

# MIDDLE SCHOOL HANDBOOK

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AMERICAN  
SCHOOL  
OF PARIS



# WELCOME

Our Middle School is a dynamic and inspiring community. We believe that with the appropriate level of challenge and support, middle school students can reach their potential as learners and as people. The purpose of the MS Handbook is to highlight some of the ways in which we achieve our goals and to establish a common framework and language for our work together.

## MISSION AND BELIEFS

The American School of Paris is a vibrant, international, family-oriented community. Our mission is to inspire and prepare every student to achieve personal and academic excellence as an engaged global citizen by providing a challenging, innovative program within a compassionate environment.

### **We Believe That:**

- Every person has equal worth.
- Honesty and integrity are central to all we do.
- Individuals are responsible for their choices and actions.
- We best meet the needs of learners when we understand them as individuals.
- Through hard work and determination individuals can achieve their potential.
- Every member of a community has the responsibility to contribute to the greater good.
- Seeking to understand diverse cultures, ideas and practices enriches a community.
- A culture of high expectations and striving for excellence leads to higher achievement.
- Learning is a continuous lifelong endeavor.
- Great schools nurture passion, curiosity, creativity, self-expression and joy.
- Going beyond the familiar and taking risks stimulate growth, innovation and self-discovery.
- In a rapidly changing world, achieving excellence demands commitment to continuous improvement.
- Everyone shares responsibility for our global community and environment.

# MS COMMUNITY VALUES

In Middle School, we strive to create a joyful learning environment where students and teachers feel a responsibility for one another. We build meaningful connections, embrace diverse perspectives, and support each other. The values of Integrity, Compassion, and Respect guide our interactions and decisions; they help us build a community where all members can thrive.

**Integrity:** We act honestly and responsibly so that others have confidence in what we say and do.

**Compassion:** We act with kindness and a willingness to help others

**Respect:** We show that we are aware of and care about ourselves, each other, and our environment.

## THE SCHOOL DAY

School opens at 8:45 a.m. with a 10-minute advisory session.

There are four 70 minute blocks per day. Over the course of two days, students will complete a full cycle of 8 courses which include: English, Math, Science, Social Studies, French, PE/Health, two elective choices or EAL / Learning Support.

There is a 35-minute flextime each afternoon. This block is dedicated to the following: assembly, advisory, and study hall time (SCORE).

Students are dismissed at 3:30 p.m. Students may stay after school to complete homework, do research in the library, or participate in an organized club or sport.

Below you will find a visualization of the daily schedule.

8:45–8:55	Morning Advisory
9:00–10:10	Block
10:10–10:15	PASSING TIME
10:20–11:30	Block
11:30–12:20	LUNCH
12:25–1:35	Block
1:40–2:15	Flex Time
2:20–3:30	Block

# ACADEMIC INFORMATION

## BASICS OF REPORTING AND EVALUATION

We will provide feedback in two domains in our reporting system:

1. **Learning Habits and Attitudes** are the dispositions that students bring to the learning environment. They encompass the behaviors that are vital to success such as responsibility, collaboration, agency and resiliency. Students will receive ongoing feedback and evaluation of how well they are meeting expectations for learning habits. Our Learning Habits and Attitudes Descriptors will be used to determine the level of attainment at the end of the semester.
2. **Academic Achievement** refers to what a student knows and is able to do in reference to clear and transparent academic standards. The primary purpose of assigning an academic grade is to effectively communicate student achievement toward those standards at a certain point in time through formative and summative assessment. Our Academic Achievement Descriptors will be used to determine the level of achievement at the end of the semester.

## GRADING PROCEDURES FOR ACADEMIC ACHIEVEMENT

### FORMATIVE AND SUMMATIVE ASSESSMENT

In each class students will have both formative and summative assessments. While only the summative assessment will be used to determine the final grade at the end of the term, formative assessments remain a critical piece of the learning process. It is impossible for a student to be successful on summative assessments without completing formative tasks and receiving feedback along the way.

