

Middle School *Handbook*

2019–2020



Enter to learn, leave to serve

aes

American Embassy School

*An
International
Community*

Welcome to the Middle School

Dear Parents and Students,

Welcome to School Year 2019-20! The purpose of the AES MS Handbook is to act as a guide to build your understanding and answer your questions about all things Middle School. Please expect an e-copy of the handbook with an electronic signature sheet.

This is your pledge to live within the guidelines of the book and enjoy the privilege of being part of the middle school. The online version of the handbook is the most current version.

**In Partnership,
Anthea Clifton, Principal**

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Middle School Personnel

Position	Name	Extension#	Email Id
Principal	Anthea Clifton	3300	aclifton@aes.ac.in
Assistant Principal	Serena McMahon	2206	smcmahon@aes.ac.in
Executive Secretary to the Principal	Pooja Rannot	3303	prannot@aes.ac.in
Admin Assistant to Assistant Principal	Rekha Nigam	3307	rnigam@aes.ac.in
Executive Secretary	Deepa Kumar	3305	dkumar@aes.ac.in
Counselors	Jonathan Webster (Grades 6 & 8)	3310	jwebster@aes.ac.in
	Karin Lockwood (Grades 6 & 7)	3367	klockwood@aes.ac.in
Counseling Secretary	Lalit Kapoor	3315	lkapoor@aes.ac.in
Tech Coordinator	Maureen Cullen	3388	mcullen@aes.ac.in
Librarian	Linda Hoiseth	3358	lhoiseth@aes.ac.in
School Psychologist	Catherine Tesreau	3369	ctesreau@aes.ac.in

AES References

AES References	
School Contact Information	
Mailing Address	American Embassy School, Chandragupta Marg, Chanakyapuri, New Delhi- 110021
Main Switchboard	91-11-26888854
Website	aes.ac.in
Instagram	aesmiddleschool
Twitter	AESDelhi
Facebook	AmericanEmbassySchoolNewDelhi
MS Blogs	https://msblogs.aes.ac.in

Important AES Numbers
Main Switchboard +91-11-26888854

Elementary School		High School	
ES Secretaries	3411/3405	HS Secretaries	3205/3231
ES Counselors	3420/3487	HS Registrar	3215
Counseling Secretary	3425	Student Union	3165
ES Makerspace	3490	HS Tech Office	3270/3280
ES Library	3455	MS/HS Library	3320

Middle School	
MS Secretaries	3205/3303
MS Registrar	3310/3367
Counseling Secretary	3315
MS Tech Office	3362/3308
MS/HS Library	3320

Health Office	3700/3775	Admissions	3155/3156
Business Office	3501	Technology Helpdesk	3255
Bus Office	3534	Facilities Helpdesk	3901

The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service.

We enable each student to be an

inspired lifelong learner

and a responsible, compassionate global citizen.

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Mission

we believe that everyone:

- * has intrinsic value
- * needs safety, trust and respect
- * is responsible for his or her choices
- * learns and grows through challenge
- * lives more meaningfully when pursuing his or her passions
 - * is enriched by diversity
- * is strengthened through service
 - * flourishes in a community that is caring, collaborative and nurturing
- * has the power to create a more peaceful world

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Values

The American Embassy School is a community of diverse learners. We celebrate the strength of our diversity and are committed to nurturing a

culture of belonging

All members of our school community actively support every learner's academic, social and emotional growth.

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Inclusion Statement



American Embassy School
New Delhi

2019-20 School Calendar

July-2019						
S	M	T	W	TH	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August-2019						
S	M	T	W	TH	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September-2019						
S	M	T	W	TH	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October-2019						
S	M	T	W	TH	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November-2019						
S	M	T	W	TH	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December-2019						
S	M	T	W	TH	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January-2020						
S	M	T	W	TH	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February-2020						
S	M	T	W	TH	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March-2020						
S	M	T	W	TH	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April-2020						
S	M	T	W	TH	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-2020						
S	M	T	W	TH	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June-2020						
S	M	T	W	TH	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2019

JULY

31 Full Faculty Orientation begins

AUGUST

6 School reopens/Semester 1 begins
15 No School—Indian Independence Day

OCTOBER

2 No School—Gandhi's Birthday
8 No School—Dussehra
27 Diwali
28-31 No School—Fall Break

NOVEMBER

1 No School—Fall Break
28 Half Day—U.S. Thanksgiving
29 No School—U.S. Thanksgiving

DECEMBER

20 Semester 1 Ends
23-31 No School—Winter Break

2020

JANUARY

1-12 No School—Winter Break
13 School reopens/Semester 2 begins
26 Indian Republic Day

MARCH

9 No School—AES Holiday
10 No School—Holi
30-31 No School—Spring Break

APRIL

1-3 No School—Spring Break

MAY

1 No School—International Labor Day
24 Eid-al-Fitr
29 Last day of school for students
Semester 2 ends

There is an early release on Wednesdays at 2:30 pm for all students. Check your divisional school handbook for complete details.

- No school in session
- School half day

Middle School

Adolescence is a time of tremendous change and growth. When it comes to significant intellectual, physical, social and emotional transition, middle school years mark that time. To assist students in their transformation from children to adults, we provide a carefully planned curriculum including math, science, humanities, world language, physical education, health, fine arts, technology, and various exploratory electives. Additionally, a full range of co-curricular and athletic activities is offered. These include academic support, counseling and ELD services.

Advisory Program

Developmentally, adolescents need as much support from adults as young children. In middle school, we have an Advisory program that works on this through small group interactions four times per week. The purpose of the advisory program is to nurture relationships in a small-group setting in order to build our community, be responsive to student needs, and to live our AES Mission. Grade level advisory teams meet regularly to plan and care for students.

Schedules

Our school day runs from 8:30 a.m. to 3:35 p.m. Each student has eight periods of class listed as 1-8. We are on an eight-day rotating block schedule. Students have the same four classes every other day. The daily schedule and blocks rotation schedule for 2019-20 is given below:



MS Daily Schedules

REGULAR SCHEDULE (80 min classes)		WEDNESDAY SCHEDULE (65 min classes)		ET SCHEDULE (70 min classes)	
8:30 - 9:50	Block 1	8:30 - 9:35	Block 1	8:30 - 9:40	Block 1
9:50 - 10:10	Break	9:35 - 9:50	Break	9:40 - 10:00	Break
10:10 - 11:30	Block 2	9:50 - 10:55	Block 2	10:00 - 11:10	Block 2
11:30 - 12:10	Lunch	10:55 - 11:35	Lunch	11:10 - 11:50	Lunch
12:10 - 12:35	Advisory: Mon SSR: Tue/Thur Assembly: Fri	11:35 - 12:00	Advisory	11:50 - 12:50	ET
12:35 - 12:40	Passing	12:00 - 12:05	Passing	12:50 - 12:55	Passing
12:40 - 2:00	Block 3	12:05 - 1:10	Block 3	12:55 - 2:05	Block 3
2:00 - 2:15	Break	1:10 - 1:25	Break	2:05 - 2:25	Break
2:15 - 3:35	Block 4	1:25 - 2:30	Block 4	2:25 - 3:35	Block 4

MS Blocks rotation schedule

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
1	5	2	6	3	7	4	8
2	6	3	7	4	8	1	5
3	7	4	8	1	5	2	6
4	8	1	5	2	6	3	7

Week withOut Walls



The AES Middle School Week withOut Walls (WOW) Program provides students with unique cultural, personal, interpersonal and environmental experiences not available on the AES campus. From these experiences students will learn, reflect, and grow as individuals.

The Week withOut Walls (WOW) mission is to:

1. Provide authentic, direct exposure to India in order to nurture a better understanding and appreciation of Indian culture and geography
2. Develop new friendships, as well as strengthen existing ones in the AES Middle School community
3. Increase respect for the environment and local culture through exposure to unique habitats and the effect of human populations on land
4. Provide opportunities for personal reflection, self-awareness and self-reliance

The locations selected for the 2019-2020 school year are:

6th Grade Corbett National Park

7th Grade Huel Valley near Rishikesh

8th Grade Rishikesh along the Ganges river

The Middle School WOW trips will take place October 20 - October 24, 2019. Students who are too ill to travel at the beginning of the trip will join our local Delhi and Around trip instead. Students will be expected to complete a variety of learning tasks during the trip and participate in ways that are aligned with our AES values and beliefs.

Participation in the WOW program is compulsory as it is part of the regular curriculum; providing students with invaluable opportunities for team-building with peers, social-emotional development and academic learning.

Service Learning & Student Leadership

All students in the middle school have multiple opportunities to participate in service learning activities that provide education, interaction, or intervention during the school year. These occur inside the school day, as well as in many of our co-curricular activities.

Grade 6 students spend time exploring and reflecting on the nature of service and opportunities for service that take place in our communities. In their Digital Age Literacy exploratory, students work on a service project in the MakerSpace. They also have an opportunity to do a service project with an organization near the school.

Grade 7 students experience service through an organized advisory interaction that takes place during enrichment times at school. The seventh grade service focus is on cultivating empathy. They do this through work with personal kindergarten buddies and by working with their partner school, the Aanchal School for students with special needs. Students and teachers from both schools collaborate at least three times during the Spring semester to plan and host events and activities to do together. The long-standing relationship with Aanchal school has been rewarding and meaningful for students and teachers from both AES and Aanchal.

Grade 8 Students engage more independently with service, allowing for a greater depth of student choice. Community service is one of the components in the PeOple's Project (POP), which is a transdisciplinary project. This learning opportunity is designed to empower students to select an area where they would like to raise awareness or advocate for social change.

After school- Service organizations in the middle school include Reach Out and HOPE Club which are sponsored by teachers and students alike and happen throughout the year. Both of these clubs have excellent partnerships with other communities in Delhi and work closely to help provide meaningful experiences for children in lower income communities.

We utilize a shared leadership model to support student leadership in the middle school. The foundational belief is that leadership at this age should be about giving many students opportunities to have a voice, participate and lead. This model allows many students to be part of planning, organizing and running events under the guidance of faculty members and still have time to participate in many other middle school activities.

