



AST High School
Student and Parent Handbook
2024 - 2025

Dear Parents and Students,

Welcome to the American School of Tangier. We hope that you will have a rewarding experience as FALCONS. For the school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning, a place where the students, parents, and school staff work in partnership to support learning. As a team, there is no limit to what our students can achieve. This parent/student handbook is a guide to many of the practices at AST. Please read the handbook and become familiar with its content, as it will inform you about the school's procedures, goals, and practices. If you ever have any questions, please reach out to us.

The success of our students relies on a solid partnership between parents, teachers, and students. We encourage all parents, guardians, and family members to be active in their child's education. The partnership may include volunteering at school, attending school activities, or making sure your child comes to school every day prepared and ready to give their best effort.

After reviewing the handbook for general information, we encourage all parents and students to participate in their child's school experience actively. Thank you for being a valued member of the AST family. We are looking forward to a great year!

AST Student Goals

- Become FALCONS - behaviors, attitudes, habits
- Develop strong written, oral, and visual communication skills
- Understand and use the major concepts, skills, and tools of inquiry in:
 - language arts
 - world languages
 - mathematics
 - natural and physical sciences
 - the social sciences
 - health and physical education
- Explore fine arts, performing arts, media, movement, technology, and careers
- Use digital tools to explore, communicate, and collaborate with the world and learn from the rich and varied resources available.

Kind Regards,

Matthew Groves
HS Principal

Important Phone numbers:

Office - 0539 93 98 27

Attendance - 0539 37 44 37

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MISSION STATEMENT -- AMERICAN SCHOOL OF TANGIER

The Mission of the American School of Tangier is to equip our students with the tools and knowledge to become successful global citizens in a creative community environment.

AST will fulfill this mission by providing:

- ★ An American-style education with a thorough grounding in the liberal arts, sciences, and technology,
- ★ A highly competitive preparation for university acceptance around the world, especially American universities,
- ★ A commitment to lifelong personal development,
- ★ A professional faculty dedicated to providing the best practices in instruction, research, and understanding, and
- ★ Community leadership that inspires responsibility, open-mindedness, empathy, and resilience.

AST will be successful when its students and faculty inspire lives of character, leadership, and service for the city, the country, and the world.

BUILDING A STRONG RELATIONSHIP

COMMUNICATION

Parents are encouraged to communicate regularly with their child's teachers. While we avoid limiting communication to concerns, they do occasionally arise. Parents concerned about their child(ren) should first consult with the teacher before approaching school leadership. Students, parents, and teachers can present concerns regarding any issue they have to the administration. Concerns could be e-mailed or discussed in person during a scheduled meeting. Concerns will always be received and given appropriate review and follow-up.

PARENT AND VISITOR ACCESS TO THE CAMPUS

To ensure that the campus is secure, AST has limited access for all parents and visitors during the instructional day (8:15 am - 3:30 pm). This precaution ensures that students, staff, and visitors are safe while on the school's grounds. Personal drivers will not be allowed on campus and must remain outside the gate when dropping off and picking up students.

To enter the school, all visitors must enter through the main gate, have an appointment, and present a picture ID (national card, resident card, or passport) to the security guard(s). The ID will stay at the security guard station throughout the

visit. Visitors will also sign in at the guard's desk, and they will be given a visitor's ID badge that must be worn and be visible at all times. This safety policy is in place in case of an emergency and allows our security personnel to identify all visitors on campus.

All visitors must report directly to the administration building at the beginning of their meeting.

PARENT CODE OF CONDUCT

AST expects parents or guardians to show respect and concern for others by:

- Supporting the respectful culture of our school by setting a good example in your speech and behavior towards all members of the school community;
- Working together with teachers for the benefit of their children. This collaboration includes approaching the school staff to resolve any issues of concern and to discuss and clarify specific events to bring about a positive solution;
- Correcting your children's behavior, especially in public, where it could otherwise lead to conflict, aggressive or unsafe behavior;
- Providing appropriate and adequate supervision for your children if they are on school premises outside of regular class or school-organized activities;
- Respecting the school environment, including keeping the school tidy by not littering;
- Observing campus security measures.

PARENT EXPECTATIONS

Our firm belief is that our school and our students will be served best when we work together as a cooperative team: students, parents, and school. At AST, we expect our parents to collaborate with us in the education of their children. Our expectations include the following:

- Parents read our "Parent-Student Handbook" with understanding of all sections, especially the sections on dress code, tardiness, and academic honesty.
- Children arrive at school on time each day. On-time means students should be in the classroom when class begins at 8:30 a.m.
- Parents pick their children up promptly after school or after activities each day.
- Children come to school clean and appropriately dressed each day.
- Children get plenty of rest each night (8-10 hours) for school the next day.
- Children are provided classroom supplies and re-supply them as needed.
- Parents/guardians read all communication that is sent from the school.
- Parents provide guidance for their children with their nightly homework, and remember that it is for their child to complete.
- Parents/guardians give their children a chance to engage in **productive struggle** with tasks before assisting them.
- Parents/guardians provide a quiet place and a set time each night for their children to do their homework.
- Parents/guardians have reference books, reading books, and a dictionary available in their homes.

- Parents/guardians, who have a concern about their child about their child should first consult with the teacher, then the principal, if needed.
- Parents model behavior that aligns with our school mission statement and follow the parent code of conduct.

To support a peaceful and safe school environment, the school can not tolerate:

- Adult disruptive behavior (behavior that interferes with the operation of a classroom, an office area, or any other part of the school grounds, including using loud or offensive language or displaying a temper);
- Threatening harm, or the use of physical aggression towards any adult or child;
- Approaching someone else's child to discuss an incident or to chastise them.
- Damaging or destroying school property;
- Abusive or threatening emails, phone, social network or other media messages;
- Chain emails or social media communications that elicit unsolicited support for personal concerns or a complaint that does not follow the appropriate lines of communication;
- Parent absence or noncompliance in providing appropriate and adequate supervision for your children on campus outside of regular school day hours (8:00 - 4:30) or during official school-organized events.
- Negatively affecting the school image, functioning, or that of any member of the school staff;
- Negatively affecting the school's ability to provide learning opportunities for students or negatively affecting the school, its reputation, or that of any member of the school community.
- Violations of the Parent Code of Conduct will be reported to the appropriate school personnel and may result in a parent or guardian being restricted from entering the school grounds or dismissal of your children from enrollment at AST to safeguard our school community.

COMMUNITY EXPECTATIONS

AFTER SCHOOL PROGRAMS

AST is committed to lifelong learning and creating well-rounded students. After school programs are extremely important as they develop skills which students might not grasp in the classroom. It builds a sense of community and allows students and faculty to interact on a different level. Programs include a wide variety of activities ranging from academic support to sport related activities to other extra-curricular

clubs. Parents must arrange for their children to be picked up as soon as after school activities are completed.