### REPORTING SYSTEM

Our reporting system includes a mixture of the following elements:

- Report cards twice a year
- Ongoing feedback on formative and summative assessments
- Self-assessment and peer feedback
- Conferences
- Student showcases
- Standardized test scores
- Teacher feedback on specific assessments
- Digital Portfolios (when appropriate)

### SUBMITTING LATE WORK

When a student does not meet an assignment deadline, the student may be asked to attend a Supervised Support Session (SSS) during flextime in order to provide a structured environment for the work to be completed. Arrangements are made between the student and teacher.

For a student who does not complete an assessment (after SSS and other resources have been offered), the student will receive an "IE" for "Insufficient Evidence" until the assessment is complete. In those cases an "IE" will be entered as the student's final grade and the student may not receive credit for the course.

Alternatively, teachers may arrange a new deadline with the student. Students who inform teachers before the deadline that they are having problems or who have genuine mitigating circumstances may be given extensions at the teacher's discretion.

## REASSESSMENT GUIDELINES (SUMMATIVE ASSESSMENTS)

The purpose of re-assessment is to give the opportunity to students to apply feedback in the learning process and improve their achievement.

Re-assessment will be available to students in the following circumstances: 1. Students who have not met the basic standard (Beginning or Insufficient Evidence). 2. Students who achieve Developing or Meeting Expectations and would like to move to the next achievement level.

Any student who reassesses must demonstrate a full completion of formative tasks or practice as determined by the teacher.

The following conditions apply to all re-assessments:

1. Students may not re-assess more than once for the same assessment task unless a teacher requests the re-assessment.
2. Re-assessments occur outside of class time.
3. Re-assessments may be completed on sections of major assessments or in relation to specific standards at the discretion of the teacher. Therefore, re-assessments may look differently for different students.
4. The timing of a re-assessment opportunity is determined by the teacher (usually within two weeks of when the initial assessment is returned). A student who is absent from a scheduled reassessment will not have the opportunity to make-up, unless there is a justified reason for the absence. (Optional travel is not a justified reason.)
5. There is no re-assessment in the last week of the semester unless requested by the teacher.

# SYSTEM OF EVALUATION

## ACADEMIC ACHIEVEMENT DESCRIPTORS

<b>Meeting Expectations</b>	<p><i><b>The quality of student work meets the expected level</b></i></p> <p>Student work demonstrates a <b>solid</b> understanding and application of the required knowledge, skills and/or concepts. Work exhibits:</p> <ul style="list-style-type: none"> <li>● <b>Competent</b> analysis, synthesis and evaluation</li> <li>● <b>Some</b> original thinking, creativity or insight</li> <li>● <b>Relevant</b> application of learning in familiar contexts.</li> </ul>
<b>Developing</b>	<p><i><b>The quality of student work approaches the expected level</b></i></p> <p>Student work demonstrates a <b>basic</b> understanding and application of the required knowledge, skills and/or concepts. Work exhibits:</p> <ul style="list-style-type: none"> <li>● <b>Some</b> analysis, synthesis and evaluation</li> <li>● <b>Limited</b> creativity or insight</li> <li>● <b>Basic</b> application of learning in familiar contexts</li> </ul>

<b>Beginning</b>	<i>The quality of student work is below the expected level</i> Student work <b>does not yet</b> demonstrate a <b>sufficient</b> understanding and application of the required knowledge, skills and/or concepts.
<b>Insufficient Evidence</b>	There is <b>insufficient evidence</b> to evaluate the level of student work.

