



# **The American Baccalaureate School**

Middle and High School  
Parent/Student Handbook

**2022 - 2023**

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## Middle and High School Parent/Student Handbook 2022 - 2023

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## ABS MISSION STATEMENT

The American Baccalaureate School is a private, non-profit K-12 school offering an American-based curriculum including a wide variety of advanced courses and a college preparatory program, guiding students to become independent, global intellectual citizens. Our community practices Islamic values and morals while focusing on creating responsible and accountable young adults who are prepared for the challenges of international universities.

## MSHS EXPECTED SCHOOL-WIDE LEARNING RESULTS

- Critical Thinking
- Time Management
- Global Awareness and Citizenship
- Respect
- Responsibility
- Independence
- Life Long Learners
- Islamic Values
- Accountability
- Self-motivated

## INSTRUCTIONAL GOALS AND OBJECTIVES

The curriculum has been developed to provide a rigorous, challenging, and consistent program that captures students' interests and prepares them for a lifetime of learning. The entire academic program is designed to build strong foundations in English and Arabic reading, writing, and speaking. We emphasize 21<sup>st</sup>-century skills, including critical thinking, problem-solving, and study habits within the subject matter context.

Accelerated mathematics and the English language sections provide advanced opportunities for students with a more excellent facility in these subjects.

Reporting based on the curriculum helps teachers to adjust instruction and provides parents with a clear understanding of their child's progress.

We provide a caring and supportive classroom environment in which students are encouraged to develop independence, respect for others, and a sense of responsibility for themselves. Our goal is to maximize each student's potential and prepare them for their role in an ever-changing global community.

## SCHOOL OFFICE HOURS

Sunday – Thursday 7:15 am – 4:00 pm

Saturday 9:00am – 12:00pm

## MSHS BELL SCHEDULE

TIME	PERIOD
7:30	Building Doors Open
7:35-8:35	1 - including 15-minute Homeroom
8:40-9:26	2
9:31-10:17	3
10:22-11:08	4
11:13-11:58	5 - Middle School Lunch

12:03-12:48	6 - High School Lunch
12:53-13:39	7
13:44-14:30	8

## RAMADAN SCHEDULE

The MSHS Ramadan Schedule is subject to change based on the yearly Ministry of Education stipulations and ABS discretion.

During Ramadan, gates will open at 09:45 am each morning, with classes running from 10:00 am until 2:00 pm. The school day will consist of four 55-minute lessons, with a short 5-minute movement time between each address.

MSHS will operate a two-day schedule rotation during Ramadan to ensure full curriculum coverage. This schedule will consist of (Day 1) and (Day 2). The table below shows the rotation of days for the 2022-2023 school year:

TIME	PERIOD
9:45	Building Gates Open
10:00-10:55	1
11:00-11:55	2
12:05-12:55	3
1:05 - 2:00	4

## ACADEMIC INFORMATION

### Graduation Requirements:

A total of twenty-five (25) credits are required for students to graduate from the American Baccalaureate School. The distribution of credits required is listed below. Students will be enrolled in a minimum of seven academic classes each semester.

Subject	Required Credit
English Language Arts	4
Arabic*	4
Math	3
Social Studies	3
Science	3
General Electives	3
Islamic Studies	2
Physical Education	1.5
Technology	1
Business Electives	1
<b>TOTAL</b>	<b>25</b>

\*AFL students may have an alternative curriculum

## PROMOTION POLICY

### Middle School

Students passing all core subjects (English, Math, Science, and Arabic) will be promoted to the next grade level. Eighth graders who meet these requirements will receive a diploma. Students who fail three core subjects, or math and English, will be required to repeat the grade. They will also be on academic probation for the entire year, and their re-registration will not be approved until June. If the student should fail one or more core subjects again, he or she will not be permitted to re-register at the American Baccalaureate School.

Students who fail English or math will be required to re-take and pass the course during the summer through Oxford Learning or another American Baccalaureate School-approved summer program. Students, who give all approved courses with a 70%, will be promoted unconditionally. If a student fails the summer course, he/she will be placed on academic probation for the year and required to complete an approved tutoring course after school hours until caught up academically. He/she will not be approved for the following year's re-registration until June.

8<sup>th</sup>-grade students follow the same rules as above, with diplomas held until the summer course(s) are completed).

## High School

Promotion decisions will be determined individually based on completing all required coursework for graduation.

Students who fail the first semester of a course, pass the second semester of the same period, and the year average is passing will receive full credit for the course.

Students who pass the first semester of a course but fail the second semester will be required to re-take the second semester for full credit.

Students must pass Arabic, Islam, and Quran each year. Failure in these classes can result in the retention of the grade.

## DIPLOMA PROGRAM

The American Baccalaureate School's high school program prepares students for college and university admission. The high school program culminates with a diploma recognized by the Kuwait Ministry of Education and the Division of Private Education.

There are two diploma options for grade 9-12 students:

- a. The first diploma is an accredited American Baccalaureate School diploma requiring the identified 25 credits above. The student will graduate with 4 credits of ELA and Arabic credits and three Math, Science, and Social Studies credits.
- b. The second diploma is an accredited College Preparatory American Baccalaureate School diploma. It increases the graduation requirement to include four credits of ELA, Arabic and Math, Science, and Social Studies. This diploma is considered an advanced diploma, and the student should be enrolled in Advanced or AP classes during their high school terms.

CLASS STANDING

Minimum requirements are:

- Sophomore: 6 credits
- Junior: 12 credits
- Senior: 18 credits

Transfer students who have received credits from other schools will have those credits evaluated to the standards and requirements of the American Baccalaureate School. This evaluation may include testing and interviews with the appropriate teachers and administrators.

EARLY GRADUATION/CLASS LOAD

The American Baccalaureate School does not permit early graduation. All students attending the American Baccalaureate School must take a whole load of courses even if a student has earned most of the credits needed for graduation.

GRADE POINT AVERAGE (GPA)

The American Baccalaureate School computes students' year-by-year grade point average (GPA) and a cumulative GPA for university admissions criteria.

GRADING SYSTEM

Grades are a means of assessment of individual student achievement with established criteria for each course. Grades are defined as:

- A** - Mastery of the subject matter; Meets all course requirements
- B** - Mastery of nearly all subject matter and course objectives
- C** - Mastery of the majority of subject matter and course objectives
- D** - Meets minimum standards of the class; Limited achievement in a course objectives
- F** - Failure to meet the minimum course requirements

The scale below indicates the letter grade and its corresponding percentage and grade point value for the Middle and High School.

