

The American School in London

MISSION STATEMENT

Our mission is to develop the intellect and character of each student by providing an outstanding American education with a global perspective.

PORTRAIT OF A LEARNER

Our school culture is defined by ASL's Portrait of a Learner.

THINKER

We use critical and creative thinking skills to analyze ideas and problems.
We use inquiry to understand important concepts and questions.

EXPLORER

We value a sense of wonder and are curious about the world.
We cultivate our interests and strengths.
We find passion and purpose in our work.

COLLABORATOR

We engage purposefully with others to support common goals.
We understand and respect diverse approaches.

INNOVATOR

We seek creative solutions to real-life problems.
We value mistakes as learning opportunities.
We listen, speak, and write effectively.

COMMUNICATOR

We communicate clearly with others through dialogue and participation.
We value the ability to do so in multiple languages.
We attend to the perspectives of other individuals and groups.

WELL-BEING

We seek a balance of mind, body, and spirit as we grow.
We are conscious of our health in the choices we make.

RESPECT

We treat others the way we expect to be treated.
We appreciate our own cultures and personal histories.
We value diversity of thought and experience.

RESPONSIBILITY

We take ownership of our words, actions, and learning.
We fulfill our obligations to ourselves and to others.

KINDNESS

We act with compassion.
We help others.

INTEGRITY

We are honest.
We work hard.
We make the right choice even when no one is watching.

THE COURAGE TO ACT

We stretch and grow by taking risks.
We are resourceful in the face of challenges and change.
We have the courage to speak up for ourselves and for others.
We take positive action to make our community and world a better place.

GENERAL RULES AND INFORMATION

ATTENDANCE

Classroom learning activities are essential to the acquisition of the knowledge, skills and attitudes identified in the school curriculum and to the preparation of our students for success in their lives beyond school. Being absent from school is unavoidable in some cases, but when absences exceed a reasonable limit the academic integrity of an ASL education is compromised.

It is the responsibility of parents/guardians and students to ensure that the students maintain satisfactory attendance. It is the responsibility of the Administration to ensure that satisfactory attendance records are maintained. Parents/guardians of students absent from school are asked to inform the Middle School office [msattendance@asl.org or **020 7449 1291**] no later than 8:30 am. If you are absent and the office has not been contacted by 8:30 am, the attendance officer will contact your parent(s)/guardian(s).

Absences

ASL recognizes that absence from school does and will occur. In recognition of this fact, the student Attendance Policy classifies absences into one of three categories.

Excused Absences

An Excused Absence is one for which work missed may be made up. When it is necessary for a student to be absent, the following reasons shall be accepted as Excused Absences:

Excused for Non-School Related Reasons

Medical

- illness
- medical appointments
- a physician's note is required for three or more consecutive absences due to illness.

Personal

- family emergencies (i.e. serious illness or death in the immediate family) which require the presence of the student
- legal or religious duties which cannot be cared for after regular school hours
- other reasons as approved by the administration

Excused for School Related Reasons

- participation in a school-sponsored activity, day trip, or overnight field trip

Work missed during Excused Absences shall be made up in a timely manner, usually within the same number of school days missed plus one, unless special arrangements are made with the teacher(s) before the last day of turning in missed work. Students who miss classes are expected to complete all regular assignments and classwork, as well as any additional work that their teachers regard as appropriate. Students should contact their teacher or check PowerSchool for missed assignments.

Unexcused Absences

An Unexcused Absence is one for which missed work may not be made up (at the discretion of the School) and includes all absences not defined in **Excused Absences**. The following are examples of unexcused absences:

- staying away from school to do school work
- staying away from school to avoid academic deadlines
- absence for personal or family trips, including extending school holiday breaks, without prior approval from the Assistant Principal
- any absence not approved as an excused absence by the administration

If attendance falls below 85% of school days during a semester, parents/guardians are contacted and teachers may give the following report card grade:

- Incomplete: Work needs to be made up before a report card mark can be given. A firm deadline will be given for make-up work.
- Insufficient Evidence: The student was not present in class long enough to be assessed and given a final report card mark.

This policy pertains to excused and unexcused absences, with the exception of days missed for school related reasons.

Students who are not in classes during at least the second-half of the school day due to illness or disciplinary consequences are not allowed to participate in after-school activities, sports, socials or other school events on that day.