AFTER-SCHOOL USE OF CAMPUS

Students are to depart/exit the campus immediately after school, unless they are participating in an after-school activity. Any student found loitering on campus will be escorted to the administrator on campus.

BULLYING

Bullying can threaten students' physical, mental and emotional safety at school and can negatively impact their ability to learn. The best way to address bullying is to stop it before it starts. Bullying is defined as the physical, verbal or emotional abuse, annoyance, or harassment of another by means of banter, ridicule, and/or criticism which includes online issues. It is important for everyone in the community to work together to send a unified message against bullying. Bystanders are expected to stop bullying by actively getting involved and/or immediately (directly or indirectly) reporting any issues to teachers, counselors and administration.

Cyberbullying is bullying (see above) that takes place using technology. Examples of cyberbullying include mean or inappropriate text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

CELEBRATIONS

Celebrations of achievement are encouraged; however, parties or meals/'breakfasts' in the classrooms are not allowed unless permission is given from the high school principal.

COUNSELING

AST will continue to support and monitor students' educational and emotional health and safety. AST recognizes that proper counseling is an important and integral part of any successful school program. Counseling sessions will be scheduled and set based on the AST Counseling Program Referral Procedures. Ultimately, the school's counselor, administration, and teachers are responsible for students' health and safety. Programs will be designed for students in need. All information disclosed during a counseling session is confidential and will not be shared with anyone without first consulting with the administration.

DRESS CODE

AST students should come to school dressed in a manner that befits a learning environment and are expected to maintain a neat, modest appearance during the day.

Minimum Requirements:

- Shirts must cover the shoulders, waist, midriff, and back when the student is in a normal standing or walking position. Tank tops, spaghetti straps, or anything similar are not to be worn during the school day.

- Pants must be in good condition, free from any holes or tears, and are to be worn from the waist. Tights and leggings may be worn to school provided these are not see-through.
- Shorts, skirts, and dresses must reach the students' fingertips when the student is in a normal standing or walking position with their arms extended at their side.
- Clothing must cover and conceal all parts of all undergarments.
- Footwear may be sneakers, boots, sandals, or casual shoes. Flip flops, cleats, shoes with wheels, or high heels are not permitted due to safety concerns.

Additional Regulations:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, the use of alcohol, tobacco, vaping, marijuana, or any other controlled substances. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Pajamas, robes, sleepwear, etc. may not be worn during the school day. Hats, caps, hoodies, sunglasses, etc. may be worn outside, but not during class.
- The length and style of accessories cannot constitute a safety risk to the student, staff, or to school equipment.

AST does not require a specific PE uniform. On the days when students have PE, they need to wear athletic shoes and clothing that allows for the movement required in that class. Students must wear modest swimwear – trunks for boys and one-piece swimsuits for girls – during swim lessons.

Our dress code is written in the spirit that our students and families understand what constitutes appropriate attire for an international school community; therefore, we ask that students not put teachers or administrators in a position to determine what can and cannot be worn to school. The administration will make the final decision if an item of clothing is appropriate.

ELECTRONIC EQUIPMENT

Students may bring mobile phones to school; however, these procedures regulate use so that such use does not interfere with instruction or student safety.

Students may use a mobile phone before or after school while on school property. During the instructional day, mobile phones and electronic devices must be in a backpack or purse, hidden from view and turned off. The term, “mobile phone / messaging device,” refers to and includes, but is not limited to, mobile phones, computer-phone texting, headphones, smartwatches and other similar electronics.

The school will consider any visible mobile phone or other messaging device as being in use and will confiscate it. If a mobile phone or other messaging device rings or vibrates at a prohibited time or location, the school will consider it in use and will confiscate it.

The administration will not release any confiscated device to the student but will only release the device directly to the parent of the student.

As mobile phones and other electronic devices can be part of technology used for instruction, teachers may incorporate such devices into the curriculum for instruction and learning. However, teachers must ensure all devices are off before students depart for their next class.

If a student requests permission to leave the classroom, i.e. to go to the restroom, clinic, library, office, etc., the student will have to leave their phone in the classroom.

These procedures do not restrict the use of any device worn by the student for medical reasons. The parent/guardian shall provide the school with permission for this student to wear the device and a signed statement from a licensed physician (MD, DO) prescribing its use.

The school is NOT responsible for the loss or damage of any personal electronic device.

FIELD TRIPS

Field trips (sports, educational, or recreational) are all AST's sponsored activities and therefore AST rules and regulations apply. Students are taken on field trips during the school year to reinforce instruction in the classroom. Students are required to exemplify AST's high standards for behavior while on field trips. Appropriate behavior on the bus is also required. It is determined by the AST administration that the supervising staff member will act accordingly to the policies outlined in this handbook. The supervisor, under the direction of the administration, will have the authority to implement the discipline as outlined here in this handbook.

Students without a parent-signed permission slip will not be allowed to attend the field trip. All permission slips must be filed with the Principal's office before students have permission to go on the trip. Students on school planned activities are not considered absent.

There will be times that the student involved in the field trip will need to fund the travel expenses. These expenses must be paid by the deadline and refunds for travel costs will not be given. If there is an outstanding tuition balance, students may not be allowed to attend field trips. Furthermore, students with excessive behavior referrals might not be permitted to attend field trips.

FOOD

AST recognizes that students' nutrition is part of the education process. Students are expected to come to school on time after they have eaten a healthy breakfast. All food must be brought by the student at the beginning of the day.

INTERNET USAGE POLICY

The Internet provides students access to a wide variety of resources, including electronic mail, information, and news from governments and international agencies, public domain software, and shareware of all types.

With unlimited access to computers and people all over the world, students could also gain access to material that would not be considered of educational value, or to be appropriate in the context of a school setting. The school staff is committed to instructing students on the proper usage of the Internet. It is also highly recommended that parents take precautions at home while their children are using the Internet.

However, on a global network, it is impossible to control access to controversial information if the student is determined to do so.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the elimination of this right to any individual, including disciplinary action and/or parental notification as necessary. The administration will deem what is unacceptable use of the Internet. Cyberbullying of any sort will not be tolerated. (Please see Appendix II)

Students must adhere to the following guidelines:

- Individuals are responsible for all materials sent and received.
- Use of appropriate language at all times. Profanity, use of vulgarities, or any inappropriate language is not permitted.
- The user is not permitted to reveal their personal address or phone number or those of other students or members of AST faculty and staff.
- Ethical and legal use of the Internet at all times
- Understanding that electronic mail (e-mail) is not guaranteed to be private
- Use of the network so that it does not disrupt the use of the network for others
- No pictures may be published on the Internet without permission of the individual
- **Failure to adhere to the above guidelines will result in loss of privileges.**

IT VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or other networks that are connected to the local school network system. This includes, but is not limited to, the downloading of computer viruses, or accessing other files or programs that are on the school network system.

