher to decide on the percentage given for corrections.

40% Formative Assessment

- Minimum of 5 entries per quarter.
- This includes Quizzes, Classwork, exit/entry slips...etc.

10% PAC (Preparedness, Attentiveness, Cooperation)

- Minimum of 9 entries per quarter
- 5 marks daily (2 attendance, 2 participation, 1 for respect and responsibility)

5% Homework

- Minimum of 9 entries per quarter
- Assigned homework will be graded and reviewed in class.

Lower School (grade 4-6) Quarter Grade Breakdown

45% Summative Assessment

- Minimum of 3 entries per quarter.
- This includes, but is not limited to, projects, tests, papers, labs or presentations.
- Students will have a chance to correct their summative assessments (except for Mid-Year and End-of -Year Exams).

45% Formative Assessment

- Minimum of 5 entries per quarter.
- This includes Quizzes, Classwork, exit/entry slips...etc.

10% PAC (Preparedness, Attentiveness, Collaboration)

- Minimum of 9 entries per quarter. Teachers can report PAC grades either daily or weekly.
- 5 marks daily (2 attendance, 2 participation, 1 for respect and responsibility)

Art, Music, PE and elective courses are graded on a different scale.

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%
Lower School	25%	25%	0%	50%	25%	25%	0%	50%	100%

Formal grades are reported 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. In high-school **elective** courses, a final exam or a project may be given at the teacher's or principal's discretion.

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 grade of F (less than 60%) or two or more grades of D (less than 70%)** are 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 four quarter reports, they may not be allowed to re-enroll or might be retained for the next academic school year. 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 or who are at academic risk will not be allowed to participate in interscholastic athletics in order for the student to focus on raising his/her academic standings.

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 academically 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 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(s).

Graduation Requirements

The American School of Tangier High-School diploma is awarded to students who have completed a minimum of 8 semesters beyond the eighth grade and have successfully completed a minimum of 30 credits. All students seeking an AST High-School diploma must successfully complete the following required courses:

<u>REQUIRED COURSES</u> (9th through 12th)	<u>REQUIRED CREDITS</u>
English	4 Credits
Math	3 Credits (minimum level-Algebra II)
Science	3 Credits
Social Studies	4 Credits
Arabic/AFL	2 Credits (4 if Moroccan)
French	2 Credits (4 if Moroccan)
Physical Education	3 Credits (or 2 years with 2 completed seasons of a varsity sport)
Information Technology	1 Credit
Art	1 Credit
Electives	4 Credits (8 if non-Moroccan)
Service Learning	120 hours (Gr.9-12)

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 if 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 7 courses a year. No study hall periods will be scheduled for any student.

Honor Roll

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

Honor Roll: Students who have earned a minimum of 80% in all courses will be considered to be on the Honor Roll.

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.

Credit Attainment Procedure

A student must earn a semester final average of 60% 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. (see table below)

Year-Long Course- one credit			
Semester One	Semester Two	Final Average Grade	Credit Earned
60 % (D)	60 % (D)	60 % (D)	One credit
58 % (F)	62 % (D)	60 % (D)	Half credit
62 % (D)	58 % (F)	60 % (D)	Half credit
58 % (F)	58 % (F)	58 % (F)	Zero credit
Semester-Long Courses– half credit courses			
Semester One	Semester Two	Final Average Grade	Credit Earned
60 % (D)		60 % (D)	Half credit
58 % (F)		58 % (D)	zero credit
	60 % (D)	60 % (D)	Half credit
	58 % (F)	58 % (F)	Zero credit

All graduation requirements and missing credits must be made up and PASSED 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. Upper School Students (9th to 12th 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.

Grade of Incomplete

A grade of incomplete will only be granted after the revision of the student's file/case and the Principal's approval. Make up work will be clearly communicated to students and parents from school.

Code of Conduct/Discipline/Student Behavior

The goal of the American School of Tangier Code of Conduct is to provide an environment of mutual respect, one 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 bring lunch 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.

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.

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 does not 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.

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.

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 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.

Homework, Assessments, Portfolios and Feedback

Homework aids students in developing good study habits. It provides a means to review subject matter, as well as reinforces learning through practice and application of skills. 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.

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.

Electronic Equipment (Cell Phones, iPods, iPads, Gaming Devices...ETC)

No electronic equipment of any kind may be used in class without the permission of an administrator or a teacher. **Upper School students may use their personal electronics device during breaks and only with the permission of the supervising teacher. The school is NOT responsible if an electronic device goes missing or gets stolen. Lower School (K-6) students are not allowed to use their devices during break.**

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.

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.

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 the students not being allowed to attend future field trips or disciplinary action.

Teachers need to fill a field trip form for approval to administration at least one week in advance. After the field trip is approved, teachers will send a Field Trip Permission Form home with students for parents to sign. 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 might be required for some field trips.

Participation in AST's 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/extra-curricular 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.

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 the student attending school the full day on the day of the practice or competition.
- Students are not allowed to be absent for school then participate after school in an event.
- A student receiving an I (incomplete) is ineligible, but becomes eligible upon receiving a passing grade to replace the I.
- 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.

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

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 in the proper usage of the Internet. It is also highly recommended that parents also 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 may include the following: loss of privilege, suspension, or expulsion for gross misconduct.