Daily MS Life

The following gives you a guide to the structures that exist to keep students safe and support them in making good choices.

Leaving Campus: Students are expected to remain on campus at all times during the school day. Going off campus is not allowed. If students must leave because of illness, they must report to the school nurse; who will call your parents. Students may not excuse themselves from campus without a note in writing from their parents.

Student Supervision: Students are expected to be only in areas supervised by adults anytime they are on campus including before, during and after school, and before any evening events.

Breaks and Lunchtime: Students are provided with supervised spaces. They are encouraged to be active and enjoy time with friends.

Campus Hours/Use: Students are expected to leave campus at the end of the school day (3:35 pm). Students may stay after school to:

- attend supervised after-school activities
- use the library
- meet with a teacher
- students not engaged in after-school activities must be directly supervised by a parent.

Cell phones or other personal technology including smart watches: If these items are brought to school, it is at the student's risk. The device must be turned off / put on silence and kept locked in lockers during the school day.

P.E.Clothing: Students must have a change of clothes and shoes for P.E. While no set uniform is prescribed, shorts, a shirt, socks and gym shoes are required. Students must also shower after P.E. classes for reasons of health and hygiene, and out of courtesy to others.

Food/Snacks: Food/drink may be consumed outside, at the Tiger kiosk, MS Kiosk or cafeteria.

Backpacks: must be with you or in a locker. Our security regulations require that bags unattended in the hallways are not be permitted.

Breaks are the time provided to relax and use the bathroom. Please take advantage of this time.

Unexcused absences and tardies are visible in PowerSchool. You are expected to arrive to class on time and be present for class on a regular basis

Lost or damaged student ID cards

If your student ID card is lost or damaged go to the MS Office and receive a form from the school secretary. The damaged card must be presented to the School Secretary; otherwise, the form will be marked lost. The form must be signed by the student's administrator before a new student ID card can be issued. The student must take the signed form to the Business Office where it is presented to the cashier along with the card replacement fee. The replacement fee for lost cards is Rs. 500 and the replacement fee for damaged cards is Rs. 250. The cashier will issue a receipt for the payment. Keep this receipt and the card replacement form. Then, the student must go to the Facilities Management Office (FMO) and present the receipt for payment mentioned above. The FMO Office Manager will create a new student ID card and then assign the card to your account. The POS money used for purchasing food on campus is stored in the account, and it will be available once the new card is assigned. The old card is deactivated automatically. When you leave AES, any money left in your account is refunded to you at the time of withdrawal.

Lockers

On the first day of school, students will be assigned two lockers, one for general purpose and the other Physical Education (PE). The following items must be stored in lockers during the school day:

- Backpacks
- Cellphones and other personal tech devices including smart watches.

It is the student's responsibility to keep individual lockers clean and in good condition.

Students are required to bring a lock for their locker in the MS building. A combination lock can be purchased in the spirit shop in the Tiger's Den. The lock for the PE locker will be provided by the school early in the school year. Students are strongly advised not to bring valuables or money to school. Students are also advised to lock in their locker anything of personal value that they bring to school and is not being used. Please do not share lock combination numbers. Please mark all personal belongings with your name. All items that are found outside or on top of the lockers will be taken to the Middle School office and then turned over to security.

Music students are expected to drop off instruments at the designated storage space in the Music room in the morning before school. On a 'no music class today' day, the instrument should stay home.

Lost and Found

Misplaced items once turned over to security will be stored / displayed in a cabinet near the PE Offices connected to the main gym. Students who are missing items, should complete a missing items form in the MS office and also check the lost and found tables organized outside the gym from time to time.

Telephone

Parents are welcome to call the school office to leave a message for students. Students who need to call home may do so from the MS Office telephone.

Experiential Learning

Learning outside the classroom is a valuable part of our program. A year long permission form is signed each year and applies to all after-school events such as MS socials and off campus day trips. Any off campus event that requires an overnight stay will have a separate parent permission form. Parents will be notified of events outside regular school hours and off campus through their email recorded in Powerschool.

Student Well-Being



Wellness is an active process of growth and change in which students are empowered to make informed, responsible decisions for pursuing a safe, healthy and balanced lifestyle.

We Believe:

The whole-child educational approach recognizes a strong connection between child health* and successful learning.

A coordinated school health program involves bringing together the various resources in a school and community that promote healthful living (Health education, school health services, healthy and safe school environment, physical education, nutrition services, counseling and psychological services, family and community involvement.)

Developmentally-appropriate health education is fundamental to supporting and promoting lifelong wellness.

All members of our community, including parents, faculty, and students, have the responsibility to model and promote well being.

* Health is defined as "a state of complete physical, mental and social well-being" (WHO)

Role of the School Counselor

The counselors promote learning and personal growth by offering a comprehensive, developmentally appropriate, and accessible counseling program for members of the AES community.

Counselors deliver a comprehensive counseling program which supports the AES Values and addresses the learning, career, and personal/social needs of all students. The counselors believe that all students need to feel safe, supported, and accepted and are capable of change and growth. The counseling team is student and solution-focused and works collaboratively with students, parents, teachers, and administrators.

Middle School Counseling Program

The goal of the middle school counseling program is to work with students, parents and teachers to help students reach their fullest intellectual, social, and emotional potential.

Depending upon student interest or need, the students' counselor can help to:

- improve personal responsibility
- make suitable decisions about friendships, relationships, stressful choices
- develop positive attitudes
- expand self-concept, self-control, self-reliance
- choose courses appropriate for individual interests and talents
- reduce stress
- become, and stay, organized
- In addition, the school counselor is an integral part of the decision-making team which helps determine special program needs for students.

The relationship between counselor and student is unique, and positive rapport and trust are essential ingredients to building a therapeutic relationship. The counselors will honor the privacy and confidentiality of students to the extent possible, given ethical and legal limitations. Limits of confidentiality include any indication of harm to self or others and any indication of neglect or abuse. Our counselors will also consider the benefits of sharing, usually with a student's permission, relevant information with select teachers and/or administrators on a 'need to know' basis.

Role of the School Psychologist

School psychologists have specialized training in both psychology and education. They use their training and skills to team with educators, parents, and other mental health professionals to ensure that every child learns in a safe, healthy and supportive environment. School psychologists understand school systems, effective teaching, and successful learning.

CHILD Protection

AES promotes the values of respect, integrity, compassion and responsibility and seeks to "foster wellness". The AES Child Safeguarding Policy seeks to protect the student, the family and the AES community. It ensures that the right to protection and access to confidential support systems are available to all students. To review the Child Protection Policy in its entirety, please refer to Myaes.ac.in - Quick Links - Child Protection.

Attendance

Students are expected to be in attendance each school day unless they are absent due to an accident, illness, home leave, emergency or excused as a result of administrative action. Anyone who has been absent from school is required to send notification to the school. The note must explain the reason for the absence, and is expected to be communicated by E-mail to the Middle School Office (Ms. Rekha Nigam).

Clearly, students maximize their learning by attending school every day for an entire academic year. However, the school is also aware that some students are unable to be in attendance due to transfers, emergency leaves, visa complications, and company vacation schedules. It is strongly recommended that travel and vacation plans be scheduled so as to avoid missing school.

When students go on home leave or have other extended leaves from school, they miss essential instruction and educational interactions with teachers and classmates. This may result in a negative impact on their personal progress and achievement. It is not always beneficial for students to take the school assignments with them, as students need the direction and supervision of the teachers for accurate understanding and development of skills. Teachers are not required to prepare additional supplement materials for the student to make up, except in the case of extended illness.

Teachers are not expected to prepare unique materials in cases of extended student absence arranged by families.

Students involved with a planned absence must complete the Pre-arranged Absence Form. Students use this form to gather assignments ahead of time.

Temporary Guardianship

If during the school year both parents/guardians plan to leave Delhi / India, while the student remains in attendance at AES, they must appoint a temporary guardian and notify the school in writing as far in advance as possible. Parents/legal guardians are required to complete and send to school the form each time they plan a trip away from Delhi / India. This temporary guardian must be at least 18 years of age and NOT a current student at AES.

Parent Absence Notification form can be located on Myaes.ac.in - Quick Links - Forms Library.

Withdrawing from AES

1. Parents contact AES admissions. Admissions will then notify the MS
2. Counselors will meet with leaving students and then complete the MS check-out form.
3. The MS Counselling Office supports transition to new schools. Counselors can arrange for recommendation forms to be completed (please allow one week) and entrance testing for new schools can be administered through their office. The Counseling Office will contact you when the forms have been sent out as per the prospective schools' requirement. Confidential letters of recommendation, once prepared, will not be turned over to students or parents, but will be sent directly to the prospective school.

Supporting Student Learning



With a commitment to the growth of all AES students, the learning support program strives to support the diverse learning needs of children with academic, social, emotional, behavioral, and/or speech language needs so that they may participate fully in AES' program. Services for AES students in PK-12 are considered individually, developed by highly trained specialists, designed collaboratively with classroom teachers, and delivered in partnership with parents.

The following are some of the beliefs we have regarding learning support services. These must be **student centered**, so we...

- * Have **flexibility and fluidity**, in our services in order to meet students' needs
Consider the least restrictive environment (LRE) for every student so that students are with peers
- * for the maximum amount of time possible
- * Use student strengths in planning instruction, interventions, and opportunities for students
- * **Utilize data based decision making**, to ensure all students are making progress towards goals
- * Recognize that success can look different for each student based on their unique learning profile
Actively work to increase students' independence so that they can be advocates for their own learning and development

We also believe that high quality learning support services offer a continuum of services that range in level of support, so we...

- * Create opportunities for collaboration to support teachers with differentiation and meeting students' various needs
- * Plan school-wide supports available to all students for social, emotional, behavioral, and academic skills
- * Provide opportunities for students to receive intervention at various intensities based on current needs in the areas of academics, speech & language, social, emotional, and behavior
- * Plan and design accommodations for students who need additional support within the general education classroom
- * Employ a team of skilled professionals to provide consultation and direct services for students

Supporting Student Behavior

A Culture of Care

All members of the AES community are responsible for nurturing a safe school environment where all students and employees are treated with respect and dignity and are free from intimidation and harassment. AES is committed to educating staff, students, and parents to develop positive relationships to ensure everyone's right to learn and work in a safe environment.