General violations include the following:

- Intentional visitation of sites which are not curriculum related
- Attempts at unauthorized access into anyone's computer, files, or programs
- Accessing a site with intent to steal or commit fraud
- Accessing any server with intent to damage, change, or destroy
- Accessing a computer to retrieve other students' work
- Live chats on any chat lines

Consequences for not following the **Internet Usage Policy** will be determined by the faculty and administration. Which can include suspension, or expulsion for gross misconduct.

MID-MORNING BREAK

There is a scheduled break time during mid-morning on Wednesday, where students may bring a snack from home. Low-sugar, healthy snacks are encouraged. Students are not permitted in the cafe during this time.

LEAVING SCHOOL GROUNDS

AST is a closed campus. Students must stay on school grounds during scheduled school hours. Students are NOT permitted to leave the campus without special permission from both a parent and an administrator. Once a student has left the school, the student is not allowed back onto the campus without parental notification to the school. Once a student has been picked up from school, he/she becomes the custody of the accompanying adult. AST will not be held responsible for the student outside of school premises unless under the supervision of an approved school activity chaperone. Whenever students need to leave school early, they must check out directly from the receptionist's office. Parents must notify the school before a student will be permitted to leave campus.

Special lunchtime privilege is given to seniors if they have authorized written permission from their parents and the school. A form will be given to each senior at the start of the school year. Any time a senior is late or abuses this privilege the school will revoke this lunchtime privilege.

LIBRARY GUIDELINES

Teachers and students are invited to use the library during school hours. Students are encouraged to use the library for research and book checkout. A library pass must be presented to the librarian if a student is coming from another class. Students are expected to quietly read or study. Eating and drinking are not permitted in the library. It is the responsibility of the student to return books by the due date. If a book or other library material is lost, the person who checked the book out will need to pay

a replacement fine. Report cards may be withheld from students who have overdue books or unpaid book replacement fines. Librarians have the right to revoke the privilege for a student to use the library after consulting with administration.

LOST AND FOUND

Misplaced items will always be collected at the end of the day and locked up in a secure room by our security staff. If a student thinks that they have misplaced an item they need to see the security staff to recover their items. It is the student's responsibility to take good care of their belongings. AST is not responsible for lost or stolen items. We strongly encourage students to label all of their items, including clothing.

LUNCH-TIME

Students may bring lunch from home or, when possible, they may purchase a sack lunch through our school caterer. Sack lunches must be ordered and paid for in advance. No food is to be ordered or delivered from outside the campus. Due to supervision needs our staff will not be able to store lunches or heat up lunches for students. Please make sure that all food brought from home meets these criteria.

PUBLIC DISPLAYS OF AFFECTION

Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, respect for others is the guideline for appropriate behavior.

STUDENTS' IMAGES

Parents should directly notify the school's administration in writing if they have issues with their children's pictures being published. AST will frequently use students and staff pictures in publications.

STUDENT STUDY TEAM (SST) CONFERENCES

Teachers, Counselors and Administration will continue to care for AST students' emotional and physical well-being. A formal conference may be requested, and may involve, the student, teachers, counselor, administration, and parent(s). During this conference a plan of action will be created tailored for the students' needs to ensure success and aligned communication between school and home. The team will agree on the plan of action and will see through that it is implemented. Everyone is

responsible for making sure that the agreed plan is successful. Students, especially, must agree to correct their behavior. This conference is recorded and kept in the administrative file and the student folder. Students may be placed on a Behavior Plan/Contract/Tracking Sheet if need be.

TEXTBOOKS

Textbooks are loaned to students. Students are expected to keep the books in reasonable condition. Students will be charged for lost or damaged books. Books are not to be left unattended on campus. All books collected must be retrieved from the Principal's office. The student's name must be written on the inside cover in ink. The assigned book is the book that the students are responsible for, regardless of which book(s) they may use during the year, or return at the end of the year. The school is not responsible for lost or stolen books. Students will reimburse the school for lost or damaged items. Parents must understand that unpaid fees for all school materials will result in a hold on email and PlusPortal accounts.

ATTENDANCE POLICIES

ARRIVAL and DEPARTURE ACCESS

All grade 9-12 students may enter campus using the main gate or circle gate. At the end of the day students must exit campus through the main gate entrance.

ATTENDANCE AND ABSENCES

Attendance is critical for the learning of a student . However, AST recognizes that students get sick and we will work together to assist our students whenever they are out due to illness.

If a student is absent, a phone call or email from a parent is required. You must notify the attendance clerk by 7:55 am, the morning of the absence. Then the attendance clerk will document that call and update the attendance records in PlusPortals, to reflect an excused absence. You can reach our attendance clerk at: **0539 37 44 37**.

If a student is going to miss two or more days of school, a parent or guardian must notify the office attendance clerk prior to their child's absence. In case of an absence, students should email their teachers to learn about classwork.

Please keep the following in mind:

- When possible, medical/dental appointments should be made after school hours.
- Visa appointments, SAT testing, ACT testing, TOEFL/IELTS testing, driver's exams, and absences for weddings will be counted as an absence from school.

Students who have more than nine **(9) total absences (excused / unexcused)** in a semester, per subject, may be in danger of losing course credit for the semester. School sponsored activities, such as: MUN, MASAC, & field trips, will not be included in the student's absence. Exceptions may be granted by the HS Principal for extraordinary circumstances.

EXTENDED VACATIONS

Families should plan their vacations and trips in accordance with the published 2024-2025 calendar. This calendar can be found on the school website (www.ast.ma).

ILLNESS AT SCHOOL

A student who becomes ill at school will be sent to the school nurse. The nurse will inform the parents and school administration if a student is to be sent home. It is crucial that the school has correct home and work telephone numbers, so that a parent can be notified in case of an illness or injury. AST reserves the right to call an ambulance under severe circumstances, based on the school nurse's recommendation.

A student should not be allowed to attend school if he/she has a fever, is vomiting, or has a rash. A child must be without fever for 24 hours before returning to school. A child with any contagious disease (such as, mumps, conjunctivitis [pink eye] and/or H1N1) is not allowed to attend school and must be seen by a medical doctor. A medical report/certificate must be brought to the office, which will be given to the nurse, upon return for any absence that is 2 or more days. In case of lice, students must report to the nurse and will then be sent home until treatment is administered. Upon return to school, the student must first go to the nurse for clearance to go back to class. The nurse can recommend for students to be sent home whenever he/she feels that their health is in jeopardy and/or they are contagious.