## LEARNING HABITS AND ATTITUDES

The following habits and attitudes are aligned to our core values and hold equal weight to academic achievement in our reporting system. Students will receive ongoing feedback according to each descriptor and each class will also develop more specific details that flesh out what these descriptors mean in each discipline. Here is the [student facing rubric](#) that helps students identify strengths and areas for growth. We will use the following scale to identify the level of proficiency in these habits/attitudes:

- Meeting Expectations (Consistently shows habit/attitude)
- Developing (Usually shows habit/attitude)
- Beginning (Rarely shows habit/attitude)

<b>Learning Habit/Attitude</b>	<b>Descriptor</b>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>● Demonstrates respect for others</li> <li>● Contributes positively to class activities and group work</li> <li>● Inclusive of others and open to different ideas and perspectives</li> </ul>
<b>Agency</b>	<ul style="list-style-type: none"> <li>● Takes an active role in the learning process</li> <li>● Generates new ideas and asks questions</li> <li>● Exhibits curiosity</li> <li>● Self-advocates when necessary</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>● Arrives to class prepared and on time</li> <li>● Organizes materials and manages time effectively</li> <li>● Meets behavioral expectations</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>● Perseveres in the face of setbacks</li> <li>● Takes risks and challenges one's self</li> <li>● Views mistakes as part of the learning process</li> <li>● Is open and responsive to feedback</li> </ul>

# **POWERSCHOOL**

All assessments and report cards are available online. Students and parents are encouraged to monitor assignments and progress toward their goals throughout the semester by using the online platform.

## **STANDARDIZED TESTS**

Students take the [MAP Test](#) (Measures of Academic Progress) in both the fall and the spring. These tests measure individual growth and achievement in mathematics, language usage, and reading.

## **ACADEMIC PROBATION**

A student may be placed on Academic Probation if there is a report card grade of Insufficient Evidence in one class or Beginning in more than one class. Probation is a serious warning. If a student remains on academic probation for more than one term, they are in danger of not being promoted to the next grade level.

## **COMMUNICATION WITH PARENTS**

For a student to be successful, parents and teachers need to be working in harmony. We promote communication in a variety of ways:

- PowerSchool: This platform is where report cards, attendance, and other information are housed.
- Schoology: This online academic information system features all student assignments, daily class information, and feedback on assignments
- MS Back-To-School Night at the start of each year provides an opportunity for teachers to introduce to parents important aspects of their courses.
- Email: Teachers and parents engage in email correspondence whenever necessary.
- Conferences allow for face-to-face communication between advisors, teachers, students and parents. We have two conferences a year, one led by the advisor and one led by the student.
- Report cards are issued at the end of each semester - in January and in June.
- The ASP Newsletter is sent to parents via e-mail each Wednesday.

## **ATTENDANCE**

Success in the academic program in the Middle School depends on regular and punctual attendance. Our educational philosophy places high value on the learning process during these formative years, and students need to be active participants in their classes to achieve the maximum benefits of an ASP education.

We realize, however, that there are some times in which students cannot be in school. ASP trusts that parents will remove their children from school only when absolutely necessary; therefore, all parent-approved absences are deemed "excused."

To help ensure the safety of our community, it is very important that parents email the MS Office if their child will be absent, arrive late, or leave early.

Projects, papers and homework must be turned in directly to teachers as arranged. Missed tests and quizzes must be made up during the pre-arranged time.

If a student is absent from school, then that student will not be allowed to participate in after-school or evening school events on the day of the student's absence unless otherwise mutually arranged by school and home.

## **EXTENDED ABSENCES**

Lengthy absences (more than three days) should be reported to the Director and Counselor, who will help develop a make-up plan that is fair to the student and teachers.

Teachers and administrators recommend that, whenever possible, trips and home leave be planned to coincide with school holidays. The student is responsible for making up the missed work. In all cases of extended absences students are expected to get an Absence Form from the Middle School office in advance of their absence and complete this form when they meet with their teachers to set a make-up schedule. Note: The school does not take responsibility for diminished achievement resulting from a student's extended absence.

