



## **The American Baccalaureate School**

Middle and High School  
Parent/Student Handbook

**2015-2016**

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**ABS MISSION STATEMENT**

The American Baccalaureate School is a non-profit K-12 school offering a challenging baccalaureate curriculum enabling students to achieve their fullest social, intellectual, emotional and physical potential. Our intellectual community teaches Islamic values and good manners, is dedicated to academic excellence, demands responsibility and promotes the power of collaboration, creativity and critical thinking.

**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' interest 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 which include; critical thinking, problem-solving and study habits within the context of the subject matter.

Accelerated sections in mathematics and English language provide advanced opportunities for students with greater 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. It is our goal to maximize each student's potential and to prepare them for their role in an ever-changing global community.

**SCHOOL OFFICE HOURS**

Sunday – Thursday 7:15am – 4:00pm

Saturday 9:00am – 12:00pm

**MSHS BELL SCHEDULE**

TIME	PERIOD
7:30	Building Doors Open
7:35-8:35	1 - <i>including 15 minute Homeroom</i>
8:40-9:26	2
9:31-10:17	3
10:22-11:08	4
11:13-11:58	5 - <i>Middle School Lunch</i>
12:03-12:48	6 - <i>High School Lunch</i>
12:53-13:39	7
13:44-14:30	8

**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
Mathematics	3
Science	3
Social Studies	3
Islamic Studies*	2
Technology	1
Business Electives	1
Physical Education/Health	1.5
General Electives	3
<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 both 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/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 pass 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, required to complete an approved tutoring course after school hours until caught up academically, and will not be approved for the next year's re-registration until June.

8th grade students follow the same rules as above with diplomas being held until successful completion of the summer course(s).

### **High School**

Promotion decisions will be determined on an individual basis based on the successful completion of all required coursework for graduation.

Students who fail a first semester of a course, pass the second semester of the same course 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.

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

### **DIPLOMA PROGRAM**

The American Baccalaureate School's high school program is designed to prepare 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 and 3 credits of Math, Science, and Social Studies.
- b. The second diploma is an accredited College Preparatory American Baccalaureate School diploma and increases the graduation requirement to include 4 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 in relation 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 full 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 a year-by-year grade point average (GPA) for students as well as a cumulative GPA for the purposes of university admissions criteria.

### 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 Soc. Studies	2	Arabic Soc. Studies	3	Arabic Soc. Studies	0
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

**GRADING SYSTEM**

Grades are a means of assessment of individual student achievement in relation to 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 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	4.0
A	94-97	4.0
A-	90-93	3.75
B+	88-89	3.25
B	84-87	3.00
B-	80-83	2.75
C+	78-79	2.25
C	74-77	2.00
C-	70-73	1.75
D+	68-69	1.25
D	64-67	1.00
D-	60-63	1.00
F	0-59	0.00

**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 in an effort 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)). Grades are continuously updated. It is the responsibility of students and parents to check this weekly and be updated with the student's academic status at all times.

**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 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	3.35 - 3.49 GPA

### **Awards Ceremony**

At the conclusion of the third quarter students who have an overall GPA 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; academic achievement, honors or high honors.

### **ACADEMIC PROBATION**

If a student's grade point average (GPA) falls below a 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 make progress toward the plan or an alternative school may be recommended. Progress will be monitored on a quarterly basis. A recommendation concerning the student's future stay at the American Baccalaureate School could be made at any time during the quarterly review process.

### **Academic Assistance**

Students failing more than one class will be reviewed by the student improvement team on a quarterly basis. Students in need of academic assistance may be required to attend tutoring, teacher office hours, or may be pulled from electives to receive remediation in their subjects with low grades.

### **EXTRA CURRICULAR 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 test, or report, he/she must have a written excuse that is 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.

### **MAKE UP WORK**

When a student returns to school from an absence it is his/her responsibility to obtain work that was assigned during the absence and discuss with the teacher a reasonable date for the work to be completed. 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.

## ASSESSMENTS

### Internal Assessments

All courses begin the year with a pre-assessment of students' knowledge, so that the teacher can more ably guide instruction. Formal and informal assessments in each course 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 that adequate progress is being made with the year-long plans/scope and sequence.