Letter Grade Percentage Grade Points		
A+	98-100	4.5
A	94-97	4.0
A-	90-93	3.75
B+	88-89	3.25
B	84-87	3.0
B-	80-83	2.75
C+	78-79	2.25
C	74-77	2.0
C-	70-73	1.75
D+	68-69	1.25
D	64-67	1.0

D-	60-63	0.75
F	0-59	0.0

### COURSE REQUIREMENTS BY GRADE LEVEL

Grade 6	Classes Weekly	Grade 7	Classes Weekly	Grade 8	Classes Weekly
English 6	10	English 7	10	English 8	10
Arabic 6	5	Arabic 7	5	Arabic 8	5
Math 6	5	Math 7	5	Pre-Algebra	5
Science 6	5	Science 7	5	Science 8	5
Islam/Quran	3	Islam/Quran	3	Islam/Quran	3
Arabic	2	Arabic	3	Arabic	0
Soc. Studies		Soc. Studies		Soc. Studies	
Electives	5	Electives	4	Electives	7

  

Grade 9	Credit	Grade 10	Credit	Grade 11	Credit	Grade 12	Credit
English 9	1	English 10	1	English 11	1	English 12	1
Arabic 9	1	Arabic 10	1	Arabic 11	1	Arabic 12	1
Algebra I	1	Geometry	1	Algebra II	1	Int. Math/Pre-Cal.	1
Biology	1	Chemistry	1	Env. Science	1	Ocean/Physics	1
Geography	1	W History I	1	W History II	1	Economics / Global Issues	1
Islam/Quran	.50	Islam/Quran	.50	Islam/Quran	.50	Islam/Quran	.50
Electives	1.5	Electives	1.5	Electives	1	Electives	1.5

### REPORT CARDS

Report cards are issued at the end of each academic quarter. The dates are published on the school calendar. Parents are encouraged to contact the specific teacher or the school counselor to work together to improve a student's performance. Grades for all subjects can be checked 24 hours a day on the American Baccalaureate School's website ([www.abs.edu.kw](http://www.abs.edu.kw)). Rates are continuously updated. Students and parents must review this weekly and constantly be updated with the student's academic status.

### HONOR ROLL

The Honor Roll is published at the end of each quarter and semester. Honor Roll distinctions will be awarded based on the following semester's grade categories. In addition, the student must not have an "Incomplete" or any grade lower than a "C":

**High Honors 3.75 – 4.00 GPA**



**Honors 3.50 - 3.74 GPA**  
**Academic Achievement 3.25 - 3.49 GPA**

### **AWARDS CEREMONY**

After the third quarter of the Academic year, students who have an overall GPA meeting the above criteria based on quarter one, quarter two, and quarter three, will be recognized at an Awards Ceremony. Each eligible student will receive a certificate identifying their recognition level of Academic Achievement, Honors, or High Honors.

### **ACADEMIC PROBATION**

If a student's grade point average (GPA) falls below 2.0 at the end of a grading period, the student will be placed on academic probation. The student will remain on probation until the GPA reaches the minimum 2.0. Once placed on probation, a conference will be held with the parents to develop a suggested improvement plan. The student must progress toward the goal, or an alternative school may be recommended. Progress will be monitored every quarter. A recommendation concerning the student's future stay at the American Baccalaureate School could be made any time during the quarterly review process.

#### **Academic Assistance**

The student improvement team will review students failing more than one class quarterly. Students needing academic assistance may be required to attend tutoring or teacher office hours or may be pulled from electives to receive remediation in their subjects with low grades.

### **EXTRACURRICULAR ELIGIBILITY**

Eligibility for extra-curricular activities will be treated on an individual basis. Students with numerous behavioral issues or those on academic probation plans that require after-school tutoring may not be eligible for extra-curricular activities.

### **DUE DATES**

Once a date has been set for a test, project, or paper, the date will not be changed unless uncontrollable circumstances interfere. Furthermore, if a student is absent for a trial or report, he/she must have a written excuse deemed excused, or the student's grade will be penalized (ranging from no credit to partial credit at the teacher's discretion). Teachers do not give full credit for tardy work unless circumstances warrant it.

### **MAKEUP WORK**

When a student returns to school from an absence, it is his/her responsibility to obtain work assigned during the absence and discuss a reasonable date for the work to be completed with the teacher. Tests and quizzes should be completed as soon as possible upon the return. If a student does not comply with this responsibility, his/her grade will be penalized, or she/he will not receive credit for missed work. Truant students will not be permitted to receive credit for missed work.

## SUMMER SCHOOL

Summer school courses taken by students will be noted on the student's credit standing for graduation, but only with prior approval from the principal. The transcript will be sent to the Kuwait Ministry of Education, along with all other official transcripts, for graduation authentication and approval. Grades earned previously at the American Baccalaureate School cannot be changed by repeating a similar course and passing. Both grades will be noted on the transcript. No student will receive credit for independent study unless previously approved by the Principal.

## SUMMER READING ASSIGNMENTS

Summer reading is a requirement every summer holiday for all students in Grades 6-12. Each grade level will be assigned one or more books and a project assignment that must be followed and submitted by a specific deadline through **Turnitin**. Failure to complete the summer reading project on time will result in a zero for the first project. Additionally, there will be a follow-up project during the first week of school that will be completed in class during their Reading or ELA classes.

## ASSESSMENTS

### Internal Assessments

All courses begin the year with a pre-assessment of students' knowledge so that the teacher can guide instruction more ably. Formal and informal assessments in each class are given throughout the year. All teachers are provided with curricular resources that include valid, reliable assessment programs linked to the standards for the course. Department assessment calendars are created to ensure adequate progress with the year-long plans/scope and sequence.

### External Assessments

Several exams are prepared and, in some cases, graded by independent educational testing boards at the American Baccalaureate School. These exams allow the American Baccalaureate School to monitor student achievement and the effectiveness of instruction against specific standards and criteria. Many of these exams also allow the American Baccalaureate School to determine student achievement concerning other students nationally and internationally. These exams are summarized below:

### Advanced Placement

***All students enrolled in an Advanced Placement course currently in grade 11 and grade 12 English will be required to participate in the AP exam at the end of the year.***

By taking an AP course, the student is letting colleges and universities know they have what it takes to succeed in an undergraduate environment. AP studies signal to admissions officers that students have undertaken the most rigorous classes their high school offers. For AP English, summer reading is required by the first week in September.

Students planning to take Pre-calculus and Physics during their senior year must score above 80% in Algebra II **and** 242 or above in MAP Math assessment, both fall, and spring rounds during their junior year at ABS, to be eligible for those courses. Suppose a student does not meet the requirement. In that case, he/she will be enrolled in Integrated Math and Oceanography during their senior year so they can earn the necessary credits for graduation in the subject areas required.

We want students to succeed and be ready for such classes as described above; therefore, these pre-requisites and extra precautions are necessary and a requirement at ABS.

