



American School
of The Hague

AMERICAN SCHOOL OF THE HAGUE 2025-2026 HANDBOOK

American School of The Hague

ASH School Handbook 2025-2026

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Introduction

Welcome to the 2025-2026 School Year

It is with great pleasure that we welcome you to a new school year at ASH. We are proud to offer our students a rich and well-rounded educational experience—both academically and through a wide range of co-curricular opportunities.

Our dedicated team of administrators, teachers, counselors, advisors, coaches, and support staff is committed to helping each student discover their unique passions and strengths. At ASH, we believe that learning thrives through strong partnerships between home and school. Together, we aim to empower students to take ownership of their learning journey and to grow into compassionate, capable, and curious individuals.

We're excited to embark on this journey with you and look forward to a successful and inspiring year ahead.

What We Stand For

Mission

We build a better world as we become better human beings, hear and value every voice, keep every promise, and celebrate every achievement.

Vision

We are determined to create a school where everyone is confident and able to take control of their own learning, and the world is our classroom

Core Values

Communication
Empathy
Integrity
Responsibility
Respect

Diversity Statement

We are committed to building a better world as we become better human beings. Our mission to hear and value every voice extends to our entire community in order to maintain a diverse, equitable and inclusive environment that is also safe, sensitive, encouraging, and knowledgeable, and offers equal opportunity to all members of the ASH community.

Purpose of the Handbook

The handbook serves as a guide to communicate important policies, expectations, and procedures within a school. It clarifies rules on behavior, academics, attendance, and safety while ensuring consistency and fairness. The handbook also promotes a secure learning environment, outlines students' and parents' rights and responsibilities, and helps prevent misunderstandings while fostering effective communication between the school, students, and families.

Key Information

School Hours

Regular School Hours

Early Childhood Center	Upper Elementary School	Middle School	High School
<ul style="list-style-type: none"> Monday to Friday: 08:30 - 15:15 Wednesdays: 08:30 - 14:30 	<ul style="list-style-type: none"> Monday to Friday: 08:30 - 15:30 Wednesdays: 08:30 - 14:45 	<ul style="list-style-type: none"> Monday to Friday: 08:30 - 15:30 Wednesdays: 08:30 - 14:45 	<ul style="list-style-type: none"> Monday to Friday: 08:30 - 15:30 Wednesdays: 08:30 - 14:45

Special Hours

- Professional Development Days for Staff are published on the [calendar](#) and are days or half days (12:00 release) without school hours for all students.
- Conferences and Special Events for students and/or parents are communicated in advance by the divisions and may implicate changes to school hours for one or all divisions.

Divisional Office Contacts

Early Childhood Center	Upper Elementary School	Middle School	High School
<ul style="list-style-type: none"> Email eccoffice@ash.nl Telephone Office +31 (0)70 512 1060 ext.410 	<ul style="list-style-type: none"> Email ueoffice@ash.nl Telephone Office +31 (0)70 512 1060 ext.113 	<ul style="list-style-type: none"> Email msoffice@ash.nl Telephone Office +31 (0)70 512 1060 ext.510 	<ul style="list-style-type: none"> Email hsoffice@ash.nl Email to Report Absences hsattendance@ash.nl Telephone +31 (0)70 512 1060 ext.311

Main Telephone numbers for the Reception area:

Early Childhood Center (ECC): +31 (0)70 512 1088

Main Campus (all divisions): +31 (0)70 512 1060

Calendars

ASH School Calendar (Holiday Calendar)

The [ASH School Calendar](#) contains the start and end dates of the school year, as well as the days without school during the school year.

All-School Calendar

The [all-school calendar](#) can be accessed on the parent portal and contains all scheduled school events and functions, including athletic events, clubs and the cafeteria menu.

Parent Calendar Key Dates

The [Parent Engagement Calendar](#) is a selection of the most important events from the All-School Calendar.

Arrival and Dismissal Times and Guidance

Early Childhood Center	<p>Drop-off: from 8:05 to 8:25 every weekday.</p> <p>Pick-up: 15:15 every weekday afternoon, with the exception of Wednesdays. On Wednesdays, students are dismissed at 14:30.</p> <ul style="list-style-type: none">• Parents may drop off their child(ren) at the main gate, or bus gate entrance (students only, no parent entrance)• Children who take the school bus will be accompanied to the bus. All other students will be handed over to parents/caregivers by teachers.• Always communicate to your child's teacher and the ECC Office any change in the drop-off or pick up routine.• Parents who need after-school care can use the services of Croco Club.• Parents should not leave their children on campus outside school hours unsupervised (there is no supervision outside school hours, including early arrival)• The 'tractor' playground is open until 16:00 for children (parental supervision is required).
Upper Elementary School	<p>Drop-off: Every weekday morning the Upper Elementary playground gate is open from 8:05 to 8:45 for parents and students. If your child is late, use the main entrance.</p> <ul style="list-style-type: none">• There is no supervision before 8:05, therefore it is not allowed to drop off your child earlier. <p>Pick-up: Every weekday afternoon, with the exception of Wednesdays, the Upper Elementary gate is open from 15:15 to 15:45. On Wednesdays, the gate is open from 14:30 to 15:00.</p> <ul style="list-style-type: none">• Parents should not leave their children on campus outside school hours unsupervised (there is no supervision outside school hours, including early arrival)

	<ul style="list-style-type: none"> • Parents who pick up students at dismissal may meet their children on the UE playground or in the Atrium in cases of inclement weather. • Children who have their parents' permission to walk or bike home alone should leave the campus as soon as school is over. • Parents who need after or before school care can use the services of Croco Club. • The Upper Elementary playground is open after school but only for children who are supervised by parents. • Always communicate to your child's teacher and the UE Office any change in the drop-off or pick up routine.
Middle and High School	<p>School supervision of students and campus visitors is officially in effect from 08:00 to 15:30 on Mondays, Tuesdays, Thursdays, Fridays, and from 08:00 to 15:00 on Wednesdays.</p> <ul style="list-style-type: none"> • When a student has been granted permission to leave campus, the parents assume responsibility for their child during the time that he/she is excused from school supervision. All students are under the supervision of their parents until they enter school in the morning and once they leave school at the end of the school day, unless they are attending a school sponsored event/activity with a supervised ASH employee (with a VOG).

Daily Schedule

Elementary School	<p>Elementary students spend the majority of their day with the classroom teacher and homeroom class. Our elementary dynamic learning environments blend fundamental subjects with activities that develop thinking skills through inquiry and investigations. Our students master basic concepts and skills while engaging in projects and discussions that encourage them to think deeply and creatively. Additionally, students enjoy a variety of specialist offerings taught by specialist teachers with expertise in their fields, including art, Dutch, library, music, physical education, and STEM experiences. Typically, students spend 30 to 45 minutes in specialist classes twice a day.</p> <p>Our school day also includes time for outdoor play twice a day, along with a morning snack and lunch.</p>
Middle School	<p>Our daily schedule is based upon a block schedule, on an 8 day rotation, with a short recess between each block. There is a 45-minute break at lunchtime and another 15-minute break in the afternoon. Grade 7 & 8 students can spend lunchtime in the cafeteria, outside or the library. Grade 5 & 6 students have scheduled times for lunch and play. Every day after lunch there is a scheduled half hour of advisory or flex time designated to spend on different academic or extracurricular needs.</p>
High School	<p>Our daily schedule is based upon a block schedule with an 8-day rotation. Every day except Wednesdays there is a scheduled 25 minutes of flex time designated</p>

	to spend on different academic or extracurricular needs.
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Supply Lists

Parents and guardians are responsible for providing specific items for their children to bring to school. Detailed supply lists for each grade (ES and MS) are available on the parent portal and are shared before the start of the school year. In the High School, teachers inform students of any requested supplies.

- Additional items may be requested as needed throughout the year.

Withdrawal

Withdrawal Throughout the School Year

Please inform us at least two weeks in advance if you intend to withdraw your child from school by completing the online Withdrawal Form. You can find this form by logging into your PowerSchool parent account.

Withdrawal at the End of the School Year

Every spring a re-enrollment survey is shared with all parents, and parents can use this to inform the school of their intention to re-enroll or withdraw for the next school year instead of filling out the withdrawal form.

Withdrawal and Financial Obligations

Students withdrawing from the school are required to have all financial obligations cleared before records will be released and/or forwarded to the next school or college. Please contact the Business Office by email at businessoffice@ash.nj for further information.

Withdrawal Check Out Sheet

On the last day of attendance, a student must complete a "Check Out sheet", indicating that they have turned in all books and paid all fees. Without this clearance we will not release transcripts or other school documents. Check Out sheets can be obtained at the divisional offices. It is our custom to have departing ASH students participate in some traditional send-off activities, which is another reason to inform the divisional office in advance of withdrawing your student.

Family Requirements at Withdrawal

It is the responsibility of each family to inform the school of any special requirements related to withdrawal, including providing a forwarding address for report cards, files and yearbook.

Student Records

A cumulative file is maintained for each student, which contains his or her academic record and standardized testing information. The file is maintained by the counseling team of your child's division.

Information from this file is usually sent on to the next school when a student withdraws, and kept at ASH under protection of our [data privacy standard](#).

Communication and Engagement

Faculty Contacts

All faculty contact information is available in the [Staff Directory](#), which is located on the Parent Portal portal.

Our staff email addresses employ a uniform convention. We take the first letter of our first name, our last name, then the American School of The Hague domain name (@ash.nl).