All Middle School students who are physically able are required to participate in the ASL P.E. program. Attendance requirements are the same for P.E. as they are for academic classes. Absence from P.E. for up to three days due to a small injury or health issue is possible with a parent/guardian's note. For longer periods, a physician's statement is required. Students who are excused from participating in P.E. activities for health reasons are expected to attend their P.E. classes, in order to participate in alternative curricular activities. If a student is excused from P.E. for medical/health reasons, will not be permitted to participate in athletics practice or game on that same day.

Arrival and Departure

Students should be in school by 7:55 am to begin the regularly scheduled day at 8:05 am.

Students may not enter the building before 7:45 am. All students must report to their advisory class no later than 8:05 am. Students arriving after 8:05 am must sign in at the Middle School office upon arrival.

During regular class hours, students may not leave the campus without permission from the Middle School office, which may be granted after a written request from a parent/guardian, or upon approval of a school-sponsored trip or athletic competition. Students leaving school during regular class hours must be signed out at the Middle School office (unless they are part of a school trip or athletic group). The regularly scheduled school day dismissal is 3:05 pm on Mondays, Tuesdays, Thursdays, and Fridays; on Wednesdays dismissal is at 2:10 pm. Grade 5 students must be met by an adult or older sibling if the student is not taking the school bus home.

Prearranged Absence

In order to arrange for an excused prearranged absence, please email the MS Assistant Principal for permission. Please note that excused absences are for medical appointments, family emergencies and religious holidays. Parents will need to seek MS Administration approval for holidays or extended travel times. Once parents/guardians have received an approval, students should pick up a prearranged absence form from the Middle School office or download the form from the MS Student Resources page on PowerSchool and the ASL Middle School Parent Portal on the ASL website [<https://www.asl.org/parents>]. The form should be completed at least one week before the anticipated absence in order to allow the student time to take the form around to all of the teachers whose classes will be missed. Once the form is completely filled out, it should be returned to the Middle School office. The attendance officer will keep a copy, and hand the original back to the student.

Doctor's Appointments

Doctor's appointments should be scheduled outside of normal school hours, if possible. Students who must miss any part of the school day for a doctor's appointment must bring a written note from a parent/guardian to the Middle School office, and the parent/guardian must sign the child in and out of the office as appropriate.

Tardiness and Class Attendance

All students should arrive at school on time each day. In addition to being a valuable life skill and fostering a sense of respect for school and the work that is done there, prompt arrival will ensure that students have enough time to organize themselves for the day ahead.

All students are expected to be on time and in their scheduled classes for the entire class period. Students are not permitted to visit the cafeteria en route to or during their classes. Students are encouraged to be organized and prepared for their upcoming classes to avoid unnecessary trips to their lockers. Any student who is not feeling well should report to the nurse after informing his or her teacher, the grade aide, or the Middle School office as appropriate.

In cases of excessive tardiness, the Middle School office will take one or more of the following steps:

- Conference scheduled with student and advisor.
- Time spent reflecting and making a plan to improve timeliness (lunch or after school detention)
- A meeting scheduled between administration, the student and parents/guardians to commit to a plan of action
- The student may be placed on disciplinary probation for the balance of the semester. Any additional tardies during the probationary period may result in an in-school suspension.

ACADEMICS

At the end of each semester you will receive report cards for each subject. On the report card you will have information on two key areas: Approaches to Learning and Academics (through reporting standards). At the mid-semester points, you will be able to see a progress report for your classes.

Approaches to Learning

Approaches to learning, which are based on the Portrait of a Learner, will be assessed on the frequency of these behaviors and frames of mind/habits. The scale used for the Approaches to Learning is:

Rarely	Inconsistently	Usually	Consistently
<ul style="list-style-type: none"> • does not exhibit the approach to learning very often • he or she is dependent on others to remind them to practice the approach 	<ul style="list-style-type: none"> • is able to show some independent initiative of the approach • he or she still requires teacher or peer support to incorporate the approach into daily practice 	<ul style="list-style-type: none"> • is able to demonstrate the approach independently or with very little teacher guidance 	<ul style="list-style-type: none"> • is able to consistently and independently demonstrate the approach

The Approaches to Learning are:

