



# American Overseas School of Rome

American Overseas School of Rome

STUDENT-PARENT HANDBOOK

Grades 9-12

Head of School: Dr. Kristen DiMatteo  
Secondary School Principal: Mr. Jerome Duggan

Via Cassia 811  
00189 Rome, Italy

## Welcome

The beginning of school always comes with much excitement and anticipation of the infinite possibilities the future holds. Our Mission Statement and Philosophy clearly outline the scope and the purpose of an AOSR education. This guide gives a good overview of the school's expectations and standards. Naturally, there are nuances that are not in print; however, the spirit of accountability and partnership, in the quest to provide an exemplary education for each student, is clear.

Whether you are new to the school or are a returning family, please carefully read the entire Handbook with your student. This is important to do together as it reminds all of us of our personal responsibilities. In particular we draw your attention to our Academic Honesty Policy (p.16), Attendance Policy (p.21) and Bullying and Harassment Policy (p. 28).

The entire school community looks forward to an outstanding school year and a close relationship with every family and student.

Sincerely,

The AOSR Administrative Team  
Dr. Kristen DiMatteo, Head of School  
Ms. Joanne Mallary, Elementary School Principal  
Mr. Jerome Duggan, Secondary School Principal

*The American Overseas School of Rome is a pre-kindergarten through Grade 12 (ages 3 - 19) institute of learning fully accredited by the Middle States Association of Colleges and Schools. In addition, we are the first international school to be awarded MSA's prestigious International Credential.*

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## I. MISSION, BELIEFS, PROFILE OF A GRADUATE, AND HISTORY

### WHO WE ARE

The American Overseas School of Rome is a vibrant, open-minded, and caring community from the United States, Italy, and more than fifty countries across the globe. AOSR is proud of its rich Italian heritage and many languages and cultures. We educate our students in pre-kindergarten through grade 12 to continue their studies wherever their travels lead them. Our students are well-prepared to gain admission to universities in the United States, United Kingdom, Italy, and beyond.

### MISSION

AOSR offers the **best of an American-International education**. We **inspire** our **diverse** student body to **courageously** meet the demands of a changing world.

### OUR COMMUNITY BELIEFS

#### Integrity

**Our community is founded upon our ethical actions.** We reflect upon our interactions and seek to continuously better ourselves. When we make mistakes, we admit them and use restorative practices to seek a harmonious resolution.

#### Respect

We believe that **the dignity of each person in our community must be honored**. Guided by integrity, our actions demonstrate acceptance and appreciation of others.

#### Responsibility

We believe that **a focus on personal accountability, self-direction, and an ethic of service empowers us to productively interact in our community** and life beyond AOSR.

#### Trust

We believe that **collaboration based in trust stimulates learning; nurtures our community; and results in better outcomes, ideas, and solutions**. Trust is created through the respectful exchange of ideas and opinions and is strengthened through compromise and understanding.

## AOSR STUDENT PROFILE

### Compassionate

We **demonstrate compassion through appreciative, supportive and well-intended interactions**. Our communication and actions reflect our collective kind, caring and empathetic spirit.

### Creative

We **engage in artistic endeavours to express ourselves and enhance our lives**. Our creativity leads to **innovation and divergent approaches to problem solving** that improve our world.

### Critical thinker

We **analyze, apply, and create** with an unprecedented volume of information. We develop **new understandings, solve problems, and make well-informed decisions** that better ourselves and our community.

### Curious

We **actively pose and seek answers to challenging questions about our world**. We find joy in the active inquiry of concepts, phenomena, and differing perspectives brings forth valuable new learning.

### Ethical

**Our actions are guided by honesty and a clear sense of right and wrong**. We model our Community Beliefs, and we know that our actions impact others. Acting ethically means doing what's right, even when it is difficult or challenging to do so.

### Open Minded

By **understanding and embracing differences**, we appreciate our common humanity and are equipped to interact with care. **We confidently and respectfully express our ideas and seek to understand those of others**.

### Resilient

We **demonstrate resilience when we see setbacks as an opportunity to grow**. As AOSR community members, we help each other identify and persevere to reach our goals. We strive to **balance physical, emotional and academic needs to lead a fulfilling life**.

## ***A SHORT HISTORY OF AOSR***

For the first half of its existence the school was called the Overseas School of Rome. There actually was an OSR before 1947, but not the same school that was incorporated in that year. It was a little US Army school bearing the same title, located near Ponte Milvio started in September, 1946. We are greatly indebted to them for both starting the idea of our school and for their help when the school had to move at the end of its first year.

When news came that the allied troops were being moved to Trieste, five American and five British mothers (some from the original Ponte Milvio school) got together and decided to form a school that would be nondenominational and international, and would combine the best of the British and American systems. This original group of mothers is responsible for the organization of the official corporation that became our school.

Next they had to find a place for the school. They were able to get both the British and American Ambassadors to become patrons of the school. They in turn convinced the Torlonia family to rent the palazzetto of Villa Torlonia on Via Nomentana as our first home. The school opened its doors to the public on October 16, 1947, with a grand total of 60 students.

In 1952 the school moved from its original site to the current location on Via Cassia. Enrollment continued to rise steadily, reflecting the increased numbers of parents assigned to embassies, consulates, and the United Nations, or living in Rome as scholars, artists, journalists, and professionals.

The Board of Trustees accepted the challenge and opportunity of rising enrollment by constructing a new high-school building with eight classrooms in 1956, and in 1958 an auditorium and cafeteria were completed to replace the temporary structure that had been built.

That same year, the United States government expressed its recognition of the school's educational program, and the importance of the mutual respect and collaboration generated by the exchange of ideas and experiences among members of the multinational student body and faculty, by making a grant to the school. The new elementary school was constructed, additional high school classrooms completed, and the gymnasium built.

In 1965 the elementary school extension was completed, as well as the leveling of the field, and the school took on its present day appearance. The Hillside Theater was added in the early 70s. While enrollment peaked at over 800 students in the late 60s and early 70s, in recent years it has stabilized around 630 students. The change to the current name of American Overseas School of Rome was adopted in the late 70s.

In recent years the implementation of a school-wide renovation plan was started to improve the general school physical plant and to meet the current Italian and European Union security and safety norms.

Our school kitchen and dining hall were completely refurbished; the back deck, stairway and seating at the Hillside Theatre are new, the high school façade and windows were replaced, new lockers installed and science laboratories refurbished and updated; the gymnasium roof, floor, windows and bleachers were

overhauled, as well as all classroom interiors. The parking lot and campus monitoring systems have been updated to enhance the security of the school.

AOSR is now a WiFi campus with more than 500 desktops, laptops and iPads at the disposal of students and faculty members.

## **II. GETTING STARTED**

### ***GENERAL INFORMATION***

AOSR provides three Student and Parent Handbooks containing information pertinent to the three sections of school: Elementary, Middle and High School. In addition to these handbooks are the Program of Studies for the middle and high schools to help in the selection of classes for students which can be found on the AOSR website at <http://www.aosr.org/students>. This booklet contains information specifically for students in grades 9 to 12.

The school realizes the importance of communication and building strong relationships with the AOSR Community. Regular news bulletins as well as publications, such as the Falcon Flyer, are available on the school web page. We will also send periodic emails to student and parent AOSR issued email accounts to keep you abreast of events taking place on and off campus. Reminders will be sent throughout the year with invitations to come to school where we will share information about the selection of courses, the AP and IB diplomas, graduation, college selection, parent coffees and question and answer forums at PTO meetings.

In building a strong academic program for each student, the selection of courses is a very important process that involves the students, parents, teachers, counselor, principal and, in the case of grade 11 and 12 students, the AP/IB Coordinator. In general, grade 9 and 10 students are enrolled in similar core subjects and have options for courses in World Languages and Fine Arts. Students enrolled in grades 11 and 12 must carefully select courses that enable them to complete the American Diploma, Advanced Placement International Diploma, or the International Baccalaureate Diploma. Please note that few students in grades 11 and 12 end up with exactly the same schedule during their final two years of high school. Every effort is made to ensure that students are correctly placed in the appropriate courses and are being challenged to their full potential. Please refer to section III of this handbook (Academic Information and Expectations), or the High School Program of Studies for further information.

Our student information system, PowerSchool, allows parents and students to have on-line access for assignments and grades as they are posted. Teachers update PowerSchool at least every two weeks with grades for major assignments posted within two weeks. Instructions for accessing PowerSchool are sent in September. Approximately every nine weeks, parents will be notified of student progress through a report card. Report cards are available electronically. Distribution dates for report cards are posted on the Secondary School Red-Blue Day Calendar. There are also two Parent/Teacher conference days as noted on our school calendar.

Student success is directly related to student attitude and this can be enhanced by parental support and cooperation. Teachers are dedicated to helping students attain their full potential and are the best resources to go to when you have any questions regarding student progress or classroom procedure. If you cannot resolve the issue with the teacher, please make an appointment through the secretary to meet with the

principal if you have further questions. Please refer to the “AOSR Contact Guide” which follows for more specific information.

*Please inform the school when you have any change in address, email or telephone number so there are no delays in communicating with you.*

### **HELPFUL CONTACTS AT AOSR**

#### **AOSR CONTACT GUIDE: WHO DO YOU CONTACT?**

The following plan is based on the understanding that whenever a question, issue or problem arises, the solution is to first go to the source. In any situation, it is best to go to the person directly concerned in order to ensure that you:

- Gain first-hand information
- Get the complete story
- Achieve a quick response
- Support the concept of open sharing of information as an aid to learning

In general, if it involves day-to-day education, classroom activities, relationships or requirements you should first contact the **teacher**, either personally or in writing (email). The following issues should be addressed directly to the student’s teacher:

#### **TEACHER**

- Subject or course information
- Class materials
- Homework
- Student behavior
- Project or research requirements
- Student progress
- Classroom and school relationships
- Questions about general day-to-day routines and expectations
- Teaching or classroom procedures
- Missing items
- Field trips
- Enrichment activities

#### **SCHOOL COUNSELOR** College Counselor, **Mr. Steven Petraglia**, School Counselor, **Dr. Simona Reichmann & Ms. Jessica Samet**

- Post-secondary planning
- Class schedules
- Social relationships
- Social conflicts
- Anxieties/worries related to school, academic performance, test taking
- Behavioral factors affecting school performance

#### **ATHLETIC DIRECTOR** **Mr. Daniel Zacaroli**

Sports competition, coaching, team trips, team issues

After communicating with the appropriate personnel and more information is required or the situation is unable to be resolved, you may wish to make an appointment with the Principal or Coordinator.