## **SCHOOL COMMUNITY AND CONDUCT**

Students at ASP are expected to conduct themselves, both on and off campus, in a manner which reflects well on themselves, the school, their families, and their countries. They should maintain standards of conduct that model the school's mission statement and core beliefs. The Head of School and/or the Director reserves the right to take appropriate disciplinary action in the case of a violation of these standards.

### **DISCIPLINARY PHILOSOPHY**

Our ASP school community works together to continuously create and improve an environment where citizenship is a priority and where we strive to mutually support each other through our conduct. As a community, our priority is to create a safe and joyful learning community where all students feel a sense of belonging.

Our Middle School Community Values - integrity, compassion, and respect - are established for the safety and well-being of all students in our school. These values guide behavior and apply in school, on school grounds, on school buses, and at school-related activities.

When a student acts in a way that is not in keeping with our community values and norms, the School works to turn mistakes and lapses in judgment into learning opportunities. We respond to student misbehavior with appropriate, logical consequences. The Middle School takes a restorative approach to behaviour management. Our priority is to help students understand their behavior and its impact on themselves, their peers, and the community; thereby, teaching them how to make better decisions in the future. The goal is to help students to understand what went wrong, who was impacted, and how they can engage in more positive behaviour in the future.

Logical consequences help students learn clear limits, understand how their behavior impacts themselves and others, and assists them in developing their sense of self-control and internal motivation. When implemented, the logical consequences are respectful, related to the misbehavior, and realistic, so as to ensure that students see the consequences as an opportunity to learn.

When assigning logical consequences, the gravity of a student's misbehavior and any previous incidents will be considered. Each student and situation is unique, therefore, it is important to consider the entire picture when considering a response. If a student misbehaves in the classroom, the teacher will initiate appropriate logical consequences to correct the observed behavior. The teacher will work cooperatively with the student, parents,



and counselor to assist the student in understanding their responsibility in changing their behavior. Any repeated or more serious behavior incidents are referred directly to the Middle School Director.

Depending on the nature of the misbehavior, the school may pursue the following avenues:

- Telephone call to parents or guardians
- Loss of a privilege
- Repairing the situation by making amends with those who were negatively impacted by the student's actions
- Removal from the space where the negative behavior occurred to reflect on the situation and on more effective ways to engage in positive behavior
- Conference with student and/or parents/guardians
- Reflection time with the advisor, counselor, or Middle School Director
- Community service

If the student's behavior poses a risk to their safety and/or the safety of their peers, the school may pursue the following avenues in addition to those listed above:

- Removal from activities or trips
- After school/Recess reflection time
- Behavior contracts
- In-school suspensions

Serious transgressions may result in immediate suspension or expulsion from school—some specific examples include:

- Harassment, physical or verbal
- Cyberbullying
- Stealing
- Vandalism or destruction of property
- Bringing a weapon of any kind to campus
- Use of tobacco, including e-cigarettes, drugs, or alcohol on campus

## **MIDDLE SCHOOL DRESS**

We operate on the premise that students can and should be able to choose their own clothing. ASP has no uniform policy; however, students are expected to dress appropriately for school. The expectations for appropriate dress are that students will:

- Wear neat and clean clothes
- Avoid clothing that displays offensive and / or developmentally inappropriate words, pictures or slogans
- Ensure that undergarments are not visible
- Ensure that shirts, skirts, and shorts are of the appropriate length
- For PE class, wear clothing conducive to movement and safety - e.g., t-shirts, tennis shoes and socks, and shorts or sweatpants / warm-ups. (Jeans and cargo pants are not considered appropriate.)