PAYMENT OF TUITION AND FEES

Students whose payments are more than 30-days overdue will not be allowed to attend school or attend extracurricular activities. Report cards or diplomas will be withheld if tuition fees, lost textbooks, or library book fines are not paid on time. Please note that the tuition fee due dates are listed in the school's financial policy signed by all parents and posted on the AST website.

TARDINESS/TRUANCY/LATE

It is the expectation of AST that all students arrive at school on time and that they are prepared for class as defined by their teachers on their syllabi. **On time** means that students are in the classroom and ready with their books and writing utensils when the bell rings at 8:30 A.M. Late arrivals disrupt the educational process. Late students will be considered tardy to school unless they have a doctor's note or legal documentation for the reason.

Tardiness negatively affects the educational process for the late student and other students in their classes. All students are expected to be in their classrooms, prepared for their lessons, when class begins. It is expected that students use their five minute passing periods between classes to get to their next class on time.

If a student is tardy to a class the student will be issued a lunch detention in room US1 for the next lunch period, likely the same day as the student was tardy

If the student does not attend the lunch detention they will receive two additional lunch detentions and it will be counted as a disruptive behavior towards our Culture of Responsibility procedure.

THE ACADEMIC PROGRAM

CURRICULUM FRAMEWORK

The American School of Tangier curriculum is college-preparatory in design, and American standards-based. The school also offers a variety of Advanced Placement courses along with the AP Capstone Program. The school is accredited by the Middle States Association (MSA) which ascertains the school meets the MSA Standards. AST has adopted a STEAM framework for curriculum and instruction which provides opportunities for teachers to collaborate across the curriculum.

ACADEMIC HONESTY

At AST, it is expected that students will think independently and honestly as well as collaborate with other students. True learning is enhanced when students consistently demonstrate respect for the intellectual property rights of others and adhere to a code of honor in all evaluated activities. Whether intentional or through ignorance of the rules, acts of academic dishonesty can lead to severe consequences for students.

Plagiarism

- The use of ideas or thoughts of a person other than the writer without proper acknowledgement.
- The use of direct quotations or of material paraphrased and/or summarized by the writer, without proper acknowledgement/proper citing.
- The submission of an essay or assignment which has been written in part or in whole by someone else as one's own.
- The submission of material which has been obtained from a computerized source, with or without minor modifications, presented as one's own.

- Any information that is obtained from the Internet and/or other software programs and incorporated into a student's assignment must be properly documented.
- Self-plagiarism is not acceptable. Self-plagiarism is summarizing or repurposing their own work instead of writing a whole new piece from scratch on the same topic or submitting an assignment which has been previously submitted"

Because classroom teachers are experts in evaluating the writing of their students, and because they are most familiar with the writing styles of their students, they are recognized as authorities in identifying plagiarism. Therefore, when a situation arises of suspected plagiarism, it is the responsibility of the student to demonstrate the work to be his/her own. Students must be prepared to orally defend all written assignments whenever it is requested by teachers. This includes answering questions about content, ideas, and resources. Failure to do so might result in affirming the accusation of plagiarism.

Cheating

- Not following the test/exam guidelines, rules, and/or procedures.
- The buying and/or selling of essays, assignments, or exam/test questions.
- Submission of the same piece of work in more than one course without the permission of the teacher.
- The preparation of an essay or assignment by someone other than the stated writer.
- Allowing one's essay or assignment to be copied by someone else.
- Unauthorized giving or receiving of homework or classwork.
- The unauthorized giving or receiving of information or assistance during an examination or a test.
- Engaging in conversations without notifying the teacher during any testing situation may be constituted as cheating.

Procedure

Incidences of plagiarism and/or cheating will be dealt with on a case-by-case basis. Depending on the severity of the incident, one or more of the following steps will be taken:

- The teacher will interview the student regarding the incident.
- Parents or legal guardians will be contacted for a conference with the teacher, head of department, and or the HS Principal .
- Disciplinary follow-up, as appropriate

ABSENCE FROM END-OF-YEAR EXAMS

End-of-year exams are a part of our education program. As such, it is important that all students are present for the exams when they are scheduled. Should a student be absent for an exam, it will be at the discretion of the HS Principal if that exam can be made-up.

Missed exams will be recorded as a 0.

Students are not permitted to take an exam before the scheduled date for any reason. Please review the exam dates on the school calendar.

ACADEMIC PROBATION AND FAILED COURSES

It is the policy of the American School of Tangier to monitor and measure the academic growth of all students. If there is evidence that a student is not progressing in a positive fashion, the student may be placed on Academic Probation. At the end of each marking period, all students' academic progress will be reviewed to ensure that positive academic growth is taking place. **Students who have earned one (or more) grade of F (less than 60%) and/or two (or more) grades of D in any classes** will be placed on Academic Probation.

Academic Probation will include a plan to provide assistance for the student to improve themselves in the areas of noted weaknesses. The plan for improvement will include ideas and suggestions on how to make improvements, modifications needed by the student, a timeline for monitoring the plan, and responsibilities of the student, parents, counselors, and/or teachers.

If students fail to show improvement in their subject areas up to and including the fourth quarter report, they may not be allowed to re-enroll or might be retained for the next academic school year. (**NOTE: IF there aren't any open seats in the class for retention, the student will not be able to be retained and may have to leave AST.**) This action is taken in the interest of the students, so as to allow them to find a more suitable academic situation. Parents will be notified by a written letter which must be signed and returned at the end of every quarter. Parents are highly encouraged to regularly check Plusportals to monitor their children's academic progress.

Students on Academic Probation, who are at academic risk, may not be allowed to participate in interscholastic athletics or extracurricular activities. This will provide time for the student to focus on improving his/her academic standings.

HABITS OF LEARNING PROBATION (HOL)

Habits of Learning are the actions, skills and habits of successful students. The HS faculty developed our Habits of Learning based upon their experience as educators, research on the skills and dispositions of learning and the needs of our student body. Our HOLs are:

- HOL 1 - Learning Engagement
- HOL 2 - Self-Regulation
- HOL 3 - Growth Mindset

We believe that HOL are correlated with academic success. As such it is important for AST to report on HOL on report cards as we do with academic scores. Each habit is scored on a scale of 1-3. More information about this is available on our website

As with academic scores, HOL scores which do not demonstrate success are a probationary category. In every class taught by an AST faculty member, students will receive HOL feedback approximately every 3 weeks in PlusPortals. Students whose cumulative score in two classes is 1.5 or less, or a score in one class of 1.3 or less will be placed on HOL probation.