All students, school employees, vendors, and visitors (including parents) to campus buildings, buses, athletic fields or locations off campus involving school-related activities (i.e., field trips) are expected to conduct themselves in a manner that adds positive value to relationships.

AES will reject language that "attacks, threatens, or insults a person based on actual or perceived national origin, ethnicity, race, color, religion, gender, gender identity, sexual orientation, or disability."*

*Merriam-Webster dictionary.



Positive and Supportive Interactions

All members of the AES community are expected to engage in value-added interactions. Any form of harassment is considered to be a non value-added interaction. The MS considers harassment to be a situation when someone is repeatedly and significantly hurt by the actions of others, fears that the behavior will happen again, and feels powerless to prevent the behaviors from happening. It may be subtle or easy to identify, done by one person or a group.

Framework for Supporting Positive Student Behavior

It is our goal that all students embrace the AES values and choose to have healthy, positive interactions with their peers, teachers and support staff both on campus or while representing AES in the broader community. Faculty counselors and administrators play an integral role in promoting and supporting value-added interactions. It is the expectation of the Middle School that a student who behaves inappropriately will take responsibility for their actions and strive to resolve the problem. We all make mistakes. Parents play an important role in partnering with the school to support their child. When there are concerns the school will communicate, when appropriate, through teachers, counselors or administrators. A student may be placed on conditional enrolment status if their behavior continues to present a risk to themselves or others.

Behavioral Consequences

AES Middle School Behavior Rubric

The School reserves the right to treat a First Incident as a Repeat Incident or a Major Incident.

BEHAVIOR	Possible Consequences		
<p>Verbal</p> <ul style="list-style-type: none"> ● Abusive teasing ● Name calling ● Insults ● Ridiculing ● Provoking/daring ● Other words that intimidate or threaten ● Racial / sexual slurs <p>Social / Emotional</p> <ul style="list-style-type: none"> ● Exclusion ● Gossip ● Sneering ● Intimidating stares ● Humiliating ● Threatening ● Stalking ● Spreading / starting rumors <p>Physical</p> <ul style="list-style-type: none"> ● Pushing ● Slapping ● Grabbing ● Hitting ● Punching ● Kicking ● Pinching ● Tripping ● Use of a weapon ● Damaging property ● Any other physical behavior that intentionally injures others 	<ul style="list-style-type: none"> ● If deemed 'minor', teacher or other staff member meets with student(s) to facilitate reflection and peer mediation ● Parent communication (depending upon scenario) ● Follow up meeting with counselors to provide opportunities for students to reflect and, in some cases, to engage in restorative conversation with peers ● Loss of privileges breaks/lunch/afterschool 	<ul style="list-style-type: none"> ● Meeting with Assistant Principal or Principal ● Education and reflection as learning ● Restorative reflection with counselor to 'make it right' ● Parent meeting ● Loss of privileges breaks/lunch/after-school ● Suspension ● Probation ● Recommendation made for expulsion 	<ul style="list-style-type: none"> ● Meeting with Assistant Principal or Principal ● Education and reflection as learning ● Restorative reflection with counselor to 'make it right' ● Loss of privileges breaks/lunch/after-school ● Parent meeting ● Suspension ● Probation ● Recommendation made for expulsion

<p>Digital (on or off campus)</p> <ul style="list-style-type: none"> Includes, but is not limited to, the following misuse of 	<ul style="list-style-type: none"> Meeting with Assistant Principal or Principal Parents may be notified Handphone on campus 	<ul style="list-style-type: none"> Meeting with Assistant Principal or Principal Education and reflection with counselor to 'make it right' 	<ul style="list-style-type: none"> Meeting with Assistant Principal or Principal Reflection with counselor to 'make it right' Student writes a reflection
<ul style="list-style-type: none"> technology Harassing Teasing Intimidating Threatening or terrorizing 	<ul style="list-style-type: none"> may be temporarily prohibited Possible temporary cancellation of tech privileges on campus Counselor meets with students for reflection, education and possible conflict mediation 	<ul style="list-style-type: none"> Student writes reflection Parent conference Loss of privileges during breaks and lunch Suspension Possible conditional status Recommendation made for expulsion 	<ul style="list-style-type: none"> Parent conference Suspension Possible conditional status Recommendation made for expulsion
<p>Restricted substances / items</p> <ul style="list-style-type: none"> Tobacco Vape Alcohol Chemical Knives Guns of any kind including: <ul style="list-style-type: none"> Toy Airsoft Guns 	<ul style="list-style-type: none"> Meeting with Assistant Principal or Principal Parent communication (depending upon scenario) Follow up meeting with counselors to provide opportunities for students to reflect and, in some cases, to engage in restorative conversation with peers Suspension Recommendation for expulsion 	<ul style="list-style-type: none"> Meeting with Assistant Principal or Principal Education and reflection with counselor Parent meeting Suspension Probation Recommendation for expulsion 	<ul style="list-style-type: none"> Meeting with Assistant Principal or Principal Education and reflection with counselor Parent meeting Suspension Probation Recommendation for expulsion

<p>Academic Integrity Students are expected to do their own work on and off campus. This includes homework, assignments, tests etc. students who willingly help another student present work that is not their own has not acted with academic integrity.</p>	<ul style="list-style-type: none"> ● Meeting with Teacher ● Completion of new assessment. ● Meeting with Assistant Principal or Principal ● Parents notified ● Counselor may meet with students for reflection and education 	<ul style="list-style-type: none"> ● Meeting with Teacher ● Completion of new assessment. ● Meeting with Assistant Principal or Principal ● Counselor meets with student ● Student education ● Parent meeting ● Suspension 	<ul style="list-style-type: none"> ● Meeting with Teacher ● Completion of new assessment. ● Meeting with Assistant Principal or Principal ● Reflection with counselor to 'make it right' ● Student reflection and education ● Parent conference ● Suspension ● Probation ● Expulsion
<p>Respect & Responsibility Can include behaviors such as:</p> <ul style="list-style-type: none"> ● Destruction of property 	<ul style="list-style-type: none"> ● Meeting with Assistant Principal or Principal ● Parents may be notified ● Counselor may meet with students for 	<ul style="list-style-type: none"> ● Meeting with Assistant Principal or Principal ● Reflection with counselor to 'make it right' ● Student education 	<ul style="list-style-type: none"> ● Meeting with Assistant Principal or Principal ● Reflection with counselor to 'make it right' ● Student education ● Student writes reflection
<ul style="list-style-type: none"> ● Disrespectful language or actions ● Theft 	<p>reflection, education and mediation</p>	<ul style="list-style-type: none"> ● Student writes reflection ● Parent conference ● Loss of privileges during breaks and lunch ● Suspension ● Probation ● Recommendation made for expulsion 	<ul style="list-style-type: none"> ● Parent conference ● Suspension ● Probation ● Recommendation made for expulsion

Suspension

There are times when a behavior warrants the removal of a student from school for a short period. Suspension is used by the school as a means of emphasizing a student's responsibility to themselves, others, and the school as an institution.

There are two forms of suspension: Out-of-school and in-school suspension. When suspended out of school, a student may not appear on campus for any reason, at any time, day or night, during the period for which the student is suspended. Students are sometimes given an in-school suspension, during which the child spends the full school day on campus in the Middle School Office.

During the day, the counselor, teachers, and administrators meet with the student to discuss the behavior that led to the suspension and to establish a plan for further developing their reflective capacity as well as identifying opportunities for future growth and development. Suspensions may involve the loss of privileges such as participation in after school activities, socials, and other co-curricular activities, or the privilege of free time during breaks and lunch periods.

Students are expected to accomplish all assigned learning goals prior to returning to school from suspension.



Students are expected to contact their teachers during a suspension to obtain the learning plan. The MS focus is on building positive relationships, however when a member of the community experiences disrespectful interactions or harassment they should report this as soon as possible to a member of faculty. Intervention by adults and bystanders is an important step to prevent escalation and to resolve issues in the earliest stages.

Reported incidences will be documented, tracked and handled according to the procedures determined by each division in the school. Students will be encouraged and supported to make it right. The purpose of the consequences is to assist a student to reflect on their behavior and to be provided with an opportunity to learn and improve peer relationships.

Expulsion

A student may be asked to leave AES when the student's behavior is in gross violation of the school's core values or policies.

The decision to permanently remove a student from school can be made only by the Director, typically in consultation with the principal(s).

Probation

When the magnitude of student conduct is serious, or when behaviors persist in spite of counseling the student and parents concerned, the principal of the school may place the student on probation.

In all cases where a student is placed on probation, the student and parents shall be notified in writing both, the reason and the terms. Probation may include restrictions on participation in extracurricular activities and/or lunch, break, and locker time.

AES recognizes several types of harassment:

Verbal includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent, threats, extortion, gossip, taunting, spreading rumours, racist slurs, threatening electronic communications, anonymous notes etc

Physical includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes or personal property, threatening gestures, setting fires, assault with a weapon, stealing

Social / emotional includes excluding someone from a group, isolating, shunning, spreading rumours, gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares

Digital sending offensive/ humiliating/ threatening messages or images via computer or cellphone

Dress Expectations

AES has dress expectations, your clothes must be functional*. This means that you need to be able to reach, run, bend and throw in the clothing that you wear.

Students are expected to dress in a way that is functional and appropriate for the school day or for a school-sponsored event. Student attire should not interfere with the health or safety of any student, and it should maintain a safe learning environment in classes where special attention to clothing is needed. If students are participating in a school-sponsored event, they will be expected to wear designated clothing for that event. In order to help students understand what is acceptable attire within our international school community, the following standards apply:

- * Substances that are not allowed on school campus (such as alcohol, tobacco or other drugs) are not permitted on clothing, book bags, notebooks, etc.
- * Attire should not display offensive language.

Public Displays of Affection

We expect students not to engage in Public Displays of Affection (PDA). AES students, parents, staff and faculty come to us from many countries. We expect students to behave in a manner that is respectful and not insulting to others.