# **THE 1:1 LAPTOP PROGRAM: MS DIGITAL CITIZENSHIP**

At ASP we believe that every child must learn to be a safe and responsible digital citizen and an effective, independent digital learner. Technology has become an indispensable part of so much that we do; and while we know that children take quickly to technology, there are vital skills that they need their parents and teachers to help them learn. For

example:

- How to keep themselves safe and manage their online digital identity and 'footprint'
- How to use technology responsibly and be good digital citizens, respectful of others and their creative work
- How to do effective research and find the information they really need from the vast amount of content available
- How to evaluate sources and appropriately acknowledge those that they use
- How to synthesize and create their own original work
- How to present and publish their work using the most effective media and tools
- How to manage and maintain the technology they use; look after a computer, backup their files, get connected to networks, etc.
- How to decide when to use technology, and when to use other resources and tools.

The ASP Middle School Laptop Program enables us to tap into the benefits of technology for student learning by ensuring that it is readily accessible whenever it is needed. It increases teachers' capacity to provide for individual learners' needs. It provides a safe and structured environment for students to become responsible users of technology. It expands the potential for creative and constructive use of technology by opening students' minds to a wider range of applications and resources and helping them gain the skills needed to explore them.

This program is an essential component of ASP's strategies to fully equip students to survive and thrive in the digital 21<sup>st</sup> century.

## **LAPTOP USE AGREEMENT**

The following guidelines have been designed to help students use their Macbook successfully as a tool for education. The guidelines are broken up into three categories:

- Safety and Care
- Effective Engagement in Learning
- Respectful and Ethical Behavior

When students do not follow any of the expectations listed below, their teachers will document those events on a common record. Any serious infractions, or repeated behavior that interferes with safety or the learning environment will result in a laptop being taken away at the end of the day, parents being notified, and other possible disciplinary consequences.

## **LAPTOP SAFETY AND CARE**

1. I will come to school with my computer fully charged.
2. I will carry my computer zipped in its case when transported to and from school.
3. I will use my computer only in classrooms and other collaborative spaces, not in the cafeteria, on the field, or while traveling to and from school, unless directed by a teacher.
4. I will keep my computer in my possession or in an appropriate, safe place at all times. This means that during lunch, PE or after school, I will store my laptop in the laptop locker. At all other times at school, I will keep my laptop with me.
5. If I have a problem with my laptop, I will take it to the Help Center as soon as possible.
6. I will return the computer at the end of the year in its original state. Any stickers or adhesives will be removed.

## **EFFECTIVE ENGAGEMENT IN LEARNING**

7. In class, I will open and close my laptop when the teacher instructs me to do so.
8. During class, when using any computer device, I will use only the applications and websites approved by my teacher.
9. I will not chat or send email during classes unless instructed by my teacher.
10. I will not let anyone else use or borrow my laptop unless instructed by the teacher.
11. I will not install personal games or applications on my laptop without approval.

## **RESPECTFUL AND ETHICAL BEHAVIOR**

12. I will not reconfigure or change the settings of someone else's computer.
  13. I will not use anybody else's password to gain access to their private information or accounts.
  14. I will not willfully delete or alter someone else's work or photos when working with others on a shared document.
  15. I will not engage in cyberbullying, either actively or passively.
  16. I will not cheat or plagiarize, paying particular attention to class guidelines about AI platforms.
  17. I will not post or send videos or photos of anyone without their permission.
- For a full explanation of our laptop program, please refer to our Laptop Program Handbook on the school website.

# **MIDDLE SCHOOL SUPPORT SERVICES**

## **THE ADVISORY SYSTEM**

The advisory system is the heart of the Middle School. The advisor works with a group of 12-15 students throughout the year in homeroom and serves a variety of roles:

- to get to know each student especially well
- to be a person students can turn to in case of difficulty;
- to foster self-esteem and positive social relationships, especially within the advisory group;
- to follow academic progress by keeping in contact with the other teachers;
- to work with the other teachers to help students if they are having academic or social problems;
- to be the key link between a student's teachers and parents;
- to help students develop good social skills, such as learning to make friends, deal with frustration, and resolve conflict;
- to help students learn to deal with the emotions and potential difficulties found in maturing, formulating values, and making decisions;
- to create a better understanding of the world we live in by discussing current problems;
- to inspire students to develop a sense of responsibility within the school and the global community.