HOL Probation will include a plan to provide assistance for the student to improve themselves in the areas of noted weaknesses. The plan for improvement will include ideas and suggestions on how to make improvements, modifications needed by the student, a timeline for monitoring the plan, and responsibilities of the student, parents, counselors, and/or teachers.

If a student is unable to show improvement in their HOL scores up to and including the fourth quarter report, they may not be allowed to re-enroll for the next academic school year. This action is taken in the interest of the students, so as to allow them to find a more suitable academic situation. Parents will be notified by a written letter which must be signed and returned at the end of every quarter. Parents are highly encouraged to regularly check Plusportals to monitor their children’s progress.

Students on HOL Probation, who are at academic risk, may not be allowed to participate in interscholastic athletics or extracurricular activities.

HOL Feedback Dates

| Quarter 1 | | | Quarter 2 | | |
|-----------|--------|-------|-----------|--------|--------|
| Sept 20 | Oct 11 | Nov 1 | Nov 27 | Dec 18 | Jan 27 |

| Quarter 3 | | | Quarter 4 | | |
|-----------|-------|--------|-----------|--------|---------|
| Feb 13 | Mar 7 | Apr 11 | Apr 30 | May 23 | June 17 |

ADVANCED PLACEMENT (AP) COURSES

All students enrolled in AP courses are required to take the AP exam in May. The minimum registration requirement is **SEVEN (7)** students for any AP class. An exception to this rule is for courses that happen at the same time as another course, for example, AP Art and AP Computer Science Principles.

When a student enrolls in an AP class, he/she must pay the exam fee in order to stay enrolled in the course. The AP exam fee must be paid in the business office on a schedule determined by the HS Office. Depending on the score obtained by the student on the AP exam, North American universities often choose to grant credit to incoming students for that subject area.

ASSESSMENTS, PORTFOLIOS, AND FEEDBACK

Teachers will inform students, on Plusportals, in class or on Google Classroom, of tests 5 school days in advance. Assessments will be delivered to students upon grading and reporting on Plusportals.

CREDIT ATTAINMENT PROCEDURES

A student must earn a passing grade, as defined by the AST grading scale in order to receive credit for the course.

All graduation requirements must be met in order to receive an AST diploma. If a student did not receive credit in an AST-provided course, they may discuss retaking the course in a subsequent year. However, retaking the course may not always be possible.

Provisions made by the AST administration *may allow* the student to pay for and retake the course online (an approved course, similar in scope and sequence) with an accredited institution (approval of the Principal is required) and an approved proctor during the summer or during the regular school year.

High School Students (grades 9 - 12) may be required to retake any failed course, depending upon the student's grade level and the number of credits that they have accumulated toward graduation. Upon completing the course and submitting satisfactory examination results, the student will have earned the credit necessary to be eligible for graduation.

EVALUATION OF STUDENT PROGRESS AND REPORTING

The faculty of AST evaluate student progress regularly. The evaluation process is continuous.

For academic classes, evaluation consists of the following:

Formative assessment

The goal of formative assessment is to gather evidence of student learning in order to provide ongoing feedback that can be used by faculty and students to improve learning. More specifically, formative assessments:

- Help students identify their strengths and weaknesses and target areas that need work
- Help faculty recognize where students are struggling and address problems immediately

Summative assessment

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against a standard or benchmark. Examples of summative assessments include a final project, a test, a paper, a performance, and/or an exam. Information from summative assessments can also be used formatively when students or faculty use it to guide their efforts and activities in subsequent courses.

Preparatory (Prep)

The goal of Prep is to deepen understanding of content and to prepare for upcoming learning. In order for it to be effective and support a student's learning, it is essential that homework be completed on time. Parents should provide a place that is free from noise and distraction as well as encourage their child to reserve a specific time for homework. It is the teacher's responsibility to assign homework that will provide the student with reinforcement of learned material and relates to the ability level of the student.

Teachers are obligated to check homework for understanding, and not simply for completion while giving feedback within a short time period of receiving the assignment. Quality and not the quantity of homework assignments are what makeup content reinforcement outside the classroom. Parents should communicate directly with teachers in case of concerns with the amount of homework assigned, then with administration if the concerns are not addressed.

More detailed information is available in the HS assessment procedures on the website.

ELIGIBILITY EXTRA-CURRICULAR ACTIVITIES

Students with two or more office referrals (incidents) in a quarter might not be eligible to participate in any extracurricular activities (i.e. MASAC, MUN) until the end of the quarter. Advisors, activity sponsors and coaches will monitor the academic progress of their students. They are to review attendance, progress reports, quarter, and semester grades.

- At the discretion of the HS Principal, students who are on **Academic or HOL Probation** may have their eligibility to participate in extracurricular activities suspended until grades have improved. The coach/sponsor will check two weeks before the event to make sure grades and attendance have been improved.
- Eligibility to participate in practice/competition/plays/or conferences will be dependent upon student attendance during that particular school day. Meaning, the student must be present in school in order to practice and to be part of game day.
- A student receiving an "I" (incomplete) is ineligible, but becomes eligible upon receiving a passing grade.

There will be a 2-week "no cut" grace period before major events and tournaments.

GRADE REPORTING

Formal grades are reported online through PlusPortal to parents four times during the school year: at the midpoint of each semester (quarter 1 and quarter 3) and at the completion of each semester. Mid-semester grades provide information about a student's performance, but are not recorded on permanent legal transcripts. At the completion of each course, whether at the semester (as in elective courses) or at the

end-of-the year (as in year-long courses), the students' grades are recorded on permanent legal transcripts. Final grades include teacher evaluations, determine whether or not credit is awarded, and are used to determine honor roll eligibility.

GRADE POINT AVERAGES

Students' GPAs will be calculated at the end of the year from the final grade in each course, including PE and all elective courses.

| Letter Grade | Percentage |
|---------------------|--|
| A+ | 97-100 |
| A | 93 - 96 |
| A- | 90 - 92 |
| B+ | 86-89 |
| B | 82 - 85 |
| B- | 77 - 81 |
| C+ | 72 - 76 |
| C | 68 - 71 |
| C- | 64 - 67 |
| D+ | 61 - 63 |
| D | 58 - 60 |
| D- | 55 - 57 |
| F | 44 - for scores below and including 44 |
| M | 40 Missing |
| I | Null score Incomplete |
| W | Null score Withdrawn |

HONOR ROLL

Students who have earned a minimum of 85% in all courses will be on the Honor Roll.

HIGH HONOR ROLL

Students who have earned a minimum of 90% in all courses will be on the High Honor Roll.

LATE ASSIGNMENTS (NOT INCLUDING ABSENCES)

Please review the HS assessment procedures on our website.