### External Assessments

Several exams prepared, and in some cases graded, by independent educational testing boards are used 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 in relation to other students nationally and internationally. These exams are summarized below:

### Advanced Placement

***Students enrolled in an Advanced Placement course, currently grade 11 and grade 12 English will be required to participate in the AP exam at the end of the year.*** By making the decision to take an AP course, the student is letting colleges and universities know that they have what it takes to succeed in an undergraduate environment. AP courses signal to admissions officers that a student has undertaken the most rigorous classes their high school has to offer. 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** score 242 or above in MAP Math assessment, both in fall and spring rounds during their junior year at ABS to be eligible for those courses. If a student does not meet the requirement, 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 and 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 are designed to 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 as related to the instruction of 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 *Writing Practice Program (WPP)* throughout the school year. After learning the basic format of a five paragraph essay, as well as the *Six Traits of Writing*, students are given writing prompts and asked to type an essay about that topic.

*Writing Practice Program* assesses a student's writing in many areas. Like the MAP test, the WPP assessments help us to evaluate student progress in writing skills, design suitable lessons to ensure continued progress, 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 registration for TOEFL, SAT, and ACT should arrive at the appropriate office five days prior to 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 received 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 as 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 academic, career, and personal/social development for all students.

### POWERSCHOOL

PowerSchool, accessible via the American Baccalaureate School website, allows parents to instantly see a student's academic progress at all times. All parents are provided with their own login and password for the website. Parents can view grades, homework assignments, tests, quizzes, attendance, school news, class assignments, calendars, and more online <http://ps.abs.edu.kw>

### CHARACTER EDUCATION

Character education is integrated throughout the school and in 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 who have assigned a student to attend their classroom after 2:45 must provide the student with a pass. No student will be allowed into the classroom area without a pass from the teacher. Notification of 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 PICKING UP STUDENTS

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

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.

In order 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 at this time. 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 student's back pack on school property. All students grade 6-12 must carry their own, make use of the lockers given to them by the school, or get a back pack on wheels.

Students must be picked-up promptly as the school is not equipped to supervise students after 2:45 PM. After-school activities are planned by the American Baccalaureate School professional staff for the time period allotted. Staff members volunteer to oversee these activities. Therefore, students must be promptly picked-up from after-school activities NO LATER THAN 4:00PM. 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 will be required to submit a civil ID card prior to being issued a mandatory visitor badge. All visitors are required to be accompanied by a security escort while inside the campus area.

The final date for parents, drivers, or nannies to enter the gates without an American Baccalaureate School identification card is: October 12.

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 prior to 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 is in compliance. The Student ID card will also be used for library check-out, textbook checkout, general identification, and for cafeteria payments, if

applicable. The ID card shall be worn around the neck on the lanyard provided. 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, for any reason. This includes, but is not limited to, meals/food, homework, textbooks, projects, locker keys, etc. The only exceptions are eyeglasses, proper uniform pieces, 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 will come unannounced will be guided back to the above or back to the reception. In order to facility those appointments fairly they will be 25 min slots and if more is necessary another appointment may be scheduled.

### GIFTS

If you would like to show your 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 a cost of 5 KD in your purchase. Any gifts beyond 5 KD in value will have to be returned to the parent in accordance with American Baccalaureate School employee policies.

### TUITION FEES AND DUE INSTALLMENTS

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 other payments that are due. If payments fall into arrears then PowerSchool access will be disconnected and report cards will be withheld. If you apply 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 prior to any paperwork being issued.

### TUTORING POLICY

All teachers will offer after school tutoring two (2) days a week in their classroom from 2:45-3:30. A listing of teacher office hours can be found on the webpage under 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, at a minimum one day a week, for the next quarter. We strongly recommend that parents who desire private tutoring for their child to register their child in an after-school learning center. The American Baccalaureate School does not provide referral services for private tutors. The American Baccalaureate School strictly prohibits teachers from tutoring their own students or siblings of their student during non-school hours. This is in direct violation of 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 textbooks. A book will be considered damaged if it has been written in, ripped pages or otherwise vandalized. School records will not be released until all financial obligations to the school are met.

**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. It is not the school responsibility for any damage or lost phone during the confiscation process.