**PRINCIPAL / COORDINATOR Elementary School Principal, Ms. Joanne Mallery; Secondary School Principal, Mr. Jerome Duggan; Middle School Coordinator, Ms. Sarah Ellyson; AP/IB Coordinator, Mr. Chris Brown**

In addition to the above, you may wish to consult the Principal/MS Coordinator directly on matters of:

- Scheduling
- Broad issues involving school-related policies
- Communication and information relating to a specific division of school and its operation
- Student report cards
- Tutoring / extra help (Coordinators)
- School trips
- Issues related directly to the responsibilities of the particular Principal or Coordinator

After communicating with the appropriate personnel and if more information is required or the situation is unresolved, you may wish to make an appointment with the **Head of School**. In addition to the above, you may wish to consult the Head of School directly on matters of:

**HEAD OF SCHOOL Dr. Kristen DiMatteo**

- Whole-school issues such as security and application of school policies
- School-wide concerns

**ADMISSIONS Ms. Sabine Neumann**

**HEALTH Ms. Maria Giovanna Osso, School Nurse**

- Student health matters

**BUS COORDINATION Mr. Valerio Aureli**

**BILLINGS/FINANCIAL AID Mr. Billy Ashihundu**

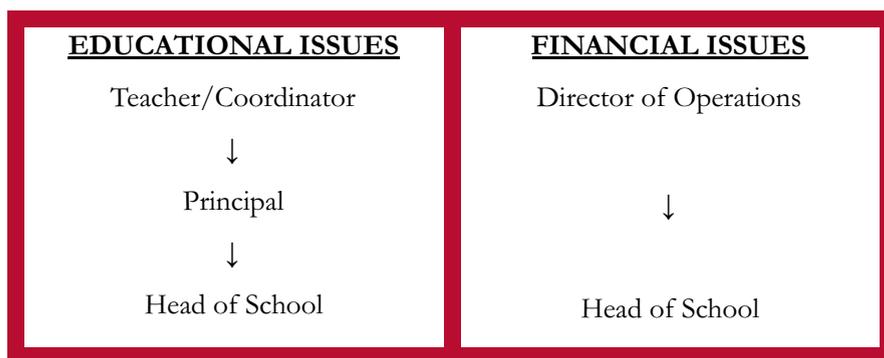
Matters relating to finances should be addressed to the **Director of Operations**

**DIRECTOR OF OPERATIONS Dott.ssa Elisa Bruno**

- School buildings and facilities (including maintenance, safety & security)
- Accounts and finances
- Cafeteria

If more information is required or the situation is unable to be resolved you may wish to approach the **Head of School**, with the knowledge of the Director of Operations.

In summary, as depicted below, there are two main points of contact. We trust that in following this contact guide you will receive timely and appropriate attention to your questions and concerns, and that the resultant open communication will assist in ensuring that ours is an effective, efficient and friendly learning community.



***COMMUNICATION POINTS***

1. Students should make their classroom teacher their first point of contact.
2. Parents are encouraged to make maximum use of the sources such as the Student and Parent Handbook, [www.aosr.org](http://www.aosr.org), Parent Information meetings, and PTO meetings in order to be well informed on school matters.
3. We encourage open dialogue between parents and teachers. Since teachers have busy schedules, we ask that you make an appointment through the division secretary to meet with your child’s teacher rather than arriving without an appointment and finding the teacher has prior commitments.

***IMPORTANT PHONE NUMBERS***

To reach a specific area of AOSR dial **06.334.38** followed by the extension:

AOSR Main Office:	300	
Head of School:	331	Cell: (39) 333.886.4050
Elementary Principal	395	Cell: (39) 331.6065409
Secondary Principal	326	Cell: (39) 320.661.0440
Bus Coordinator	372	Cell: (39) 338.141.8668
Business Manager	338	Cell: (39) 333.823.9214

**III. ACADEMIC INFORMATION & EXPECTATIONS**

***CLASS SCHEDULES***

MS and HS classes meet on a rotating block schedule (8 classes of 85 minutes each) from Monday – Friday. Over a two-week period, all blocks meet equally five times.

A Red/Blue day calendar is in your first day packet, available in the Principal’s Office and is on the website. Students in grades 9 and 10 are scheduled for all eight periods as a matter of standard practice; however, students in grades 11–12 take a minimum of 7 classes and may have one study period. The exception to this rule is for IB Diploma students or students taking three or more AP classes, who may elect to take 6 classes. Exceptions must be reviewed and approved by the high school counselor and principal. See guidelines on changes/drops below for clarification.

## ***CURRICULUM, CREDIT AND GRADING***

The curriculum at AOSR is American standard through grade 12 and the language of instruction is English. In addition, grade 11 and 12 students enroll in the Advanced Placement courses or the International Baccalaureate Diploma program. Courses and diploma programs offered at AOSR are described in the Program of Studies booklet.

Diplomas offered at AOSR include the American Diploma, the Advanced Placement International Diploma and the International Baccalaureate Diploma. Certificates are available to students in grades 11 and 12 in IB courses where the student is not enrolled in the Diploma Program.

Credit is given for successfully completing all the requirements of a course. One full credit is earned by successfully completing two semesters of a course that meets 400 minutes over a two-week period. If the course is required for graduation, the class must be repeated.

The school year consists of approximately 175 teacher-student contact days from early September through the middle of June.

Number grades are given for all courses. Students will be graded on almost every assignment required in core subjects. The following grading scale shows the letter grade and grade point average (GPA) equivalent.

<b>Letter Grade</b>	<b>Percentile Grade</b>	<b>Grade Point Average (GPA)</b>
A+	97-100 (excellent or superior)	4.3
A	93-96	4
A-	90-92	3.7
B+	87-89 (very good, above average)	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79 (average, satisfactory)	2.3
C	73-76	2
C-	70-72	1.7
D+	68-69 (below average)	1.3
D	64-67	1

D-	63-60 (unsatisfactory)	0.7
F	Below 60 (unacceptable, failing)	0

The following courses receive a weighted GPA of .5: Advanced Pre-Calculus, Advanced Chemistry, Advanced Biology, and all AP and IB courses. For example, a grade of A in one of these courses would count 4.5 towards the cumulative GPA.

The averaging of the first and second semester grades will determine the final grade in all year-long courses.

Certain courses, with permission of the principal, may be taken “Pass/Fail”. Credit is awarded if course requirements for both semesters are fulfilled but no grade is entered for computing GPAs. A half credit is awarded for courses that only meet for a semester.

An “incomplete” (I) grade may be issued if a student has not completed required course work. **Any incomplete work becomes a zero if the course work is not made up within two weeks after the grading period ends. Exceptions to this require special permission from the Principal.** Incompletes will not be given at the end of the 2<sup>nd</sup> Semester. Special circumstances may necessitate correspondence or independent study options. Requests to pursue correspondence or independent study must be submitted to the Principal for approval.

Students may request or be recommended to audit a course. Requests to audit must be initiated with the College Counselor and approved by the Principal. Students who audit must attend all classes, do all assignments, and take all tests; however, they will not receive a grade or credit. Failure to meet these requirements may result in the student being removed from the course.

### **GRADUATION REQUIREMENTS**

An AOSR student in grades 10 – 12 must earn twenty-two (22) credits in order to graduate. A student in the Class of 2022 must earn twenty-three (23) credits. Students must be in the mainstream program at AOSR for a minimum of two consecutive semesters and meet all graduation requirements in order to be awarded an AOSR high school diploma. The following course distributions are required for graduation:

<b>COURSES</b>	<b>CREDITS/CREDIT SEQUENCE FOR CLASSES OF 2019 AND 2020</b>	<b>CREDITS/CREDIT SEQUENCE FOR CLASS OF 2021 AND BEYOND</b>
<b>English</b>	One 4 credit sequence	One 4 credit sequence
<b>Math, Social Studies Foreign Language Science</b>	One 4 credit sequence, two 3 credit sequences, and One 2 credit sequence	Three credit sequences for each of these areas
<b>Fine or Performing Art</b>	1 credit	2 credit
<b>Physical Education</b>	1 credit	1 credit
<b>Technology Education</b>	1 credit	1 credit

<b>Elective</b>	3 elective credits	4 elective credits
<b>Special requirements</b>	Italian 5 (for Italian citizens) US History (for US citizens) Choice for dual national	Italian 5 (for Italian citizens) US History (for US citizens) Choice for dual national

### **AOSR Honors Diploma (24 credits)**

Students are recognized as having earned an “Honors Diploma” by earning at least a total of 24 credits of coursework with a minimum GPA of 3.5 on a 4.0 scale. The courses must also include at least two Advanced Placement (AP) and/or IB Higher Level examinations with a minimum final grade of B for the courses.

### ***VALEDICTORIAN / SALUTATORIAN & GRADUATION SPEAKERS***

Each year the school identifies two students to be honored at the Commencement Exercises. The procedure for selection is as follows:

1. The Valedictorian and Salutatorian are those students who respectively occupy the first and second position in the graduating class based on their GPA from when they started to attend AOSR until the end of the 3rd quarter of their senior year. In the event of a tie in GPAs, the number of AP and/or IB classes will be taken into consideration.
2. The students selected must have completed satisfactorily all AOSR requirements for graduation and be graduating from AOSR.
3. The students selected must have been full-time students the final four semesters at AOSR. AOSR defines “full time” as a student enrolled in seven (7) academic classes per semester unless the student is an IB or AP student with 6 classes. Academic courses include those in language arts, mathematics, science, social studies, foreign language and fine arts.
4. The students selected must have attended an accredited school or program throughout their high school career.
5. Two seniors will be selected to speak at the Commencement Exercises. Faculty will choose a graduating senior who they feel best represents the academic qualities desired in an AOSR graduate, and the senior class will choose a classmate to speak who best represents the spirit of the class. These two individuals can be the valedictorian and salutatorian but they do not have to be.