Collaborative	<ul style="list-style-type: none"> • Works well with others • Understands and respects diverse approaches • Communicates through dialogue and participation • Attends to the perspectives of others • Helps others
Respectful	<ul style="list-style-type: none"> • Treats others the way we expect to be treated • Appreciates own culture and the cultures of others • Values diversity of thought and experience • Demonstrates honesty • Makes the right choices even when no one is watching • Acts with compassion
Responsible	<ul style="list-style-type: none"> • Takes ownership of words, actions and learning • Fulfills obligations to self and to others • Works hard
Reflective	<ul style="list-style-type: none"> • Values mistakes as learning opportunities • Reflects on own learning • Sets and pursues goals for improvement
Engaged	<ul style="list-style-type: none"> • Intellectually curious about the world • Cultivates interests and strengths • Finds passion and purpose in their learning
Resilient	<ul style="list-style-type: none"> • Stretches and grows by taking risks • Resourceful in the face of challenges and change

Reporting Standards

ASL is a standards-based school. We have selected standards and benchmarks that reflect the latest research on learning outcomes for our students. Students receive feedback based on targets for different learning areas in each subject. For example, in Humanities or English, students will receive separate proficiency marks for Reading, Writing, Listening & Speaking.

The proficiency levels are as follows:

Beginning	Progressing	Meeting	Extending
<ul style="list-style-type: none"> • is not yet meeting ASL grade-level standards and benchmarks • requires support, reinforcement and additional instruction to understand grade level skills and concepts • numerical equivalent = 1 	<ul style="list-style-type: none"> • is working towards meeting the ASL grade-level standards and benchmarks • demonstrates a partial or inconsistent understanding of grade-level skills and concepts • numerical equivalent = 2 	<ul style="list-style-type: none"> • consistently and independently meets ASL grade level standards and benchmarks • demonstrates a solid understanding of grade-level skills and concepts • numerical equivalent = 3 	<ul style="list-style-type: none"> • in addition to what is required to meet the standard, the student goes beyond what has been taught and applies their learning in a more sophisticated way • numerical equivalent = 4

In Grades 5–6, students will receive only proficiency level marks on their report card. In Grades 7–8, in addition to the proficiency levels for each main standard, students will also receive an overall letter grade. This letter grade will be determined after taking an average of the main reporting standards.

A student's absences or lack of work completion can impact his or her grade. In these cases, the teacher and administration may determine that a student's marks for the report card may be Insufficient Evidence (due to absences or limited work), or Incomplete (requiring completion of missing work).

Academic Concerns

Letters of concern are sent out at the end of reporting periods if teachers and the learning specialists feel that a student is at risk academically or performing significantly below academic potential. Suggestions for improvement will be made and a follow-up conversation will be scheduled with the learning specialist.

A middle school student who receives marks of Beginning (C– or below) in more than one subject may be placed on academic probation. The student will remain on academic probation until he/she has no more than one mark of Beginning (C–) in any subject.

A letter will be sent home notifying parents/guardians that their child has been placed on academic probation, and a meeting will be scheduled to review an action plan for improvement. This plan may include supervised study with the learning specialist, educational evaluation or additional tutoring, reorganized social or athletic schedule, or the reassignment of courses.

Re-enrollment letters will be held for all students on academic probation after the first semester until a meeting can be held with parents/guardians to evaluate the progress of previous action plans. Success in later grades is put at risk by prolonged periods of unsatisfactory academic performance, and therefore continuing enrollment of a middle school student who has been on academic probation for two semesters will be reconsidered.

Plagiarism and Cheating

Plagiarism and cheating are matters of academic honesty. Cheating includes the giving of answers as well as the receiving of answers on homework assignments or tests. Plagiarism is taking the work or ideas of somebody else without giving them credit. Teachers work with students to discuss the writing process and appropriate ways to paraphrase ideas and cite sources in their work to avoid plagiarizing.

Teachers deal with matters of academic honesty individually based on the circumstances of each situation. Learning correct ways to cite sources is an educational process where mistakes are sometimes innocently made, but the school expects to see growth in student skills on citation through the middle school years.

Consequences for a choice of plagiarism may:

- impact the outcome of a student's assessment and will be more severe if the situation involves a repeated pattern or an egregious form of plagiarism or cheating.
- involve the administration in severe cases or where a pattern of misconduct has emerged.