Parent Coffees

Principals will host Parent Coffees meetings throughout the school year. These meetings provide opportunities to learn about school events or plans. Parents are encouraged to ask questions and share observations about their experiences at ASH.

The Parent Coffee dates can be found on the [Parent Engagement calendar](#), and are communicated in the “Flash”, our weekly newsletter.

Parent Teacher Conferences

Conferences are held each year to provide a formal opportunity for parents and students to meet with teachers about progress in classes. Conference dates (and their implications to regular school hours) are communicated well in advance to all parents.

Concerns and Conferences

Parents may request a conference with a teacher at any time. The request should be made directly to a teacher via email.

Back-To-School Nights

At the beginning of the year, every division organizes a Back-to-School Night to provide parents with information about their student’s classes, schedules, and activities.

Parent Portal

All ASH parents can access the password-protected [parent portal](#). On the parent portal you can find resources including:

- Staff Directory

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- Weekly Announcements from your division(s)
- Menu
- Clubs and Activities
- Athletic information
- Supply Lists (Elementary and Middle School)
- School Calendar

Classlist

At the American School of The Hague, we are using the app **Classlist** to help keep parents connected and informed about school events and updates.

Weekly Newsletter

All ASH parents receive our weekly newsletter “The FLASH” via email

The FLASH contains:

- Weekly Announcements from your division(s) and Athletics
- All-school important announcements
- All-school important upcoming events
- Resources including the upcoming menu, new clubs and activities, parent-organized events, and more.

Campus Screens

Screens operated by the Office of Engagement and used to display school information and upcoming school events.

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) is a parent-led, volunteer organization, serving the parents, students, families, and teachers of ASH to enhance the experience for students and their families. The PTO can be contacted at pto@ash.nl.

Powerschool

As an electronic grade book, the system allows both parents and students to have secure online access to information like grades, teacher comments, and attendance records.

If you have any trouble with PowerSchool, please contact the PowerSchool administrator, powerschool@ash.nl.

StoryPark - For Elementary School

A digital platform used to share classroom and activities photos, updates and reminders to PreKindergarten parents.

SeeSaw - For Elementary School

A digital platform used to share classroom and activities photos, updates and reminders to Elementary School parents.

Brightspace - For Middle and High School

Brightspace Learning Management System (LMS) is ASH's grade 5-12 online learning environment. Teachers and students use the LMS regularly in their classes. The LMS offers teachers a platform for interacting with students both in school and beyond the classroom. Teachers can provide materials, host discussions and share upcoming deadlines with students through a single portal.

Every course taught at ASH in the middle and high school has a corresponding LMS course. Each student can access course information, their teacher's contact information, as well as their class materials through the LMS. Teachers post all upcoming student assignments on the LMS and students can find all these assignments on a single master calendar inside the LMS. Brightspace LMS can be accessed by teachers, students and parents.

High School Daily Bulletin

Daily announcements are published each morning in the high school daily bulletin, which is read out to students during the first block. If students wish to have an announcement published on behalf of a club or activity, they must ask your club/activity sponsor to place the announcement in the Bulletin for them.

Student Policies

Rights And Responsibilities

Living in a community requires that we respect the rights of others and follow the rules designed so we can have a safe, caring, and productive learning environment. Students are expected to follow the ASH Core Values and exhibit behaviors that demonstrate respect and consideration for the rights of our community and others, on and off campus as well as online and offline.

Open and Closed Campus

Elementary and Middle School	<p>Elementary and Middle School have a closed campus, and students are required to be on campus during the day.</p> <p>When a student has been granted permission to leave campus for example for a doctor's appointment, the parents assume responsibility for their child during the time that the student is excused from school supervision. All students are under the supervision of their parents until they enter school in the morning and once they leave school at the end of the school day.</p>
High School	<p>High school grades 9 and 10 have a closed campus, and students are required to be on campus during the day.</p> <p>High school grade 11 students have limited open campus privileges. During semester 1 juniors have permission to arrive late or depart early provided they have free study time first or last block. This privilege does not allow juniors to be off campus during breaks, lunch or second and third blocks. Students may leave at lunch break if they have a last block free.</p> <p>High School grade 12 students have open campus privileges and therefore have permission to be off campus when they do not have a scheduled class.</p> <ul style="list-style-type: none">• Each grade 11 and 12 student must sign in and out at the high school office when arriving and leaving campus.• Each grade 11 and 12 student must have the written permission of his/her parents to utilize this privilege. Permission notices will be emailed home in the opening week of school. Parents can fill out the permission form online. Students who do not have parent permission are required to be on campus during the entirety of the school day.• If you are on campus during your free study block and an evacuation occurs, it is mandatory that you remain on campus and report to your designated advisory meeting place during the evacuation.• Tardiness to class following a free study block may result in the immediate loss or suspension of the privilege for the individual

	involved. Loss of this privilege could also include incomplete or late homework, attendance issues, more than one D or F grades in any one subject. Study blocks will then be assigned on campus.
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Leaving Campus

If students need to leave campus before the end of the official school day for reasons such as medical or dental appointments, they must sign out at the school office. Students with (limited) open campus privileges do not need to sign out if they have a free study block.

Parents must contact the school office in advance to inform us of the student’s early departure from campus. When the student returns to campus, they must sign back in.

Infringements are reported to the assistant principal and appropriate actions will be taken which may involve behavioral documentation, parent notification, conference and/ detention or suspension.

Attendance and Absences Policy

Attendance

In the Netherlands, all children aged 5 and up are legally required to attend school. Missing school without a valid reason is considered truancy and can have consequences for both parents and students, whether they attend a public or private school.

Elementary School	Regular attendance is one of the most important factors determining success or failure at school. Students are expected to be present in all classes everyday.
Middle School	Regular attendance is one of the most important factors determining success or failure at school. Students are expected to be present in all classes everyday. The Assistant Principal will monitor attendance and contact and/or schedule a conference with a student and the parents or guardian when the pattern of absences or tardies may have an adverse impact upon a student's achievement or lead to the student being denied credit for a course.
High School	Attendance is taken by the subject teacher at the start of every block and registered in PowerSchool. Students are expected to be present in all classes every day. Regular attendance is an important factor for success at school and it is the responsibility of the student and his/her parents or guardian. The Assistant Principal will monitor attendance and contact and/or schedule a conference with a student and the parents or guardian when the pattern of absences or tardies may have an adverse impact upon a student's achievement or lead to the student being denied credit for a course.

Attendance in Powerschool (Middle School and High School)

Attendance is registered by the school in Powerschool by the following codes:

- E - Parent Excused Absences
- A - Unexcused Absences
- D - Excused Delay to class (less than 30 min)
- L - Leaving Class early (less than 30 min)
- T - Unexcused Delay to class (less than 30 min)
- S - Sports
- X - School related activities - informational code
- O - Absence recorded, but not formally approved

Absences (How to register Parent Excused Absences)

All absences are considered to be unexcused until parents have made contact with their divisional school office. If a student is absent without parent permission, the school will contact the parent and student to determine the reason for the absence.

Valid reasons for absence include:

- Illness
- Observance of a religious holiday
- Need to attend a medical/dental/passport appointment or similar (though these are not usually a full day)

In addition, it is possible to request leave for several reasons, including:

- Family emergencies, such as a funeral or serious illness of a close relative
- Special family events, like a parents’ or grandparents’ 25th or 50th wedding anniversary
- Wedding in the family
- Moving house

You can find a complete list of valid reasons for absence or leave in the linked [document](#). Absences can be reported using the email address of the [relevant division](#).

Tardies (T)

Tardiness to school and class disrupts instruction and learning for the entire class. Students are expected to be on time.

The Transportation and facilities office will notify the school offices in the event that an ASH school bus will be late.

Delays in public transportation and oversleeping are not a valid excuse for missing class and will be registered as Unexcused.

A truancy officer can also be contacted if a student has twelve (12) or more tardies within the school year.

Elementary School	Students are expected to be in their first class at 08:30 each morning and on time at the beginning of each subsequent class. If students arrive late to
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	<p>school, they must be signed in on the dedicated sign-in laptop. At the ECC their parents are requested to do this, and at the UE the students can sign in themselves.</p>
Middle School	<p>Students are expected to be in their first class at 08:30 each morning and on time at the beginning of each subsequent class. If students arrive late to school, they must sign in at the middle school office. Students who are late should have a note from their parents.</p> <p>A student is excused with a parent note, email, or telephone call; otherwise, students are issued an unexcused late pass. Students who accumulate 5 unexcused tardies to the start of the school day in a semester will be assigned a morning success planning meeting.</p> <p>Students are held responsible for keeping track of time and for being on time to class. If a student is consulting with a teacher after class, the student should request a late pass before going on to the next class.</p> <p>If a student has a pass from a teacher, counselor, administrator, or nurse, for being late to class then the tardy is registered as delayed (D). Students late to class without a pass will be admitted; however, the teacher will enter the attendance as an unexcused tardy (T). Tardiness that exceeds the first 30-minutes of class will be reported as an unexcused absence (U).</p>
High School	<p>Students who arrive late must sign in at the high school office and then proceed directly to class. Unless a parent or guardian contacts the high school office before 08:30 to explain the reason for being late, it will be recorded as an Unexcused Tardy (T).</p> <p>Unexcused tardies will be monitored on a monthly basis. If a student receives five tardies in a month, they will be scheduled for a morning check-ins. This will require the student to check in between 8 and 8:15am at a time scheduled during the first week of the following month. Every 5 tardies “earns” a check-in. If a student fails to attend their scheduled check-in, they will be sent a follow up email with their parent/guardian copied in. Should a student fail to attend their make-up check-in, further disciplinary action will be taken including the possible loss of open campus privileges for students in grade 11 and 12.</p> <p>Following attendance at the check-in, tardies will be changed from an Unexcused Tardy (T) to Delayed (D) which are no longer considered unexcused but will remain in Powerschool.</p>

Truancy

School Attendance is compulsory in the Netherlands. Please follow [this link](#) to the information form the Dutch Government.