MAKE-UP WORK FROM AN ABSENCE

On the day that a student returns from any absence, it is the student's responsibility to check in with all teachers and to complete the required make-up work. All class work must be completed within two days following the student's return to school. The teacher will decide what is required for make-up, and the time and place of make-up work will be determined in conjunction with the student. Parents need to understand that upon return from absence, students will have to make up for the missed work in addition to catching up and staying current with what is happening in the class.

Homework, projects, and all types of assessments are learning tools. Students are entitled to seeing, reviewing and learning from their mistakes.

Major projects will be due on the scheduled date even if the student is absent. It is the student's responsibility to see that the assignments are delivered to school by the original due date. It is the student's responsibility to check with the teachers about any missed tests/exams/quizzes during an absence and to make them up. If the test/exam/quiz was scheduled prior to the student's absence, the student must take the test/exam/quiz as scheduled on the first day of return to school.

More information is available in the HS assessment procedures on the website.

GRADUATION REQUIREMENTS

The American School of Tangier high school diploma is awarded to individuals who have earned the minimum number of required high school credits. Credits are awarded for the successful completion of coursework each semester. To earn an AST diploma, students must earn a minimum of 28 credits. All students are required to be enrolled in a minimum of 7 credits a year.

| | |
|---------------------------------------|--|
| English | 4.0 credits |
| Math | 4.0 credits |
| Science | 4.0 credits |
| Social Studies | 4.0 credits |
| Arabic (Moroccan Nationals) | 4.0 credits |
| World Languages (all other nationals) | 4.0 credits |
| Physical Education/Dance | 2.0 credit (1.0 credit for varsity athletic team members) |
| Electives | 6.0 credits |
| Community Service | 120 hours |

*Any courses that exceed the needed required graduation credits will be considered as elective credit.

**Some course credits may be modified due to the lack of availability during the COVID pandemic.

It is generally required that those students seeking to major in engineering, science, or math-related fields in college successfully complete four credits of math (minimum of pre-calculus) and four credits of science in high school.

*Note: Students who withdraw after the add-drop deadline from any course will receive a “W”. A withdrawal from a class will equate “no credit” for that semester.

PARTICIPATION IN AST ACTIVITIES

Students are encouraged to participate fully in field trips, athletics, and extracurricular activities. However, their first responsibility is to their academic subjects. Participation in these activities does not excuse students from completing class work. Therefore, it is the student’s responsibility to notify teachers of upcoming field trips or athletic/extracurricular events that require him/her to be absent from class. **Quiz and test make-ups** should be taken at a time designated by the teacher. It is the student’s responsibility to contact the teacher after an absence to complete the makeup work. Participation in extra activities necessitates extra care in class work.

Commencement Speaker

At the end of each school year a student from the senior class is chosen to speak at graduation. This process has been put in place so that the person identified as our Commencement Speaker will best represent the graduating class and AST.

CULTURE AND DISCIPLINE

The goal of the American School of Tangier is to provide an environment of mutual respect, that is conducive to learning, and ensures the safety of students and staff. Our school is committed to implementing the FALCONS traits in all of school interaction. AST students are expected to be respectful at all times of each other, teachers, and staff, in their actions and words. Respect for authority and a sense of responsibility and order are required to maintain the education process and for the development of the whole student.

DETENTION

Teachers or administrators may assign a student to lunch detention and/or after-school detention as a consequence for inappropriate behavior or tardiness. Students must pack a lunch from home when they are assigned a lunch detention.

When a student is assigned an after-school detention, the **parents will be informed** 24-hours in advance either in writing, by phone, or in person. Students who fail to attend an assigned detention may be assigned an additional detention or suspension. Promptness is mandatory.

EXPULSION

AST reserves the right to ask students to permanently leave school. This will result after numerous attempts to change behavior through multiple varied methods. AST also reserves the right to reach this level in extreme cases where the mental and

physical health and safety of our community is jeopardized. The student is no longer allowed to be enrolled in the school.

IN-SCHOOL STRUCTURED SUPERVISION (INTERNAL SUSPENSION)

Students are removed from their regular classroom and attend school in a more structured supervised environment. The students are held accountable for all work each day that they are in full-day structured supervision. Students will be supervised and monitored throughout the school day to provide assistance, and ensure that the student has work to complete. The student will not be allowed to participate in any classroom/school activity. Parents are notified before any full-day structured supervision is put in place.

OUT-OF-SCHOOL SUSPENSION

In some cases, when inappropriate behavior is repeated, a student might be asked to go home. This will take place in some extreme cases where administration sees that it is necessary for students to be out of school. Most of the time this is used as an anger management technique and a time for rival parties to calm down. The student is removed from the school setting for a specified time period. It is the student's responsibility to reach out for the material presented in class and must be required to complete all work assigned by their teachers during this period. The student will be counted absent from school during this time. It is highly recommended that parent(s) are accompanying the student upon his/her return to school.

RETENTION AND EXITING AST

The American School of Tangier will always keep its students' interest and well-being in mind all the time. In some cases, changing the educational system could be beneficial to the student's best interest. Parents will always be notified when their child is an "At-Risk" student. The American School of Tangier reserves the right to retain students in the same grade level if they have shown that they are not ready to be promoted to the next grade level, if and only if, there is a vacancy. Seats will not be reserved for retained students. Families will need to make other plans in case there are no seats available in August, which will make retention impossible. **The school reserves the right to exit or retain students who have shown little or no progress academically and/or behaviorally over the year.**

SEARCH OF PERSON, BACKPACK, VEHICLE, OR LOCKER

Searches of a student's person or property may be conducted when there is reasonable suspicion that the student being searched has breached the school's disciplinary code. Searches include emptying of pockets, searches of student backpacks and purses, removal of hats, socks, and shoes may be conducted by an AST administrator or designee including campus security aide. Searches do not require student or parental consent.

More intrusive searches such as pat downs and frisks may only be conducted by an authorized person (principal, administrator or campus security) of the same sex as the student being searched and in the presence of another person of the same gender.

Approved chaperones of any field trip of the same sex may assist in checking of luggage or personal items for activity/field trips and may be considered as administrative designees.