AFTER-SCHOOL

After-School Hours

Middle school students are not allowed to roam the school unsupervised during non-class hours. For students who do need to stay after school, we have the following guidelines:

Students are allowed to be on campus after school if they are working with a teacher, coach, tutor or activity sponsor. Once the meeting, activity or practice is complete, they need to leave the building or sign in and go to a designated, supervised area.

Supervised areas include Waverley Park, the library, and the theater foyer only. Waverley Park is supervised by a middle school aide and open to all middle school students until 5 pm every day in the fall and spring and until 4 pm in winter (during Daylight Saving Time). Closings of the playground for special events are announced as far in advance as possible.

All students who are not participating in an activity need to sign in the after school laptop outside the MS Office.

Students are only allowed in classroom or pod areas after school if a teacher or parent/guardian accompanies them.

Middle school students should not be on campus after 5 pm, unless they are part of a supervised activity. Unsupervised students in school after 5 pm must wait in the Waverley Place reception area.

Once middle school students who are not participating in after-school activities or tutoring leave the campus after school, they are not permitted to return that day unless accompanied by an adult or for a special planned school event (concert, play, or other performance). For example, students are not permitted to leave campus after school on their own or with friends, go to the high street, and return to school for an event (such as a basketball game) and/or to take the ASL bus home.

For students who are staying after school, the cafeteria will remain open until 4:30 pm (4 pm on Fridays) for the purchase of snacks and drinks. Please note that students may only purchase food for themselves, not others.

Special procedures for Grade 5: In the beginning of the school year, Grade 5 students who do not travel home by bus must be picked up by an adult outside the Lower School entrance on Loudoun Road. In order to transition Grade 5 students smoothly into the MS routine, they are not allowed to stay after school and use the playground until late September.

After-School Program

The After-School Program (ASP) runs from Monday to Thursday for three seasons lasting between 8–9 weeks. Programs run from 3:20–5 pm on Monday, Tuesday & Thursday. On Wednesday, programs run from 2:20–4 pm. Students can find the complete listing of the offerings in the ASP brochure online [<https://www.asl.org/program/middle-school/after-school-activities>] and register their interest via the online registration form. All students are encouraged to participate in at least one after-school activity during each season.

Athletics

The ASL athletics program will provide the platform for MS students, grades 5–8, to develop into confident, healthy and positive student-athletes. Our aim is to create a memorable sporting experience, facilitated by enthusiastic and knowledgeable coaches. Through the implementation of our MS athletics pathway, we strive to provide a well balanced and progressive sports education which develops level appropriate understanding. We value effort, creativity, discipline, and enjoyment above results and competitive success.

Places on the grade 5 & 6 program are allocated using a lottery system and we endeavor to make sure that every student who signs up has at least one activity for the season. Students in most of our 5 & 6 programs will also take part in one jamboree or festival during the season. The commitment for these programs is 1 day a week. Students failing to honor this commitment may be removed from activity.

Grade 7 & 8 team sports have a tryout system to decide who makes the team. The commitment is two days per week, generally, Tuesdays and Thursdays starting at 3:15 pm. Additionally, most teams participate in a Loudoun Schools Sports Association (LSSA) festivals at the midpoint and on the last Saturday of the season. Students are encouraged to try out for a sport regardless of previous experience, and every effort is made to find a place for each student who tries out for a team. Due to facility restraints, safety issues, and limited competition in several sports, there may be cuts for some teams, but there is always at least one no-cut sport per season. In order to improve both as individuals and as a team, it is very important that students honor their athletics commitment; students who fail to do so may be removed from the team.

Socials

Socials for each grade may take place occasionally throughout the school year. Since the socials take place at school, school rules do apply (including the Attire Policy) and all students are expected to observe them while they are at a social. Students are encouraged to attend these gatherings as they represent a venue where they can meet their friends and have fun in a safe environment. Students may only bring guests to a social with the prior written permission from the principal or assistant principal.

MATERIALS

Backpacks

To help ensure their health and well-being, students are advised not to carry more weight in their backpacks than they can reasonably handle. Students should try to organize themselves in advance and only keep those things in their backpack that they will need on any given day. This is made more important for students in grades 7 and 8, as they are required to carry their laptops in their backpack for security reasons.

Backpacks should be stored in your locker at the start of each day and then picked up again at dismissal time.