### ***AWARDS & HONOR ROLL***

#### **Awards Assemblies**

Student achievement and effort are celebrated at the end-of-year awards assemblies. During these assemblies, outstanding performance by students in academic and elective courses, as well as academic improvement, is recognized and celebrated. There are also awards in memory of former school officials who served AOSR in the past and universities that sponsor book awards for excellence. In addition, four athletic awards recognize not only prowess on the courts and fields but sportsmanship and leadership. Excellence in individual classes is also awarded.

#### **Honor rolls**

Honor rolls are posted at the end of each semester and appear on the student’s Report Card. Honor roll placement is determined by the student’s grade point average (GPA) which is the average of all grades 80% and above (see p. 15). Students who have incomplete (I) grades will not be included in the Honor Roll.

Head of School's Honor Roll	4.00 and above
Principal's Honor Roll	3.50 to 3.99 with no quarter grade below 85
Honor Roll	3.00 to 3.49 with no quarter grade below 80

***COMMUNICATION OF ACADEMIC PERFORMANCE***

Approximately every nine weeks, students will receive a report card/progress report. Report cards are delivered electronically. Distribution dates for report cards are posted on the Secondary School Red-Blue Day Calendar. Please note: these reports are not mailed home. If you do not receive a report card, please contact the secondary school office and additional copies can be printed for you.

PowerSchool allows parents and students to have on-line access for assignments and grades as they are posted. Teachers update PowerSchool at least every two weeks with grades for major assignments posted within two weeks. Instructions for accessing PowerSchool are sent in September.

***ACADEMIC HONESTY POLICY***

Academic honesty is critical to the mission of AOSR. The promotion of practices of academic honesty is central in our quest to develop inquiring and knowledgeable students who can think critically and communicate effectively. Faculty model and instruct on the practices of academic honesty and students are expected to exhibit these practices in all of their academic pursuits. Students are expected to demonstrate academic honesty at all times.

Throughout their school careers at AOSR, students are guided in the practices of academic honesty. As students progress through middle and high school they are instructed how to produce authentic work that is based upon their ideas, with the ideas and work of others fully acknowledged. During orientation days and throughout the school year, teachers across all disciplines work with our students to ensure that they learn the practices of academic honesty, including academic writing, research and citation skills. Students are specifically taught how to cite from a variety of sources, including print, electronic and spoken materials and to judge the reliability of sources of information. Students learn how to collaborate to complete work when appropriate and also to learn the difference between collaboration and collusion, which includes allowing the copying of one's work. We believe that modeling by our faculty, and developing in our students the practices of academic honesty, is critical to students' future success beyond AOSR.

Failure to abide by this commitment, or to engage in any behavior that gains an unfair advantage for a student, is a breach of the academic honesty policy and is considered academic malpractice. We aim to teach skills and practices that promote academic honesty and will not tolerate academic malpractice in any form.

**Academic malpractice includes:**

- Plagiarism is the representation of ideas or work of another as your own and it applies to ideas in written, verbal, or electronic form. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another.
- Teachers will access on-line services to check written assignments for plagiarism. Although a writer may use another person's words and thoughts, the work must be acknowledged as such.

- Collusion involves supporting the malpractice of another student such as allowing one's work to be copied or to be submitted by another. This includes allowing answers to be copied for a test or quiz.
- Duplication of work, which is submitting the same work for different assignments.
- Any other behavior that gains an unfair advantage for a student or impacts the results of others. This would include taking unauthorized material into a classroom during a test, use of electronic devices to search for answers or disruptive behavior during a test or exam. In short, it is the student's responsibility to behave in such a manner that there can be no question of academic malpractice. For example, having a cell phone or electronic device visible in class at any time, unless expressly authorized by the teacher, is a violation of school rules. **If a cell phone or electronic device visible during a quiz, test or examination it will be considered a violation of our academic honesty policy and students will be subject to an academic consequence, including the possibility of receiving a zero for the test or quiz; students will also be dismissed from the assessment.**

### Consequences for incidents of academic malpractice

We follow a process of progressive discipline in regards to incidents of academic malpractice. Incidents are counted from the beginning of grade nine and are cumulative through to high school graduation. Depending upon the seriousness of any given incident, and regardless if it is the first or second offense, the principal has the authority to issue an in school or out of school suspension and to recommend convening an expulsion hearing to determine continued attendance at AOSR.

**Violations of academic honesty policy will also be considered during nomination process for academic honor societies and for continued membership to academic honor societies as well as for leadership positions in other student organizations.**

For all incidents the following applies:

First Offense:

- The student will receive a zero for the test or assignment in question unless the teacher determines a more appropriate academic consequence
- If a zero is recorded, it will be averaged in with the student's overall class grade
- Parents will be contacted
- Student will meet with principal and record made for student file

Second Offense:

- The student will receive a zero for the test or assignment in question unless the teacher determines a more appropriate academic consequence
- If a zero is recorded, it will be averaged in with the student's overall class grade
- Parents will be contacted
- Student and parents will meet with principal and record made for student file

- Depending on the severity of the infraction dismissal from the DP program might be applied.
- A letter will be sent to student and parents notifying that a third offense may result in expulsion from AOSR

Third Offense:

- The student will receive a zero for the test or assignment in question unless the teacher determines a more appropriate academic consequence
- If a zero is recorded, it will be averaged in with the student's overall class grade
- Parents will be contacted
- A parent conference must be held.
- An expulsion hearing will be convened to determine continued attendance at AOSR

Resources:

IB publication: Academic Honesty in the Diploma Program, 2009

### ***HOMEWORK***

AOSR believes that homework is valuable both because of the opportunity it provides for reinforcement of ideas and skills taught in the classroom and because of the self-discipline it develops. Grades for homework are also part of the overall course grade. The recommended at home study time for all subjects in grades 9 – 12 is 2 to 4 hours. Each teacher will detail the homework policy at the beginning of the school year in the course outline sheet as well as at Open House to parents.

### ***ASSESSMENTS***

Summative assessments provide an opportunity for students to determine what they have learned during a specific unit of study. These assessments are planned out by teachers in relation to their course and students are informed via Google Classroom and the Google Academic Calendar. It is important for students to be present on the day of an assessment as this gives them the best chance to be successful and provides the clearest information regarding their understanding of the concepts. ***If a student is absent on the day of an assessment they will need to contact their teacher and will be expected to make up the assessment on the first day of their return to school.***

### ***PROMOTIONS***

Although 22 credits are required for graduation from AOSR's High School, there are a minimum number of credits needed to pass each year and to determine grade level status. The following are the **minimum number of credits needed to enter a given grade level in the high school.**

Grade 9	Promotion from grade 8
Grade 10	5 credits
Grade 11	10 credits
Grade 12	15 credits

### ***PASS/FAIL GRADES***

Pass/Fail grades are given to students in Resource class and/or English as an Additional Language (EAL) as determined by an Individual Education Plan (I.E.P.) or the Student Support Team (SST) recommendation. Pass/Fail grades are indicated on official report cards and transcripts. The purpose of a Pass/Fail grade is to indicate that the curriculum and/or grading has been modified to meet the student's needs and also to

indicate the student is not performing at a standard level/expected level for a particular grade level, but is showing consistent effort and making improvement towards the standard.

### ***SEMESTER EXAMS***

Students will not be allowed to take semester exams at any time other than the designated schedule, except as a result of exceptional and unavoidable circumstances. Any request to take an exam on another date must be submitted to the Principal for approval at least two weeks before the scheduled exam date.

At the discretion of the teacher, seniors (students in grade 12) with a grade of 90% or better in a class for the entire second semester may be exempt from sitting a final semester exam in that course.

### ***EXTERNAL TESTING***

The PSAT is given to students in grades 10 and 11 in October of each school year. The SAT I and SAT II are given on scheduled dates to students in grades 11 and 12 throughout the academic year. Advanced Placement and International Baccalaureate examinations are scheduled during the month of May each year. Dates and deadlines for external testing are communicated regularly to students and parents. For the SAT, registration information and deadlines are on the College Board SAT website: <http://sat.collegeboard.org/home>.

### ***CLASS CHANGES / DROPS AND ADDS***

Students are counseled by the faculty in the selection of courses and the planning of their academic programs. However, if there is a need for a change in a student schedule, the following rules apply:

**1. Any schedule change request from a student should occur within the first 10 days that a student is enrolled in classes at AOSR.**

A schedule change after the first ten days of enrollment in a class will only be permitted when authorized by the classroom teacher and approved by the College Counselor and Principal. When the schedule change takes place within the first 10 days of enrollment, the course that is dropped will be removed from the student's record. If this change is authorized and approved and occurs after the first ten days of enrollment in a course, a withdrawal grade will be recorded for the marking term. The course will be noted on the student's record.

**2. Students must complete a drop/add form to initiate any schedule change.** It is important that all required signatures are obtained (instructor whose class is being dropped, instructor whose class is being added, guidance counselor or principal, and parent signatures). These forms may be obtained from the Guidance Office or the Principal's Office. **A schedule change is not official until the completed drop/add form is turned in to the Counselor's Office and a new schedule has been printed showing the changes.**

**3. Students who wish to move into a class against the recommendation of the teacher must complete a Waiver form in order to enroll.** The waiver process ensures that parents and students have had a conversation with the teacher and College Counselor to understand the challenges that student may face in the class in which he/she wishes to enroll.

The following guidelines must be kept in mind when discussing schedule changes:

1. Students in grades 9 and 10 carry eight (8) classes. Normally, students in grades 11 and 12 carry seven (7) classes. IB Diploma Program students or students taking three or more AP courses may take only six (6) classes. Principal permission is required to vary from these guidelines.
2. Half credit may be granted for one semester's successful work in a full year course providing the teacher, guidance counselor and the principal have approved the drop.
3. Students who repeat a course they have passed in order to improve their level of mastery are advised that the original mark remains. Both marks will be recorded although credit is granted only once. Schools and colleges approve of evidence of non-required self-improvement.
4. Independent study may be permitted or encouraged in certain situations. The demands of these special study situations are rigorous and no project can be undertaken without a fully outlined course plan that includes the evaluation criteria for it. The Principal must approve any independent study course.