A student absent from class without legitimate authorization is considered to be truant, and an unexcused absence will be registered on the student’s attendance record. A class truancy may affect the student’s eligibility to participate in co-curricular activities.

The DUO (Dienst Uitvoering Onderwijs “Service Execution Education”) provides information to the school in regards to truancy. A truancy officer is contacted by the school if a student reaches the threshold of 16 total hours of unexcused absences within four consecutive weeks. A truancy officer can also be contacted if a student has twelve (12) or more tardies within the school year.

An attendance report from the school is sent to an assigned truancy officer. The truancy officer then contacts the student and the parents or guardians to discuss the truancy status and to decide next steps. The truancy officer reports back to the school their findings.

Disciplinary consequences for class cuts

Students are expected to be in all scheduled classes. When a student cuts class, appropriate disciplinary action will be taken. This may include but is not limited to detentions, loss of open-campus privileges for G11-12 or suspensions.

Continued class cuts

Continued unexcused absences will result in the assigning of a probationary status. The student will be placed on a contract that defines attendance expectations and outlines further disciplinary action to be taken if the problem continues. It is likely that the student will be removed from co-curricular activities until his/her attendance has improved. In the case of juniors and seniors, disciplinary consequences may also result in the loss of open campus privileges. A conference with the Principal may be requested. A report is made to the Dutch Truancy Authority (DUO) depending on the number of unexcused absences recorded.

Absences for School-related Activities and Sport Trips

Absences due to school related activities or trips are considered excused absences. These will be recorded in the student's PowerSchool attendance record with a special designation: (X) for school related events and (S) for sports trips. This helps differentiate these excused absences from regular absences. Student athletes or student participants in school related activities (i.e. theater productions, MUN, speech and debate, THIMUN, NESDA, Disney) must be in school the day before and the day of the activity; otherwise, they may not be able to participate in the activity. Any exceptions to this must be approved by the Principal and/or Assistant Principal.

Pre-arranged absences

<p>Elementary School</p>	<p>If you know in advance that your child will be out of school due to family needs or an emergency, please fill in the online Elementary School Student Absence - Advance Notice Form two days before you intend to leave. You can find this form in the parent portal. We do not distinguish between excused and unexcused absences at the Elementary School level and ask that you arrange family vacations with the school schedule. Please note that teachers are not required to provide assignments in advance of an absence.</p> <p>We record absences and late arrivals on all progress reports and report cards. A student is marked late if he or she arrives after 08:30. Excessive absences/tardies affect a child’s ability to learn.</p>
<p>Middle School</p>	<p>Permission for students to be absent for travel outside regular holiday times is granted on the premise that travel is educational or necessary, as in the case of a family emergency. We strongly urge students and parents to confine travel to scheduled school holidays. The disruptions to learning that an early</p>

	<p>holiday departure or a late return causes are considerable. If an absence cannot be avoided, parents must inform the middle school office in writing, by email, or by coming to the office.</p> <p>Students need to complete a Planned Absence Form at least three days before a planned absence, so teachers can make appropriate arrangements for assignments and assessments. Students are responsible for obtaining and completing all missed work. Students must pick up a Planned Absence Assignment Sheet from the middle school office, athletics office or their activity sponsor. They should use this sheet to gather their classwork prior to their absence.</p>
<p>High School</p>	<p>All parent requests for a pre-arranged excused absence (e.g. University Visits / family celebrations) must be in writing and directed to the (Assistant) Principal. A Pre-arranged Absence Request Form must be submitted at least one week before the proposed departure date so that teachers can be informed for planning purposes. All pre-arranged absences must be cleared through the (Assistant) Principal and not via individual classroom teachers.</p> <p>A request for leave that has been approved by the (Assistant) Principal will be registered as (E) on the student's attendance record. It is expected that due work, tests, assignments, etc. will be completed prior to departure unless special arrangements have been made with the teacher in advance. A request that has not been approved will be marked as (O) on PowerSchool attendance.</p> <p>Requests for absences during examination periods at the end of each semester will not be granted, except in cases of true emergency. Requests for absence just prior to or following a scheduled vacation are discouraged under any circumstances. School vacations are scheduled so that everyone can enjoy family holidays.</p>

Parents absence from The Netherlands

In the event that both parents must leave the Netherlands without their child, they must complete a "[Parent Absence from the Netherlands](#)" form and return it to the school divisional office prior to departure. If this is not possible, please [contact](#) the office and provide us with the pertinent information about the absence.

It is vital that you leave your student with a responsible adult guardian in your absence. In the event of an emergency, the school must be able to contact the guardian. Please also refer to the [Guidelines](#) for parents who plan to leave The Netherlands while children remain in school at The American School of the Hague.

Missed work due to Absences

When a student is absent for any reason, it is understood that the student is responsible for making up the missed work and is liable for loss of credit for assignments or tests that cannot be made up. For prolonged periods of absence due to illness, the school will do its best to provide appropriate assignments so that the student's progress can be maintained as well as possible.

Behavior Response Guidelines

When behavioral issues arise, we follow a structured process that focuses on understanding and improving behavior through collaborative efforts, taking a case-by-case approach that might involve consultation with the student, parents or guardians, faculty members, including relevant staff, school counselor, and/or principal. Our approach focuses on restorative and proactive measures to foster positive behavior.

Continued problem solving may include the following:

- Consultation with other faculty members, including relevant staff, school counselor, and/or principal.
- An improvement plan.
- Restorative practices.
- Individual and/or small group support.
- Parent communication and involvement.
- Further referral to the school student support team for more targeted support.
- Suspension and expulsion, for which the process is outlined in detail

Detentions and Suspensions (High School Specific)

Disciplinary actions that may be taken in the High School.

Detentions

Detentions may be assigned by a teacher or the high school Assistant Principal or Principal. Detentions can be served before school, during lunch or after school, at the discretion of the teacher and/or Principal. Detentions assigned after school will be dismissed no later than 18:00. Students assigned to after school detentions during times when there are no after school buses are expected to arrange their own transport home.

Depending on the infraction, more than one day of detention may be assigned. An email will be sent home describing the nature of the offense and discipline assigned.

An accumulation of detentions during the school year may also lead to the student being placed on a behavior contract.

Suspensions

A suspension is a more serious means of discipline taken by the school administration in order to clearly warn both the student and parent regarding some aspect of the students' misbehavior. Conduct which led to the suspension, if repeated, may jeopardize the student's enrollment at ASH. School officials reserve the right to suspend a student whose behavior is contrary to stated rules and regulations, policies, or procedures.

There are two types of suspensions. The length of any one of these will vary depending on the offense.

1. In-school (ISS): The student reports to the high school office when they arrive at school the day of the suspension. They will not attend regular classes during the day and will take breaks/lunch as assigned by the Principal. They must leave school by 15:30 on the day of ISS. Lessons will be provided by the teachers and all work assigned must be completed by 15:30. Parents will be contacted to inform them of the action taken.
2. Out of school (OSS): The Principal or Assistant Principal may suspend a student for 1 or more days, up to a maximum of five days. Students who have been suspended from school are not allowed to participate in, or be present at, any co-curricular activity or school related events during their period of

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suspension. Academic work missed during an out of school suspension may be made up for credit with the approval of the Principal or Assistant Principal. A parent conference is required prior to the student returning to class.

Hierarchy of consequences

It is difficult to list every form of behavior that will result in a disciplinary response by ASH. As a general principle, the good order of the school, the learning process, and the safety of individuals must be maintained. Actions that disrupt any aspect of the education of students, that have the potential for harming individuals, or to disrupt the orderly operations of ASH may be subject to disciplinary consequences. The full range of disciplinary responses as stated in the hierarchy of consequences may be called upon to respond to disruptions of good order at ASH. The administration reserves the right to treat each case on an individual basis, depending upon the nature and circumstance of the offense.

Typical order of responses to inappropriate behavior:

1. School-based Team	By counselor, teachers, assistant principal and the principal.
2. Parent Contact	By telephone, written letter or email. A parent conference may be required.
3. Detention	Students may be assigned detention as a consequence of inappropriate behavior, tardiness, not having their ID badge, and other infractions. Detention is held during lunch, breaktime, and after school and is usually in the office area. Consequences may be designated to replace detention from time to time as a result of inappropriate behavior. These may include work duty, repair duty, letters, reimbursement, etc. Parents will be contacted to inform them of the action taken.
4. In-school Suspension	This is considered to be an excused absence from class. In order to receive credit, the student must turn in assigned work by the end of the day. Parents will be contacted to inform them of the action taken.
5. Contract	Specifies behavior and consequences. A parent conference is required. The consequences contained in the contract will normally include a conditional or probationary status that may lead directly to a recommendation for expulsion.
6. Out-of-School Suspension	School officials reserve the right to suspend a student whose behavior is contrary to stated rules and regulations, policies, or procedures. Students who have been suspended from school are not allowed to participate in, or be present at, any co-curricular activity during their periods of suspension. Academic work missed during an out of school suspension may be made up for credit with the approval of the principal or assistant principal.