Books

All textbooks are issued to students on a loan basis. In some cases, students may be given copies of workbooks and/or paperback novels to write in and to keep. Whenever possible, students are loaned duplicate copies of heavy textbooks to leave at home, thereby eliminating the need to carry them back and forth to school. Students are held responsible for all texts and will be charged accordingly for any losses. Failure to return and/or pay for textbooks at the end of the year may result in yearbooks and/or final grade reports being withheld.

Locks and Lockers

At the beginning of the year, each student will be issued a locker; students in grades 6–8 will also be issued with a combination lock. Students are responsible for the locks and for the maintenance of their lockers. Lockers will be checked periodically, and students are strongly encouraged to regularly clean them. Storage of food in lockers for more than one day is strongly discouraged. Students will be charged £10 for lost locks.

Students are not permitted to bring in their own locks, to swap locks with other students, or to change their lockers without permission. Students must keep locks closed, and are not permitted to share combinations or open a locker that is not their own.

Lost and Found

Lost items will be collected in a lost and found box located in Middle School Reception. Please make sure that all articles of clothing, sports equipment, instruments, books and supplies are clearly labeled with your name and grade. It is useful to note that there are additional school lost and found boxes in other areas (P.E. locker room, Lower School reception, Gym Foyer).

ATTIRE POLICY

Why does ASL have an attire policy?

The Middle School attire policy is intended to support a safe and positive learning environment. Adults and students at the Middle School are expected to choose clothing representative of an educational environment and our core values. We value awareness of ourselves, diversity of expression, and the variety of cultures within our community.

Attire at the Middle School

As we prepare ourselves to enter the Middle School community each day, we strive to be fair in our expectations and trust everyone to express their best self.

Use the following questions to make thoughtful choices about attire:

- Am I dressed for the weather?
- Am I dressed for the educational environment of school?
- Am I dressed for the occasion, activity or special events in which I will be participating (i.e. school concert, sporting event, field trip, etc.)?
- Do I feel safe and comfortable?
- Am I wearing something that might be offensive in any way?
- Is my attire helpful for clear communication (i.e. can people see my eyes, can I hear what is going on around me, etc.)?
- Based on what I am wearing, how am I representing the school and our core values?

All members of our community are expected to adhere to following:

- Flip-flop shoes or bare feet are not permitted.
- Clothing with obscene or inappropriate sayings, pictures, or double entendres (via graphics, words, through the lens of multiple cultures, backgrounds, religions, generations, etc.) is disrespectful and may not be worn.
- Upper and lower body clothes must have constant overlap; midribs should not be visible.
- Except for religious or medical reasons, hats and sunglasses may only be worn outside.
- Underwear should not be visible.
- Pajama tops or bottoms are not permitted.

If you are unsure about something you are putting on, discuss the attire questions with your parents/guardians. You may also find that your advisor, a teacher or other people in the school may ask you these questions if they are wondering about what you have chosen to wear. If there are repeated conversations or questions about your attire, the principal or assistant principal will speak with you directly, which may result in disciplinary consequences.

ID Cards and Lunch

Students need to bring their ID card to school every day for security reasons and to use for buying lunch and printing. If a student repeatedly forgets their ID card, parents/guardians may be notified and asked to work with their child to ensure the ID card is brought in daily.

Students may either bring their lunches from home or purchase a variety of food from the cafeteria. All teachers, administrators and staff who monitor the lunchroom try to ensure that each student is eating a healthy, well-balanced lunch.

Students in Grades 5 and 6 who wish to purchase lunch from the cafeteria do so through pre-paid “meal deals,” which offer set lunch menus. Students in Grades 7 and 8 may purchase set menus as well as individual food items, with the cost deducted from their ID card. Grade 5 students who have signed up for a meal-deal do not need to show an ID card to get their lunch. Students in Grades 6-8 will need their ID card to purchase lunch.

Grade 6-8 students who forget their lunch or lose their card will have their account charged for the cost of a meal deal. It is expected that students will top up their account through the cash loading machines or the Accounts Department the following school day.

Students are not allowed to use their Meal Deal or money on their ID cards to purchase food for other students. This applies at lunch and for snacks from the cafeteria after school.

Library

Named for former U.S. Ambassador Andrew W. Mellon, the Mellon Library is the main academic resource for students in Grades 5–12, faculty, staff, parents/guardians and the broader ASL community.