### ***ONLINE COURSES THROUGH VIRTUAL HIGH SCHOOL (VHS)***

VHS allows students to choose from over 200 online courses for high school credit. The wide variety of courses offered by VHS allows students to explore areas of interest and/or challenge themselves with honors or AP courses. This is a great opportunity to take a class not currently offered at AOSR and to participate in a global learning environment. Students do not pay for VHS courses taken during the school year if the reason they are taking the course is due to a scheduling conflict or because a class did not run due to lack of enrollment. Regardless of payment, students need to apply and show that they will be successful as independent learners. Students may take summer classes through VHS at their expense for credit recovery or enrichment. VHS classes appear on the AOSR transcript. To learn more visit the VHS website (<http://thevhscollaborative.org/>) or stop by the counselor's office. Also, please consult the Program of Studies for specific information on registration deadlines.

In special cases, a student may be allowed to enroll in an online course beyond VHS. The cost for such an online course is the responsibility of the student or parent. If a student is not able to enroll in a course offered at AOSR because of a scheduling conflict and needs the course for graduation, the student may enroll in a course offered on-line that meets the following conditions:

- The online course is from an accredited institution.
- The student has not already received credit for more than two online courses.
- The student is repeating a course required for graduation.
- The counselor or Principal has approved this course.

### ***WITHDRAWALS***

If you plan to withdraw to attend another school anytime during the school year, please notify the Principal's Office as soon as possible so the paperwork may be completed for you. The office needs at least 24 hours notice to have all records available for you. In addition, every student leaving the school by transfer or at the end of the school year must complete a **Student Check-out Form** before school records and transcripts can be released. This form may be obtained from the Principal's Office. It requires students to secure signatures from all of their teachers, the librarian, college counselor and the principal.

All students must complete the clearance procedures at the end of each school year (even if returning the following year) in order to receive report cards and other school documents.

#### **IV. ATTENDANCE**

##### ***ATTENDANCE POLICY***

Students are to be in class before the start of each period. **Students MUST go to the Principal's Office to get a LATE PASS if they arrive to school after 09:00.** Permission from the class teacher or school administrator, obtained before the class meets, will be the only excuse accepted for not being in class.

Absences for any reason other than illness are strongly discouraged.

**Absences must be cleared within 48 hours following the absence.**

**If a student is absent for more than 5 consecutive days due to illness,** Italian scholastic health laws require a Certificate of Re-entry stating that the student is free from any communicable illness and safe to return to the school. This certificate must be turned in to the Principal's Office on the first day that the student returns to school. If families know they will not be in school for 5 or more days prior to any reason, they need to inform the Principal's Office and Middle School Coordinator as well as complete the Advanced Absence Form to facilitate students' make-up work and academic planning during the extended absence.

Attendance is recorded electronically for each class period. **It is a minimal expectation that students be present for a minimum of 80% of the scheduled class periods or risk loss of credit for the course.** Parents will be notified when absences exceed 15% during the first semester (approximately 12 absences in a class). If a student continues with absences that, when totaled, reach 20% of scheduled class periods for the year, this will result in loss of course credit for the year except in special circumstances as determined by the administration. Loss of credit may be appealed to the principal.

All absences, including participation in school-sponsored activities that involve missing school, count as part of the 20% maximum allowable absences. **Keep in mind however, that *all absences* are included in the 20% maximum allowable absences.**

- Illness
- Family emergencies
- Religious observances
- School sponsored activities
- Legal or residence related issues

Students may be permitted to leave the school campus during the school day with prior permission in writing from parents and the approval of the principal. Students must check out with the principal's secretary before departing. Typically, family emergencies, doctor or dentist appointments constitute occurrences that require students to leave campus during the school day.

##### ***TARDY POLICY***

Each quarter, a student who is tardy, excused or unexcused, four or more times for any particular class will be issued an after school detention. A tardy becomes an absence in terms of recording attendance after

thirty minutes but does not excuse a student from serving a detention. Parents will be notified after the fifth tardy.

### ***STUDENT TRUANCY***

When a student is absent from school without parent permission or knowledge, the student is considered truant. The parent will be contacted and the student will serve at least one after-school detention. The student is responsible for work missed on the day of the truancy but s/he will not receive a grade for tests/quizzes/assignments missed for that day or period(s) nor will the student be permitted to make them up. A second absence will result in two days of detention and a possible parent conference.

### ***MISSED ASSIGNMENTS POLICY***

1. If a student is present in class when an assignment, quiz, or test is announced but absent on the day that the assignment is due or the test/quiz given, s/he must turn in the assignment or take the test/quiz on the day of their return to school. Absences from final exams are highly discouraged. **If an absence for a final exam is unavoidable, the parent must contact the Principal as soon as possible for alternative arrangements.**
2. A student returning from an absence will be given sufficient time to complete missed assignments and tests. Make-up time is usually equivalent to the number of days absent up to a maximum of five days.
3. A student arriving to school late must contact the teachers whose classes were missed for assignments and to make-up tests or quizzes given earlier on the same day. If a student is in school for any period of time on test days or days when major assignments are due, s/he is responsible for taking the test, turning in the assignments or meeting with teachers if there are complications.
4. A student who becomes ill during the school day and misses a test or quiz while in the Nurse's Office must make every attempt to make-up the test or quiz later in the school day.
5. A student will be granted "advance leave" permission after obtaining signatures from teachers for whom they will miss classes one day prior to request for early departure.
6. Students who are truant from school or a class will not be permitted to make-up work. Students will not be able to earn credit for assignments, tests, or quizzes missed. A student is truant if he/she is absent from school or a class without permission from parents or the school.
7. A student serving an in-school suspension is permitted to complete assignments and tests/quizzes while on suspension and to receive grades for them.
8. A student serving an out-of-school suspension is not permitted to make up any quizzes, tests or exams while serving his or her suspension but is expected to make up that work when he/she returns. Students are responsible for all class assignments during the absence but will not receive any credit for the work.

## **V. STUDENT LIFE**

### ***STUDENT RIGHTS***

All students at the American Overseas School of Rome have the right to:

- Be treated with respect;
- Be provided with an educational program and atmosphere conducive to successful academic achievement and personal growth;
- Be given clear and timely information on all rules and regulations affecting students;

- Express their views on educational policies and school regulations;
- Consult with teachers, counselors, administrators and other school personnel;
- Present concerns to school authorities and receive prompt replies;
- Make decisions regarding their personal lives and behavior in accordance with school rules.

### ***STUDENT INVOLVEMENT IN DECISION-MAKING***

AOSR believes that students, as individuals and as members of the student body, should contribute to their school and to their education. Thus, participation in the decision-making process is encouraged through the following venues:

1. AOSR encourages students to participate in school organizations (such as Student Council), which offer practice in democratic government and serve as forums for student ideas. Student body elections for class officers take place at the beginning of the school year. Eligibility requirements are available from the Student Council Advisor.
2. As part of their growth toward independence, students will be encouraged to take an active part in making decisions about their individual educational goals and plans. With the guidance of school staff, students will have the opportunity to learn about themselves and about the career opportunities open to them.
3. Students are encouraged to voice any concerns to the principal.

### ***CO-CURRICULAR ACTIVITIES***

Most students at AOSR are involved in activities outside of the classroom. Whether interests include quietly concentrating over a chessboard or providing community service to the school, there are a variety of student activities for students.

Students often choose activities to diversify their experiences in anticipation of applying to colleges and universities. **Remember, it is not the number of activities you choose, but rather the quality of your participation that counts.** AOSR views participation in after-school activities as an extension of the regular school day. School regulations apply in all situations. While there are many clubs in which to participate, a few of our long-standing activities are:

#### ***Student Government (STUCO)***

The AOSR Student Council is set up as a voice for the students. Officers are elected by the full student body for the Student Council Executive Board positions. In addition, each class elects class representatives to STUCO. The Student Council cabinet meets weekly in order to organize activities for students. Student elections take place at the end of September every year. Eligibility requirements are available from the Student Council Advisor.

#### ***Honor Societies***

The National Honor Society (NHS), French Honor Society (FHS), Italian Honor Society (IHS) and Spanish Honor Society (SHS) are organizations that recognize and encourage academic achievement while developing other characteristics including character, service and leadership. Through service activities, members maintain and extend the qualities that won them selection. Membership is thus both an honor and a commitment. New members are selected from among students in grades 10 - 12 who have attained a

minimum cumulative GPA published separately with individual honor society eligibility guidelines and demonstrated both leadership and participation in co-curricular activities.

### ***Athletics***

The athletic program at AOSR offers male and female students the experience interscholastic competition in team and individual sports. In varsity athletics, students may participate in tennis, cross-country running, volleyball, basketball, cheerleading, wrestling, soccer, and track & field. Team selection at the varsity level is based upon the skill level of students who try out, but we do have at least one “no cut” sport each season to encourage participation. For more information, please see our Athletic Handbook.

### ***Drama***

During the academic year, students may participate in a number of drama presentations, which include the fall and winter productions and the annual Shakespeare Festival. AOSR also participates in the International Schools Theater Association (ISTA) and travels to drama festivals in Europe on an annual basis.

### ***Model United Nations (MUN)***

The focus of this activity is to introduce students to the workings of the United Nations and issues currently facing the international community. Selected students will be invited to apply to attend the MUN conference in The Hague during the annual meeting in January. Students who participate in this activity must have a serious commitment to the study of international affairs. In addition, students must understand that the cost of the trip to The Hague is the student’s responsibility.

### ***ELIGIBILITY GUIDELINES FOR CO-CURRICULAR ACTIVITIES***

Co-curricular activities are defined as those lying outside the regular curriculum for which a student’s participation carries no academic credit. In some cases, such activities require a student to be absent from regularly scheduled classes. Academic eligibility for any co-curricular activity is determined in accordance with the following criteria. Students returning to AOSR from the previous school year will be considered eligible if their previous quarter grades meet the following situations:

- GPA is at or above 2.0
- Student did not earn two or more failing grades in all subjects; or
- Student did not earn more than one failing grade and two grades of D in any subject.
- IB Diploma candidates need to maintain a 3.0 GPA to participate in co-curricular activities. The approval of a student’s teachers is mandatory if the period of the activity coincides with a major IB deadline for internal or external assessment.

Students not meeting the criteria, but who have solid attendance and a record of positive behavior can appeal to the principal for probationary eligibility. Continued eligibility will be based upon fulfilling the terms of the probationary eligibility contract, which will be based upon continued strong attendance, improved work completion and grades on assignments that would predict C or better for the current quarter.