### MEASURES OF ACADEMIC PROGRESS EXAMINATIONS (MAP)

The **Measures of Academic Progress** examinations measure how well students acquire the skills and knowledge described in the Curriculum Standards. It also provides a norm-reference guide for student progress. The information from these tests is used to diagnose individual student strengths and weaknesses related to constructing the curriculum standards in reading, language arts, and mathematics. The assessment also serves to gauge the quality of education throughout the school. Students are assessed in the fall and spring.

### WPP

Our students will take part in a writing assessment called the **Writing Practice Program (WPP)** throughout the school year. After learning the basic format of a five-paragraph essay and the *Six Traits of Writing*, students are given writing prompts and asked to type an article about that topic.

*Writing Practice Program* assesses a student's writing in many areas. Like the MAP test, the WPP assessments help us evaluate student writing skills progress, design suitable lessons to ensure continued improvement, and place your child in the appropriate class and level.

### ACADEMIC TESTING FOR COLLEGE ADMISSION

The American Baccalaureate School is a designated College Board testing center. Registration forms are available for the tests through the counseling office. Be aware of deadlines and note that TOEFL, SAT, and ACT registration should arrive at the appropriate office five days before designated deadlines.

College Board exams are given in October, November, December, January, and May. Please see the SAT registration form for specific dates. All juniors will receive this registration booklet as soon as it is obtained from the testing agency. The school's college counselor will meet with each senior at the beginning of the academic year to review the college admissions process. All senior parents are invited and encouraged to make an appointment with the school counselor to discuss the admissions process within the first two months of the school year.

### PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT/NMSQT)

The PSAT is a 2-hour version of the College Board Scholastic Aptitude Test (SAT). It measures verbal and mathematical abilities and is recommended for college-bound sophomores and juniors to practice for the SAT. The PSAT testing date will be announced in the fall. All sophomores and juniors are encouraged to take this exam.

### GUIDANCE/STUDENT SERVICES

The Guidance Counselor at the American Baccalaureate School promotes student success, provides preventative services, and responds to identified student needs. This is

accomplished with a comprehensive program that addresses all students' academic, career, and personal/social development.

### POWERSCHOOL

PowerSchool, accessible via the American Baccalaureate School website, lets parents see a student's academic progress instantly. All parents are provided with their login and password for the website. Parents can view grades, homework assignments, tests, quizzes, attendance, school news, class assignments, calendars, and more online [Powerschool](#).

### CHARACTER EDUCATION

Character education is integrated throughout the school and into the general curriculum. However, there is a concentrated focus during homeroom. The focus is the Six Pillars of Character: trustworthiness, fairness, respect, caring, responsibility and citizenship.

## **GENERAL REGULATIONS AND PROCEDURES**

### GATE PROCEDURES

The American Baccalaureate School is a gated campus. Once students arrive at school, they must remain on campus until the end of the school day.

All gates will be open to student traffic from **7:10 AM until 7:30 AM**. After 7:30 AM, students must enter through the main entrance. From **2:30 PM to 2:45 PM**, all gates are open for student traffic. After which, the only gate open will be the main entrance.

Activities, and other after-school events, begin at 2:45 PM. All students remaining on campus for these activities must be with a faculty member or in an assigned area.

After 2:45 PM, any student who wishes to enter the school must sign in at the main entrance and have permission from a faculty member.

Teachers assigned a student to attend their classroom after 2:45 must give the student a pass. No student will be allowed into the classroom area without a pass from the teacher. Notifying students eligible to enter each day must be provided to campus secretaries, reception, and the Dean of Students. A summary report to management will be submitted each week.

Visitors must enter through the main entrance to obtain a security pass.

### DROP OFF AND PICK UP OF STUDENTS

Parents, nannies, and drivers must drop students at the appropriate gates. All gates are designated by gender/grade level. Students will not be admitted at other entrances.

KG: Gate 7

ELEM: Gate 6 -near Registration

MSHS Boys: Gate 4

MSHS Girls: Gate 8

Gates will be opened for receiving students at 7:10 AM. Do not drop off your child before this time, as the gates will be locked, and teachers will not be on duty to supervise

students. To ensure the safety of each of our students, students will only be released to individuals who are issued an **ABS (ID) badge**. Lost ID badges must be reported immediately. If a badge is lost, only a parent with a Civil ID card may collect the student.

Parents with an ID badge will be allowed to enter the exterior gates at 2:15 PM. However, they may **ONLY** wait in the parent waiting rooms and cannot enter other areas of campus. Exterior gates will be opened for nannies, maids, and drivers with ID badges at 2:27 PM. They will be required to wait immediately adjacent to the gate areas. They may not enter the campus without an ID badge.

To prepare students for independence and life after high school, we don't allow maids to carry students' backpacks on school property. All students in grades 6-12 must bring their own, use the lockers given to them by the school, or get a backpack on wheels.

Students must be picked up promptly as the school is not equipped to supervise students after 2:45 PM. The American Baccalaureate School staff plans after-school activities for the period allotted. Staff members volunteer to oversee these activities.

Therefore, students must be promptly picked up from after-school activities **NO LATER THAN 4:00 PM**. Students who are continually picked up late may be asked to discontinue the program.

Please be considerate of other parents and students. Do not block gates or park in the middle of the road. Courtesy and obeying traffic rules will ensure an orderly and safe environment.

### VISITOR ENTRY

All parents, visitors, and suppliers to the American Baccalaureate School may only gain entry to the school through the main entrance (glass reception area). To protect the welfare and security of students and staff, all school visitors must submit a civil ID card before being issued a mandatory visitor badge. All visitors must be accompanied by a security escort inside the campus area.

The final date for parents, drivers, or nannies to enter the gates will be announced without an American Baccalaureate School identification card.

To apply for an American Baccalaureate School ID card, submit an application, photos, and payment to the main reception area. ID cards will be ready for pick-up two (2) business days after application submission. Please telephone 2475-0333 with ID card queries.

### IDENTIFICATION CARDS AND SECURITY

Each student will be issued a Student ID card before the third Monday of September. Once issued, it is required that your child brings and wears the Student ID daily. The Student ID is considered part of the uniform, and students not wearing it will be considered out of dress code compliance. The appropriate consequence will be issued, including removal from the campus until the student complies. The Student ID card will also be used for library check-out, textbook checkout, general identification, and cafeteria payments, if applicable. The ID card shall be worn around the neck on the lanyard provided or an appropriate lanyard. Students will be charged 10KD to replace a lost ID card.

Two ID badges (in addition to the student ID) per household are provided at no additional cost. Additional or replacement badges cost 10 KD each.

### **DELIVERIES TO SCHOOL**

The American Baccalaureate School will not accept any deliveries to the school for any student. This includes, but is not limited to, meals/food, homework, textbooks, projects, locker keys, etc. The exceptions are eyeglasses, proper uniform pieces, ID cards, and medication. Students who have food delivered to school without permission will have the food confiscated, and the food will not be returned to the student.