7. Conditional / Probationary Status	<p>Students who experience significant academic and/or social difficulty may be placed on a probationary contract by the principal, counselor or assistant principal in consultation with the student support team. The principal, counselor or assistant principal will schedule a conference with the student and parents.</p> <p>The student will be monitored by the counselor and/or assistant principal with review by the student support team for as long as necessary. The student's eligibility for co-curricular participation may be restricted.</p>
8. Recommendation for exclusion	<p>School Officials reserve the right to recommend a student for exclusion whose behavior is contrary to stated rules and regulations, policies, or procedures. Only the director may exclude a student, acting upon information provided by the principal. The excluded student and his or her parents or guardian, or the parents or guardian of any student may make an appeal to the Board of Trustees within five working days from the day the decision is communicated to the student and parents or guardian.</p>
9. Referral to local police or other authorities	<p>This is a consideration when the circumstances of the incident fall within the limits of their authority. ASH will reserve the right to take additional disciplinary actions as required.</p>

The Appeal Process

A hearing to appeal a decision to expel or terminate enrollment of a student will be conducted in the following manner:

- A student and/or the parents or guardian of the student, or parents or guardian of any student, may request the Director to arrange a hearing before the Board of Trustees to appeal any disciplinary decision made by the administration involving expulsion or termination of enrollment of that student. This request must be made within five working days from the day such a decision is communicated to the student, or parents and/or guardian.
- The appellant will be notified in writing of the time, date and place of the hearing.
- The Board Chairperson, or in their absence, the Board Vice Chairperson, moderates the proceedings.
- A minimum of six members of the Board must be present throughout the hearing.
- The hearing is conducted in a closed session of the Board unless all parties agree to an open session.
- The appellant is responsible for presenting his or her case to the Board. Copies of any relevant documents are to be supplied to the Board in advance of the hearing.
- The Director presents his or her findings to the Board. Copies of any relevant documents are to be supplied to the Board in advance of the hearing.
- The appellant will present their summation and final comments.
- The Board will meet in a closed session excluding all other parties and the Director to evaluate the case and arrive at a decision.
- All parties will be notified of the final decision of the Board in writing within five days from the date of the hearing.
- The Board is responsible for keeping a record of the hearing.

Student Searches

The purpose of these procedures is to provide for a safe and healthful educational environment by enforcing the school's policies against contraband.

In accordance with Dutch law, a school has the right to have a policy on possession and search for illegal and/or inappropriate substances/weapons.

If such a policy contains the right to search a person and/or property and has been approved by the Governing Board (Board of Trustees), and the information is available to students, then the search need not have student permission to take place.

A school official, i.e. Director, Principal and/or Assistant Principal may search a student's locker and/or desk at any time without notice, student consent, and without a search warrant. A school official may search a student's person and/or a student's personal possessions based upon reasonable suspicion that a student may be in possession of illegal substances, alcohol, weapons, stolen goods and/or contraband of any kind. In the case of a personal search the school official will ask the student permission to conduct such a search.

General Guidelines for searches

Lockers and content within a locker	School lockers are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant. As soon as practicable after the search of a locker and the contents therein, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by school officials or the police.
Computers	School issued computers are the property of the school and as such the contents and material stored on the computer become school property.
Personal possessions and a student's person	The personal possessions of students and /or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Prior to engaging in a personal search, the school official will ask the student for permission. Should the student refuse to be searched, the school official will contact the parent and, if deemed appropriate, the police authorities, before proceeding further. <i>Note: Laptops provided as part of the 1:1 Laptop Program are school property.</i>

Contraband

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

Definitions

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Contraband	Means any unauthorized item, possession of which is prohibited by school policy and/or law. It includes, but is not limited to, weapons and “look-alikes”, alcoholic beverages, incendiary devices (lighters), controlled substances and “look-alikes”, and lost or stolen property.
Personal possessions	Include but are not limited to purses, backpacks, book bags, packages, and clothing.
Reasonable suspicion	Means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent, or staff member, a student’s suspicious behavior, and past history or record of conduct both in and out of the school context, or other reliable sources of information.
Reasonable scope	Means that the scope and/or intrusiveness of the search are reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction by the student, the reliability of the information, the necessity of acting without delay, the existence of extenuating circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence).
School Officials	Are defined as the assistant principal, the principal, and the school director. The school director or the Principal may designate any other member of the staff as a “School Official” if circumstances warrant such an action.
Controlled substances	Means any illegal or criminal substance that in some way alters the physical, mental and/or emotional condition of a person. Examples include, but are not limited to: cigarettes and other tobacco products, vaping, marijuana, hash, alcohol, amphetamines, XTC, mushrooms, etc. Prescription medication with a doctor’s authorization and a parent’s note is not illegal.
Tobacco and Tobacco by-products	ASH is a non-smoking campus. Students, faculty and staff are not permitted to use any tobacco and/or electronic cigarette products including incendiary devices (lighters) in the school buildings, on the campus, on school buses, or at any on-campus school sponsored event. Violators may be suspended, and repeat offenders may be recommended for expulsion from the school.

Weapons	Mean any instrument that is intended to harm another and include but is not limited to; guns, knives of any kind, etc.
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Procedures for Searches

School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. Search of personal possessions of a student and/ or a student’s person will be reasonable in its scope and intrusiveness.

As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

A search of a person shall be conducted in private by a school official of the same sex. Whenever feasible, a second school official of the same sex shall be present as an observer during the search of a person. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

A school official conducting any search may determine if it is appropriate for the parent to be notified of, or present for, the search. At a minimum, a parent will be notified that a search was done after a personal search is completed. A copy of this policy or pertinent excerpts will be printed and disseminated in a way which school officials deem appropriate.

Seizure of Contraband

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

Violations

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school’s disciplinary regulations, which may include suspension or expulsion, and the student may, when appropriate, be referred to legal authorities.

Dress Code

Elementary and Middle School	<p>At ASH, we believe that personal appearance should honor our school and our diverse international community. To maintain a positive and respectful learning environment, students should wear clothing suitable for a focused, academic setting. Clothing should not contain offensive slogans, inappropriate language, or graphics.</p> <p style="text-align: center;"><u>Do</u></p> <ul style="list-style-type: none"> ● Wear shorts, skirts, dresses, pants ● Wear t-shirts, button down shirts, sleeveless shirts, sweatshirts, etc
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	<ul style="list-style-type: none"> ● Wear clothes that allow you to participate in a variety of school activities ● Wear shoes <p style="text-align: center;"><u>Don't</u></p> <ul style="list-style-type: none"> ● Visible undergarments ● See-through material ● Inappropriate words or symbols ● Alcohol or drugs words or imagery
<p>High School</p>	<p>By trusting students with a senate-advised dress code, we expect them to uphold and maintain respect for themselves and the surrounding HS ASH community.</p> <ol style="list-style-type: none"> 1. Shirts, blouses, sweaters, and dresses must not be strapless or show undergarments (exclusive of undergarment straps). 2. Beach attire, such as flip flops and bathing suits are not allowed. 3. Skirt, short length and rips in jeans/pants must not show underwear or buttocks. 4. Leggings are allowed as long as they are not see-through. Footwear must provide comfort and safety for class/school activity, flip-flops are not permitted. 5. Clothing or clothing articles may not contain profanities (in any language). 6. Clothing and accessories must be free from having slogans, comments or designs that are obscene, lewd or vulgar; are directed towards or intend to harm, harass, threaten, intimidate or demean individual groups or individuals of their race, gender, sexual orientation, color, national origin, ethnicity, religion, age, disability, gender identity and political slogans. 7. Clothing that promotes the use of alcohol, drugs, or tobacco is not allowed. 8. PE teachers will outline dress expectations in the beginning and throughout the year during PE classes. This may differ from the regular dress code. <p>A first violation of the dress code will result in students being warned discreetly - defined as without students or staff members present, in a quiet and respectful manner. When a student's dress and behavior is, parental notification and a possible disciplinary consequence may be required. If students have grievances pertaining to the dress code, they are welcome and encouraged to talk to their student senators/co-presidents.</p> <p>*Allowing students to show undergarment straps alleviates gender bias, and prevents more provocative forms of retaliation (ex: no undergarments at all).</p>

Mobile Phones and Electronic Devices

Elementary School	Any electronic device needed by students during the school day is provided by classroom teachers. Therefore, electronic devices from home are not necessary in school. Mobile telephones, smart watches and similar devices are not permitted to be used at any time during the school day. Students who bring such devices to school are doing so at their own risk and are requested to keep them stored in their backpack and kept out of sight. Improper use of any electronic devices will result in them being confiscated for the day.
Middle School	Middle school students are not permitted to use mobile phones, iPods, headphones, earbuds, and other such devices during school hours (08:30 - 15:30) without the permission of a teacher. Mobile phones are to be silenced and stored in lockers during school hours. To keep disruptions to the learning environment to a minimum, such devices may be brought to a class only if requested by teachers. Mobile phones are only available before and after school for student use. If a student needs to make a telephone call, he or she may use the telephone in the middle school office. Please label all devices with the name of the student.
High School	<p>In line with requirements from the Dutch authorities:</p> <ul style="list-style-type: none">• Mobile phones and headphones should be out of sight and placed in phone pockets in the classrooms and hallways during class time.• Mobile phones should be on silent with notifications switched off.• Mobile phones may be used during break, lunch and study periods. <p>If phones or headphones are seen in the classroom or hallways (during a class) the student will receive a warning. If this happens again, the phone will be confiscated and handed to the High School office. Phones can be collected at the end of the day and if the problem persists, further action will be taken by High School administration.</p> <p>If permitted by the teacher, students may use mobile phones or other electronic devices in class for educational purposes. Students need to look after their possessions and remain security conscious.</p> <p>ASH does not assume responsibility for any loss of students' personal items.</p>

Lost Property

Lost and found items are turned into the divisional offices or reception. Garments, lunch boxes, water bottles and other larger items might be placed at dedicated spots outside the office. Smaller items will be kept at the offices or reception. Lost articles may be claimed during lunch or breaks, before or after school.