1. The eligibility of students new to AOSR will be determined via grade checks by the coach or activity sponsor during the first marking period for the new student. Quarter grades and GPA will be the

- indicators of eligibility. If a student is declared ineligible, the time period will be from the last day of the quarter until the last day of the succeeding quarter.
2. Incomplete grades (I) will count as failing grades until such deficiencies have been removed.
  3. If a student withdraws from a course, the grade recorded upon withdrawing will count towards eligibility.
  4. A student on behavior probation or who is placed on behavior probation at any point in the quarter is declared ineligible.
  5. Students who have a 2.0 and are failing one class, can be placed on academic probation. Their eligibility will be determined on a week to week basis, from progress reports from teachers which will determine if the student may participate for that week.
  6. A student serving an after-school detention may participate in a co-curricular activity as long as the activity takes place after the assigned detention.
  7. A student serving an in-school or out-of-school suspension is not eligible to participate in that day's activities or any other activities that fall before the next school day.
  8. Class attendance is mandatory the day of and, in the event of a weekend activity, the day before (Friday) any co-curricular activity. If the activity is at the end of a school day, students must attend classes that day in order to participate in the activity.
  9. Students may not miss any more school time than what has been organized by the school for co-curricular activities, i.e., students must attend school up to the time of departure for an event off campus that involves a trip.
  10. Students who miss class due to participation in any co-curricular activity must follow the procedure for missing class as outlined under "Field Trips".

### ***SENIOR OFF CAMPUS PRIVILEGES***

Grade 12 (and Grade 13) students in good standing following Quarter 1 (GPA of 3.0 or higher) may be granted the privilege of going off campus during their lunch period and/or study period and **ONLY** with prior permission in writing from both the parents and the principal. **This is a privilege, NOT a right.** Any student on academic or behavior probation and/or ineligible to participate in co-curricular activities is not entitled to this privilege.

If a senior goes off campus, s/he must turn in his/her AOSR ID card to the guard at the gate. The AOSR ID card will be returned to the student when the student returns to school. This privilege may be revoked by the principal or head of school at any time during the school year.

Before a Grade 12/13 student may be considered for this privilege, all school forms **MUST** be signed, completed, and turned in to the Principal's Office.

If a senior does not have a first period class and arrives to school after 09:00, the student must sign in with the Principal's Office for attendance purposes.

### ***FUNDRAISING/SCHOOL REPRESENTATION***

All activities involving fundraising by student groups must be approved by the school administration. No individual student or student group may sell items on campus or represent AOSR without prior school authorization. Additionally, the school's name may not be used to advertise groups or activities without the expressed consent of the school's administration.

### ***CLOSED CAMPUS***

Students will be required to remain on the school grounds from the time school opens in the morning until school is dismissed at the end of the day. Exceptions may be granted to individual students with written permission to meet appointments. Any student who leaves the school grounds without permission, for any reason, will be considered truant and will be subject to disciplinary action. Seniors earn privileges to leave the campus during their lunch blocks and/or study period as described above.

**REMINDER: School hours are 09:00 – 15:30. Students must leave the school campus at 15:35 unless they are in a supervised after-school activity. No student may remain on campus unattended following class dismissal time. When a student does leave at the end of the school day, they are not permitted to return on campus unless they have received prior permission from the school Principal.**

### ***STUDENT PICK-UP DURING SCHOOL HOURS & DISMISSAL***

When a student needs to leave school early, s/he must present a parental excuse listing the specific time and date for release from school to the Principal's Office. The office will grant permission to leave campus (Permesso Di Uscita). Extreme care is exercised at all times when releasing students from school before the end of the school day.

The student must give the guard at the gate the pass from the office in order to be allowed off campus. All students must be picked up by an adult who may be asked to show photo identification. In some circumstances, a high school student may be permitted to leave school early without being accompanied by an adult with permission from the Principal's Office.

At the end of the day, if there is a change in your child's regular dismissal plans, please send an email to [buschanges@aosr.org](mailto:buschanges@aosr.org). Emails sent to this address will be received by the Bus Coordinator as well as the high school secretary. We therefore ask that any changes regarding AM/PM pick-up or drop-off of students, parents inform the school in writing by emailing [buschanges@aosr.org](mailto:buschanges@aosr.org) no later than 14:00 the day of for afternoon changes. The parent who emails the request will receive an automatic response confirming that the email has been received by the school.

### ***SCHOOL VISITORS***

Parents are welcome to visit the AOSR campus. After the start of the school day, visitors must obtain a visitor's pass from security at the main gate or from the Principal's Office. **Students not registered at AOSR may not attend classes** without prior permission in writing from the Principal. Visitors are required to provide at least 24 hours notice to the Principal's office so teachers can be notified in advance. Student visitors to AOSR are typically allowed to visit for no more than one full day and AOSR students are allowed one visitor per year, unless approved in advance by the Principal.

## **VI. STUDENT BEHAVIOR EXPECTATIONS**

### ***GENERAL GUIDELINES FOR STUDENT BEHAVIOR***

The American Overseas School of Rome is a community of students and teachers dedicated to learning. Furthermore, we believe that this process should take place in a safe and caring environment where teachers can teach and students can learn.

One characteristic which creates a sound learning environment is an emphasis on discipline and a safe and orderly campus. For such an environment to exist, it is necessary that students clearly understand what is expected of them and that teachers be involved in reinforcing student behaviors that demonstrate, above all, respect and consideration for the rights of others.

We are proud of our students and recognize that they will make every attempt to conduct themselves in an appropriate manner. With this in mind, the following broad set of expectations has been developed for all AOSR students.

- **Show respect for people and property**
- **Participate actively in learning**
- **Have a positive attitude**
- **Be responsible and honest**
- **Use appropriate language**
- **Promote school spirit and unity**

Every effort will be made by all staff to help students understand the expectations of AOSR and every attempt will be made to balance fairness with consistency.

These guidelines can be summarized as follows:

1. Students are expected to be civil to each other and to all teachers and staff members at all times. Use of profanity will not be tolerated.
2. Students are expected to be in class and to be there on time. Students are to remain on campus from 09:00-15:30 when school is in session.
3. Students are not allowed to smoke on the campus or school buses, at school sponsored activities, or in the immediate area of the school.
4. Students are not allowed to drink alcohol on campus or school buses. The use of alcohol at school sponsored activities is not allowed without special permission of the administration.
5. Narcotics, stimulants, depressants or other hallucinogenic drugs are not permitted at AOSR or during AOSR sponsored events at any time. Possession and/or use will result in immediate suspension with referral for expulsion. The use of narcotics is illegal in Italy.
6. Student-operated motor vehicles of any type (including scooters) are not allowed on the campus at any time.
7. Weapons, including but not restricted to, firearms, knives and toy weapons are not allowed on campus.

With these guidelines in mind and the use of common sense, every student can look forward to an enjoyable year as a member of the AOSR community. The remaining list of guidelines serves merely to detail these major expectations.

***BULLYING AND HARASSMENT POLICY***

Students are entitled to receive their education free from humiliation, oppression and abuse. Bullying and harassment have far-reaching implications for everyone in the school community, both directly and indirectly. The word harassment includes, but is not limited to, slurs, jokes, threats, displays of bigotry, and any other verbal, graphic, or offensive conduct relating to age, race, religion, color, sex, sexual orientation, national origin, citizenship or disability. This type of conduct can impact learning, damage the atmosphere of a class and even the climate of the school.

AOSR is dedicated to fostering an environment which promotes kindness, embraces differences between individuals, and displays respect for all including, but not limited to, gender, age, culture, race, religion and sexual orientation. Therefore, bullying, teasing, taunting, ridiculing or threatening conduct among students will not be permitted.

In a manner and style matching their developmental level we take an active role with all of our students to build an understanding about what harassment and bullying is, develop an awareness that it does hurt and teach small actions that we all can take to ensure that all at AOSR are treated with kindness and respect.

All AOSR students, faculty and staff have the responsibility for keeping the school environment free from harassment and bullying. Incidents of harassment or bullying behavior must be reported to school personnel (e.g., the student’s teacher, principal, school coordinator or school counselor) immediately. The school administration’s designee will then promptly investigate the situation and give each child involved due process. Any student found to have violated this policy will be subject to disciplinary action. Students will receive consequences that provide the clear message that harassment and bullying are unacceptable, but also provide support for them to learn the skills and acquire the insights that they are lacking.

***CELL PHONES AND OTHER ELECTRONIC DEVICES***

We are respectful and ethical digital citizens. Our use of equipment and electronic communication in and out of the classroom adheres to AOSR’s mission, rules, and Technology Use Policy.

Cell phone FAQs	Yes	Limited	No
Can bring cell phone to school? Must remain off during classes.	X		
Can use during breaks and lunch?	X		
Can use in class or library? With teacher permission only.		X	
Field Trips and Special Events? With teacher or organizer permission only.		X	

Students are permitted to bring cell phones to school; however, they must be turned off and put away during all classes and when in the library, unless express permission has been given by the teacher or librarian. If a student is using a cell phone during a class or in the library, faculty will confiscate the cell phone and turn it into the Principal. The cell phone will be returned to the student at the end of the day.

If a student needs to make a phone call during the school day, he/she should ask to use a school phone. Similarly, parents who need to contact their child(ren) should do so by calling the school.

Students are permitted to listen to music with headphones but ONLY outside of class time.

It is NOT recommended that students bring expensive portable electronic devices to school due to the possibility of loss or theft.

Under no circumstances may students use these devices in class, assemblies, the library, and other school activities without the prior consent of the teacher. In other words, if you are not sure that the teacher or librarian has given the ok, you are not permitted to use the device. There are legitimate educational uses for personal electronic devices and it is up to the discretion of the teacher or librarian to decide if the use of an electronic device supports the learning goals and activities taking place.

If a cell phone or electronic device is out and visible during a test or quiz the device will be confiscated and the student will receive an appropriate consequence as determined by teacher and principal.

### ***INSTANT MESSAGING, E-MAIL, AND SOCIAL NETWORKING***

Social Media has age limitations and students should not create accounts unless they meet age restrictions and have parental permission.

As responsible community members, we follow laws, school rules, and AOSR usage policies. We keep all communication respectful and we let our teacher and or parents know when we see or hear things that make us feel uncomfortable or unsafe.