### **PARENT MEETINGS**

Parents are welcome to make appointments to meet with teachers, counselors, and administrators. Please call in advance to make an appointment with the reception. Due to daily duties, we cannot see parents on the spot, and for safety reasons, all parent appointments will be held in the reception visiting rooms. Parents who come unannounced will be guided back to the above or the reception. To facilitate those appointments, there will be 25 min slots, and another meeting may be scheduled if more is necessary.

### **GIFTS**

If you would like to show appreciation to a faculty member, a thoughtful note acknowledging their efforts would be sufficient. If you wish to give a small gift on a special occasion, please do not exceed the cost of 5 KD in your purchase. Any skills beyond 5 KD in value will have to be returned to the parent in accordance with American Baccalaureate School employee policies.

### **TUITION FEES AND INSTALLMENT PAYMENTS**

When applying to ABS and accepting a place for your child, you are signing to say that you are committed to paying all required tuition fee installments and due payments. If payments fall into arrears, then PowerSchool access will be disconnected, and report cards will be withheld. Applying for Transfer Out paperwork, these will not be released unless all tuition payments and other due fees are paid in full. Clearance from the Accounts office must be gained before any paperwork is issued.

### **TUTORING POLICY**

The teacher will have a listing of teacher office hours which can be found on the webpage under the MSHS tab. If a student is failing English, math, science, or social studies at the end of a quarter, they will be required to attend after-school tutoring for a minimum of one day a week for the next quarter. We strongly recommend parents who desire private tutoring register their child in an after-school learning center such as Oxford Learning Center. The American Baccalaureate School does not provide referral services for personal tutors and prohibits ABS teachers from tutoring ABS students of any grade level during non-school hours. This directly violates rules set by the Kuwait Ministry of Education.

### **TEXTBOOKS**

All required textbooks and novels are supplied to students on a loan basis from the school. Students will be required to pay for any lost or damaged readers. A book will be



considered damaged if it has been written in, ripped, or otherwise vandalized. School records will not be released until all financial obligations to the school are met.

### ACCEPTABLE USE OF EDUCATIONAL TECHNOLOGY

Students participating in the Chromebook Program must adhere to the ABS Chromebook Student Contract and the ABS Student Code of Conduct, as stated in the ABS Student Handbook. Violation of any of these policies will result in immediate consequences. Students take full responsibility for their Chromebooks at all times. Students are responsible for logging out of their Chromebooks when not in use and not allowing others to use their Chromebooks at any time. Anything found on the Chromebook and/or the Chromebook's history will be the complete responsibility of the student assigned to that Chromebook. Chromebooks should be stored in the Chromebook cabinet in the ELA classrooms when not in use. Again, it is essential to remember that using Chromebooks to support the educational experience is NOT A NECESSITY BUT A PRIVILEGE. Concerning the rules, this privilege will benefit the learning environment. When laws are abused, requests will be taken away by the classroom teacher or school administration.

**Security & Damages:** Each student is responsible for maintaining their Chromebook. Training on the proper care of Chromebooks will be provided to the students at the start of the school year. Expectations for appropriate care of the Chromebooks will be set for the students and continually enforced. If a Chromebook becomes damaged, it will be the student's responsibility to bring the Chromebook to a local vendor to be repaired.

If a Chromebook is damaged beyond repair, then the student can purchase a new Chromebook from ABS that is set up with Chrome Device Management System.

### ELECTRONIC EQUIPMENT

Electronic devices, such as iPods, mobile phones, and games, are not permitted on campus unless required for a class. The first time an electronic item is found on a student, it will be confiscated and only returned to a parent or legal guardian. A second infraction will result in the item not being returned until the end of the school year. Laptops will be allowed where appropriate with principal approval. The American Baccalaureate School assumes no responsibility for a collected cell phone. The school is not responsible for any damage or lost phone during the confiscation process.

Cell phones are not allowed on campus at any time. Students found with a cell phone in the classroom, cafeteria, and gym or within the school grounds, whether they are using the phone or not, will have the phone taken from them, and it will be returned only to a parent. This reduces the chance of postings on social media inside a classroom. Parents are strongly encouraged to help their son/daughter understand the importance of this rule.

### USE OF OFFICE PHONES

Office phones are not for student use. However, in the case of an emergency, students may use an office phone with permission from the office secretary. Violation of office telephone usage will result in disciplinary consequences.

### SKATEBOARDS, ROLLER BLADES/SKATES, AND BICYCLES

The use of skateboards, roller blades/skates, and bicycles is not permitted on-campus due to the potential danger to students.

## LOST & FOUND

Students who find lost articles are asked to turn them into the office. Valuable articles will be kept locked in the secondary office for one week. After one week, all unclaimed items will be sent to lost and found. Lost and found is located in the Elementary department and is open on Sunday, Tuesday, and Wednesday from 14:30-14:45. Unclaimed items are donated to charity at the end of the semester and/or year.

## FIELD TRIPS

The American Baccalaureate School plans several field trips per year for each grade level to enrich the curriculum and provide students with real-world learning experiences. Only students in "Good Standing" will be eligible for field trips. Good Standing status is acquired through positive attendance, timely arrivals to classes, and a C or better in all core classes. Students must abide by the Honor Code and all school rules while off-campus. Otherwise, field trip privileges may be suspended.

Field trips are not optional for student attendance. Students are expected to attend. Failure to do so will result in a homework grade of zero for the missed classes. If you decide to have your child stay home, the absence will count toward the 90% rule (14 absences), which may affect your child's grade and promotion at the end of the school year. It is in the best interest of your son/daughter to send them to school to attend all field trips. ABS works hard to provide educational field trips.

## INTERNATIONAL FIELD TRIPS

The American Baccalaureate School only sends students who abide by the highest behavioral and academic standards on International Field Trips to represent our school. As behavior records will be considered when selecting students for International Field trips, please be aware that should a child misbehave or violate school rules/policies before the trip's departure, they will automatically be removed from the list without recourse or refund of deposit.

## BUS TRANSPORTATION

To provide safe transportation, the American Baccalaureate School requires students to exhibit self-control and proper behavior while riding a school bus. Students are expected to remain seated, not eat food, and show respect to fellow students and the bus driver. In cases where students do not follow the expected behavior norms, the following actions will be taken:

- a. The student will be warned, and the student 's parents will be notified.
- b. Further occurrences of unacceptable behavior will result in the suspension of the student 's bus riding privileges.
- c. Extreme cases may result in a loss of transportation privileges (or other disciplinary consequences) without warning.

## CAFETERIA

The cafeteria operates five days a week to provide nutritious meals for students. The lunch program is optional for all students. Meal items may be purchased with cash or by prepayments loaded onto the student's ID card. Parents may place money onto their



child's ID card by making prepayments at the cashier's office in the school lobby. Lunch payments are to be made at the cashier's office.