In September, advisors and advisees experience an Outward Bound team-building trip together. These week-long adventures help students make connections with one another, step outside their comfort zone, and set a positive tone for the year. Especially for our new students, these trips help to create a sense of belonging within the class. In addition to outdoor education, the advisory group engages in fun competitions, service projects, and other initiatives throughout the year.

## **THE MIDDLE SCHOOL COUNSELORS**

The MS Counselors support students and families in a variety of special roles. These include:

- meeting with individual students or with a small group to discuss personal, social or academic concerns;
- providing guidance to families concerning their child's development
- referring families to professional tutors or other resources outside of the school in cases where they may need extra support.

## **THE LEARNING SUPPORT TEACHERS**

Our students have a variety of learning profiles. For those who need a bit more attention or time to hone certain skills, we offer a learning support program, where trained teachers either push in to a particular class and/or offer a separate LS class designed to help students feel more confident in tackling academic challenges.

## **THE EAL TEACHERS**

Only half of ASP's students speak English as their mother tongue. When the other half are in the earlier stages of learning the language, they get support from teachers of English as an Additional Language.

## **THE MIDDLE SCHOOL ASSISTANT**

The MS Assistant is responsible for reporting on student absences, taking parent requests for conferences, recording late arrivals and early departures, and a host of other tasks. Parents may call the Office and ask her to give students a message, but this should only be done in urgent matters. The MS Office number is: 01 41 12 82 74 or [msoffice@asparis.fr](mailto:msoffice@asparis.fr)

## **THE SCHOOL NURSE**

The School Nurses are available until 5:00 p.m. If students ever have to take a medication, whether prescription or over-the-counter, it must be kept in the Nurse's Office. If a student feels ill during the school day, the student may ask their teacher to go to the nurse's office. Once the student has recovered, the Nurse will give them a note and send them back to class. If necessary, the Nurse may call a doctor or parent.

## **AFTER-SCHOOL ACTIVITIES & SPORTS**

Many different activities take place after school. These activities are designed to provide students with opportunities to discover a passion or pursue a long-time interest. The activities may change each year depending upon student interest and teacher availability. Examples include: Art Club; Math Counts; MS Musical; String Ensemble; Drama Club; FIRST Lego League; Design & Coding Club.

Middle School Sports change each season. Examples include: Basketball, Soccer, Cross-Country, Kickboxing, Biking, Ultimate Frisbee, Swimming, Softball.

On rare occasions, a Grade 8 student is able to practice and play with an Upper School sports team. These circumstances depend upon the particular sport and the experience of the student. All arrangements are discussed with the Director of Athletics.

After-school activities and sports typically end at 5:00 p.m.

During the season, students must keep up with their academic responsibilities. Before missing classes for an athletic or extra-curricular event, students will be asked to gather signatures on permission slips from their teachers and advisor indicating that they are in good academic standing and able to participate in the upcoming event.

# PRACTICAL INFORMATION

## LOCKERS AND PERSONAL BELONGINGS

Middle School students are expected to be responsible for their belongings and to keep them safely in their backpacks or locker during the school day. Student names should be marked on wallets, calculators, and other personal items.

Students should leave valuable personal items at home. Gaming devices, expensive headphones, music devices, and personal laptops should not be brought to school. Each student will be assigned a laptop locker which can hold their laptop, a small bag and their cell phone. In addition, there are 50 lockers available to students outside of the MS office that can be used on an as-needed basis by students.

## SMART PHONE POLICY

By 8:45 each morning, students should put their smartphone in their laptop locker. The phone must remain in the locker throughout the day unless otherwise instructed by a teacher. Students should not carry phones in their pockets during class time and should not take them out during break or lunch.

**Exceptions:** Students may use their smartphones in class if requested or permitted by the teacher. Smartphones can be powerful learning devices that can be appropriately used in the classroom or on field trips.