AOSR strives to keep our community safe and respectful in and outside school time and may investigate and assign consequences for inappropriate behavior even if when an incident happens outside the school

### ***DRESS CODE***

AOSR believes there is a direct correlation between the quality of appearance and a sound educational program. Thus, students are expected to come to school dressed and groomed appropriately. The key to proper appearance is **MODESTY, NEATNESS and CLEANLINESS**. Beach attire, short shorts and mini-skirts are not considered appropriate. Students arriving to school inappropriately dressed will not be permitted to attend class until appropriate clothing is obtained. This may result in the student having to return home for more appropriate attire. The classes missed during this time will be considered unexcused absences.

1. Faculty may ask students to remove hats and hoods inside buildings (this includes baseball caps).
2. Clothing that advertises alcohol, drugs, or smoking of any kind, may not be worn at school.

3. Clothing that is printed with slogans or allusions that contain obscenities or biases of a racial, sexual, or political nature may not be worn at school.
4. Tops that expose the midriff are not permitted. Tops that are low cut are not permitted.
5. Pants must cover under garments.
6. Shorts and skirts are to be no shorter than mid-thigh (about where one's hands fall to one's side) and shorts must have an inseam of no less than 8 cm (4 inches).
7. Extremes in appearance will be monitored and receive appropriate follow-up from the administration.

### ***ASSEMBLY BEHAVIOR EXPECTATIONS***

All students are required to attend scheduled assemblies. Food and beverages are not permitted during assemblies. The use of cell phones, iPods or any other electronic device is prohibited. During assemblies, students are expected to:

1. Remain seated during a performance except in case of an emergency
2. Maintain polite and considerate behavior at all times
3. Direct their attention to the events on the stage and to show respect for performers.

### ***CAFETERIA BEHAVIOR EXPECTATIONS***

Mealtime provides a break from class and a chance to socialize with friends. To make this a pleasant experience for all, students are expected to eat and behave as they would at home or at a restaurant.

1. Students must line up to get their food in an appropriate manner.
2. Students are permitted to eat either inside or outside on the terrace provided that all trays, dishes, and silverware are returned and NO litter is left. Eating outside is a privilege that can be taken away if these rules are not followed.
3. Students may not eat in classrooms or chew gum anywhere on campus unless permitted to do so by the teacher.

### ***CLASSROOM AND CAMPUS ENVIRONMENT***

Students are encouraged to contribute to the appearances of their school by discarding trash in the appropriate containers and by avoiding graffiti and vandalism. Special work assignments will be issued to students who violate this regulation. Additionally, students will be charged for any damage to school property.

### ***FIELD TRIP POLICY***

Any student participating in a school-sponsored field trip must have written permission from his/her parents or guardian before the event. **To simplify and facilitate this process, parents will be asked to review and sign a "general field trip permission" form at the start of the school year. Students will then be given a field trip notice by the teacher/sponsor in charge of the trip as events are scheduled.** Students need to inform all their teachers of the planned activity and fill in the "Advanced Absence Form" which requires teachers to list homework or exams that will be missed during the planned activity. This includes school-sponsored activities such as music festivals, day field trips, sports trips, etc. Students who do not inform their teachers may be subject to forfeiting their right to make up missing work. Overnight trips will still require separate permissions sent home by the teacher/sponsor in charge of the activity.

Students participating in field trips serve as ambassadors from the school to the outside community. As such, their behavior when on a trip must be exemplary. School rules apply as well as school bus regulations. Students must remain with the group at all times.

### ***THEFT***

Students are reminded not to leave anything of value unattended in classrooms, hallways, locker rooms or study areas. Students should avoid bringing valuables or large sums of money to school. Students are advised to use their school lockers and gym lockers as needed to lock up belongings. **The school will not assume responsibility for any valuables lost or stolen.** However, AOSR will not tolerate theft. Students who are involved in stealing will be subject to suspension and/or expulsion.

### ***DRUGS AND ALCOHOL***

**AOSR is a DRUG-FREE campus.** Any student within the school campus or at school sponsored activities who possesses or uses any narcotic, stimulant, depressant, or hallucinogenic drug will receive an immediate suspension with investigation to determine further consequences. Any student who is caught selling any narcotic, stimulant, depressant or hallucinogenic drug will be immediately suspended and referred for an expulsion hearing. In addition, any student who is suspected of substance abuse will be referred to the School Nurse, Counseling Office and/or Principal. The school administration reserves the right to request a drug test if needed. In the event that this occurs, a parent conference will be held prior to the testing. AOSR reaffirms the prohibition of the consumption of alcohol on campus or on school sponsored trips by students.

### ***TOBACCO***

Students found smoking on or within 50 meters of the gates to campus or on school buses will receive a school consequence. Repeated failure to comply with this policy may result in expulsion.

## **VII. DISCIPLINE**

### ***PROGRESSIVE DISCIPLINE***

The Secondary School will follow the general steps listed below in dealing with discipline:

1. Verbal warning.
2. Second verbal warning.
3. One-hour detention and possible parent contact (depending on infraction).
4. Second hour of detention with letter to parent or parent meeting with principal.
5. In-school suspension and letter to parent (signature returned).
6. Second in-school suspension and parent meeting with principal.
7. Out-of-school suspension with mandatory parent meeting prior to student return to school.
8. Additional out-of-school suspension for up to five days and parent meeting.
9. Recommendation for cancellation of matriculation to Head of School.

### ***DETENTION***

One of the disciplinary measures that may be taken by the administration is the assignment of a lunch or after-school detention. Detentions may be assigned for tardiness, dress code violations, habitual disruptive

behavior, cutting class and other offenses at the discretion of the administration. Generally students are assigned a detention prior to receiving more serious consequences such as suspensions. Parents will be notified in writing of all suspensions and a parent conference will be scheduled before the child can return to class.

1. After school detention begins promptly 10 minutes after the dismissal bell from school. Students are to be in the detention room and seated by that time. The supervising teacher will be the sole judge as to whether a student is tardy to the detention room. Lunch detention begins five minutes into the lunch period.
2. Tardiness to detention will result in an additional period of detention.
3. There will be no talking, eating, drinking, gum chewing, listening to music, sleeping or moving around the room while serving detention. Students must do their homework or an in-class essay will be assigned.
4. Students who are assigned an after-school detention will not be allowed to attend athletic practices, games or other co-curricular activities if they conflict with the detention.

## ***PROBATION***

### **Academic Probation**

A student will be placed on academic probation for a period of one semester for any of the following academic deficiencies:

1. Academic grade point average of 1.70 or less for the preceding semester
2. Failure in two subject areas in a given semester.
3. Failure in one subject and grades of D in two or more subjects in a given semester.

A student who is on academic probation for two semesters may be recommended for dismissal. In addition, all students failing one or more courses during a quarter will be reported to the Counseling Office and the Principal. The counselor will meet with the student and his/her parents to determine possible reasons for the failure(s) and to make recommendations to the student and his/her teachers on a plan for improvement. Students on academic probation are not allowed to participate in after-school activities.

**Please note** that academic probation is based on semester grades while eligibility to participate in co-curricular activities (described above) is based on quarter grades. In addition, the GPA cut-off for academic probation is 1.7 while the GPA for eligibility to participate in co-curricular activities is 2.0.

### **Behavior Probation**

Students involved in major rules infractions or consistently in violation of school expectations may be placed on behavior probation. This means that the student may be prohibited from participating in co-curricular activities. Probationary status will be determined on a semester basis. Students and parents will be informed in writing and through conferences of the terms and reasons for the probation. Students failing to show the necessary improvements will be subject to progressive discipline including cancellation of matriculation.

## ***SUSPENSION AND EXPULSION***

Suspension and expulsion are considered to be legitimate responses to behaviors that fall outside school norms. Both suspension and expulsion will be used after other disciplinary methods have been tried, except in the following cases:

1. A student who fights will receive an immediate suspension.
2. A student who violates the policy on alcohol use will be suspended.
3. A student who violates the drug policy will require immediate parental involvement with suspension until further consequences are determined.
4. A student who uses a weapon against another student will face expulsion.
5. A student who engages in inappropriate social interactions with peers, for instance, repeated harassment of another student(s).

When a student is being considered for expulsion, he/she will be suspended while a written recommendation for expulsion is prepared and presented to the Head of School.

## **VIII. COMMUNICATION**

We strive to maintain close communication with students and parents regarding individual students and their classes as well as about school-wide information, events and all things AOSR. Teachers communicate through email, messages in agenda books, Google Classroom, PowerSchool and phone calls. We strive to respond to parent emails in a reasonable time frame, usually within 24-48 hours or sooner. Please do not hesitate to contact us whenever needed, using the helpful contacts guide starting on page 11.

We also use group emails to communicate important and timely information to students and parents as a class, grade or level. In the event of emergency, we will send bulk emails and text messages to keep parents and students informed.

### ***STUDENT PERSONAL INFORMATION UPDATE***

It is essential for the school to have each family's home, mobile and emergency telephone numbers and current home address and email address so that families may be notified immediately in case of an accident, illness or other emergency. ***Please provide this information and notify the Principal's Secretary as soon as possible when this information changes.***

### ***WHAT TO DO IF A STUDENT HAS A PROBLEM***

AOSR prides itself on the positive relationships it has between faculty, administration, students and parents. However, as in all relationships, problems will sometimes arise. Students with problems in specific classes should consider the following:

1. If you feel comfortable talking with your teacher, tell him/her exactly what your problem is and what you think you can do to help resolve it. Your teachers want to help you resolve problems.
2. If you are uncomfortable talking with your teacher, make an appointment to talk to the school counselors or area coordinators. They will help to clarify things between you and your teacher.
3. It is also a good idea to involve your parents. Your parents are welcome and encouraged to come to the school to meet with your teachers. Please ask them to call the Principal's Office to make an appointment prior to arriving at school.
4. If you have spoken to the person with whom you are having a problem, as well as a counselor, and the problem still is not resolved, then the Principal will become involved to ensure that school policies and procedures are being followed.