STUDENT BEHAVIOR POLICY

The following list is provided as a guide, but it is not intended to be a complete list. The principal and the school reserves the right, at any time, to take more or less action in the discipline of a student depending on the severity of the behavior. Consequences may range from suspension to expulsion or ban from participation in assemblies, graduation, etc. at the Head of School's discretion.

| Inappropriate Behavior | Definition of Behavior | Minimum and Long Term Consequence |
|--|--|--|
| Academic Dishonesty Cheating, Copying, Plagiarism, Forgery. | Copying, plagiarism, assistance from another on tests, quizzes, papers, etc. Any talking during a test or quiz, any books or notes exposed and/or easily accessible, any use of mobile phones, etc. The appearance of cheating is treated as cheating. | Student(s) involved will have to re-do the assignment using their own work. Parents will be contacted. Students may be on in-school structured supervision. Further infractions will result in formal suspension and possible expulsion. |
| Alcohol/Drugs (use, possession, or distribution) | "Use" – to consume, ingest, take, or drink in school. "Possession" – having on your person, clothing, or other personal effects. "Distribution" – to divide or apportion to one or many with or without prior knowledge. | Parents are called and students are faced with immediate out of school suspension. Students cannot return to classes until a parent meeting is held. Possible recommendation of expulsion to the Head of School. |
| Arson | The malicious burning of or attempt to burn property. | Parents are called and students are faced with immediate out of school suspension. Students cannot return to classes until a parent meeting is held. Possible recommendation of expulsion to the Head of School. |
| Assembly Behavior | Disrespectful and disruptive behavior while in assemblies that distracts the audience or the on-stage participants | Immediate removal from assembly, and potentially a complete ban to attend any future assemblies. |
| Bullying | The ongoing abuse, annoyance, or harassment of another by means of banter, ridicule, or criticism. Cyber-bullying is included. | Suspension up to 2 days; continued bullying behavior may result in recommendation of expulsion to the Head of School. |
| Cell Phones and Electronic Devices | See electronic device section | Confiscation of cell phone or electronic device for up to 5 school days. Ongoing incidents will be dealt with by the administration. |
| Dress Code | Violation of school dress code | Restriction from classes until dress code is met. Increasingly severe consequences for additional infractions. |
| Disruptive behavior | Infractions which disrupt a positive learning environment | After-school detention for earlier incidents, moving to suspensions and possibly non-renewal of contract. See Culture of Responsibility procedure on the HS website for more information. |

| | | |
|--|---|--|
| Fighting | To contend through physical contact or altercation. All who contend, regardless of who initiates the combat, will be considered guilty of fighting. | Full and complete apology. Suspension from school. Required parent meeting in order to return to school. Continued behavior may result in expulsion. |
| Persistent Disruption to the Learning Environment Gross Misconduct | In spite of methods to discourage the student from being disruptive, such as parent conferences, detentions, verbal warning etc., the student persists in acts of deliberate or willful conduct, verbal or physical, detrimental or disruptive to normal functions of school programs or academic progress. | Indefinite suspension until a parent-student meeting is held. Increasingly severe consequences for additional infractions. Possible recommendation to the Head of School for expulsion. |
| Insubordination, Lack of Respect Towards Adults | Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and/or classroom rules | Indefinite suspension until a parent meeting is held to resolve the situation. Increasingly severe consequences for additional/continual infractions may lead to a recommendation to the Head of School for expulsion. |
| Littering | Dumping, depositing, placing, throwing or leaving litter in or on school property other than in garbage receptacles | Verbal warning or detention up to a one-day suspension from school or community service option, with increasingly severe consequences for continuing infractions. |
| Loitering | Present on school grounds without reason. | Ban from entering premises outside of school hours. |
| Obscenity | Use of obscene, or vulgar language, in verbal or written form, or in gesture or in pictures or caricatures in or on school property | In-school structured supervision or suspension from school followed by increasingly severe consequences for additional infractions. May result in recommendation of expulsion to the Head of School. |
| Off-campus, Extracurricular Behavior (sports, field trips; local and international) | Students are expected to adhere to all AST behavior policies, dress code, and chaperone requests | AST discipline consequences plus possible loss of future off-campus activities. |
| Physical assault or threat to use physical assault against a school employee | Assault – A violent physical or verbal attack, or the threat to do harm to another | Recommendation of immediate expulsion Head of School. |
| Physical Assault or Threat of Physical Assault on Another Student | Assault – A violent physical attack or the threat of violent physical attack on a student | Suspension and increasingly severe consequences for additional infractions. (see bullying) |
| Smoking/Vaping (use, possession, or distribution) | “Use” – to consume, ingest, take, or smoke in school. “Possession” – having on your person, clothing, or other personal effects. “Distribution” – to divide or apportion to one or many with or without prior knowledge. | Parents are called and students are faced with immediate out of school suspension. Students cannot return to classes until a parent meeting is held. Possible recommendation of expulsion to the Head of School. |
| Failure to speak English in classes taught in English | Students must use English in all English speaking classes to develop English language skills. | Classroom consequences. (see insubordination) |
| Tardiness (Late) | Students must be present, prepared and ready to learn when the bell rings. | Students with 3 or more tardies in any one class will be issued a lunch detention; students with 5 |

| | | |
|---|---|---|
| including excused tardy | Anything other than what is stated will be considered tardy (late) | tardies or more in any one class will be issued an after school detention. Suspension and increasingly severe consequences for additional infractions. |
| Theft/Stealing | To take or assist someone in taking or attempt to take property of another without permission with intent to keep or make use of wrongfully | Complete restitution for property taken at full replacement value. Increasingly severe consequences beginning with one-day suspension from school. May result in expulsion. |
| Truancy (Skipping) including unexcused tardy and unexcused absences | The act of unauthorized absence from school or class for any period of time | Suspension from school. Continued instances may result in expulsion. |
| Vandalism of any kind | To willfully or maliciously destroy or deface school, student or faculty property | Full and complete restitution of property at full replacement value. Consequences will depend upon the severity of the vandalism. Consequences may range. |
| Weapons or look-alike weapons, knives or any object used as a weapon | Use – threatening to utilize or utilizing a weapon, look-alike weapon, or object as a weapon | Suspension and possible recommendation of expulsion to the Head of School. |

Appendix I

THE AMERICAN SCHOOL OF TANGIER Digital Citizenship/BOYD/Chromebooks Agreement 2024-25

Use of either the wireless internet or Chromebook is a privilege and students must adhere to the following written guidelines.

EXPECTATIONS FOR DIGITAL CITIZENSHIP

1. **RESPECT YOURSELF** – *I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will not visit sites that are inappropriate or banned. I will respect school content filters.*
2. **PROTECT YOURSELF** – *I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources. I will sign out of accounts before leaving a device*
3. **RESPECT OTHERS** – *I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.*
4. **PROTECT OTHERS** – *I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.*
5. **RESPECT INTELLECTUAL PROPERTY AND ACADEMIC INTEGRITY** – *I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I*

will acknowledge all sources and will not copy another's work to misrepresent as my own. I will validate information. I will create assignments using my own words and ideas.