Bicycles

Bicycles are to be stored in the bicycle racks outside of the gates. Helmets should be worn at all times. Bike riders must use the designated bike racks and realize that their bicycles are stored at their own risk.

Skateboards, Roller Skates / Blades

Skateboards and roller skates / blades are not allowed on campus.

School Socials

All socials are supervised by middle school faculty. We expect students to follow the rules for school-sponsored events.

- * Students attending school-sponsored socials are expected to arrive promptly and must stay until the event has ended. Students are not permitted to wander around campus during these functions.
- * An AES student may bring a friend from another school as a guest. Students must register the guest with an administrator or counselor during regular school hours prior to the event. Guests are expected to follow all AES rules regarding dress and conduct.
- * All regular school rules apply.
- * Student may not leave until the event ends.
- * Students who are absent from school on the day of the social are not allowed to attend, unless special permission is given by the Principal.

Bus Behavior

To keep students safe while riding school buses students must follow the instructions of the chaperones or teachers on the bus. If a student behaves inappropriately while on a school bus, they will be referred to the Middle School Office. Consequences for inappropriate bus behavior may include the suspension of bus riding privileges.

Learning in the Middle School

Grade 6-8 Required Courses			
	Grade 6	Grade 7	Grade 8
Math	X	X	X
English Language Arts	X	X	
Social Studies	X	X	
Humanities			X
Science	X	X	X
Physical Education	X	X	X
World Language · Spanish · French · Mandarin	X	X	X
Health			X
Exploratories: · Art Exploratory · Health Exploratory · Delhi Out & About Exploratory · Digital Age Literacy	X		



Required Electives: Music · Band · Strings · Chorus · Percussion	X		
Required Electives: Art · Graphic Design or Mixed Media		X	
Optional Electives: · Guitar · Studio Art · Ceramics · Photography · MakerSpace · Model United Nations · Robotics · Yearbook · Dance · Drama · Design & Technical Theater · Adventures in local nature · Astronomy and Space Exploration			

World Languages

World Languages are important academic courses. Please note that the school will place students in classes based on student performance and teacher recommendations. Please refer to the chart below to understand the progression. This is a typical progression for studying a World Language in the MS.

Middle School World Languages Progression			
G6	G7	G8	HS
Building	Building	Building	L1
	Emerging	Emerging	L2
		Expanding	L3

Communicating Learning

The Middle School strives to provide high value communication to all members of the community. We value our open means of communication and always encourage members of the community to go directly to the person with whom they have a question or concern before escalating a concern to other members of the community. WhatsApp is a valuable means to share information, however it is not the place to air concerns or solve problems. We ask all members of our community to model responsible social media use. The MS communicates learning in a variety of ways:

Regular: Emails, phone calls, social media, Google Classroom (including WhatsApp, Twitter, Instagram etc.) are all ways that we communicate with parents on an ongoing and as needed basis. We encourage parents who have questions or concerns to contact the teacher immediately rather than waiting.

Periodic: Powerschool, newsletters provide snapshots of learning and events to help students and parents stay connected to the learning.

Semester: Conferences and Semester Report Cards. Conferences are held once each semester at the end of the first and third quarters. Semester report cards are issued online on the last day of each semester via Powerschool. This is a formal means of reporting that is a summary statement of student learning for that semester.

Semester Reports

Report Cards:

There are three main components to a standards-based report card for each course: (1) a student's level of achievement on the targeted domains for the reporting period, (2) their approach to learning via our identified learning habits, and (3) a narrative comment capturing the students learning.

Indicators of Learning Proficiency

- * Proficient
The student demonstrates a thorough understanding and application of the concepts and skills within the domain.
- * Approaching
The student demonstrates a developing understanding and application of the concepts and skills within the domain.
- * Beginning
The student demonstrates an initial understanding and application of the concepts and skills within the domain.

Others

- * Insufficient evidence
There is insufficient evidence to assign a level of proficiency for this domain.
- * No Grade
Student has not been assessed on the domain.
- * Modified Grade
Student has received a modified grade in this content area. The level of the curriculum, instruction, or assessment has been altered as defined in their Individual Learning Plan (ILP).

Learning Habits:

A student's approach to learning is reported through the following four learning habits.

Learning Habits:

- * completing assignments and homework
- * coming to class prepared
- * staying organized and keeping track of learning
- * following through with commitments and obligations

Collaboration:

- * working with others to build understanding
- * contributing and supporting as a member of a group
- * demonstrating positive behavior that supports group learning
- * actively staying involved in group learning



Perseverance:

- * demonstrating ownership for learning
- * positively facing challenges
- * reflecting on feedback to improve learning
- * showing commitment to continued learning

Respect:

- * staying open and willing to listen to other's ideas
- * listening to others to expand ideas and thinking
- * being considerate of the learning environment
- * demonstrating a positive attitude toward learning, peers, and teacher

Narrative Comments

Evidence of student learning will be captured in a narrative comment

The purpose of narrative comments is to:

- * provide evidence to support the proficiency level
- * provide detailed information about a student's strengths and areas for growth, next steps, or goals
- * if appropriate, provide detailed information about grading that happens outside the norm (modified standard, no grade or incomplete)

Supporting Learning

Teachers in the MS are available to support students outside of regular class time. Students are encouraged to advocate for their learning and arrange times to meet with teachers during breaks, before or after school.

Homework Club

In addition to individual teacher help, we also offer Homework Club. This is a supervised venue to students to work on their homework, and work collaboratively on projects.

Homework (Beliefs)

We believe that.....

- * homework may reinforce or support the learning in the classroom.
- * Homework has a direct link to the learning in the classroom
- * assignments are designed to be completed with minimal adult assistance.

Guidelines

- * Because every child is unique, the length of time it takes a student to complete homework will depend upon a variety of factors: a student's efficiency, learning styles, English language proficiency, work habits, prior knowledge and distractions.
- * While the amount of time that students devote to daily homework will vary, the Middle School recommends a maximum average of: 60-90 minutes each school day.
- * Assignment expectations and due dates will be clearly communicated and reviewed with students prior to the end of class. Assignments will also be available on the teacher's online calendar.
- * Homework is not assigned during school breaks and over long weekends.

Absences

- * If students are absent from school, they are responsible for making every effort to obtain missed assignments. Resources include Google Classroom, teachers' blogs or calendars, phone calls or emails to friends or classmates and contact with teachers upon returning to school.

Middle School Stein Library

Library Mission Statement: The American Embassy School libraries support the AES Mission for the students, faculty, staff and parents of the AES community. The libraries encourage “inspired lifelong learning” and support all areas of the AES curriculum. Literacy, literature appreciation, inquiry, and collaboration are key components of the library programs. Both libraries' welcoming environments provide access to current, relevant resources.

The MSHS Stein Library is your place to go to borrow great books to read, to find answers to questions you have, and to have a comfortable, quiet place to be. The library has print resources (books, magazines, and newspapers) digital resources (Kindles, Sora books, RBdigital magazines, and databases), a knowledgeable staff, and a variety of physical spaces to meet your needs. The Libguides site can direct you to the resources that are available: <https://aes-ac-in.libguides.com>

You are welcome in the library before school, at lunch, after school, any time your teachers say it's OK during the school day, and on Saturdays. The library is open on school days from 7:30 am to 5:00 pm and from 9:00 to 4:00 most Saturdays. You are also welcome to visit the ES Sood Library at lunch time if there are books there that you would like to borrow.

You may check out an unlimited number of books for three weeks at a time. Please renew them as necessary and return them as soon as you are finished so they can be shared with the rest of our school community. Students with long-overdue library books may lose access to Powerschool until their obligations are met.

Middle School MakerSpace

The Middle School MakerSpace is a place where the AES community learns, creates, tinkers, and explores using a variety of tools and materials.

One purpose of our makerspaces is to help learners develop a maker mindset which empowers them to explore, create, discover, and define their learning journey. Our makerspace is full of a variety of activities to foster our beliefs in the maker mindset. It is a space where students may initiate research or work on a dream project individually or with a group; pursue a passion, work on a class, club, or service project, or learn something new in their own time. We have curricular classes in the makerspace that include courses in sewing, woodworking, coding and other things. Our after school activity program allows students to come to the makerspace every day after school and learn different things or work on a personal project.

We believe that makers:

- * are curious.
- * are reflective.
- * are empathetic.
- * have a growth mindset.
- * are agents for change.

Technology in the Middle School

AES Tech Integration Philosophy

The balanced, authentic and intentional integration of technology empowers students and faculty and is a driver of innovation at AES. It provides opportunities for voice, choice, collaboration, critical thinking and content creation across grade levels and content areas.



AES Middle School Technology

The purpose of the student iPad is to enhance learning. A fully functional, charged iPad is an expectation, and students are responsible for ensuring this. Students are responsible for their own iPads; including the iPad's physical well-being during use, transport and storage, and charging of batteries. Each student is also responsible for backup of data. The Administration and tech department reserve the right to access student iPads at any time to perform maintenance tasks or a systems check, or any other task that may be necessary.

The school iPads, computers, network, and Internet access offer a wide variety of rich learning resources. These resources include access to instructional applications, interactive collaboration between teachers, students and other users, document sharing, and communication with people, libraries, museums and research facilities from around the world. Use of these resources, including email and Internet access, is a privilege provided for educational purposes. As all members of the school community must share these resources, computers and network tools must be used responsibly.

These guidelines are intended to help AES students and individual technology users understand appropriate use of school computers, network, and internet. Adherence to the following policy is necessary for continued access to the school's technological resources. As the use of school technology is a privilege for students, the school may restrict, suspend, or terminate any user's access to the school's technology resources or execute other disciplinary measures deemed appropriate by the school administration, for not respecting this policy.

While the MS Responsible Use Policy (RUP) was written to cover school devices and systems during school hours, violations of the RUP outside of school hours can negatively affect students, school, and community members. As a result, violations of the following guidelines outside of school grounds and/or school hours that come to the attention of AES personnel may be treated in a disciplinary matter, regardless of the device used.

Please refer (<https://sites.google.com/a/aes.ac.in/aes-ms-online-ipad-agreement/>) to read the full Responsible Use Policy.