Cell phones are not allowed on the campus at any time. Students found with a cell phone in the classroom, cafeteria, 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 is to reduce the chance of postings to social media inside of 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 in to 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 open on Sunday, Tuesday and Wednesday from 14:30-15:00. 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 receiving a homework grade of zero for the classes missed. If you decide to have your child stay home the absence will count toward the 90% rule (14 absences) and this 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 field trips that are educational in nature.

### **BUS TRANSPORTATION**

To provide safe transportation, the American Bacculaureate School requires students to exhibit self-control and proper behavior while riding a school bus. It is expected that students will 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 suspension of the student's bus riding privileges.
- c. Extreme cases may result in a loss of transportations 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 located 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.

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 of lunch time.

Lunch menus may be viewed on the school website. The rules for the cafeteria are very simple and are governed by common sense. Students are not allowed to enter cafeteria between 7.30 am and lunch time, nor between lunch time and 2.30 pm without a written note from office. The following rules are as posted in the cafeteria:

1. Food must remain in the cafeteria.
2. Purchase your own 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 his/her own eating space.

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

### NURSES OFFICE

It is vital that school nurse is 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 properly 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, he/she 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 in the event that a student needs to return home due to illness or in cases of emergencies.

If a student needs to spend more than 20 minutes in the nurse's office, they will be sent home. If a student visits the nurse two times in one day or three times in a week, they have a medical issue and will be sent home. In such case, a student will not be allowed back in school without a note from a doctor. Students must submit medical notes within three school days.

### 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 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 be the official ABS uniform style only
- 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 only to be worn
- g. Cardigans and vests must be the official American Baccalaureate School design only.
- h. Sweatshirts and jackets must be ABS official uniform only

- i. Shoes must be solid navy blue or black. Sports shoes must be black or white only – no bright colors. Socks must be navy blue, black or white
- 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. Students failing to wear their ID badge will receive a progressive discipline consequence.
- n. Only watches and simple earrings (for girls) may be worn. All other jewelry is not permitted.
- o. 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 phone call home
- **3<sup>rd</sup> offense** – Saturday School
- **4<sup>th</sup> offense** – Sent Home

### LOCKERS

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

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 in order to insure the safety and welfare of all students.

As a precaution against loss of materials from lockers, students are urged to keep lockers locked at all times and to not give their key 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 & 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. There is a charge of 10KD to replace lost keys
8. Damage to your lockers will be assessed and charged accordingly
9. Continued key loss or damage to lockers may result in a suspension of privileges
10. At the end of the academic year, lockers must be emptied and keys returned to school administration. Any items found remaining in lockers will be discarded or given to charity

### SEARCHES OF STUDENTS AND THEIR PROPERTY

The school has the obligation to take reasonable steps to protect students from possible harm or to determine 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 is also a condition for fulfilling credit requirements.

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

Students must be in attendance 90% for each class; this means no more than 7 total days absent for each semester in order 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. For every day the student is absent over the 7 days allotted per semester, they must make up 1 hour at Oxford. At the conclusion of 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 7 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 prior to 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 class 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 7 days absence in a course in a term, except for hospitalization or situations approved by the Principal, his/her 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. All remaining work must be completed by the student in a timely manner upon his/her 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, and then he/she must turn in the assignment 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 or contact the school secretary 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 preferable that such requests be submitted 24 hours in advance. The request must state the date, time, and reason for the dismissal. 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 at all 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 that the parent or guardian 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 departures 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 -out of 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 to school will report to the campus office to obtain an electronic pass and then report directly to class. Students tardy 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 tardy after 10:30 will be counted absent for the day by the attendance rule.

The fourth incident of tardiness will be considered as an absence.

Continued tardiness will result in loss of privileges

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 prior to 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.

### STUDENT CODE OF CONDUCT

#### Positive Behavior

We want to encourage student's positive academic and social behaviors at ABS. In an effort 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

The use of tobacco products anywhere on campus or outside main reception will result in expulsion.

### HONOR CODE

It is the responsibility of all members of the American Baccalaureate School community to promote and maintain an educational environment of respect, honor, honesty, and academic integrity. It is unacceptable for the 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 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 will 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 on the yard.  
I will embody the values of sportsmanship and fair play.