Students are not to be in the cafeteria except during lunch or when accompanied by a teacher.

The pre-paid amount will be credited to your child's account. All meal items purchased by your child at the cafeteria will automatically be deducted from the account.

The method of Payment is cash only. Refunds are not allowed.

Minimum Amount: 20 KD; Maximum Amount: 100 KD.

The student shall carry his/her ID card for identification.

Parents will be notified when the prepayment amount is at 1 KD.

Students are not allowed to purchase food outside during lunchtime.

Lunch menus are made available on the school website. The rules for the cafeteria are straightforward and are governed by common sense. Students are not allowed to enter the cafe between 7.30 am and lunchtime, nor between lunch and 2.30 pm without a written note from the office.

The following rules are as posted in the cafeteria:

1. Food must remain in the cafeteria.
2. Purchase your food only; do not buy for others.
3. Form a line and wait patiently for your turn without cutting or letting others cut in line.
4. Walk at all times.
5. Treat all supervisors with respect and follow adult directions.
6. Speak in a normal tone of voice and keep your hands to yourself.
7. Reasonable table manners are expected.
8. Each student is responsible for cleaning up their eating space.

Consequences for misbehavior in the cafeteria may include isolation from friends, cafeteria clean-up, loss of cafeteria privileges, detentions, parent contact, or other disciplinary actions.

## **NURSE'S OFFICE**

School nurses must be made aware of any medical conditions your child may have. Parents must notify the office if their child is taking medication so that it can be appropriately administered and monitored.

The Nurse's office is open from 7:30 AM to 3:00 PM. If a student becomes ill during the day, they should get a pass from the teacher to go to the secretary's office before going to the nurse's office. If between classes, the student should obtain a pass from the next-period teacher. Parents will be notified if a student needs to return home due to illness or in cases of emergencies.

If students need to spend more than 20 minutes in the nurse's office, they will be sent home. If a student visits the nurse twice a day or three times a week, they will have a

medical issue and be sent home. In such a case, a student will not be allowed back in school without a note from a doctor. Students must submit medical letters within two school days.

### **Wheelchair Policy**

ABS has a minimal number of wheelchairs available for emergency use only. Therefore, it is necessary that when a student needs to use an emergency wheelchair for more than one day, the family must provide their wheelchair. Wheelchairs can easily be purchased at any local pharmacy.

ABS must keep all its wheelchairs in good operating condition and available for emergencies. Therefore, students must be careful when borrowing one of our wheelchairs, or they may lose the right to use it in the future. If the ABS wheelchair is damaged during the time the student is borrowing it, then the student will be billed for the cost of repairing any damage.

If a student is injured while at school and requires, the Nurses will provide a wheelchair at the Clinic. If the wheelchair is needed for the next school day, a parent should call the Clinic during work hours to notify them. A student may use an ABS wheelchair for no more than two school days (the injury day and one day after). At the end of each school day, the student must have the wheelchair returned to the ABS Clinic.

If the wheelchair is not returned, the student will not be permitted to use it again the next day.

A doctor's note confirming that a wheelchair is required must be brought to the Clinic by the day after the emergency.

When a student requires a wheelchair for more than one day, the parents must use this procedure:

- A doctor's note specifying the reasons for the wheelchair, any other special care requirements, and the length of time for which a chair is to be used must be presented to the Nurses the day after the injury.

### **JEWELRY POLICY**

It is not allowed for students to wear jewelry in school. If any student is seen wearing jewelry, they will receive consequences ranging from after-school detention to Saturday School.

### **STUDENT UNIFORM POLICY**

Students must always be in the official American Baccalaureate School uniform. The American Baccalaureate School reserves the right to change or amend this policy as it deems appropriate. Uniform infractions will follow the discipline code. When a student is out of the dress code, they will be required to check in at the office every morning until the administrator determines there is compliance.

#### **General Uniform Requirements:**

- a. All clothing must be of appropriate fit to ensure modesty.
- b. Pants must be navy blue and must include the school logo. Jeans and leggings are not allowed unless they are the official ABS uniform.
- c. Skirts (for Grade 6 girls only) must only be the official ABS uniform style.
- d. Shorts must be the American Baccalaureate School uniform shorts with logo.
- e. The PE uniform can be worn throughout the regular school day.
- f. Official ABS light blue shirts or polo style shirts with the ABS logo only to be worn.
- g. Cardigans, vests, sweatshirts, and jackets must only be of the official American Baccalaureate School design. Non-ABS uniform outerwear clothing items may be confiscated at the discretion of the ABS Administration team and withheld until the end of the Academic school year.
- h. Students are not permitted to use blankets or pillows throughout the day or bring them to school.
- i. Shoes must be solid navy blue, black, white, or grey. Shoelaces may be of the same colors with no bright or neon colors. Socks must be navy blue, black, white, or grey – multi-colored socks are not permitted.
- j. Hijab must be solid white, navy blue, or black without decoration
- k. Hats or caps are not permitted (excluding outside athletic activities)
- l. Headbands must be solid white, navy blue, black, or red or the official ABS uniform style.
- m. The student ID must be visibly worn on the supplied lanyard at all times during the school day. This is part of the ABS uniform. Students failing to wear their ID badges will receive a progressive discipline consequence.
- n. Smart watches are not permitted.
- o. For girls, simple earrings may be worn. All other jewelry is not permitted.
- p. Facial make-up and nail polish are not permitted.

### **Hairstyles**

- a. Hair should be well-groomed, conservatively styled, and appropriate for academic purposes.
- b. Hair should be a natural color and worn in a conventional style.
- c. Student's hair should be away from the eyes.
- d. Boy's hair should be above the collar.

### **Consequences for students not in Uniform:**

- 1<sup>st</sup> offense - verbal warning
- 2<sup>nd</sup> offense – After School Detention and a phone call home
- 3<sup>rd</sup> offense – Saturday School
- 4<sup>th</sup> offense – Sent Home as an Out of School Suspension (OOS), to receive a 0 for all grades and assignments missed

## LOCKERS

Each student must rent a school locker (KD 10). Once payment has been made, the student will be issued a specific lockbox.

The school administration respects a student's right to privacy. However, all students should understand that school authorities have the right and responsibility to inspect lockers to ensure all students' safety and welfare.

As a precaution against the loss of materials from lockers, students are urged to keep safes locked at all times and not to give their keys to other students. The school will not assume responsibility for articles that are lost or stolen from student lockers or left outside of the lockers.