Co-Curricular Programs

Choosing a Course

Middle school offers a wide variety of clubs and activities for students. The range of activities does change each season and might include activities about the environment, writing, photography, art and service. Below is a sample of activities run in the middle school. These are subject to change and students and parents will be notified in advance of each quarter through the After School Activity Brochures, as well as through the Tiger Tales and the SWAG (Student Week At a Glance). Middle school activities rarely incur a fee and most are open to students on a drop in basis. If students have ideas for other activities besides those mentioned below, these may be shared with their advisor or with the principal. The activities program will only be as successful as each student helps it to be. The activities are designed to be inclusive and assist students in developing individual interests, confidence, and social skills.

Examples of the Middle School Co-Curricular Program include:

- * Creative Writing
- * Robotics
- * 3D Design and Print
- * Photography
- * Chess
- * Design and Build
- * Reach Out
- * Bollywood Dance
- * Be the Change
- * Cake decorating



Clubs


The Clubs Program is a special part of the AES Middle School Co-Curricular Program that provides opportunities for students to explore interests and service related activities that they may not be able to participate in during the regular school day. Examples of club offerings include Hope, Games, Clay, Climbing, Homework, Forensics.

AES' Middle School offers a rich after school activity program each quarter. Many clubs run on a drop-in basis, students are encouraged to try out something new and see if it's the right fit.

Sports (ASIAC / MESAC)

The co-curricular program at AES is designed to provide a well-rounded education by encouraging students to grow physically, emotionally, intellectually and socially in a wide variety of afterschool and weekend activities. The co-curricular program is organized into the following categories:

- 1 Athletics (ASIAC for MS students in grades 6-8) for all middle school students and MESAC for students in grades 8-12 (some grade eight athletes).

- 
- 2 Sports clubs – (open to all MS students in grades 6-8) – Many are drop in format activities,
 - 3 Lunchtime Intramurals – (open to all MS students in grades 6-8)
 - 4 Performing Arts Productions (plays, musicals, choir) – refer to the performing arts department for information
 - 5 Clubs - see individual club sponsors
 - 6 Community Service (open to all MS students in grades 6-8)

Sports and competitive athletics are alive and well at the Middle School. All students can participate in our sports program. Some students will have the opportunity to play at a more competitive level. Sports Seasons are six weeks long and meet on Wednesdays and Fridays from 3:00-4:30 PM. Sporting seasons may include: track & field, volleyball, basketball, soccer, softball and badminton. For current information regarding our Co-Curricular Program please refer to the Middle School section on MyAES.

Athletics and Activities

The athletics / activities program is designed, conducted and administered for the love of youth participation, for the general welfare of the student in both athletic and non-athletic endeavors, and the enjoyment of the student body. Sportsmanship is strongly emphasized, as such student participants are expected to demonstrate exemplary behavior at school and while representing AES in all aspects of the athletics and activities program.

MESAC (Middle East South Asia Conference)

Junior Varsity Athletics Participation in a MESAC sponsored activity at the junior varsity level shall be limited to individuals who are full time students at AES, are in grade eight or above, have not reached their 16th birthday prior to September 1st of the current school year and meets the general eligibility requirements of the middle school.

MESAC sports train Mon/Wed/Fri from 4:00 – 6:00 and Sat for not more than 2 hours throughout the season. The season will culminate in a tournament hosted either by AES or one of the other MESAC schools.

- * Season One (August-November): junior varsity volleyball, junior varsity swimming, junior varsity academic games, golf
- * Season Two (November-February): junior varsity basketball, junior varsity soccer, cross country, tennis, and wrestling
- * Season Three (February-April): junior varsity track, junior varsity badminton, junior varsity baseball (boys) / softball (girls).

ASIAC (American School in India Activities Conference)

Middle School Athletics/Activities ASIAC activities require a commitment to that team and season for that sport, where seasons are based on each of the four quarters in the school year. The season will consist of two parts: i) the first part of the season will be open to committed players ending in an intramural tournament, from whom, ii) the ASIAC team will be chosen and train 1-2 additional sessions to prepare for the ASIAC tournament.

- * ASIAC sports train Tues/Thurs/ Sat for 2 hours each session.
- * Season One (August-October): soccer
- * Season Two (October-December): table tennis, basketball, Musicfest
- * Season Three (January-March): volleyball, tennis, Dramafest
- * Season Four (March-May): swimming, badminton

Note: Participation on these teams requires a greater commitment of time and energy on the part of the athlete than is expected in other after school activities. Additionally, participants will find themselves in need of good organizational skills to continue to meet for the training sessions. If chosen for either a MESAC or ASIAC team, there will be a reciprocal housing responsibility. For further information contact the Athletics department.

- * Sports Clubs: Various clubs like rock climbing, tennis, open swim, ultimate frisbee, wrestling and more are offered throughout the year. These clubs operate on a drop in basis allowing a student to explore a variety of opportunities.
- * Intramurals: Operate through the lunch times to offer an opportunity for students to continue to be active during the day. These activities may include basketball, volleyball, soccer, floor hockey, table tennis. Intramural activities are offered only at lunch and vary according to weather and venue availability.
- * At no time is a middle school student allowed in the gymnasium at lunch or after school when there is not a supervised activity.
- * AES will continue to provide the opportunity for students to audition for Honor Band and Choir event sponsored by the Association for Music in International Schools (AMIS). We believe these opportunities help students extend the music learning beyond the walls of AES and feel they are valuable experiences. In order for AES to provide chaperones for these events there must be a minimum of three students selected to attend the trip. If there are fewer than three, AES will continue to support the selected students by paying their registration fee, but parents will have to chaperone their own children to the event and must be responsible for all associated costs.

Participation in school activities

- 1 Out ill on day of event: AES middle school students are not permitted to participate in or attend a middle school activity on a day they are absent from school. In order to participate in an activity, middle school students must be present all day or, if late to school, should arrive by 12:00 noon on the day of participation. The MS Principal can make the only exception to this procedure.
- 2 Student Travel Trips Guidelines Outside of Delhi: Student travel is a great opportunity, but also a great commitment of the student's time and energy. It is with the experience of watching students struggle to physically and mentally cope with being out of school for travel trips, that the middle school makes the following recommendations:
 - Grade 6 & 7 Students:
 - Maximum of 2 events outside of Delhi per semester
 - Events must be at least 1 month apart, unless hosted at AES
 - Grade 8 Students:
 - Semester 1: (same as grade 6 & 7)
 - Maximum of 2 events outside of Delhi per semester

- Events must be at least 1 month apart, unless hosted at AES

Semester 2:

- Usually a Maximum of 3 events outside of Delhi with administration approval
- Events must be at least 1 month apart, unless hosted at AES

Student Trips Expectations

- 1** As per school board policy, if a student uses, sells, distributes, or possesses tobacco products, drugs, or alcohol on school-sponsored trips, they will be removed from the team/group may also miss the next season and/or may have further disciplinary actions as outlined in the MS Student/Parent Handbook page 32-33. If a violation occurs or there is other improper behavior at a tournament/festival, the student, where feasible, may be sent back to Delhi at personal expense.
- 2** Pre-Arranged Absence Form – Students must obtain, complete and submit a pre-arranged absence form to the office two days prior to departure on a school-sponsored trip. For every day a student is absent from school due to participation in a school-sponsored event, the student is entitled to two days to make up work. This can include a study period during the day from the related content area. Please confirm this with the principal.
- 3** Eleven Hour Rule: Team/groups on flights that arrive at the New Delhi airport after 10 PM, are excused from class for the following 11 hours. Students are not excused from class the day after the tournament and are expected to attend class after this excused period of 11 hours.
- 4** Airport Pick-ups Procedure: Students returning from trips are expected to return to AES after the trip with the group. Exceptions may be made for a student to be picked up at the airport directly with the following conditions:
 - The request is made by the parent, in writing, to the Athletics department 2 working days prior to travel.
 - For the safety of your student, pick-up needs to be by a parent.
 - If the parent is not at the airport when the team/group exits the arrivals hall, the student being picked up shall return to the school with the team.

Due to the difficulty of coordinating meeting times for students, all students are required to meet at the school to depart together as a team/group.

Student Events Conflict Matrix SY19-20

Please refer to the students events conflict matrix at the next two pages.

	ASIAC Soccer	MESAC Golf	MESAC Varsity VB	MESAC Swimming Meet	MESAC Acad Games	MESAC JV VB	MS Studio Show	ASIAC Music Festival	ASIAC Basketball	ASIAC TT	Jaipur Literary Fest	MESAC JV Soccer	MESAC JV BB	MESAC Cross Country	MESAC Tennis	MESAC Wrestling Invitational	Math Count	ISTA	ASIAC VB	ASIAC TT	MS Spring Play	MESAC Track	MESAC Badminton	MESAC JV Baseball	MESAC JV Softball	MESAC Badminton	ASIAC Swimming	ASIAC Badminton
*ASIAC Soccer - Oct 10-13	□																											
MESAC Golf - Nov 4-7		□	■	■	■	■																						
MESAC Varsity Volleyball - Nov 6 - 10		■	□	■	■	■																						
MESAC Swimming Meet- Nov 6 - 10		■	■	□	■	■																						
MESAC Academic Games - Nov 7-11		■	■	■	□	■																						
*MESAC JV VB - Nov 8-10		■	■	■	■	□																						
MS Studio Show - Nov 21-23							□																					
ASIAC Music Festival - Dec 5-8								□	■	■																		
*ASIAC Basketball - Dec 5-8								■	□	■																		
*ASIAC Table Tennis - Dec 5-8								■	■	□																		
Jaipur Literary Fest - Jan 23-27											□																	
MESAC JV Soccer - Jan 28-Feb 2												□	■	■	■	■												
*MESAC JV Basketball - Jan 31 - Feb 2												■	□	■	■	■												
MESAC Cross Country - Jan 30 - Feb 2												■	■	□	■	■												
MESAC Tennis - Feb 5-9												■	■	■	□	■												
*MESAC Wrestling Inviational - Feb 7-9												■	■	■	■	□												
Math Count - Feb 6-9																	□	■										
MS ISTA Trip - Feb 6-8																	■	□										
ASIAC VB - Feb 27 - March 1																			□	■								
ASIAC TT - Feb 27 - March 1																			■	□								
MS Spring Play - March 5-7																					□							
MESAC Track - April 15-19																						□	■	■	■	■		
MESAC Badminton - April 15-19																							□	■	■	■	■	
MESAC JV Baseball - April 15-19																							■	■	□	■	■	
MESAC JV Softball - April 15-19																							■	■	■	□	■	
MESAC Badminton - April 15-19																							■	■	■	■	□	
ASIAC Swimming - May 7 -10																											□	■
ASIAC Badminton - May 7 -10																											■	□