Clothing items that are not claimed by the end of the academic quarter or before holiday breaks will be removed and donated to charity.

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- Please do not bring valuables to school.
- ASH is not responsible for lost or stolen items and these are not covered by school insurance.
- Please write or engrave the name of your student on every item he or she might bring to school.
- Lost school property, including but not limited to textbooks, library books, technology, are charged to the responsible student.

In addition to the above, please contact the (advisory) classroom teacher as part of your search for missing items.

Cost of lost or damaged school property

In addition to the above, please take note of the replacement cost of lost books and laptops:

Laptops and accessories replacement and repair cost

All cost of damaged and repaired school laptops, ipads and accessories will be borne by the student' family. For more information review [your laptop handbook](#) and agreement.

High School textbooks standard rates

Regular size paperbacks: 30 Euros

Large paperbacks and small hardback textbooks: 50 Euros

Large hardbacks and very large paperback texts: 100 Euros

Student Guests

Elementary, Middle, and High School

If your child wishes to bring in a friend, or a visiting relative of the same age, please make a request for a student visit at least two days in advance through the Divisional School Office.

Visits to the school are limited to two days per visiting guest at a time and requests are granted based on a number of factors, including class and school activities. We grant permission to visitors on a case-by-case basis, weighing the disruption to learning that the visit might cause. We might decline permission for the visit or suggest another, more appropriate day.

- Visitors are not permitted the first two weeks of school and the last two weeks of school.
- Guests are expected to follow our classroom and school expectations during their visit.

Middle school

In addition to the above:

- The permission form needs to be signed by the team leader and assistant principal or principal.
- Some teachers might prefer not to admit the visitor and instead elect to have them wait in the library.
- All visitors must secure an identification badge at Reception and sign in at the middle school office on the day of the visit.

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High school

In addition to the above:

- The request must be completed and then approved by the Assistant Principal.
- Some teachers might prefer not to admit the visitor and instead elect to have them wait in the library or cafeteria.

Restrooms

Students are expected to use the restroom during breaks and lunch. If needed during class time, they must ask for teacher permission and do so on a limited basis. Restrooms should only be used in designated areas near their classrooms or the cafeteria. Only one student is allowed in a bathroom stall at a time. If a student requires frequent restroom use due to a health condition, the school nurse must be informed.

Birthdays (Elementary School-Specific)

We enjoy recognizing student birthdays as special moments in our school community. Families are welcome to contribute in meaningful and simple ways, such as bringing a healthy treat, reading a favorite book to the class, or leading a game your child enjoys in the classroom. In support of our efforts to promote healthy habits and reduce waste, we kindly ask that families do not send in large quantities of treats or gift bags for the class. Thank you for helping us celebrate in thoughtful and sustainable ways.

Fundraising

All fundraising campaigns need to be part of a club or activity with a teacher/staff mentor or advisor. Before starting to plan, students need to demonstrate to their mentor or club supervisor that:

- They understand and are authentically connected to the cause.
- The organization is reliable and ethical.
- There's a real need for support, and their efforts are sustainable.

Once this has been confirmed, students can [complete the form](#) to have your fundraiser approved by the Service Learning Coordinator.

Promotion of Student Fundraisers

The sale of products, event tickets, or soliciting donations on campus is limited to ASH approved functions and locations.

Official school communication channels such as the weekly newsletter are not to be used to share direct payment requests for fundraisers.

Academic Information

Curriculum

Elementary School	Information about the curriculum is detailed on the Parent Portal Curriculum Pages
Middle School	Information about the curriculum is detailed on the class Brightspace pages.
High School	All courses and course regulations are described in the ASH Program of Studies for 2025-2026

Advanced Placement (AP) and International Baccalaureate Diploma Program (IBDP) - HS

Students in grades 10-12 may enroll in AP courses if they meet the prerequisites, have their teacher's recommendation and have demonstrated that they are organized learners who strive for excellence in their learning. All students enrolled in AP courses are required to take the course AP exams in May in order to have the course listed as an AP course on their transcripts. The fees charged by the College Board for AP exams are NOT part of the ASH tuition. AP exam fees are paid separately by the student prior to the exams.

We offer the full IB Diploma and IB Certificate courses for highly motivated and academically able students (grades 11 and 12). The diploma program consists of 6 subjects plus 3 core requirements in Theory of Knowledge, Extended Essay and Creativity Action and Service. All students enrolled in IB courses for the diploma or certificates are required to take all the IB exams for that subject and complete all internal assessments in order to have the course listed as an IB course on their transcript. The fees levied by the IB are NOT part of ASH tuition fees and are paid separately by the student prior to the exams. Any changes to the IB exam registration and/or course enrollment after approximately November 1st of the exam year, will result in change fees prescribed by the IBO (this date is set each year by the IBO). All schedule changes involving IB courses require the signature of the AP/IB coordinator.

Full details are available from our AP/IB coordinator, at apibcoordinator@ash.nl or read the [ASH Program of Studies for 2025-2026](#)

Course Selection - High School

Grades 9, 10, & 11: Counselors will meet individually with each student in March to go over their course selection choices for next year. Please refer to the [ASH Program of Studies for 2025-2026](#) as you continue to discuss plans with your child(ren).

New students and families receive an access code upon arrival, and their own personal code in the Spring, during course selection. The high school publishes an overview of all courses, by department, in the high school program of studies, available in document form during both orientation and course selection.

Homework

<p>Elementary School</p>	<p>At the elementary level, we believe that children benefit most from time after school spent playing outside, helping at home, and participating in extracurricular activities. For this reason, we generally do not assign homework.</p> <p>Teachers may occasionally assign reading homework to help foster a love of books and build strong literacy skills. If reading is assigned, we encourage families to make it a relaxed and enjoyable part of the evening routine.</p> <p>Our goal is to support healthy development, balance, and a love for learning—both in and out of the classroom.</p>
<p>Middle School</p>	<p>The purpose of homework is to provide out-of-school learning that supplements and complements the material covered during the school day. Students can expect short- and long-term assignments, shared assignments or working with parents or other students, and independent assignments. Often work is started in class but completed at home. We expect students to record homework in their school agendas for every class, every day. Homework is also assigned when:</p> <ul style="list-style-type: none"> • Remedial work is needed. • Work is required for students to maintain a normal rate of progress. • There is a need to practice specific skills. <p>The amount of homework assigned generally increases from grade to grade. Homework averages 30-minutes to 90-minutes per day.</p> <p>Parents should help their children with homework only minimally. If a student cannot complete his or her assignments, the teacher, student, and parents must confer. Teachers try to coordinate assignments with each other so that students do not have several large projects due at the same time. Students should feel free to discuss their concerns about homework with their teachers at any time. If you think your child regularly spends too much or too little time on homework, please feel free to discuss the matter with the teacher(s).</p> <p>It is good parental practice to establish a time and a place for children to do homework. On any given day, if your child finishes his or her homework early, we recommend that the remaining time be used for pleasure reading, typing practice, or working on long-term assignments.</p> <p>Students are not expected to complete work or study for tests during vacation/holidays. Tests and projects will not be administered or due the first day back from vacation/holidays.</p> <p><u>Make-up work or assessments</u> Make-up work following an absence must be turned in promptly. The practice of the school is to allow the same number of days for making up the assignment/assessment as the child was absent. Students are responsible for seeking out assignments from their teachers using the Planned Absence Form. Generally, we expect all missing work to be made up. Teachers might give alternate assessments in the event of an extended illness or absence. We encourage parents to contact teachers during such an absence to collect any assignments.</p> <p>Should a student want to redo an assignment/assessment or to turn in late work, the student must first meet with the teacher about that assignment/assessment</p>

	<p>within one week that the assessment/assignment took place. Then, the student shall have one more week to retake, redo or make up the assignment/assessment.</p>
<p>High School</p>	<p>It is assumed that students will have homework each day of the school week. If absent because of sickness or other unforeseen reasons, students are expected to make arrangements with teachers for make-up work or tests missed. Also, if excused for co-curricular activities such as athletics trips or rehearsals, students are expected, prior to their absence, to get assignments and sit tests or arrange make-up dates for tests. For high school, the general homework guidelines for students is 1 to 2 hours for grades 9 and 10 and two to three hours for grades 11 and 12. This may vary from day to day depending on a student's course schedule. The length of homework assignments is monitored by teachers and discussed with students. As a general rule, over the duration of a week, no more than 2.5 hours of homework should be assigned per course.</p> <p>Teachers are expected to:</p> <ul style="list-style-type: none"> ● Assign work pertaining to concepts that have been covered in class; ● Break major assignments into chunks and check student progress on each stage of the assignment; ● Plan homework and assessments collaboratively with the support teachers to provide differentiation, when appropriate; ● Ensure that homework assignments and due dates are clearly conveyed to students; ● Ensure that a maximum of two summative assessments are given each day; ● Monitor homework completion, establish and communicate consequences to students; ● Give regular, timely and specific feedback to students to ensure they are prepared for major assessments. Normally, feedback is provided to the students within a two-week time frame. ● Contact parents when work is consistently incomplete or poorly done. <p>Homework during School Vacations</p> <p>School vacations are defined for homework purposes as being “off school” for five school days or longer. So, for instance, over a three- or four-day weekend, this is not considered a vacation for homework purposes. A regular amount of homework would be given from the class teacher ahead of a long weekend. However, the school believes students' well-being benefits from having a break from studies and formal learning over school vacations. Therefore, homework will not be assigned over vacations, with the following exception; for those students who choose to pursue college level studies (AP/IB/Hon.) in high school, their teachers, at their discretion, may choose to assign homework over vacations by way of supporting the academic aspirations of the students and families. However, the school recognizes that even these students need a rest from studies and asks for the support of parents in ensuring that all students return to school rested and refreshed, ready for new learning.</p>