**Consequences:** Students who are using their smartphones inappropriately may have them confiscated and kept in the Middle School office until the end of the day. If there are repeated instances of inappropriate use, the student may be prohibited from bringing a smartphone to school.

## THE CAFETERIA

Students are free to bring lunch from home every day or buy items in the Cafeteria using the Cafeteria card. Students can eat lunch either in the Cafeteria or at the picnic tables on the lower terrace. Students who are staying after school for sports or activities can get a snack in the Cafeteria until 4:00 pm.

## THE LIBRARIES

Middle School students can use two different libraries: Grade 6 students typically use La Bibliothèque (the LS Library), while Grade 7 and 8 students typically use the US Library. Both libraries have a wide variety of suitable literature and non-fiction. Both also have fine reference facilities, including internet access. Daily newspapers and periodicals are on hand and librarians are available to assist students. The libraries are open from 8:30-5:00 Monday-Thursday. Any student who wants to go to the library after school should sign in with the MS Office and then report to the library.

## FAQS FOR STUDENTS

### What should my parents do if I am absent?

Your parents are asked to let us know about any attendance updates by the start of school in the morning. They should email the MS Office at [msoffice@asparis.fr](mailto:msoffice@asparis.fr) or call 01 41 12 82 74 explaining the reason for your absence and the length of time you will be away from school.

### What should I do if I'm absent?

It is your responsibility to check Schoology and to call a classmate and find out what work you have missed. While you can never really make up for classes that you miss, it is important that you take steps to connect with the learning that occurred while you were away.

### How many times may I be absent?

Having more than five unexcused absences per term is considered excessive. If you are absent more than this, you may receive no report card grades for that term.

### What do I do if I arrive late or leave early?

You should be in your Advisory room by 8:45 a.m. If you arrive late (after 9:00 a.m.), you should sign in on the iPad in the MS Office. For doctor's appointments, your parents are urged to schedule them after 4:00. If you are being picked up during the school day for an appointment, your parents are asked to notify the Middle School Office by phone or email, explaining that you need to leave early. You must sign yourself out at the Middle School Office and obtain an Exit Pass which will allow you to exit past the gate guard.

### May I stay after school?

You may remain at school after 3:40 p.m. if you are a member of an organized school activity. If you wish to remain on campus for other valid reasons (e.g., working with a teacher, doing research in one of the libraries, or attending a sports game) you are permitted to do so if you have signed in with the MS Office. You may not stay after school for social reasons, and you may not stay in classrooms unless you are being supervised by a teacher.

### Can I use the phone in the Office?

There will always be a phone available to you in the MS Office.

### May I bring a guest to school?

At times, you may wish to invite a friend to spend a day with you at ASP. In such cases, your parents are asked to write to the Director at least **two days** in advance and to provide contact information for your guest. You will usually get permission to do this as long as you are in good academic standing, and if the visit does not interfere with any classes.

To get permission to bring a guest to school, pick up a permission form from the Middle School Office and have each teacher and your counselor sign the form. Guests are not permitted to attend off-campus trips or MS dances/parties.

### Who should I turn to if I'm upset?

You could begin by talking to your advisor, but you can also turn to the Counselor, other teachers or the Director.

**What are the bus rules?**

Students must safely wait for the bus on the sidewalk and board the bus in an orderly manner. Once the horn sounds at 3:40, you should immediately board the bus.

You must remain seated with your seatbelt fastened; respect what the bus monitors and drivers tell you; behave and use language in ways that are appropriate for school. You may not eat or drink (other than water) on the bus.

Bus monitors are asked to report to the Director students who are not behaving properly. If there are repeated reports or any serious misbehavior, students may be suspended from using the bus.

**What do I do if I lose my Cafeteria card?**

Your parents must register the lost card on the parent portal on the ASP website. We will create a new card for you quickly, but there is a fee.