The library collection includes fiction and non-fiction books, reference volumes, magazines and daily newspapers, as well as a variety of non-print media such as DVDs. The library’s website gives you 24-hour access to our web-based online catalog, Destiny, and to our Digital Library of audiobooks, ebooks and videos through Overdrive. Our 24/7 resources also include online subscription databases, which house valuable, reliable sources of information, and NoodleTools, a note taking and citation-generating service.

The Mellon Library is open from 7:45 am to 5 pm. Monday through Friday. Middle School students are normally restricted to borrowing five items at a time, but exceptions are made as needed. Facilities for both black and white, and color photocopying are available as well as scanning of documents to email. The library staff is pleased to answer any questions about specific library resources, services, rules, or regulations - or merely to suggest a good book to read.

Nurse’s Office

If a student becomes ill or injured during the day, he or she may be excused from class to go to the nurse’s office. Students must get permission from the Middle School office, their teacher or a grade aide before going to the nurse. Please note that parents/guardians, the nurses and the MS Office must give permission for a student to be sent home for medical reasons. Students should not call their parents/guardians to be picked up from school before consultation with a nurse.

Parents/guardians will be notified immediately in the event of any illness or injury requiring the student to be sent home or to the hospital. If a hospital visit is considered necessary, a member of the nurse’s office and/or an adult from the middle school will stay with the student until a parent arrives at the hospital.

Other Rules and Reminders

Students are reminded that all behavioral expectations apply in every class, even if there is a substitute teacher.

Students are not permitted to buy or sell items at school. There should be no exchange of materials or goods for cash etc. between students on the ASL campus. The only selling or buying allowed are those part of student council, a class project, or other teacher approved event.

Playground Rules

Ball games, apart from those which use a hard ball (American football, baseball, cricket, and lacrosse) are permitted. American football, rugby or any games which involve overly physical contact (i.e. tackling) are not allowed. Students are expected not to climb on the fences, walls or trees. Skateboarding is not allowed on campus at any time.

School Buses

The same principles of behavior that prevail at school extend to all school buses, whether they are part of the regular bus service or special buses for athletic events or school trips. Students are expected to remain seated with seatbelts fastened and not to distract the drivers. Students may not consume any food or drink besides water on the school buses.

Students who are regular bus riders may use the late buses if they stay after school to take part in the After-School Program, to have music lessons or tutoring, or to use the library. Students who are not regular bus riders are also allowed to use the late bus but will be charged a £12 fee per ride. If a student is not signed up for a regular late bus, the Transport Office must receive a request from the

student or a parent/guardian no later than 11 am on the day the student wishes to use the late bus. Students who are signed up for a late bus and decide to take their regular bus home after school should also notify the Transport Office by 11 am.

A student who wishes to travel home from school with a friend who is normally on a different bus must make this request of the Transport Office one day in advance. The Transport Office must have an email to transport@asl.org from the parent/guardian of the child who is transferring to another bus.

When a non bus rider rides with a bus rider, a charge of £12 is sent to the family of the non bus rider unless they take the place of a sibling. It is not always possible in the mornings to accommodate extra riders as most buses are full, but the afternoon is not usually a problem.

Technology and Mobile Phones

During school hours, school and personal technology (laptops, phones, tablets, watches) should only be used for educational purposes and with teacher permission. If a student is observed using technology without permission or in a manner that is considered off-task or does not follow the Responsible Use Policy, that student will receive a technology strike, which will serve as a reminder that a change in behavior needs to occur. Should a student receive three strikes in one school year, he or she will need to have a conversation with the technology coordinator, director of student life, or assistant principal, and parents/guardians will be informed.

Students are not allowed to make phone calls or send messages from mobile phones during the school day. During school hours, phones must remain in a student's locker unless a teacher gives you specific permission to use them for educational purposes only. In addition to a technology strike, if a student uses personal technology without permission or for a non-educational purpose, the device will be given to the MS Office. The student will need to pick up that device at the end of the day. If a student uses personal technology without permission a third time, their parents / guardian will be asked to come to school to pick up the device.