	<p><u>Late Submissions of Assignments</u></p> <p>When assigning projects and homework, teachers give consideration to the amount of time required. They attempt to provide sufficient advance notice to enable students to organize their commitments. Collaboration between teachers and students in this regard is important.</p> <p>Students who are absent on the day a major assignment is due should make arrangements to have their assignment delivered to the teacher that day. The teacher may require that the students attend lunch hour or after school make-up sessions until work is completed. It is expected that parents will assist their child in submitting major assignments on the date they are due regardless of absences. If a student is ill and unable to complete the work, please contact the teacher.</p> <p><u>Late submissions of Grade 11 and 12 Assignments:</u></p> <p>ASH is required to adhere strictly to the deadlines published by the IB. Deadlines associated with IB assessment tasks are therefore not flexible. Students are advised to plan for early completion of assessment tasks, internal assessments, Extended Essay, TOK, CAS and other assessment tasks as they will not be submitted for marking or IB moderation if submitted late and will be marked as not submitted in PowerSchool. Courses require submission of all assignments for students to achieve at the highest level and students are therefore advised to pay strict attention to published deadlines. In particular, IB DP students are advised that they are not eligible for an IB diploma without passing the TOK, CAS and Extended Essay requirements.</p> <p><u>Examples from the IBO of ‘Unacceptable Reasons for Incomplete Assessment’:</u></p> <ul style="list-style-type: none"> ● Misreading or misunderstanding the examination timetable; ● Oversleeping and therefore being late for an examination; ● Holidays/vacations; ● Family moving house; ● Social and sporting commitments; ● Attendance at interviews; ● Participation in events such as competitions and concerts. <p>If students are unable to complete any assessment task on time which is to be sent away for external moderation or marking or any major internal assessment, for good reasons (due to accident or illness), then they must apply for an extension in writing to the teacher and the IB coordinator prior to the submission date. Application forms are available from the IB office.</p>
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Standardized Testing

Elementary School	The Measure of Academic Progress (MAP) tests measure both achievement and
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	<p>growth; in order to measure growth, tests are given twice a year to students in grades 3 and 4, once in the fall and again in the spring. Student results will be shared with families at the end of the testing program in the Spring.</p>
Middle School	<p>ASH uses the Measure of Academic Progress (MAP) tests to measure both achievement and growth; in order to measure growth, tests are given twice a year, once in the fall and again in the spring. Students will also complete a WrAP assessment in the second semester.</p> <p>Student results will be shared with families at the end of the testing program in the spring. A copy of the results will be placed in the student’s cumulative academic record as well.</p> <p>Please remember students don’t “study” for these tests; the tests are instead an opportunity for students to display the knowledge and skills they have accumulated thus far in their educational careers. Students who are enrolled in EAL/LSC classes may be exempted from all or certain portions of the tests.</p>
High School	<p>We give students the following standardized tests each year:</p> <ul style="list-style-type: none"> ● Grade 9 and Grade 10 Measures for Academic Achievement (MAP) ● Grade 10 and Grade 11 Preliminary Scholastic Aptitude Test (PSAT) - Optional <p>The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT-NMSQT) is optional for Sophomores and Juniors. This test gives students and the school a preliminary indication of a student’s verbal and mathematical reasoning abilities. In addition, the results are used by the National Merit Scholarship Corporation to determine consideration for the National Merit Scholarship competition.</p>

Please direct any questions about the standardized testing program to Kili Lay, Director of Curriculum and Staff Development, klay@ash.nl.

External Exam Accommodations (IB/AP/SAT/ACT/PSAT)

Students requiring external assessment accommodations must provide a formal request to their counselor or case manager before November 1st in order for the application for accommodations to be approved. The student must have an accommodation or learning plan with ASH and be utilizing the requested accommodation(s) consistently in their classes. The student should have an up-to-date psychoeducational or equivalent valid professional evaluation on file (within three years of the exam date). If no formal evaluation exists, the family should make testing arrangements with a professional as soon as possible.

External Testing Center

There are several standardized college admission tests that are used as qualifications for universities. These include: the SAT (Scholastic Assessment Test), the ACT (American College Testing), and the TOEFL (Test of English as a Foreign Language). Today, both the ACT and SAT are equally recognized as qualifications for universities.

Colleges in the United States typically require the submission of a minimum SAT or ACT score to be eligible for admission. An ACT or SAT score can also help students earn scholarships.

Students pursuing AP courses or a high school diploma and applying to universities outside the USA may be required to submit an SAT or ACT score for admission; this requirement varies by country. Students working toward an IB Diploma and applying outside of the USA will not be required to take an SAT or ACT.

For upcoming test dates at ASH, please go to <https://www.ash.nl/join/external-testing-center>.

Grading and Report Cards

Elementary School	<p>Students in PreK receive a report card at the end of semesters 1 and 2.</p> <p>Students in Kindergarten - Grade 4 receive a progress report mid-semester 1 and a report card at the end of semesters 1 and 2.</p>
Middle School	<p>The Middle School assesses and reports on student progress using a Standards-Based Grading model. This means that in each class students are assessed against a set of specific learning goals, which represent the key learning areas within each subject.</p>
High School	<p>Formal Communication:</p> <ul style="list-style-type: none"> ● Ongoing updates in BrightSpace Parent-teacher conferences ● Narrative comments on report cards ● PowerSchool semester reports and transcripts (upon withdrawal) ● Grade updates (3 times per semester) <p>Additional Communication (as needed):</p> <ul style="list-style-type: none"> ● Email and phone calls ● Personal conversations ● Parent-teacher meeting ● Counselor-parent meeting

Promotion

Elementary School	<p>Grade 2 Transition to Upper Elementary At the end of the school year, Grade 2 students and their parents will be invited to visit the Upper Elementary for an introduction to Grade 3. Parents will participate in a school tour led by the counselor, while on a separate day, Grade 2 students will spend the morning in a Grade 3 classroom alongside current Grade 3 students to experience a day in the life of Upper Elementary.</p> <p>Grade 4 to Grade 5 Transition At the end of the school year, Grade 4 parents will be invited to a "Transition to Middle School" coffee morning to learn about student life in Grade 5. Following this, Grade 4 students will have the opportunity to meet their future middle school teachers and participate in a short orientation.</p>
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<p>Middle School</p>	<p>Students are promoted to the next grade if they have made satisfactory progress in academics and/or the affective side of school life and are showing a high level of effort. Promotion is not a given, it is earned.</p> <p>Grade 5 to 8: Probationary Status and Action Plan for Success at ASH Middle School</p> <p><i>What is the purpose?</i> When a student is not successful due to academic, behavioral or attendance issues, the goal of moving a student to Probationary Status and implementing an Action Plan for Success is to help establish an intervention plan, check-in process and timeline of support.</p> <p><i>Who is involved?</i> The activation of Probationary Status and Action Plan for Success brings together key people including the student, parent, counselor and principal.</p> <p><i>What is included in an Action Plan for Success?</i> Being placed on probation activates the implementation of an Action Plan for Success (contract) in partnership with the family and school. A meeting (including the student, parent, counselor and principal) is held to share and finalize strategies and expectations the student must meet for the time period identified. This plan takes the form of a contract.</p> <p><i>When is this implemented?</i> A student in any grade may be placed on probation for the following semester if:</p> <ul style="list-style-type: none"> ● Academic performance in any class is at an Insufficient Evidence level on academic performance standard at the time of report cards, outside of agreed upon interventions already in place to support the student. ● Habits for Learning (Academic Behavior) is at a Rare level for 25% (8) or more on academic behavior standards of all Habits for Learning, at the time of report cards. ● Negative behavior at school is repetitive and impacts learning or instruction or is a safety risk for the student or others and/or does not live our ASH Core Values. ● Attendance issues or school refusal impacts participation in our full program. <ul style="list-style-type: none"> ○ Note: Students with medical issues are reviewed on a case by case situation. <p>NOTE: Grade 8 to 9 Probation and Transition: At the end of semester 1, 8th grade students who are highlighted as needing to move to a probationary status will be supported in Semester 2 with an Action Plan for Success. Students on an Action Plan for Success will be reviewed by Middle School and High School administration regarding admissibility or structures to be put into place for a successful start in High School.</p>
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High School	Students with three or more failing grades at the end of the semester may be placed on an academic contract. The contract will outline academic expectations that the student must reach in order to be promoted to the next grade level or to remain enrolled at the school. A parent conference with the high school Principal and/or Assistant Principal and counselor will be arranged. Academic progress will be closely monitored by the Assistant Principal.
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Assessment Policies - High School

The High School Assessment Policies can be reviewed [here](#).