Bring Your Own Device Policy (BYOD Policy)

BYOD, or Bring Your Own Device, is the practice of allowing students to bring their own mobile technology devices to school. The BYOD program is designed to help students learn to make responsible decisions about technology use based on their personal learning styles so that access to technology enhances learning. It allows students who already own devices to use them at school for educational purposes with the permission of the classroom teacher.

With their parents' or guardian's knowledge and permission, students of the High School level may use their privately-owned device on the school's wireless network subject to teacher and staff permission. By giving permission, parents/guardians acknowledge adherence to all the schools' policies concerning the internet and social network usage, including the Acceptable Use Policy, Digital Citizenship Policy, Anti-harassment Policy, and Behavior Policy.

Safe and Appropriate Use of Your Device

For an individual to bring and use his/her personal devices at AST, all school policies, including the BYOD policy, must be understood, agreed to, and adhered to by:

- Charging locations at AST are extremely limited and students cannot expect to charge their devices at school. The devices should be fully charged prior to bringing them to school, and should be able to run off battery power while being used throughout the day.
- Personally owned devices should never be connected directly to the school's wired network without IT Department knowledge and permission. Misuse of this provision will result in severe consequences.
- All devices used on the AST networks must have an up-to-date anti-virus/ anti-malware program installed and enabled at all times. AST is not responsible for damage or data loss caused by malicious programs accessed through the AST networks.
- Each teacher has the discretion to allow and to regulate the use of personal devices in the classroom and on specific projects. Teachers may choose to use them on some days and not others, use them every day or not use them at all. While in class, personal devices may not be used for non- instructional purposes (making personal phone calls, text messaging, etc.)
- Students will refrain from gaming while on campus
- Students, parents/ guardians, and other users acknowledge that AST Internet access and information gathered while using it will go through the school's content filters which may

not be bypassed. Students may only use their devices to access files on internet sites which are relevant to classroom assignments, activities and the curriculum.

- To show respect for the rights of others, and to follow the AST privacy policy, students may not use devices to record, transmit, or post photographic images, audio or video or reference to a person or persons (students, teachers, staff, etc.) on school property or during school activities without the consent of the person/ persons or otherwise allowed by a teacher. Devices must not be used to transmit content of a bullying nature or that violate local laws at any time.
- Infecting any property with any virus, Trojan, or malware or the use of a program that damages, alters, destroys, or provides access to unauthorized data/information is not permitted.
- Bypassing or attempting to bypass network security provisions is not permitted. Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or Internet. This includes but is not limited to the use of VPNs.
- In order to protect your device and the safety of our community, students are not to lend their devices to others.
- **AST is not financially or legally responsible for loss or damage of any personally owned device brought to the school.**
- AST is not responsible for management, troubleshooting, technical support, or repair of personally owned devices.

Consequences

Violation of AST's rules and use policies for internet access can result in a loss of access privileges, a prohibition of the use of the student's device within AST, detention, and even suspension or expulsion, if the violation warrants.

STUDENT RESPONSIBILITIES for AST-owned Devices

- Use only the Chromebook assigned to you in class. **Do not take a different Chromebook if you cannot find your assigned chromebook.**
- Students must treat the device with care and never leave it unattended.
- Chromebooks must be returned to their designated location and plugged in at the end of every class period. **Chromebooks are not to leave the AST campus.**
- Students must walk while carrying a Chromebook. **Do not run, jump, skip, or travel in any other way.**
- Open and close the Chromebook gently, avoiding extreme angles (e.g. lying the open screen flat).
- Do not change or alter the physical appearance or structure of the Chromebook in any way. This includes writing, scratching, or altering individual parts of the Chromebook.
- Do not put pressure on any part of the Chromebook.
- Real-time messaging/chatting is only permitted with permission from the teacher. **This includes emailing in real time.**
- Student personal devices are not permitted for use on campus.

Class-specific exceptions (e.g. phone camera use for class) will be communicated with ample notice.

- Immediately report any problems with your Chromebook to the teacher leading the lesson.
- Do not remove or interfere with the serial number or other identification.
- Do not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- Do not attempt to install or run any new applications or programs.
- Students may not sign into any account other than their AST Google account on the Chromebooks and may never use another person's account. **The student is solely responsible for what happens on their own account.**
- No food or drink is allowed next to your Chromebook while the screen is open.
- Chromebooks should never be shoved into a locker or wedged into a book bag or desk as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Chromebooks must be carried in the closed position with two hands or securely under the arm.

1. Violations of the Student Chromebook Responsibilities (page 1) will result in the following:

- Loss of Chromebook privilege
 - First offense = 1 school day
 - Second offense = 3 school days
 - Third offense = 5 school days
 - Fourth offense = permanent loss of privilege
- Restitution (money paid in compensation for theft, loss, or damage) where applicable

2. Violation of digital citizenship guidelines and/or online violations of the AST Student Handbook will result in consequences commensurate with severity of the offense, including but not limited to:

- Complete loss of Chromebook privileges
- Suspension of AST Google account
- Student/Parent conference with school administration
- Removal of unauthorized files and folders
- Suspension or expulsion
- Police referral

By signing below, both the student and parent/guardian acknowledge that they have read, understand, and agree to the terms of the AST Chromebook & Technology Acceptable Use Policy.

PRINT STUDENT NAME: _____

SIGNATURE: _____ DATE: _____

PRINT PARENT/GUARDIAN NAME: _____

SIGNATURE: _____ DATE: _____

Please return a signed form to your advisor in order to use a chromebook or bring your own laptop to class

Appendix II

THE AMERICAN SCHOOL OF TANGIER Student and Parent/Guardian Handbook Agreement 2024 - 2025

Student Name: _____

Grade/Advisory: _____

Receipt of Student Handbook Verification

I have received an official copy of the 2024 - 2025 AST Student-Parent Handbook. I have read the handbook and discussed its contents with my student(s). I understand the Student Handbook is on the AST website and can be accessed online at <http://www.ast.ma/>. My child(ren) and I agree to conform to the policies, rules, and regulations contained in the Handbook.

Receipt of the Parent Code of Conduct

I have read the Parent Code of Conduct in the AST Student-Parent Handbook, and I agree to abide by the terms of the Parent Code of Conduct when interacting with school employees and/or other members of the school community.

Parent Media Permission Form

In an effort to better communicate, AST innovates new ways of promoting the school and telling the community what our students and teachers are doing. Throughout the year, teachers submit student work, pictures, and video images of students working on school projects or performing in school activities. Student images and work may appear in school related publications unless we receive a written request from the parent or guardian to withhold them.

Student Internet Use Policy Acceptance

I have read AST's Chromebook/Technology Use Policy in AST's Student-Parent Handbook, and I agree to abide by the terms of the Acceptable Use Policy when using the Internet or other computer equipment at school.

Parent Signature

Date

Student Signature

Date