### Locker Rules and Regulations

1. Students are responsible for the contents of their lockers at all times
2. Lockers should be locked when not in use
3. No writing on or attaching stickers, pictures, etc. to the outside of the lockers
4. Locker numbers are not to be removed
5. No food or drink items are to be left in lockers overnight
6. Lockers are only to be used for the storage of school-related items
7. Locker doors may not be left open as this is a safety hazard
8. Students are to maintain acceptable organization of the contents of their locker
9. There is a 10KWD chard to replace lost/stolen locker keys
10. Damage to your locker will be assessed and charged accordingly
11. Continued critical loss or damage to lockers may result in a suspension of privileges
12. At the end of the academic school year, lockers must be emptied by the student and keys returned to the school administration – Inventory Department. Any remaining items in the lockers will be discarded or given to charity.

## SEARCHES OF STUDENTS AND THEIR PROPERTY

The school must take reasonable steps to protect students from possible harm or to determine the involvement of students in inappropriate activities. When any teacher or administrator has reasonable suspicion that a particular student is concealing an object or substance which is prohibited under school policy (drugs, alcohol, tobacco, weapons, electronic devices, stolen property, etc.), the teacher or administrator may ask the student to empty pockets, backpacks, lockers, etc. Failure to cooperate with such a search will constitute insubordination and will be reported immediately to the principal for further action.

## ATTENDANCE

### Attendance Requirements

Regular attendance is necessary for academic success and a condition for fulfilling credit requirements.

The Dean of Students/Assistant Principal/Counselor will contact the parents of a student absent for two or more consecutive days.

Students must be in attendance for 90% of each class; no more than seven days absent are permitted each semester to receive credit for the course. There is no distinction between excused or unexcused absences. Students may make up an absence by attending an after-school attendance recovery program at Oxford.

Despite the opportunity to complete attendance hours in person at Oxford, students who have missed above 14 days of school (7 per semester) will not be allowed to make up any missing work, even if the absence is excused. The school management will consider only serious exceptions.

For every day the student is absent over the seven days allotted per semester, they must make up 1 hour at Oxford. After every quarter, a parent conference will be held for any student who has accumulated four (4) or more daily absences in a course. Students exceeding seven days absent for a semester course or 14 days absent for a yearlong course will be notified of the failure status and encouraged to make up the hours before the end of the semester. Students over the 14 days absent at the end of the year will receive an "F" in their ELA and Math classes until the hours are complete. Seniors who exceed the seven (7) days absent in a course for the semester will lose all exemption privileges for that course regardless if they make up the hours or not. No exceptions will be allowed.

Where a student exceeds seven days of absence in a course in a term, except for hospitalization or situations approved by the Principal, their grade will be lowered to an "F" until the required make-up hours are completed.

It is the responsibility of the student to collect missed work when absent and, if possible, complete it while absent. The student must complete all remaining work promptly upon their return to school as determined by the teacher (usually within one day of returning but not to exceed the number of days absent).

If a student, who is present in class when an assignment, quiz, or test is announced, is absent on the due date, then they must turn in the work or take the test/quiz on the day they return to school.

Students absent for more than two consecutive days should arrange with a classmate, email their teachers, or check Power School to obtain assignments.

### **Early Dismissals**

Students who wish to leave school early must bring a note from a parent or guardian requesting an early departure from school. It is a requirement that such requests be submitted 24 hours in advance. The request must state the dismissal date, time, and reason. The request must also show a telephone number where the parent/guardian can be reached for verification. Parent verification must occur before a student is allowed to leave. If possible, medical appointments should be scheduled before or after school.

Students excused early shall report to the building secretary to obtain the Permission to Leave Campus form. This form will then be signed by the parent or guardian and turned over to the security desk before leaving campus. This necessitates the parent or guardian to enter the Main Reception to collect the student for early departure.

If a student shows a pattern of excessive early departures, the early departure may be denied. Early releases follow the same guidelines outlined in the attendance policy herein. Therefore, early departures affect the absence count for the missed classes.

### **Truancy and Leaving Campus without Permission**

Absence from school without parental permission or knowledge is truancy. The truant student will be suspended pending a parental conference. The student will serve detentions equivalent to double the time missed due to truancy.

The truant student is responsible for work missed on the day of the truancy, but he/she will receive a grade of zero for tests/assignments missed. Further acts of truancy will result in - school suspension and disciplinary probation. Leaving school without permission or skipping a class will follow the same consequences as truancy.

### **Tardiness**

Students that are tardy arriving at school will report to the campus office to obtain an electronic pass and then report directly to class. Students late to class while already at school report directly to the office where the administration will enter the tardy.

Students tardy to a class by 5 minutes or more will be counted absent for that class. Students late after 10:30 will be counted absent for the day by the attendance rule. The fourth incident of delay will be considered an absence.

Continued delay will result in loss of privileges, and additional incidents of tardiness may result in a call home and further consequences, such as Saturday school or suspension.

### **WITHDRAWAL FROM SCHOOL PROCEDURES**

Students withdrawing from the American Baccalaureate School must complete the following procedures:

- a. Obtain a withdrawal form from the office at least one week before the intended withdrawal date.
- b. Have parents fill out their sections of the withdrawal form.
- c. Take the form to the various staff members listed on the form for appropriate signatures. After staff members have verified that academic and other obligations have been met, the student should return the form to the office. The school will then be able to process this information and issue a transcript.

### **REQUEST FOR TEACHER OR SCHOOL RECOMMENDATION FORMS**

From time to time, we receive requests for student recommendations from schools outside Kuwait where parents have applied to enroll their child(ren).

When receiving any such request, Accounts informs the parent that there will be a KD50 charge for each recommendation application completed; for example, one child applying to 2 schools = KD 100, 2 children applying to 2 schools – KD200. This fee must be paid in full when submitting the request to ABS. If parents refuse to pay, they may request a copy of their child's report card and script for the regular, less expensive charge.

Parents must understand that teachers and administrators spend a lot of time completing these recommendations. A member of the ELA department must proofread any proposal before it is returned to the parent to avoid any spelling or grammatical errors.

### **STUDENT CODE OF CONDUCT**

#### **Positive Behavior**

We want to encourage the development of our student's positive academic and social behavior at ABS. To recognize those behaviors, the following will be available to students:

Good Behavior Party Students in Good Standing, a grade point average of 2.0 or better for the quarter, within attendance guidelines, a reasonable number of lunch and after-school detentions, and no Saturday School, OSS detentions will be included in a party to celebrate their positive behavior

**Field Trips**

Students in "Good Standing" will be eligible for all field trips and after-school activities.

**Use of Tobacco Products**

The use of tobacco products anywhere on campus or outside the main reception will result in expulsion. This includes anywhere within view of ABS property.

**HONOR CODE**

All members of the American Baccalaureate School community must promote and maintain an educational environment of respect, honor, honesty, and academic integrity. It is unacceptable for American Baccalaureate School students to lie, cheat, plagiarize, steal, act aggressively or vandalize property.