### *School Pride*

My actions will bring honor to myself and to American Bacculaureate 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 to all classes.  
I will pick up all trash in my area in the classroom, cafeteria and on 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 Bacculaureate School expects students to do their own work. You must keep your eyes on your own papers when doing classroom assignments and writing tests, unless your teacher has told you that 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 answers 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 own work in multiple classes as new.
- k. Other behaviors in direct violation of the honor code include, but aren't limited to:
  - l. Lying - Deliberately misrepresenting or omitting the truth.
  - m. Stealing - Taking any property that belongs to others without their knowledge or permission, even with the intention of returning it.
  - n. Vandalism - Destroying or defacing school property or property that belongs to members of the school community.
  - o. Physical Aggression - A forceful action performed inappropriately to a particular object or person.

### Consequences for Violating the Honor Code with Regard to 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 levels of offenses, as follows:

- Level I: Misbehavior handled without 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. If detention is to be served after school, students will be provided with a notice of the detention to take home and returned to school the next school day with the parent's signature. Students

will complete an assigned task during detention. Students who fail to attend detention will be assigned two additional detentions and parents will be called. Any additional missed detentions will result in Saturday School. Students failing to return the signed copy from the parent will be given an additional 15 minutes of afterschool detention on the assigned day.

**Saturday School:** Saturday school is from 7:30 AM to 11:30 AM. Students are required to complete assignments and must come in uniform. Students who fail to attend Saturday school will be assigned two additional days. 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 penalty.

**Out-of-School Suspension (OSS):** Out-of-School suspension will be one to three days (after 3 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 work. The student will be provided a packet of work for completion. A student who has been suspended out of school is not allowed to attend or participate in any school functions from the time he/she is notified of the suspension until the day following the completion of the suspension obligation. Furthermore, during the above mentioned time 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.

## 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 Aims: 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

2.2 Misconduct: The main categories of misconduct which may result in expulsion or removal are:

- 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 are 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

2.3 Other circumstances: A pupil may be required to leave if, after all appropriate consultation, the Principal is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains at the School.

### **3. Investigation procedure**

3.1 Complaints: Investigation of a complaint or rumor about serious misconduct will normally be coordinated by the Principal, and its outcome will be reported to the Director of Operations (DIRO). 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. It is at this point the first day of the 5 day investigation period will begin.

3.2 Suspension: During the investigation period the student will be suspended and all ABS OSS policies will be in effect.

### **4. Disciplinary meeting before the School Board**

4.1 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 principals Investigation Report;
- the pupil's school file and conduct record;
- the relevant school policies and procedures

4.2 Attendance: The School Board will comprise of the principals of each division, both directors and 3 other administrators from the specific department where the complaint/incident took place (e.g. counselor, Vice Principal, Dean of Students).

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

4.3.1 The complaints: The board will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. Unless the board considers that further investigation is needed, they will decide whether the complaint has been sufficiently proved. The standard of proof shall normally be the civil standard, i.e., the balance of probabilities.

4.4.2 The sanction: If the complaint has been proved the board will outline the range of disciplinary sanctions which they consider are open to them. They will take into account any further statement which the pupil and/or others present on his/her 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.

4.4.3 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).

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

## **5. Leaving status**

5.1 Explanation: If a pupil is expelled or required to leave, his/her leaving status will be one of the following: expelled or removed.

5.2 Detail: Additional points of leaving status include:

- the form of letter which will be written to the parents;
- the form of reference which will be supplied for the pupil;
- the entry which 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, his/her 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;

<b>DISCIPLINE CODE</b>	
<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 – sent to 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 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	1. Contact parents. 2. Removal from classroom. 3. Loss of extracurricular privileges. 4. Confiscation of property. 5. After school or lunch detention of varying lengths. 6. Saturday School. 7. Depending on misbehavior and severity, may be upgraded to Level 3
<b>Level Three: Misbehavior that results in short-term suspension.</b>	
Student 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 to others or if the student has engaged in serious or persistent misbehavior that violates the school's previously communicated standards of student conduct.	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. Upgraded to Level 4 depending on severity.
<b>Level Four: Misbehavior that results in expulsion</b>	
Students will be recommended for expulsion for serious offenses, such as assault, the use of tobacco, drugs or alcohol, theft, extortion, possession of a weapon or any other illegal activity.	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.

- 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

## SIGNATURE FORM



**ABS Middle and High School**  
**Parent and Student Handbook 2015-2016**

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

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

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

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

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

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

-----  
***ABS use only:***

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

Administrative Name: \_\_\_\_\_

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