- Conflict
- No Conflict
- Home Event



Transportation

AES Bus Office currently offers pick-up and drop-off service on 23 routes covering localities mostly in South Delhi and Gurugram (Gurgaon, Haryana). Bus Office runs one bus service for the morning pick-ups and three in the afternoon for drop-offs (03:45 PM / 05:10 PM / 06:10 PM) to accommodate students who are enrolled for after school activities except for Wednesdays which is an early release day offering afternoon service at (02:45 PM / 04:10 PM / 06:10 PM). For detailed information on stoppages covered, bus schedule, bus service fee and payment policy, please contact Bus Office at Buses@aes.ac.in

All the buses are equipped with air-conditioning, air purifiers, First-aid box, CCTV, GPS, Panic Buttons, Seat Belts and Attendance system for ensuring accountability and safety of bus riders. Apart from the driver and attendant, a Bus Monitor is assigned to each bus to ensure the safety of riders on the bus. AES Bus Monitors are trained in emergency response, First Aid and CPR and undergo periodic Child Protection and fire safety and evacuation training. Further, all the buses are covered with Safetrax Bus Tracking and Safety Solution. Safetrax offers a Parents App that can be downloaded on a cell phone which allows parents to track the location of the bus and boarding status of their kids. It also sends out proximity alerts to the parents informing about current bus location from the designated pick-up/drop-off point and delivers any important notification from Bus Office.

Please review and practice the following recommended safety habits to ensure the safety of bus riders:

Before your child goes back to school or start school for the first time, it's important for you and your child to know traffic safety rules. Teach your child to follow these practices to make school bus transportation safer.

- **Safety Starts at the Bus Stop:** Your child should arrive at the bus stop at least five minutes before the bus is scheduled to arrive. Visit the bus stop and show your child where to wait for the bus: at least three giant steps (six feet) away from the curb. Remind your child that the bus stop is not a place to run or play.
- **Get On and Off Safely:** When the school bus arrives, your child should wait until the bus comes to a complete stop, the door opens, and the attendant says it's okay before approaching the bus door. Your child should use the handrails to avoid falling.
- **Use Caution Around the Bus:** Your child should never walk behind a school bus. If your child must cross the street in front of the bus, tell him/her to walk on a sidewalk or along the side of the street to a place at least five giant steps (10 feet) in front of the bus before crossing. Your child should also make eye contact with the bus driver before crossing to make sure the driver can see him/her. If your child drops something near the school bus, like a ball or book, the safest thing is for your child to tell the bus driver right away. Your child should not try to pick up the item, because the driver might not be able to see him/her.

- **Fasten seat belt (Mandatory)**
- **Maintain quiet, courteous behavior towards bus staff and other riders**
- **Be respectful and responsible towards other riders**
- **Listen and follow the instructions of Bus Monitor**

Parking & Traffic Protocol

Parking at School

For Parents: Due to limited parking space available around AES, a total of 08 parking lots have been reserved specifically for parents arriving in self-driven vehicles at parking space located between Gate 4 & Gate 5 of School on General Jose Artigas. You may get a parking sticker issued for your vehicle from ID Unit located next to school Theater.

Note: Visitor/Guest parking is not available near campus; visitors shall consider a drop-off or arriving by taxi.

Loss or Damage: Parking on roads is strictly prohibited by Delhi Traffic Police, which is subject to towing away of vehicles and/or issuance of penalty ticket to the vehicle owner or driver by the local police. School hires private security personnel to effectively control traffic around the school in coordination with local police and parking lot management but in no case be held responsible for any vehicle parked on the road. Also, AES is neither liable to pay for any damage to the vehicle parked in the school parking lot nor for any valuables stolen from any vehicle parked in the designated school parking area or on adjacent roads.

Other than School parking lot, the second nearest government-authorized parking lot is located at Malcha Marg (5-7 minutes walk from school).

Drivers: Parents shall advise their drivers to follow traffic rules and adhere to speed limits around the school at all times to ensure the safety of occupants and others on the road. Drivers who are frequently found driving in an unsafe manner or restrain from following Delhi traffic rules or directions from AES traffic guards are brought to the notice of School's Security Officer and Director.

An attempt is generally made to counsel the driver and make him aware of the healthy driving habits. If harmful/inappropriate behavior continues, School holds the right to withdraw the AES parking sticker from the concerned vehicle and engage the law enforcement authority.

Traffic Protocol

Recommended driving habits around the School:

- 1 Always pull ahead as far as possible so that maximum vehicles can be accommodated in drop-off / pick-up zone. Avoid drop-off / pick up in front of the school gate as it often leads to traffic congestion.
- 2 Do not park on roads for more than a couple of minutes.
- 3 Do not park or wait in No Parking yellow zones in front of School Gates no. 2 and 5, or Gate 2 crosswalk.
- 4 Follow the directions of experienced AES traffic guards to avoid any inconvenience.
- 5 Minimize drop-off /pick-up time by asking your driver to stay in the vehicle instead of opening doors for the guests and keeping school bags in the trunk.

Health Office

The Health Office is open Monday- Friday 7am – 6pm and Saturday 8am – 3pm. Additionally, we open whenever there is a student activity on or off campus requiring nurse support. The Health Office can be contacted on Ext 3700 or by email at nurses@aes.ac.in

The medical staff in the Health Office offer professional, knowledgeable and caring communication, support and service to students, faculty and staff in the promotion of health and well being.



Students who need to go to the Health Office during the school day must obtain a pass from their teacher. If a student wishes to go to the Health Office during a break, then the pass should be obtained from the Middle School Office. The Health Office will send a student back to class with a pass.

Parent Communication

You will receive an email notification every time your child visits the Health Office. If your child needs to be picked up from school or we feel it necessary to speak with you further, we will contact you by phone. In order to prepare for emergencies and the unexpected, parents must complete and submit a temporary guardianship form when out of Delhi, even if only overnight.

When to Stay at Home

To prevent the spread of contagious disease and to enable a student to receive the rest needed for recovery, students should not come to school if he/she has any of the following:

- possible or diagnosed contagious illness such as conjunctivitis (pink eye), chickenpox, mumps, measles, strep-throat, or any other communicable disease
- fever of 100 F or 37.7 C. Students should be fever-free for 24 hours without fever-reducing medications before returning to school.
- scabies
- severe cough
- sore throat, with headache and fever
- red eyes that have crusting or discharge

- body rash, unless you present a note from the doctor that the child may attend school
- severe “common cold” symptoms - stuffy nose, body aches, cough, thick nasal discharge,
- vomiting or diarrhea

Students who come to school with any of the above symptoms will be sent home at the nurse's discretion. If a student is slightly unwell, has not had any of the above symptoms for 24 hours, and is able to come to school, please ensure that we can contact you during the day in case the symptoms worsen.

Medications

If you would like the nurse to administer medication to a student (such as antibiotics, cold medicine, inhalers, Epipens) then you must provide the Health Office with the medication in its original container, a prescription or letter from the doctor for any prescription medicine, and a completed Medication Permission Form. If a student is responsible for taking a medication during school hours please notify the Health Office.

Student Health Records

Student Health Information

Please provide any relevant health information at the time of admission such as allergies, disabilities, chronic illnesses, medication requirements or physical activity concerns. Parents of students with health and wellness concerns will meet with the Health Services Coordinator at the time of admission to develop an Emergency Care Plan for their child. It is the parent's responsibility to notify the Health Office staff of changes in the student's health status.

During the year, you may be asked to update your child's/children's health data for ASIAC events, WOW, or other class trips. We realize that this is inconvenient, but it is important that chaperones for each event have the most recent emergency contact and health information, as some information may have changed since you last submitted a form.

Immunization History

All students must be up to date with their immunizations and a copy of their history provided. The required vaccinations for AES are Diphtheria, Tetanus & Pertussis, Polio, Measles, Mumps & Rubella and Hepatitis B. We also recommend that your child is up to date with Rabies, Varicella, Rotavirus, Hepatitis A, Typhoid, Pneumococcal, Japanese Encephalitis and Human Papillomavirus (aged 9 and above). It is the parent's responsibility to send the dates for new immunizations or TB screening to the Health Office.

Physical Examination

A physical examination must be completed by a licensed practitioner and submitted within the 3 months prior to admission into the High School. Students participating in competitive sports are required to complete a physical examination every two years.

TB Screening

Students are required to have tuberculosis screening within 3 months prior to admission to the High School and every two years thereafter.

- **No BCG (TB) vaccination**– This is completed by a PPD Mantoux test or a Chest X-ray (CXR). If a student has a history of a positive PPD Mantoux test and has completed the treatment course they would require a chest X-ray for clearance.
- **With BCG (TB) vaccination**–This is completed by an examination of the chest to confirm no active symptoms of TB

If a student has had their BCG vaccination within the last 5 years, they do not require a TB screening; please make sure the Health Office has the BCG date recorded. BCG (TB) vaccinations are not required for AES

Epipens

Epipens are not available in India. If your child requires an Epipen please bring a supply from your home country.

We are committed to ensuring that we provide an environment that maximizes the safety of our students and protects those who have allergies.

- All staff dealing with students are Epipen trained and Epipens are available in each student cafeteria.
- Students are encouraged to wash their hands before and after eating.
- We actively discourage sharing of food and snacks between students.
- Emergency Care Plans are developed for all students with severe allergies.

Local hospitals and doctors

We have developed relationships with various hospitals and doctors in Delhi, based upon positive experiences from within our AES community. We have a 'Medical Provider List' which will be available to you at the New Student Orientation or from the Health Office.