Plagiarism and Academic Dishonesty

Webster’s Dictionary defines plagiarism as “A piece of writing that has been copied from someone else and presented as being your own work; or taking someone else’s work or ideas as if they were your own”. In cases where it is determined that a student cheated or plagiarized an assignment or on a test, the student will be asked to redo their work and if necessary, appropriate disciplinary measures will be taken.

Academic Integrity Policy

Academic Integrity

The School for Ethical Education defines academic integrity as, honest academic work where:

- The ideas and the writing of others are properly cited;
- Students submit their own work for tests and assignments without unauthorized assistance;
- Students do not provide unauthorized assistance to others;
- Students report their research or accomplishments accurately - “Definitions for Academic Integrity.”

To promote and ensure academic integrity, ASH students will use the Modern Language Association (MLA) guidelines for document formatting and attributions for all written, photographic, visual, born digital and formal presentation (verbal and/or visual) work in all content areas*. In high school, students have opportunities to learn how to develop citation and referencing skills, leading to appropriate crediting of sources, and with use of accepted techniques: in-text or parenthetical citation and Works Cited lists. [Information created by the school](#) is informed by the *MLA Handbook* (9th ed., 2021) as well as other authoritative external sources <https://www.mla.org/MLA-Style>.

*Exceptions to this expectation would be psychology students who need to use APA style for research in their junior and senior years.

At American School of The Hague, we believe in educating the students to become global citizens, not just for their personal advancement, but for the good of the world. Thus, the ASH learner will possess not only knowledge and skills, but also the character traits needed to serve the world effectively in the 21st century. The learning process will be one of honesty, openness, transparency and respect for others. An ASH learner recognizes the value of one’s reputation and is not willing to sacrifice her or his integrity for short-term gain. The purpose of this policy is to describe how an ASH learner will relate to others in a spirit of honesty and transparency.

Today the learning context for students is changing. Communication and collaboration have never

been easier. Information is more accessible than ever. These realities present challenges and opportunities. At ASH, we believe that true, valuable learning is a process, not merely a product, and that getting the “right answer” is not necessarily an indicator of meaningful learning. Thus, we are dedicated to the following:

- Teaching students to translate information into personal knowledge;
- Helping students embrace the process of inquiry in order to generate and wrestle with difficult questions and consider differing points of view rather than looking for the most expedient answer;
- Helping students evaluate information as a tool to move into deeper critical thinking and action;
- Leveraging the power of communication technology to allow students to collaborate in meaningful and productive ways;
- Encouraging students to continually reflect on their learning processes in order to inform their further inquiry and action.

Anyone who pursues and values this vision of learning will naturally be a person with academic integrity, because anything less detracts from the learning process.

What is academic misconduct?

Academic misconduct is defined as a behavior, whether deliberate or inadvertent, that results in or may result in the learner or any other learner gaining an unfair advantage in one or more aspects of assignments or exams.

Misconduct may include the following:

- Plagiarism: Plagiarism is passing off someone else’s work, writing, thoughts, visuals, graphics, music and ideas as your own, inadvertently or intentionally. Plagiarized work is work which fails to acknowledge the sources which it uses or upon which it is based. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. Plagiarism is a clear breach of academic honesty;
- Fabrication: The falsification or invention of any information or citation in an academic exercise;
- Collusion: Collusion is supporting the academic misconduct of another learner by allowing your work to be copied or submitted for assessment by another learner;
- Collaboration involves working together with other students. Collaboration may become collusion if it is unauthorized. There are occasions where collaboration with other learners is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means the introduction, content, conclusion or summary of a piece of work must be written in your own words and cannot be the same as that of another learner. Working together is collaboration. Copying someone else’s work is collusion. Even if you have collaborated with another student, the work you present must be your own.

Academic misconduct also includes:

- Disclosing or discussing the contents of an exam with another student who is taking the exam at another time;
- Making up data for an assignment;
- Falsifying a CAS record;
- Taking unauthorized material into an exam, including a mobile phone, an electronic device, wearable technology, smart watches or other forms of smart technology or notes on what was studied unless authorized by the teacher.

Avoiding Academic Misconduct

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How can I make sure that I am not plagiarizing material?

- The simplest method to use in avoiding plagiarism is to honestly, accurately and clearly acknowledge, by in-text citations in the body of your work and works cited list (bibliography) at the end, each and every piece of material you used in the production of your work;
- All ideas and work of other persons, regardless of their source, must be acknowledged in the list of works cited;
- Information located via email messages, web sites, social networks and any other electronic media must be treated in the same way as information found in books, journals and other print materials;
- The source of all images, such as photographs, maps, illustrations, computer programs, data graphs, audio-visual and similar material must be acknowledged;
- Passages that are quoted verbatim (word for word) must be enclosed with quotation marks along with the source of the passage. If a quotation is long, a block style (as recommended by MLA) must be used;
- All works of art, film, dance, music, theatre arts or visual arts must have their source / origin acknowledged, shown in an in-text citation;
- Always use Turnitin in accordance with our school's regulations;
- Material cannot be paraphrased (writing the ideas obtained from a source in your own words) without acknowledging the source in the conventional manner, i.e. in-text citation and reference.

Use of Artificial Intelligence (AI)

AI refers to computer systems or algorithms that possess the ability to perform tasks requiring human intelligence, such as language processing, data analysis, and problem-solving e.g. ChatGPT and other similar tools. Students are encouraged to explore AI tools, but must be mindful of the ethical implications and demonstrate individual accountability, honesty, and critical thinking in their academic pursuits. Violations of this policy will be addressed seriously, aiming to maintain a fair and equitable learning environment for all students. Guidance for the use of AI at ASH is in alignment with the [International Baccalaureate's](#) academic integrity policy.

Responsible Use of AI:

- Students are encouraged to explore and utilize AI technology as a tool to enhance their learning experience and promote creativity.
- The use of AI should be transparent and acknowledged appropriately in all academic work where it is utilized.
- AI tools must not be used to engage in unethical practices, such as plagiarism, cheating, or unauthorized access to information.
- Students should use critical thinking and exercise caution when relying on AI-generated content, ensuring that information is accurate, reliable, and from credible sources.

Attribution and Citations:

When AI-generated content or algorithms are used in academic work, students must clearly attribute and cite the source of the AI technology employed. If AI-generated content is integrated into essays, projects, or other assignments, proper citation guidelines should be followed, including acknowledging the source of the AI-generated content.

Collaboration and Individual Accountability:

Collaboration among students in utilizing AI tools for academic purposes is encouraged, provided that the work submitted reflects individual understanding and originality. While students may seek assistance or guidance

from teachers, peers, or other experts in using AI technology, the final work must be a genuine representation of their own abilities and understanding.

Ethical Considerations:

Students must not use AI technology to engage in unethical practices, such as hacking, breaching privacy, or compromising the security of systems or individuals. Any misuse or abuse of AI technology will be considered a violation of academic integrity and may result in disciplinary action.

Assessments and Examinations:

The use of AI technology during assessments and examinations, unless explicitly authorized, is strictly prohibited. Students must rely solely on their knowledge and understanding in demonstrating their abilities during assessments and examinations.

Students are expected to uphold the principles of academic honesty and integrity in all aspects of their work, whether AI technology is involved or not. See the [ASH Libguides](#) for more about academic integrity and the use of Chat GPT and other AI tools. Another useful tool is the [10 Tips For Acting With Integrity](#) from the IB

Monitoring and Sanctions

Plagiarism, cheating, or any form of dishonesty, whether facilitated by AI or otherwise, is strictly prohibited and will be subject to disciplinary measures. Teachers retain responsibility both for guiding students in the formation of academically honest practices and for monitoring the work of their students. If a student has engaged in academic misconduct the following sanctions will take place:

- 1st Offense: The teacher meets with the student to discuss the misconduct and to go over the academic honesty policy to ensure the student understands the seriousness of the offense. The student is required to re-do the assessment and write a reflection explaining the reason for the misconduct. The teacher will send a follow-up email message to the student and cc the parent(s) for clarification and document the incident in the student's PowerSchool log. The misconduct is also reported to the HS Principals. If the academic misconduct committed is deemed by the administration to be a serious breach of academic integrity, the administration may decide to apply either the second or third offense sanctions such as in the case of IB Internal Assessments
- 2nd Offense: The teacher informs the student of the misconduct and notifies the HS Principals. HS Principal(s) conference with the student and revisit the handbook and academic integrity policy. The parents are notified by the principal(s) and may be required to come in for a conference regarding the offense. This second misconduct may result in an in-school suspension and is noted in the student's conduct records.
- 3rd Offense: If a student engages in a 3rd breach of the ASH academic honesty guidelines, the student may not receive credit for the relevant course and may be recommended for withdrawal from the school.

High School Graduation Requirements

American School of The Hague has set guidelines for minimum course load, course success, and credit for Graduation.. These guidelines are summarized in the [ASH Program of Studies for 2025-2026](#).

Schedule Changes

Teachers, parents, and students spend a great deal of time during registration determining course selection, therefore, it is expected that very few course changes will be needed after classes begin.

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In some cases a change is necessary, such as when there is a schedule conflict, or when a student is missing a class or must add a course to meet graduation requirements. Changes can be initiated by the student through the second week of school. Please visit the counseling center to make necessary adjustments; course changes require parental and administrative permission. The student is required to obtain the required signatures on the Schedule Change Permission Form available in the counseling office. All changes involving AP or IB courses require the signature of the AP/IB coordinator and changes to enrollment in these courses incur a change fee (payable by the family) after November 1st (specific date as prescribed by the relevant external exam board). You will be notified when the adjustment is completed. Until that time, you must continue to follow your old schedule. Under most circumstances, there will be no notation of a class drop on your transcript.