STUDENT BEHAVIOR

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.

Inappropriate Behavior	Definition of Behavior	Maximum Consequence
Academic Dishonesty Cheating, Copying, Plagiarism, Forgery.	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.	Student receives 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.
Alcohol/Drugs (use, possession, or distribution)	"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.	Recommendation of immediate expulsion to the Head of School
Arson	The malicious burning of or attempt to burn property	Recommendation of immediate expulsion to the Head of School
Assembly Behavior	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
Bullying	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
Cell Phones and Electronic Devices	See electronic device section	Confiscation of cell phone or electronic device and/or requiring a parent to come to school and collect it
Dress Code	Violation of school dress code	Restriction from classes until dress code is met. Increasingly severe consequences for additional infractions.
Fighting	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, possible one or two day suspension from school. Continued behavior may result in recommendation of expulsion to the Head of School.
Persistent Disruption to the Learning Environment Gross Misconduct	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	Indefinite suspension until a parent-student meeting is held. Increasingly severe consequences for additional infractions. Possible recommendation to the Head of School for expulsion

	normal functions of school programs or academic progress.	
Insubordination, Lack of Respect Towards Adults	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
Littering	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.
Loitering	Present on school grounds without reason	Ban from entering premises outside of school hours
Obscenity	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
Off-campus, Extracurricular Behavior (sports, field trips; local and international)	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
Physical assault or threat to use physical assault against a school employee	Assault – A violent physical or verbal attack, or the threat to do harm to another	Recommendation of immediate expulsion to Head of School
Physical Assault or Threat of Physical Assault on Another Student	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)
Smoking	To be in possession of or use tobacco products at or around school, or at any school-related activity	Suspension from school
Failure to speak English in English language classes	Students must use English in all English speaking classes to develop English language skills.	Classroom consequences. (see insubordination)
Tardiness (Late) including excused tardy	Students must be present, prepared and ready to learn when the bell rings.	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

	Anything other than what is stated will be considered tardy (late)	an after school detention. Suspension and increasingly severe consequences for additional infractions.
Theft/Stealing	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 recommendation of expulsion to the Head of School
Truancy (Skipping) including unexcused tardy and unexcused absences	The act of unauthorized absence from school or class for any period of time	Suspension from school and mark of "0" on all assigned work, tests, quizzes given during time truant
Vandalism of any kind	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.
Weapons or look-alike weapons, knives or any object used as a weapon	Use – threatening to utilize or utilizing a weapon, look-alike weapon, or object as a weapon	Two to three day suspension and possible recommendation of expulsion to the Head of School

PARENT EXPECTATIONS: WE NEED YOUR HELP

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 expectations include the following list:

- Children arrive at school on time each day. On time means students should be in the classroom when class begins at 8:10 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.

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. 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.

Public Displays of Affection

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.

Lost and found

Students in Upper School are provided with lockers. Lockers should stay locked at all times. The Principal's office MUST have a copy of the keys or combination locks. Students shouldn't share their assigned lockers with anyone. Misplaced items will always be collected at the end of the day and brought to reception. Students and parents may visit the reception area to collect misplaced items. It is the student's responsibility to take good care of their belongings. AST is not responsible for lost or stolen items. The school will donate unpicked items every two weeks.

Food (Lunch, Snack)

AST recognizes that students' nutrition is part of the education process. Students are expected to come to school on time after they have eaten breakfast. There is a scheduled snack time (mid-morning break) which is a good time for students to eat a quick snack (fruits are highly recommended). Lunch time is scheduled later in the day. Students are not allowed to have food delivered to them. Students' lunch are either brought with them from the beginning of the day or lunch is purchased from the school's cafeteria. Students will be able to pre-order up to a week in advance. Healthy snacks include cut vegetables, fruits, crackers, and sugar-free baked products. Parents should bear in mind that the school administrators and teachers have the right to take away the unhealthy snacks, in order to keep up with the healthy eating standards at

school. No food is to be ordered from outside the campus by students. Food not approved by administration will be kept in the secretary's office to be picked up at the end of the day.

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.

Student Council

AST believes in establishing and practicing democratic values. Students are the focus of education at school and their voices should be heard. Student Council (student government) is a way to express students' concerns and needs. A USSC (Upper School Student Council) will be established with specific criterion as well as class representatives (Grades 4-12). USSC's officers should be model and exemplary students in all aspects. Their character should resemble AST's graduate profile. USSC officers not adhering to expectations will be removed. USSC is a privilege and not a right.

Counseling

AST will continue to support and monitor students' mental 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 after an intensive discussion with all stakeholders if necessary. Ultimately, the school's guidance counselor, administration and teachers are responsible for the student's mental health safety while on campus. Programs will be designed for students in need. All information disclosed during a counseling session is confidential and will not be shared with anyone without first consulting with administration.

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 (see above) 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.

Complaints:

Students, parents, and teachers can present a complaint regarding any issue they see fit to administration. Complaints could be e-mailed or discussed in a scheduled meeting. Complaints 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 complaints seriously.

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.

Student/Parent Acknowledgement Form

Please sign and return to homeroom teachers by assigned date.

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. Acknowledgement forms not returned by September 30th to the homeroom teacher. AST will assume that the families agree to this contract if the acknowledgment forms not returned by September 30th of the current academic year.