**Student Honor Code****Honor**

I will be honest in all matters, both academic and social.

I will know what plagiarism is and recognize that it undermines my integrity.

I will accept responsibility for both my successes and failures.

I will give an honest effort to everything I do.

**Respect**

I will treat every person with dignity and respect.

I will always wait for others to finish speaking before I speak.

I will be fair and courteous to others.

I will care about others and include them in activities.

**Integrity**

I will choose to do what is right regardless of my feelings.

I will consider the feelings of others before speaking or acting.

I will never demean, taunt, tease, boast, or use any action that may injure individuals.

I will use polite language and manners.

**Safety**

I will promote the well-being of myself and others.

I will treat my body as a precious gift and live in a manner that honors it.

I will care about others and make all students feel welcome.

I will be aware of my surroundings when playing in the yard.

I will embody the values of sportsmanship and fair play.

**School Pride**

My actions will bring honor to myself and American Baccalaureate School.

I will come to class with all materials prepared and organized.



- I will complete all homework assignments and return them on time.
- I will be on time for all classes.
- I will pick up all trash in my area in the classroom, cafeteria, and campus.
- I will keep all books and backpacks in the proper areas.
- I will take care of school materials and property.
- I will conserve, recycle, and reuse to reduce my environmental footprint on Earth.

### **Academic Dishonesty, Plagiarism, Cheating**

The American Baccalaureate School expects students to do their work. You must keep your eyes on your papers when doing classroom assignments and writing tests unless your teacher tells you it is a cooperative assignment.

The following behaviors are considered cheating, in violation of the Honor Code, and are not acceptable:

- a. Cheating includes, but is not limited to:
  - b. Using materials not authorized by the teacher during a test.
  - c. Sharing test answers or questions with another student.
  - d. Allowing another person to copy or look at your answers on a test or quiz.
  - e. Copying someone else's homework or class work.
  - f. Using unauthorized study aids.
  - g. Making unauthorized grade alterations.
  - h. Turning in work done by others (e.g., parents, other students).
  - i. Plagiarism - Taking another person's ideas, work, or writing and presenting them as your own (including from the Internet) without proper referencing.
  - j. Self-Plagiarism - Submitting and representing one's work in multiple classes as new.
  - k. Other behaviors in direct violation of the honor code include, but aren't limited to:
    - 1. Lying - Deliberately misrepresenting or omitting the truth.
    - 2. Stealing - Taking any property that belongs to others without their knowledge or permission, even to return it.
    - 3. Vandalism - Destroying or defacing school property or property that belongs to members of the school community.
    - 4. Physical Aggression - A forceful action performed inappropriately on a particular object or person.

### ***Consequences for Violating the Honor Code about Cheating***

If a teacher has clear evidence that a student has cheated or otherwise violated the honor code, the teacher can take one or more of the following steps:

- a. Give the student a zero on the assignment or test.



- b. Notify the parents.
- c. Assign detention.
- d. Refer the student to the Dean of Students or an administrator for further disciplinary action.

## SPECIFIC CATEGORIES AND CONSEQUENCES OF OFFENCES

There are FOUR (4) specific levels of offenses, and they are as follows:

Level I: of offenses, as follows: Misbehavior handled without an administrative referral.

Level II: Misbehavior that results in a referral to the school administration.

Level III: Misbehavior that results in a short-term suspension.

Level IV: Misbehavior that results in long-term suspension or expulsion.

## FORMS OF CONSEQUENCES

**Confiscation:** Items inappropriate for school will be confiscated. These include, but aren't limited to: fireworks, matches, cap pistols, cigarettes, lighters, electronic devices, etc. Confiscated items may not be returned, and illegal items will be given to law enforcement.

**Restitution:** Damaged or stolen items need to be replaced or repaired. The student or family will be responsible for the cost of repair or replacement.

**Detention:** Assigned by a teacher or administrator and served in an allocated room. Lunch detention is held daily; if students fail to attend, they will be given after-school detention. If detention is to be served after school, students will be given a notice of the detention to take home and return to school the next school day with the parent's signature. Students will complete an assigned task during detention. Parents will also receive a phone call from the Dean of Students and an SMS. Afterschool detention is on Tuesdays and Thursdays from 2:35-3:05. Students who fail to attend detention will be assigned Saturday School, and parents will be called.

**Saturday School:** Saturday school is from 7:25 AM to 11:25 AM. Students are required to complete assignments and must come in uniform. Students who fail to attend Saturday school will be suspended from school for one day, to be assigned by the MSHS Administration team. School work missed on suspension days may not be made up. A student tardy (15 minutes late or more) to Saturday School will not be allowed to serve that day and will be reassigned the one day and an additional day for a penalty.

**Out-of-School Suspension (OSS):** Out-of-School suspension will be one to three days (after three suspensions, a student may be expelled from the American Baccalaureate School). The student is sent home and is not permitted to come to school or be on school property. Parents are contacted, and a letter is sent home. Students are encouraged to make up work during OSS, and students will receive a maximum of 25% credit for all creations. The student will be provided a packet of work for completion. A student who has been suspended from school is not allowed to attend or participate in any school functions from when he/she is notified of the suspension until the day following the completion of the suspension obligation. Furthermore, during the time mentioned above period, a student who has been issued OSS is not allowed to be on school grounds.

**Expulsion:** A student is permanently and irrevocably removed from the American Baccalaureate School. When expelled, the student loses credit for that semester.

## ANTI-HARASSMENT, INTIMIDATION, RETALIATION, AND BULLYING POLICY

**Prohibition of Harassment, Intimidation, and Bullying**

ABS is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal or physical act, including but not limited to ones shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics when an act:

- A. Physically harms a student or damages the student's property;
- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

This policy does not intend to prohibit religious, philosophical, or political expression, provided that the word does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies, building, classroom, or program rules.

Nothing in this section requires the affected student to possess a characteristic that is a basis for harassment, intimidation, or bullying.

**"Other distinguishing characteristics"** can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, and weight.

**"Intentional acts"** refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Behaviors/Expressions**

Harassment, intimidation, or bullying can take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

**Training**

This policy is a component of the school's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community. It will be implemented in conjunction with comprehensive training of staff and volunteers.

**Prevention**

ABS will provide students with strategies to prevent harassment, intimidation, and bullying. In its efforts to train students, the school will seek partnerships with families and law enforcement where necessary.

**Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, change the perpetrator's behavior, and restore a positive school climate.

The school will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. The school will prioritize

addressing incidents in a timely way. Interventions will range from counseling, correcting behavior and discipline, and when necessary to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. This policy violates this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of ABS policy to report false harassment, intimidation, and bullying allegations knowingly. Students or employees will not be disciplined for making a report in good faith. However, persons found to report or corroborate false allegations will be subject to appropriate discipline.