Other Parent Information

Parent School Association (PSA)

The principle purpose of the PSA is to encourage and strengthen the involvement of parents in support of the American Embassy School's mission of providing a superior education in a wholesome academic and social environment to all AES students. This year's Middle School PSA representatives are Chiara Monzani at grade 6, Jagriti Chadha at grade 7 and Vanita Varma at grade 8.

Parent-Teacher-Student Conferences

Conferences are scheduled twice a year for parents to meet with all teachers. Individual conferences may be scheduled with teachers at any time throughout the year by calling the Middle School Office.

Appointments with the Principal and Counselor

While students and parents are always welcome in the Middle School, if the discussion of a specific issue is required, we request that you contact their respective secretaries to schedule appointments with the Principal or Counselor.

Requests for Specific Teachers

The American Embassy School recruits the finest teachers, both locally and from around the world. Students are scheduled in a manner that creates equity of class size and gender balance. Changing teachers is disruptive to the educational process and is rarely done. Student placement is at the sole discretion of the Principal.

Questions and Concerns

At some point during your child's time in the AES MS you may have questions or concerns about your child's middle school experience.

In order for us to best serve both you and your child, it is suggested to seek the following avenues of support:

- Social/emotional concerns regarding your child be directed to your child's counselor.
- Academic concerns or concerns related to your child's teacher should be directed to the teacher involved and/or your child's counselor.
- Curriculum, programming, and MS initiatives concerns can be directed to either the MS Assistant Principal or the MS Principal.

Another resource for general questions about the school or living in New Delhi is your grade level PSA representative.

The MS Administration strives to maintain an open-door policy and to work with parents to answer questions and allay concerns as they arise. Working together allows us to address concerns in the most effective way.

Parents who are dissatisfied with the response of the MS Administration can elect to bring their concerns to the AES director.

Trouble Shooting

(The most commonly asked questions and where to find the answers)

You will undoubtedly have many questions about our middle school. What we have done in this section is to try to answer some of the questions that we hear on a regular basis. Our hope is that by reading this section carefully, you will either find the answer yourself, or discover who might be able to give an answer to your questions.

General Question Area: CHANGING SCHEDULES

- Question:** I'm not sure if I'm in the right class
- Solution:** Check with your teacher or counselor.
- Resource:** Counselor.

General Question Area: MY LOCKER

- Question:** I have been assigned a locker on the top level and I can't see my stuff inside when it's open. May I have a locker lower down?
- Solution:** Check with your advisor, or the counselor, and we will try to find someone who wants to switch lockers. All problems with lockers (location, locks that don't work, damage, etc.) will be handled by the advisor, or the counseling office secretary.
- Resource:** Advisor, Counseling Office Secretary

General Question Area: PEER BEHAVIOR

- Question:** This guy in my second period class keeps bugging me. He says untrue, unkind things about me and keeps bothering me before and after class. What do I do?
- Solution:** Try bringing this problem to the attention of your teacher. If you still have a problem, see your counselor. That guy is violating your rights and is not living up to his responsibilities as a member of our middle school community. Your counselor will help you deal with this problem. Of course, any serious violations should be reported directly to the principal.
- Resource:** Teacher, Counselor, Principal

General Question Area: TOO MUCH HOMEWORK

- Question:** Wow! I seem to be spending every free minute I have doing homework. This is absolutely no fun! Is there any way I can get some help?
- Solution:** You bet! Talk to your advisor. She will be able to suggest ways of better budgeting your time, getting better organized with the time you have and generally becoming a more efficient student. The average amount of homework you should have, if you use your time wisely, is one hour per day for grade 6 and one to one a half hours per day for grade 7 and one half hours to two hours per day for grade 8.

Of course, at exam times and when major papers are due, you may have more work. Spread out the studying for tests and the writing of major papers/projects. If you still have difficulty, see your counselor, teachers or the middle school principal.

Resource: Advisor, Teachers, Counselor, Principal

General Question Area: ATTENDANCE

Question: I am home sick in bed and will have to stay here for a few days. Can I get my assignments so I don't fall behind with my work?

Solution: YES! An excellent idea! Please check your Google Classroom for updates on missed assignments. Additionally, you can e-mail your teachers with other questions.

Resource: Middle School Website or/and PowerSchool

General Question Area: AFTER SCHOOL ACTIVITIES

Question: I'm really not in any activities after school but I just want to 'hang out' and wait for my buddies who are on the swim team. O.K.?

Solution: Hanging Out is only allowed at the Rocks as a supervised activity. Otherwise, sorry! Most of the middle school afternoon activities are scheduled from 3:45 until 5:00 PM. After 5:00, we expect you to be on your way IF YOU HAVE PARTICIPATED IN AN ACTIVITY. Otherwise, you should head home at 3:45 PM. Your other choices are: to study quietly in the library or join an activity with a friend. The activities can include a club or afternoon activity sponsored by parents or a coached sports program. Please don't make us have to ask you to call home for a ride because you have misused the privilege of staying after school.

Resource: Principal, Club/Sport sponsors

General Question Area: PERSONAL PROBLEMS

Question: I have a good friend who is having some private, personal problems. Is there anyone I can talk to about this?

Solution: Of course! You have your advisor, the middle school counselor and the middle school principal. We suggest you choose the person you're most comfortable with, and talk with him/her. The counselor is trained in helping students with personal, private problems. Your privacy with confidentiality will be respected, except when there is risk of harm to self or others. Resource: Counselor, Principal

Resource: Counselor, Principal

General Question Area: ACADEMIC DIFFICULTIES

Question: I am having a terrible timekeeping up in science. Maybe I should get a tutor. Where do I go for help?

Solution: First of all, talk with your science teacher. He/she is trained in science, and will have ideas that can be of help. Perhaps a session or two will solve the problem. Your advisor may also be able to help with this question. If you continue struggling, see your counselor, and you will be given information on available help.

Resource: Classroom Teacher, Counselor, Advisor

General Question Area: PHONE CALLS

Question: I forgot my social studies project at home. Can I use my cell phone to call home and have somebody bring it to me?

Solution: EMERGENCY phone calls may be made in the Principal's office or the Counselor's reception area. Cell phones should be kept locked in lockers during the school day. If you need to use it, please step into the counseling office or go to the middle school office to do so.

Resource: Reception/Secretary

General Question Area: EARLY WITHDRAWAL

Question: We are moving to Singapore next month. How do I go about withdrawing from school: whom do I see?

Solution: Your parents contact AES admissions to formally notify the school. Our middle school Counselor and our Admissions office will be the ones to assist you with this. Your parents are required to complete the online withdrawal form (link provided by the Admissions Office). You will then be given a checkout list, which you must complete before you leave. We'll be sorry to see you leave!

Resource: Counselor and Admissions Office

General Question Area: LOST PROPERTY

Question: I can't find my books and I'm sure someone has taken them.

Solution: First, retrace your steps. Check all of your classrooms. Then check the Lost & Found. If all else fails, see the principal. Custodians are advised to take items left in hallways to the Lost and Found for safekeeping. STUDENTS ARE REQUESTED TO USE THEIR LOCKERS AT ALL TIMES, AND NOT LEAVE THINGS LYING AROUND. Our experience is that most items have not been taken but have been left somewhere. Check carefully.

Resource: Lost and Found, Principal

Glossary

Where required distinction will be made in brackets denoting to which division of school an abbreviation or terminology relates.

ES refers to Elementary School (Pre-K to Grade 5)

MS refers to Middle School (Grades 6-8)

HS refers to High School (Grades 9-12)

ACT (HS): American College Test – administered in September, December or May to students in Grade 11 and/or 12 as part of the US college/university admissions process.

Advisor (MS): All students are placed in small groups (8-10), at the beginning of the year with an advisor who is their point person for the year.

Advisory (MS): Time spent in advisory groups during school, three times a week.

AMC: American Math Competition – contests held at AES for MS and HS students for entry to compete in the AIME (American Invitational Mathematics Examination) if they have a high enough qualifying score.

AP (HS): Advanced Placement – US based college-level classes taken in high school. Students take an external assessment and possibly receive college credit.

ASA (MS): After-school activities. There are many activities available to students after school. Most are on a drop-in basis, while others (usually sport and drama) require a commitment to attend all sessions. Most are free, although those traveling with school teams will have to pay for their air tickets.

ASIAC (MS): American Schools in India Activities Conference. Team sports open to all MS students. Students commit to a team sport, academic or cultural team for the season and train two or three times a week. Teams are usually picked a couple of weeks before the culminating tournament/meet with the American schools in Mumbai and Chennai. Tournaments/meets are hosted between the three schools in rotation.

ASMA (MS): American Scholastics Mathematics Association math contest. An international math competition held six times a year for those interested in participating.

Auxy Gym: The smaller gym located above the main gym and accessed by the steps just inside the entrance of the PEC (Physical Education Center).

Banyan Tree: On December 27th, 1962 John Kenneth Galbraith (who was then the US Ambassador) planted the Banyan seedling next to the Elementary School. It is now a very large and beautiful tree on the ES playground.


BTS:	Back to School Night - Orientation session for parents at the beginning of the school year. Following a general introduction (in the HOP for MS, the theatre for HS), parents move to classrooms for a brief overview from each of their child's teachers. ES parents go directly to their children's classrooms and/or ELD teachers.
BCR:	Board Conference Room. Meeting room in the administration hallway on the bottom floor of the Middle School building, across from Reception, often used for meetings.
Breezeway (HS):	The open area at ground level of the main high school building
CAS (HS):	Creativity, Action, Service – a fundamental part of the International Baccalaureate (IB) diploma programme which requires IB Diploma students to engage in activity outside the classroom for a prescribed number of hours.
CHS (HS):	Computer Honors Society is open to those in Grade 11 and 12 who have demonstrated excellence in the area of computer studies
CIA (MS):	Culminating Integrated Activity. An end-of-year project for 7th graders that takes the form of an “environmental summit”.
Common Core State Standards:	An education initiative in the US that details what K-12 students should know in English Language Arts and Mathematics at the end of each grade.
Community Garden:	small circular amphitheatre located by Gate 2, constructed to commemorate AES's 60th Anniversary.
Diwali:	Indian holiday in October or November. Sahaliyan (the Indian parent association) organizes a fun event for the community to enjoy the spirit of this holiday.
ELD:	English Language Development. This is a program that supports non-native English speakers.
Earth Day (MS):	22nd April is Earth Day and the MS marks the day with a focus on environmental issues.
EE (HS):	Extended Essay – a fundamental part of the International Baccalaureate (IB) diploma programme, it is an independent, self-directed piece of research culminating in a 4000 word paper to be completed in the early part of Grade 12.
Electives:	Courses chosen by students.
ES Greens:	Grassed area near ES office and library.
ES Plaza:	Concrete area at kiosk and near gate 5.
ET (MS):	Enrichment Time – an opportunity for grade level or advisory extension activities to work on specific curricular or advisory goals.
Exploratory (MS):	The exploratory program involves three subjects taught in one period over the course of a year. The program is mandatory for all students in Grade 6. The three subjects are: Delhi Out & About, Health, and Art, with classes on 'Digital Age Literacy' woven in between each subject rotation of ten weeks.