Visitors

Parents/guardians must request permission for a student visitor by completing an online form [<https://www.asl.org/page.cfm?p=6052>] at least one week in advance of any proposed visit. Visitors are not allowed in the weeks before the winter and spring breaks and no Middle School visitors are allowed in June. Guests may not visit for more than one day, and in certain circumstances a partial day may be more appropriate. Host students should collect a teacher approval sheet from the Middle School Office the school day after this electronic form is completed and bring it to the teachers they will have on the day of the visit. Final approval will be made by the assistant principal and confirmation will be communicated directly to the host's parents/guardians.

On the day of the visit, the guest must register in the Middle School Office and follow their host's schedule. In some cases, a particular class may not be open to visitors, and the guest will be asked to wait in the library or MS Reception area. Middle School guests should bring a packed lunch or purchase lunch on the host's ID card. All visitors are expected to abide by the School's expectations of student behavior and attire policy.

ASL MIDDLE SCHOOL RESPONSIBLE USE POLICY

The purpose of providing access to technology

ASL provides access to technology for educational purposes that support the school's mission, curriculum, and instructional goals. Personal technology devices are bound by these rules whenever they are used on campus. Students are expected to use good judgement when working in areas not covered explicitly by the rules.

Equipment

- Do not eat or drink near computer equipment.
- Do not damage, disable, or otherwise harm the operation of school computers or the network.
- This includes attempting to gain administrative access to computers.
- Do not waste resources, particularly printer toner and paper.
- Do not upgrade system software or install applications on school computers without permission.
- Playing games, messaging, accessing social networking sites, and watching entertainment videos are not allowed during the school day unless associated with a class and permission is given by a teacher.
- Do not use school or personal technology in any way that annoys, harms, offends, or insults others, as this is illegal.
- All electronic communications in the building, including email and Internet access, can be monitored when necessary.

Mobile Phones and Personal Technology

- Only make calls and send messages on mobile phones/devices outside of school hours.
- During school hours, use technology (phones, computers, cameras, tablets, watches etc.) for educational purposes only and with teacher permission.
- During school hours, phones must remain in your locker unless a teacher gives you specific permission to use them for educational purposes only.
- To support the use of technology in school for educational purposes only, parents/guardians should not text a student's personal phone or device during the school day. Please contact the MS Office or Grade Level Aide if you would like to get a message to or speak to your child during school hours.

Safety and Privacy

- Technology is not to be used for bullying, labeling, harassment or hurtful behavior.
- Do not share your passwords with anyone other than your parents/guardians.
- Do not access password-protected accounts of other people, even if they have inadvertently left their accounts open.
- Ask permission before recording someone (audio or video).
- Before posting photos or videos online that include other people, students must ask permission from those people.

Internet

- Do not use the Internet to view, download, send, or print materials which are unlawful, obscene, or abusive.
- Respect the work and ownership rights of people inside and outside of the school. This includes abiding by copyright laws on music, videos, software, and intellectual materials.

Email

- Proper etiquette should always be followed: always include a subject, use a salutation, write in complete sentences, and check spelling before sending.
- Junk mail or chain letters should not be forwarded.

Non-compliance with this Responsible Use Policy is a serious breach of trust within the ASL community and will be treated as a disciplinary matter.

HANDBOOK REVIEW CHECKLIST

This page must be completed prior to signing the following page with your parents/guardians.

Section	Page Number	Class where this was reviewed	My Initials indicating my understanding of this section
Mission and Portrait of a Learner			
Attendance: Absences			
Attendance: Arrival and Departure			
Attendance: Prearranged Absences and Doctor's Appointments			
Attendance: Tardiness and Class Attendance			
Academics: Approaches to Learning			
Academics: Reporting Standards			
Academics: Academic Concerns			
Academics: Plagiarism and Cheating			
After-School: Hours			
After-School: After School Program			
After-School: Athletics			
Materials (all)			
Attire Policy			
ID Cards and Lunch			
Library			
Nurse's Office			
Other Rules and Reminders			
Playground Rules			
School Buses			
Technology and Mobile Phones			
Visitors			
Middle School Responsible Use Policy			

The American School in London

I _____ and my parents have read and understood the school procedures outlined in this handbook. I pledge to live within the guidelines of the book and enjoy the privilege of being part of the middle school.

I _____ and my parents have read and agree to abide by all the expectations set forth in the ASL Responsible Use Policy regarding all aspects of technology use.

Signature of Student: _____ Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____