### **Dean of Students**

The School Management will appoint a Dean of Students as the primary school contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the Dean of Students will be communicated throughout the school.

The School Management is authorized to direct the implementation of procedures addressing the elements of this policy. Consequences to students guilty of Harassment may vary from short-term suspension to expulsion.

## **DISCIPLINE CODE/EXPULSION POLICY**

### **1. Introduction**

1.1 **Scope:** This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be expelled from the American Baccalaureate School (ABS). The policy applies to all pupils at ABS.

### **2. Policy statement**

2.1 The aims of this policy are:

- to support the School's behavior and discipline code
- to ensure procedural fairness and natural justice
- to promote co-operation between the School and parents when it is necessary for the School that a pupil to leave earlier than expected

### **3. Misconduct:**

3.1 Main categories of misconduct that may result in expulsion or removal are as follows:

- supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
- theft
- blackmail
- racism
- persistent bullying
- physical violence resulting in physical injuries to either a student or a member of staff
- Intimidation of a student or member of staff
- misconduct of a sexual nature towards a student or member of staff
- possession or use of any weapons

- vandalism and computer hacking
- cyberbullying and inappropriate use of social networking sites and the electronic possession of any material which is objectionable, against the Law, or liable to be libelous or malicious
- persistent attitudes or behavior which is inconsistent with the School's ethos
- other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises

3.2 Other circumstances: A pupil may be required to leave if, after all, appropriate consultation, the principal is satisfied that it is not in the pupil's best interests or that they remain at the school.

#### 4. Investigation Procedure

4.1 **Complaints:** The investigation of a complaint or rumor about serious misconduct will usually be coordinated by the principal, and its outcome will be reported to the Director of Operations (DoO).

Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or required to leave. At this point, the first day of the five-day investigation period will begin.

4.2 **Suspension:** The student will be suspended during the investigation period, and all ABS OSS policies will be in effect.

#### 5. Disciplinary Meeting before the School Board

5.1 **Preparation:** The Board will be informed of the investigation. Documents available at the disciplinary meeting will include: • a statement setting out the points of complaint against the pupil;

- written statements and notes of the evidence supporting the complaint and any relevant correspondence.
- the principal's Investigation Report.
- the pupil's school file and conduct record.
- the relevant school policies and procedures

5.2 **Attendance:** The School Board will comprise the principals of each division, both directors, and three other administrators from the specific department where the complaint/incident took place (e.g., counselor, Vice Principal, Dean of Students).

5.3 **Proceedings:** There are potentially three distinct stages of a disciplinary meeting; in all cases, a unanimous decision will be reached no later than the 5th working day after the proceedings begin:

5.3.1 **The Complaints:** The board will consider the complaint/s and the evidence, including statements made by and on behalf of the pupil. Unless the board believes further investigation is needed, they will decide whether the complaint has been sufficiently proved. The standard of proof shall generally be the civil standard, i.e., the balance of probabilities.

5.3.2 **Sanction(s):** If the complaint has been proven, the board will outline the disciplinary sanctions they consider open to them. They will consider any further statement the pupil and others present on their behalf wish to make. The pupil's disciplinary record will be taken into account. The board will then send the sanction letter, with reasons, to the parents.

5.3.3 **Leaving Status:** If the board decides that the pupil must leave the School, they will consult with a parent before deciding on the pupil's leaving status (see below).

5.4 **Delayed Effect:** A decision to expel or remove a pupil shall take effect seven days after the decision to proceed to dismissal was first communicated to a parent. Until then, the pupil shall remain suspended and away from the school premises.

## 6. Leaving Status

6.1 **Explanation:** If a pupil is expelled or required to leave, their leaving status will be one of the following: deported or removed.

6.2 Detail: Additional points of leaving status include:

- the form of a letter which will be written to the parents.
- the form of reference which will be supplied for the pupil.
- the entry will be made on the school record and the pupil's status as a leaver.
- arrangements for transfer of any course and project work to the pupil, their parents, or another school.
- whether (if relevant) the pupil will be permitted to return to school premises to sit examinations.
- whether (if relevant) the school can offer assistance in finding an alternative placement for the pupil.

DISCIPLINE CODE	
<b>LEVEL ONE: Misbehavior Handled without Administrative Referral</b>	
Levels and Examples of Student Behavior	Forms of Expected Consequences:
Minor disruptive classroom conduct Minor disobedience Uniform infractions Use or possession of an electronic device Tardy to class	1. Contact parents. 2. Oral /written reprimand. 3. New seating assignment. 4. Processing in another room. 5. Lunch detention. 6. For uniform violations – send to the office. 7. For electronic devices – confiscation.
<b>LEVEL TWO: Misbehavior that Results in a Referral to Administration</b>	
Repeated Level 1 offenses Major disruptive classroom, bus, or campus conduct Insubordination	1. Contact parents. 2. Removal from the classroom. 3. Loss of extracurricular privileges. 4. Confiscation of property.

<p>Obscene materials/publications Leaving or entering school property without approval. Falsifying or forging documents Being truant or having excessive absences Engaging in inappropriate physical contact Profane or abusive language to show disrespect Gambling Aggressive play that may result in injury Possession of an electronic or cellular device</p>	<p>5. After school or lunch detention of varying lengths. 6. Saturday School. 7. Depending on misbehavior and severity, may be upgraded to Level 3</p>
<b>LEVEL THREE: Misbehavior that Results in Short-Term Suspension</b>	
<p>Students may be suspended if it is determined that the student's presence in the regular classroom or on campus presents a danger of physical harm to the student or others or if the student has engaged in severe or persistent misbehavior that violates the school's previously communicated standards of student conduct.</p>	<p>A student will be suspended for a period not to exceed three days unless the family has been notified of a long-term suspension. The time of suspension shall be added to absences from school. Mandatory meeting with the parents. They were upgraded to Level 4 depending on severity.</p>
<b>LEVEL FOUR: Misbehavior that Results in Expulsion</b>	
<p>Students will be recommended for expulsion for severe offenses, such as assault, tobacco use, drugs, or alcohol, theft, extortion, possession of a weapon, or any other illegal activity.</p>	<p>Long-term suspensions and expulsions will be recommended to the Board by a discipline committee after a hearing is held. Mandatory meeting with the parents.</p>

- the conditions under which the pupil may re-enter School premises in the future;
- financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; or a refund made of pre-paid fees



**ABS Middle and High School**  
**Parent and Student Handbook 2022-2023**

**SIGNATURE FORM**

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

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

I have read the American Baccalaureate School Handbook and understand all academic and discipline policies contained therein.

I have counseled with \_\_\_\_\_ and he/she fully understands the academic and behavioral expectations of ABS.

Parent Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

Administrative Signature: \_\_\_\_\_

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