Friday Night Lights:	A community evening combining sports and socializing where students and parents cheer on the MS and HS athletes and those competing in academic and cultural teams. With great food available, it's a fun night for everyone.
GPA (HS):	Grade point average. Information considered in the US college and university admissions process.
Holi:	Indian holiday of color celebrated in Spring. Sahaliyan (the Indian parent association) organize a fun event for students and parents to enjoy the spirit of this holiday. People throw powdered colors on each other in a safe and fun environment.
Home Base (HS):	All HS students are assigned to one particular teacher in a group of approximately 15-20 as an organizational tool for technology, advisory and emergency procedures.
Home Learning /RP2 (Reading, Passion, Play) (ES):	Indian holiday of color celebrated in Spring. Sahaliyan (the Indian parent association) organize a fun event for students and parents to enjoy the spirit of this holiday. People throw powdered colors on each other in a safe and fun environment.
HOP:	Hall of Peace. The large hall next to the MS Office used for meetings, assemblies, table tennis and community events.
HSCR:	High School Conference Room. Located in HS Office across from the Breezeway.
The Hub:	HS Tech Office located in the Breezeway where students are welcome to drop in to discuss any technological issues they may have.
IB Programme (HS):	The International Baccalaureate Diploma Programme is a balanced and challenging programme of education with final examinations that prepare students for success at university and life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students.
IFF:	International Food Fair. One of the PSA's biggest events of the year, IFF showcases the wonderful diversity at AES. Nations come together to build community by sharing delicious food, customs and traditions.
iPOP (ES):	After school activities for elementary students in Grades 1-2 and Grades 3-5. Activities run on a quarterly basis. Some of these activities require an extra fee. Registration is done online each quarter.
ISTA (MS):	International School Theater Association. AES students join with students from several other schools for workshops and ensembles at a festival. Opportunity to participate is open to all MS students.
ITS (HS):	International Thespian Society. Open to Grade 11 and 12 students who have demonstrated excellence in the theatre arts
The Kiosk:	school-run snack bars located around the campus serving snacks and refreshments.

Kg:	Kindergarten
KPSA:	Korean Parent School Association.
MAP:	Measures of Academic Progress is an adaptive computer-based assessment. Students are assessed twice a year in the areas of language usage, math and reading. AES uses the data to better understand how to help students and as a standardized source of information for parents.
Math Counts (MS):	Indian holiday of color celebrated in Spring. Sahaliyan (the Indian parent association) organize a fun event for students and parents to enjoy the spirit of this holiday. People throw powdered colors on each other in a safe and fun environment.
MESAC:	Middle East South Asia Conference. Students in Grade 8-12 compete in Junior Varsity and Varsity sports, cultural, and academic teams. Tournaments/meets are hosted in Delhi, Dubai, Abu Dhabi, Doha and Oman.
MHS (HS):	Music Honors Society – international society that recognizes Grade 11 and 12 students for their academic and musical achievements, for their accomplishments and service activities, and for their inspiration of other students to excel at music and leadership Minicourses (HS): all HS students select from a list of exciting adventures within India. They all travel for one week in March in small, cross-grade-level groups of 12-20 to explore and experience the delights of our host country. These trips have either a cultural, service or outdoor adventure focus.
MPR:	Multi-purpose room.
MS Social:	A social event for MS students only, held every quarter. The first one of the year is organized by faculty and then each grade has a chance to organize one dance. For those who don't want to dance, there are lots of other activities to enjoy.
MS Field:	Sports field located at the entrance to school via Gate 2. Many sports practices as well as social and community events occur here. The school tennis courts can be found behind this field.
MS Parent Coffee:	A monthly coffee and talk for MS parents, organized by the MS Counselling office. Topics include general parenting issues as well as school-specific issues.
MS Rising Stars Concert:	For beginning students who take band or strings as electives. It's their chance to perform in front of an audience.
MS World Language Week:	A celebration of the culture and food of France, Spain and China. Students are encouraged to make dishes and to sell them at lunchtime to raise money for the Hope School.

Moving Up Ceremony (MS):	'Graduation' ceremony for Grade 8 students who are moving up to HS. Held in the last week of May. Formal dress.
MUN (MS/HS):	Model United Nations. Students can take part in this after school activity and then can be chosen to represent AES competing against other international schools.
NAHS (HS):	National Art Honor Society inspires and recognizes students in Grade 11 and 12 who have shown an outstanding ability and interest in art. It strives to aid members in attaining the highest standards in art scholarship, character and service, and to bring art education to the attention of the school and community.
NGSS (HS):	Next Generation Science Standards for K-12, rich in content and practice in science
NHS (HS):	National Honor Society open to students in Grade 11 and 12 who have demonstrated excellence in the areas of scholarship, leadership, service and character
No Homework Weekends:	No homework is given on the weekends before holidays and these are shown on the school calendar.
NUTS (Night Under the Stars):	A PSA organized community event usually held in March. It can be a simple dance, BBQ or large gala. It's all about building community.
One-to-One Program:	Every student is issued an ipad in Grades 2-8 and in the HS, every student is issued a laptop.
Open Gym (MS):	Periodic evenings when middle school students are invited to come to the gym to enjoy fun activities.
Student Parent Teacher Conferences:	Held twice a year, an opportunity for parents to have individual time slots with each of their child's teachers and their child to discuss progress and set goals. MS and HS held in the gym, ES held in classrooms.
PEC:	Physical Education Center – located next to Gate 5. This building houses two gymnasiums, two dance studios, a fitness room and rooftop play space.
PeOPle Project (POP):	For Grade 8 students. A capstone project looking at an issue that affects population in India. The project starts in the second semester and ends in the last week of the school year.
PowerSchool (MS):	the online grading and reporting system used in the MS.
Pre-Kg:	Pre-Kindergarten.
PSA:	Parent School Association. All parents are automatically members of the PSA. There is an elected committee who meets once a month to organize community events, and there are representatives of the various schools who hold coffee mornings and other events to allow parents to meet each other and share experiences.

- PSAT (HS):** Preliminary Scholastic Aptitude Test. Taken by all students in Grade 10 as practice for those wishing to take the SAT if applying for US colleges and universities.
- The Rocks:** Climbing area and hang-out zone for MS kids at lunch and after school.
- The Roar:** Student-produced newspaper that chronicles all the latest happenings in the high school community as well as global events of interest.
- SAT:** Scholastic Aptitude Test. A US college/university entrance exam taken by students in Grade 11 or 12 who are considering applying to US colleges & universities.
- Saheliyan:** Indian Parents social group
- SBGR (ES/MS):** Standards Based Grading and Reporting is a system that communicates where a child is in their learning journey in relation to the student's mastery of academic standards. It seeks to improve feedback to parents about their child's academic learning, learning habits, areas of strength and areas for growth.
- Semesters:** The school year is divided into two semesters. The first runs from August through December and the second from January to May.
- Service:** Enter to Learn, Leave to Serve is the school motto which suggests community service is a high priority at AES. Involvement occurs throughout the school, and is evident in a variety of service club opportunities available in the MS and HS.
- Spirit:** Building a community within the school, between students, teachers and parents. There is a PSA spirit committee that organizes refreshments at sports events and spirit wear (AES t-shirts, etc.) for sale. Helping out with Spirit events is a great way to get involved in the school.
- Student Announcements (HS): a daily communication sent to all high school students from the Principal containing important announcements and information. Available to parents by special request to the HS office or online via the HS section of the AES website.
- Student Portraits:** Physical Education Center – located next to Gate 5. This building houses two gymnasiums, two dance studios, a fitness room and rooftop play space.
- Super Saturday:** Like Friday Night Lights, a community social event when students and parents can cheer on the MS and HS athletes and cultural/performing arts groups who compete and exhibit in different events. With great food available from the Spirit Team, it's a fun Saturday for everyone.
- Tiger's Den:** The school-run café that is open to all members of the community. HS students can also purchase lunch here. An excellent menu with many veg and non-veg choices, as well as hot and cold drinks. A great place to meet friends and hang out.


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- Tiger Tales:** School-wide communication tool which is updated and published weekly. The one-stop place to find out all that is happening at AES, with individual sections for ES, MS, HS, Athletics/Activities and the Community.
- Tiger Turf:** The main athletics field located behind the theatre and the high school. Most outdoor sports practices and competitions occur here. The field is floodlit for night-time games and practices.
- TOK (HS):** Theory of Knowledge. A fundamental part of the International Baccalaureate (IB) diploma programme which allows students to reflect critically on diverse areas of knowledge in their own culture, the cultures of others and in the wider world. Taught as a stand-alone class.
- Visiting Artists Series:** Visiting Artists Series. AES invites performing artists to come and work with students in areas such as art, music, dance, poetry, etc. Parents and others get the chance to enjoy the artists' work in events usually held in the theatre at the end of the workshops.
- WOW (MS):** Week withOut Walls. All three MS grades travel out of Delhi for 5 days during the same week in the fall term to experience all that our host country has to offer and to build MS community and friendships.

+91.11.2688.8854 | aes.ac.in

Chandragupta Marg, Chanakyapuri,
New Delhi-110021

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