## ***COMPLAINTS AND GRIEVANCES***

Decisions made by AOSR personnel that students believe to be unfair or that seem to contradict policies or regulations of the school may be appealed to the Principal. However, in the interest of the safe and orderly management of AOSR, the school expects students to follow directions of the staff member first and follow up afterwards with concerns and questions. While AOSR wishes to emphasize our students' development in self-discipline and intelligent decision making, it must be clear to students that the school is not a one-person, one-vote democracy. Persons in charge of the school have special responsibilities that can be carried out only if their authority is recognized and respected.

This does not mean that students who feel they have been treated unfairly lack recourse. Most complaints and grievances can and should be settled at the level where they occur whether between a student and teacher or other AOSR employee with the assistance of the Counselor or Principal. AOSR administration will address student issues and concerns courteously and promptly.

## **IX. SUPPORT SERVICES and more...**

### ***BUS SERVICE AND REGULATIONS***

Transportation to and from school is available to all AOSR students. It is expected that students maintain appropriate and safe behavior at all times when riding school buses. If a student uses the school service, he/she must be prompt as the bus cannot wait for individuals. It is suggested that the student arrive at the bus stop a few minutes before its scheduled arrival time. Upon arrival at school, students may not leave campus.

The following is a list of bus regulations. If these regulations are not followed, the bus driver/monitor will report the offense to the appropriate administrator. Parents will be notified of the offending behavior and students may be suspended from riding the bus; at first, temporarily, and if necessary, permanently.

1. Students must follow the directions of the bus driver/bus monitor in a respectful manner.
2. Students are to use established pick-up points only.
3. Students are required to remain in their seats.
4. Students must not put their arms, hands, or heads out of the windows.
5. Students may talk but should do so quietly. Loud talking, swearing, rough play or fighting will not be tolerated.
6. Students are not allowed to eat, drink, or chew gum on the bus.
7. Smoking is not allowed at any time.
8. Riders are only allowed to get off the bus at their assigned stops.
9. Riders are requested to refrain from any action that may distract the driver. This includes gestures, making loud noise, the use of radios or speakers, throwing balls and inviting attention from pedestrians

and motorists. If the bus driver is distracted by students' behavior, he cannot pay strict attention to his driving. This poses a safety problem for all students on the bus.

10. Students are required to wear seat belts at all times.

All bus rules apply for every school-sponsored activity. Students taking the late bus at 17:15 must be on time for bus departure. **If a MS or HS student misses the late bus, he/she must arrange for his/her own transportation home. This may involve going to the Front Office and calling home. Younger students should go directly to the Main Office if they miss the bus.**

### ***FOOD SERVICE***

Elementary, middle and high school students eat during scheduled lunch blocks between 11:00 and 14:00. High school students have 40 minutes for lunch beginning at 13:25. Students may bring food from home or elect to purchase hot lunches provided by the cafeteria and Snack Bar. Food may not be eaten in classrooms, nor may students chew gum unless given permission by the classroom teacher. Each day the cafeteria offers two pasta/soup entrees, two meat or fish entrees, usually one egg entrée (vegetarian) and assorted vegetables. There is also a choice of a pizza, fresh salad, dessert, fruit and yogurt. Water and ice tea are the beverages available. The daily menu is posted at the beginning of the lunch line.

High school students have the opportunity to purchase coffee, yogurt, sandwiches (panini), fruits, and ice cream during their break times, after lunch and before and after school. The bar is open daily from 08:30 to 14:00 and from 15:00 to 16:00 (except for Fridays when it closes at 15:30).

In order to assure that the lunch line moves as quickly as possible, no cash is tendered at the lunchroom registers during lunch periods. Students purchase lunches by means of a "lunch account." Students have their school ID card scanned each time they purchase a food item. Each student receives a receipt with his/her name on it, and the credit balance remaining. Students may NOT pay with cash as this slows the line down too much. **Please make sure that there is money added to your child's account.**

Money is put in the student's account at the beginning of the school year (usually around €500). If the account needs to be recharged with money during the school year, students or parents pay the cashier in the cafeteria (not at cashier's office in the Villa) before school, after school or during their breaks.

### ***LOCKERS***

Each HS student will be assigned a locker and combination lock at the start of the school year. **To prevent problems, students should not share lockers, should not give their locker combinations to anyone else and should always make sure that the door of the locker is closed completely and locked. Money should not be left in lockers.** Losses or problems with lockers are to be reported to the Principal's Office immediately.

**The school administration reserves the right to inspect lockers at any time.** Students are not permitted to write or place stickers on lockers – outside or inside. Anyone writing on or vandalizing lockers will receive disciplinary action and will be expected to pay for damages. While contents of lockers will be considered the personal belongings of the student, the school's expectation is that lockers and the locker area will be kept neat. Fines will be assessed for damage to lockers during the school year. Additionally, any student with a broken locker or one which requires replacement of parts and/or excessive cleaning will be asked to refund damaged parts.

**To prevent loss or theft, students must not leave book bags or personal belongings unattended anywhere on the school campus.** All personal belongings are to be kept in lockers. Nothing should be left on the floor, in hallways, in the cafeteria, on playing fields, in the P.E changing room, etc. As a general rule, please avoid bringing valuable electronics or excessive amounts of money to school. Time spent on issues of loss distract from the larger educational purpose.

**REMINDER:** Locker combinations are private and should NOT be shared with anyone.

## ***LIBRARIES***

**Library hours:** Monday–Wednesday (8:30 to 16:45), and Thursday-Friday (8:30 to 15:45).

The AOSR libraries seek to implement, enrich and support our innovative educational program through access to resources and development of curriculum; and to improve reading and research skills through collaboration and traditional library education practices.

### **About the Secondary Library**

Students use the Secondary Library during their Study Periods for study, research and pleasure reading. The Secondary Library's collection aims at responding to the needs of our multicultural student population, however, the emphasis is in support of our American curricula. The collection consists of about 10,000 volumes supporting the core programs and pleasure reading interests.

The main goal of the Secondary Library is to facilitate the development of student's research skills. In support of this goal, the Secondary Library subscribes to databases such as EBSCO, Questia and Discovery Education in order to train students in the use of reliable sources and develop citation skills to avoid plagiarism. The Library Media Specialist collaborates with teachers in training students in developing research skills by recognizing reliable information and citing it properly using citation engines such as Noodle Tools.

Students can schedule individual session with the Library Media Specialist during their Open Periods to learn/review research and citations skills.

### **Check out of Library Materials**

**Books** may be checked out for two weeks. Books can be renewed for another two weeks by notifying the Library Media Specialist by email or in person. Failure to return books on time will prevent a student from receiving his report card or transcripts and from checking out other books from the library. Students with overdue books will not be permitted to check out items from the library until their overdues are returned.

### **Equipment**

Students are not allowed to check out equipment (cameras, video cameras, etc.) from the library.

### **Lost or Damaged Books:**

Students are responsible for books checked out from the Secondary Library and need to return them in pristine condition. Damaged or lost books need to be replaced at the student's expense. If students have overdue books, the Library Media Specialist will inform them by email. For long-term overdue books, parents will be called by the Library Media Specialist and be informed that the book needs to be promptly returned or replaced. If a book(s) are not returned by the end of the school year, the family will be charge a fee of €20 for each lost book.

### **Use of the Secondary Library**

Four computers are available to faculty and students on an Open Period. Students in regularly scheduled classes are not allowed in the library without a note from the teacher and approval of the librarian.

### **Secondary Library's Rules**

As in classrooms, cell phones are not allowed without the express approval of the librarian and should be used for work related to classes. Listening to music or streaming videos that are not related to class work is also not allowed.

The Secondary Library provides an environment conducive to learning to both students and faculty. In order to make this a reality it is important to keep voices low, use respectful language. Offensive language is not allowed in the library. The Secondary Library Media Specialist monitors student's use of computer and other electronic devices to assure that what is viewed is appropriate and related to school work.

Behavior that does not conform to what is described above will be reported to the Principal's office and may result in the temporary suspension of library privileges.

Personal belongings such as garments, personal computers etc. should not be left unattended in the library. Found items will be brought to the principal's office. AOSR is not responsible for items left in the Secondary Library.

### ***GUIDANCE AND COUNSELING***

The AOSR Counseling Department is designed to help all students develop their educational, social, career, and personal strengths in order to become responsible and productive citizens. This program takes into consideration the special needs of the international student, specifically addressing the issues of cultural and language differences as well as students from the host country.

### ***LOST AND FOUND***

Lost and found textbooks will be sent to the appropriate teacher to be reclaimed. All other lost items may be turned in or claimed in the Principal's Office. All lost and found items not claimed within 24 hours, will be transferred to a location outside of the elementary school Principal's office. Ultimately, unclaimed items will be donated to charity at the end of the year or donated for sale to the PTO Boutique.

**To prevent loss or theft, do not leave books bags or personal belongings unattended anywhere on campus. Personal belongings are to be kept in lockers.** Nothing should be left on the floor, in hallways, in the cafeteria, on playing fields, or in the changing rooms. HS students are issued school lockers with combinations to keep their personal items. Locker combinations are private and should NOT be shared with anyone. AOSR is not responsible for loss or theft of personal belonging on campus.

### ***TEXTBOOK LOANS***

Each teacher distributes textbooks for his/her courses. These are to be returned at the end of the course. Fines or replacement costs will be assessed if books are damaged or lost. Any student who loses a textbook during the school year will pay for its replacement before being issued a second text. If the lost book is

found, the replacement cost will be reimbursed to the student. Students will not receive their Report Cards at the end of the year if they have not returned school textbooks or paid for lost books.

### ***FOOD IN CLASSROOMS***

As a general rule, food is not allowed in classrooms. The exception to this rule is when a teacher request has been given permission by the office because of a particular lesson on cuisine, not for a special occasion or celebration. The teacher will closely monitor this activity.

### ***ANIMALS ON CAMPUS***

For safety and cleanliness, animals are not allowed on campus at any time.

## **X. HEALTH SERVICES**

### ***SCHOOL NURSE***

The role of the School Nurse is to ensure that students are in optimal health to achieve academic success. The responsibilities of the School Nurse are to promote good health practices, provide first aid for minor injuries or emergencies, monitor illnesses and provide health counseling and information as needed. Students who are sick and unable to function in the classroom will be evaluated by the School Nurse and sent home if too ill to stay in school. Parents will be called and expected to pick up their child in a timely manner. If a parent can't be reached, the emergency contact, as designated on the **Annual Health Form** by the parent, will be contacted and arrangements made for the student.

#### **Please note the following guidelines:**

1. Students must have a **pass** to go to the health office which they can obtain from their teacher.
2. **A note is required from the parent or guardian if a student is to be excused from physical education.** Any student wearing a cast, brace, splint or using crutches will not be permitted to participate in physical education classes. **A written note from a physician is required to resume normal activities.**
3. If a student has an elevated temperature above ~99.5 F or 37.5 C, has a generalized rash indicative of a communicable disease, persistent cough, has vomited more than once, or has diarrhea, he/she will be sent home.
4. A student returning from an absence due to an infection or contagious disease i.e. strep throat, scarlet fever, pneumonia, impetigo skin infection, pink eye etc. is required to have a doctor's note.
5. If a student is absent for more than **5 consecutive days** due to illness. This certificate must be turned into the principal's office on the first day that the student returns to school.
6. If an illness or emergency arises serious enough for further medical attention, parents will be notified to pick up their child. Depending on the severity of the situation, the student may be immediately transported to the closest hospital by school personnel or ambulance while the school contacts the parents to make them aware of the situation.

7. Students with significant health needs may need special arrangements for overnight trips. If there is a reasonable expectation of a need for overnight monitoring or interventions, if the student may have needs that might take them away from the trip itinerary, or if a lack of immediate intervention may have serious health consequences, the nurse may require a parent or personal attendant to accompany the student on overnight field trips. Please see the school nurse well in advance of any trips to make appropriate plans.

### ***MEDICATION AT SCHOOL***

All medications must be kept in the nurse's office. The administration of medications by the school nurse requires a signed form that can be provided by the school nurse or can be obtained going on the *Official American Overseas School of Rome's* website under "Student Life-School Nurse".

For **Prescription Medications**, the form must be filled out by the health care provider and a written parent/guardian consent is necessary.

Remember that any medication sent in must be in its original container and clearly marked with the student's name. Parents will be notified to pick up any medication that is left at the end of the school year.

For the administration of **Non-Prescription Medications/Over the Counter (OTC) Medications**, on campus, the specific form must be filled out and returned to the Nurse's Office.

Medication that a student takes frequently such as for migraine headaches, seasonal allergies, severe menstrual cramps, etc., should be provided by the parents for their student's needs to insure that the student receives his/her appropriate medication in a timely fashion. The Health Office has a very **limited** supply of over-the-counter medication for an occasional common headache, fever or stomachache that is only given with parental permission. In the event that a student needs to carry his/her medication for any reason, such as an inhaler for asthma or an Epipen for allergic reactions, please consult with the school nurse so she is aware.

### ***IMMUNIZATIONS AND ANNUAL HEALTH INFORMATION***

A photocopy of your child's **immunization records** must be placed on file in the Health Office. An **annual physical exam** is mandatory for participation in after school activities or sports.

By law, the health office is required to have a copy of current immunization records that follow the Italian immunization schedule. Please consult with your physician to ensure that your child is up-to-date with his/her immunizations and to be aware of other recommended vaccines such as Meningitis and HPV.

10 vaccines are currently mandatory in Italy:

- **POLIOMYELITIS (IPV)**
- **DIPHTHERIA-TETANUS- PERTUSSIS (DTP)**
- **EPATITIS B (HEP B)**
- **HAEMOPHILUS INFLUENZAE (HIB)**
- **MEASLES- MUMPS- RUBELLA (MMR)**
- **VARICELLA** (for those born 2017 onward)

Parents are asked to fill out an **Annual Health Information Form** at the beginning of each school year for each of their students.

This will help the School Nurse stay abreast of any health concerns and provide her with current emergency contact numbers which are important for the health and safety of your child while at school.

### **Pediculosis (Lice) Policy**

The management of head lice within the school setting has been changing over the last few years due to evidence based practice that states: 1) head lice should not disrupt the educational process as there is no contagious disease associated with it and 2) classroom wide screenings have not led to a reduction of the incidence of head lice in the school setting. If a teacher notices that a student is scratching their head a lot, they will be sent to the nurse who will evaluate for the presence of head lice and/or the presence of nits (eggs). If a child has lice, the parent will be notified and the student will go home at the end of the day, receive treatment that evening and return to school the next day. It is essential that the child be treated with the lice shampoo and nit-combing at home that evening, and a second re-treatment be done in 7-10 days to kill any newly hatched lice. Parents might consider treating siblings at the same time, particularly if they are in close contact. It is very important to also wash and treat bedding at home at the same time. For further inquiries regarding AOSR's lice policy, feel free to stop by the health office.

## **XI. EMERGENCY PROCEDURES**

Fire and emergency evacuation drills are scheduled regularly. Classroom teachers will give students specific instructions. All staff members have copies of the AOSR Emergency Procedures Handbook. Details of the procedures are not made available to parents or the public for reasons of security. A parent on campus at the time of a drill or actual emergency is required to follow the directions from school personnel.

### **Intermittent Wailing Siren indicates an Evacuation:**

Immediately evacuate classrooms closely following the teacher's instructions. ES/MS/HS teachers will guide students to designated areas: MS and HS on the tennis courts and ES on the soccer field.

### **Steady Tone Siren indicates a LOCKDOWN Procedure:**

If the Head of School or principal receives an indication of a likely or actual intruder with the potential to threaten the safety of students, faculty and staff she or he will initiate a Lockdown Procedure.

Students are to stay in their classrooms. Teachers will immediately lock their doors, pull all blinds and shades and ask students to move away from windows and doors. Once the doors are locked no one should be admitted and the door will be opened only after the Head of School or Principal comes to the door and clearly identifies him or herself and gives the all clear code.

Any student not in class anywhere on campus should immediately proceed to the nearest classroom or office.

All students in the gym should sit on the main floor against the wall under the balcony and all doors to the gym, including those in the weight room, will be locked and secured.

## XII. TECHNOLOGY ACCEPTABLE USE POLICY

**AOSR uses technology to support the school mission. This policy is intended to ensure we are all safe, responsible, and ethical digital citizens.**

**Privacy and Safety.** Personal information should not be shared without consent. Sharing student personal information requires parent/adult consent. Students should not share personal information (address, telephone numbers, etc) online. Users should never agree to meet someone they have met online without adult supervision and appropriate safety precautions.

**Bullying and Harassment.** Users are not to send email, post to social media, distribute images or video or any other content that denigrates, insults, humiliates or shames anyone. Engaging in these behaviors is unethical and completely contrary to AOSR's mission and beliefs. Engaging in these behaviors will result in consequences outlined in the student/faculty handbook.

**Usage.** All technologies (including internet connectivity) are intended for educational and professional purposes and your use of them should reflect coursework, our mission, and specific projects. AOSR does not support the use of the school's bandwidth for personal entertainment or commercial use.

**Fair Use & Plagiarism.** Users are expected to observe and respect copyright in all of their work. Only original work should be presented as a user's own, and all sources and collaborators (AOSR users or otherwise) must always be acknowledged and cited. Users are expected to demonstrate academic honesty and integrity at all times.

**Downloads.** Users may not download files (music, video, images, documents) unless directly related to their work or classes. Users may not share files via torrent sites. Students may not download apps, updates or other software onto school devices unless specifically directed by a teacher or AOSR tech staff.

**E-mail.** AOSR supplies users with email addresses (\*@aosr.org). Users should use these email accounts carefully, including avoiding downloading files (as above) and following [AOSR Email Guidelines](#). All communication should be respectful and safe. In most cases, AOSR accounts will be removed 60-90 days after a person leaves our community.

**Web.** All sites and content accessed via school bandwidth and or equipment should be appropriate for a respectful and safe environment. Internet access at school may be monitored or blocked with that end in mind.

**Equipment.** Users are expected to use computers, tablets, cameras and all other equipment carefully and responsibly. Equipment is loaned to users individually and users are responsible for its safe and timely return as well as any damage that may occur. This responsibility includes repair or replacement cost as needed.

**Personal Devices.** Users assume all risk (including loss or theft) for personal devices used at school and are expected to follow the AOSR Technology Use Policy. Use of personal devices may be limited during certain courses, times, projects, or locations.

**Venues.** Other expectations and guidelines may be in effect for particular locations, such as the classrooms, libraries, field trips, sports events, presentations, etc. Users are expected to follow these at all times and ask

questions if they are uncertain.

**Taking Responsibility.** Mistakes will be made. Users are expected to acknowledge their mistakes, report any problems or issues to staff and to make changes in their behavior and use of technology to meet these expectations. Openness, not secrecy, is the expectation.

**Consequences.** AOSR endeavors to help users learn to use technology safely, responsibly, and ethically. We expect that users will act responsibly at all times both on and off campus. Users will ask for guidance if they are unsure about any aspect of acceptable use. Failure by users to observe the policies above will result in loss of privileges and/or other disciplinary actions outlined in the student/faculty handbooks.

### **CONSEQUENCES FOR INAPPROPRIATE USE CAN INCLUDE:**

Students who violate the AOSR Technology Acceptable Use Policy will face consequences that may include, but are not limited to:

- Detention
- Verbal warning
- Revocation of network privileges
- Alternative Learning Program
- Suspension
- Expulsion
- Report to police

### **XIII. ACCIDENT INSURANCE POLICY**

In the unlikely event that your child is injured during the school day (9.00 -15.30), after school (15.30-17.00) or during school and sport trips, AOSR's accident insurance policy, signed by the school with SAI insurance company, covers the following:

1. Hospitalization: € 50,00 per day
2. Plaster/Cast: € 20,00 per day (starting from the 8<sup>th</sup> day and for a maximum of 40 days)
3. Medical expenses (doctor's and surgeon's fees, diagnostic exams, medication, and hospitalization): up to a maximum of € 5.000,00 less € 50,00 deductible.
4. Dental treatment: up to € 1.000,00
5. Vision treatment: up to € 1.000,00
6. Purchase of lenses: up to € 250,00
7. Loss of school year because of extended absence due to injury, as specified above: up to € 2.000,00
8. In the event that your child is injured due to an accident, please submit all medical invoices paid by you as soon as possible, including the medical certificates that state the specific diagnosis and the injury.

All documentation provided by you will be sent to the insurance company. As soon as the reimbursement process is completed, SAI insurance company will notify you directly.