If a student wishes to drop a course after the deadline, he/she runs the risk of receiving a Withdrawal Pass (WP) or Withdrawal Fail (WF) on the permanent transcript.

American School of The Hague awards a diploma when graduation requirements are met by attending four years of high school from Grades 9 - 12 and acquiring a minimum of 24 credits.

Graduation and Students who join ASH midway through their High School Career

For students who join ASH midway through their high school career, an examination of these requirements in the context of the requirements of their previous institution may be necessary.

Students may enter ASH in grade 12; however, they must be at ASH for one full academic year and have the required number of credits to receive an ASH diploma.

Exceptions to these requirements (including [online options](#)) may be made by the Principal. Students must earn a sufficient number of credits in the appropriate areas in order to proceed to the next grade level. The Principal reserves the right to determine appropriate grade placement.

Library

Elementary School	The Upper Elementary and the Early Childhood Center libraries carry over 16,000 books, including titles in 18 different languages. Several online research databases, an online book database, and e-books are provided for student and parent use at school and at home. Parenting books and magazines are also provided for checkout. Children are encouraged to exchange their library materials regularly. Parents and younger siblings are welcome to visit either library at any time and parents may check out additional books for home. Lost or damaged materials will result in a replacement fee. All students attend library classes.
Middle School	The mission of the library is to help students develop a lifelong love of reading and learning, to become competent and ethical users of information as well as media-savvy, digital citizens, and to encourage them to become contributing members of the global community. We do this by offering students a safe, welcoming, and inspiring environment for self-directed reading and learning during breaks and before and after school. The instruction of information literacy skills throughout the year is coordinated by our Librarian and taught in collaboration with classroom teachers at all grade levels. We follow the American Association of School Librarians (AASL) Standards for the 21st-Century Learner. Instructional units can be found in the school's Atlas Rubicon and on the ASH Middle School Library PSL site.

	<p>The library also provides students with a wide range of resources available on campus and/or online: books, e-books, audiobooks, magazines, digital newspapers, as well as online subscription databases and encyclopedias.</p>
<p>High School</p>	<p>The ASH high school library is a hub for research, reading, study and collaboration. Students, faculty and parents are welcome in the library from 08:00 -17:00 on Monday, Tuesday and Thursday and from 08:00 - 16:00 on Wednesdays and Fridays. The library is a wellness-friendly place for the high school learning community: it's a place for students to complete schoolwork, teaching colleagues to plan their next unit, parents to gather information on topics of interest, and for anyone in our school community to find their next great read.</p> <p>Our library program is guided by the American Association of School Librarians' <i>Standards for the 21st Century Learner</i>. With the support of library faculty and staff, students at ASH develop as learners who inquire, think critically, and gain knowledge; draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge; share knowledge and participate ethically and productively as members of our democratic society; and pursue personal and aesthetic growth (AASL). The high school librarian works in collaboration with academic faculty to develop these skills within the context of their course studies and aids students individually in the library to become confident, independent scholars savvy in navigating 21st century information resources.</p> <p><u>Digital Resources</u></p> <ul style="list-style-type: none"> ● The Library catalog (Destiny), the ASH Digital Library (Sora), subscription databases, and specially-curated web pages called "Libguides" are all available for use at school and at home via Brightspace and the school parent portal. ● Faculty and students are automatically added to the ASH Digital Library platform (Sora), which provides access to e-books and audiobooks via an app that can be added to laptop, tablet or cell phone; parents may request access via a quick email to hs_librarian@ash.nl. ● Links and access credentials (login and password) to our digital newspaper, magazine and database subscriptions can be found on the relevant pages of Brightspace and the parent portal. Of course, the high school librarian can also provide relevant information – just email hs_librarian@ash.nl. <p><u>Borrowing from the Library</u></p> <ul style="list-style-type: none"> ● Library materials can typically be borrowed for three weeks. ● Patrons can renew materials for another three-week period unless the items are on reserve for another borrower. ● There is no limit to the number of items a patron may borrow. ● Patrons may request materials not already in our collection and, upon review, the high school librarian will purchase the items. <p><u>Additional Library Resources</u></p>

	<ul style="list-style-type: none">• The library maintains our video collection (digital and DVD) – should you need a film added to the collection for academic purposes, please email hs_librarian@ash.nl and we will support you.• The HS librarian is happy to assist you in your research – whether you need help searching for, evaluating, or documenting sources – just ask.• The HS Library facilities are bookable, via MIDAS, outside of school hours. Contact us if you need support with this.
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Field Trips and School-Sponsored Trips

During the school year, all divisions arrange for field trips to supplement and extend classroom learning. Teachers will inform parents about field trips ahead of time.

An off-campus permission form will be sent to parents in the first few weeks of school. Only students who have permission may attend field trips.

School-sponsored trips are a privilege, and students must keep in mind that they represent ASH during these outings. Parents will receive an email with the details of the trip to acknowledge their child’s participation in the trip.

Student athletes or student participants in school related activities (i.e. theater productions, MUN, speech and debate, THIMUN, NESDA, Disney) must be in school the day before and the day of the activity; otherwise, they may not be able to participate in the activity. Any exceptions to this must be approved by the Principal and/or Assistant Principal.

Assemblies

Assemblies allow us to come together as a community to celebrate our accomplishments, showcase upcoming theater performances and events, and to enrich and extend our learning.

Project Week - Middle School

An integral part of our educational program is Project Week. The purpose of Project Week is to provide safe, fun and engaging experiences designed to facilitate personal and interpersonal development. A range of community building and adventure-style activities creates opportunities for students to overcome personal and physical challenges, develop independence and resilience while strengthening established relationships and developing new ones. To best facilitate this positive experience for students, ASH middle school has designed this program to be free of portable electronic devices. Project Week is an integral part of our middle school program and we expect students to attend the full four days, participating in everything. The adult to student ratio averages 1 to 10 and a nurse accompanies the group. We schedule a parent meeting before Project Week to discuss concerns and answer questions.

Holistic and Academic Awards - High School

An annual high school awards ceremony is held at the end of the school year. Numerous awards are presented recognizing achievements across grades 9 - 12. Awards in the high school are chosen by

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departments, however an awards committee, comprised of the HS Principal, HS Assistant Principal, and Learning Leaders collect the nominations and meet to come to a consensus on the final award recipients for the Principal’s Award, the Henry Aronson Leadership Award, the E.C.I.S Award for International Understanding and the J.F. De Witt Academic Scholarship Award.

For a full list of awards, please see [this document](#) for a description and eligibility criteria.

Student Support

Advisory Program - Middle and High School

Middle School	<p>ASH Middle School Advisory Purpose Statement: <i>We grow our understanding of self and others by developing meaningful connections to live our ASH Mission, Vision, and Core Values.</i></p> <p>The middle school advisory program provides mentorship, creates community and supports students on social, emotional and academic levels to strengthen our ASH community. Each student is assigned an Advisor and together with a group of other students they meet daily following their growth in all areas and with the advisor offering additional support as a teacher and advocate. Our program addresses such topics as: peer relations, study and organizational skills, goal setting, service learning, as well as other areas of challenge and change for adolescents. Topics are developmentally appropriate for each grade level and tailored to the needs and concerns of the students.</p> <p>Parents are encouraged to make contact with their child’s advisory teacher in cases of prolonged absences, missed work, personal or social concerns, or academic difficulty. Occasionally, the longer advisory period will be used for assemblies or grade level meetings.</p> <p>Students are expected to attend advisory like any other class. Attendance is taken.</p>
High School	<p>Purpose Statement: Welcome to advisory! Our advisory celebrates diversity, encouraging us to become collectively stronger, aiming to create a supportive and safe space for everyone to be valued, seen and heard.</p> <p>Advisory fosters opportunities for everyone to build relationships and community. We are encouraged to listen and respect ourselves and each other to help us become compassionate, confident, risk takers.</p> <p>Students are required to attend all advisory lessons.</p>

Counseling

ASH counselors are dedicated to fostering a respectful, supportive, and safe environment for our students. Through collaboration and advocacy, counselors champion student achievement and wellbeing. The goal of

the counseling program is to cultivate a culturally aware and responsive community where every member feels valued and secure.

We are committed to providing our community with meaningful resources and experiences that embody ASH Core Values. By fostering these values, we aim to empower every student with the skills, attitudes, and knowledge essential for becoming successful global citizens who positively impact the world and inspire others through their actions.

College Counseling - High School

During High School, students receive substantial assistance in making post-secondary plans with their counselor. During the second semester of grade 11, families are requested to make an appointment with the Counselor to discuss the specific post secondary plans for their student.

To support this process, the counseling center has reference books and college catalogs, though most often, students research universities via websites including: <https://www.collegeboard.org/>, <https://www.studyinholland.nl/>, <https://www.ucas.com/> and our university planning platform, [Cialfo](#). Counselors encourage students to start planning early in order to reduce stress and make an informed decision about their next stop after high school. There are Multiple events for students and parents to provide guidance and support with future pathways. as well as a detailed College Application Review Evening which help guide students and families in planning for their future. These nights also include discussion and information about gap years. If students will be taking a gap year, we advise students to request all reference letters before leaving ASH.

Student Ambassadors - for Middle and High School

When a new student arrives in the middle of high school we match him or her with a student ambassador, who ushers the new student to the right class, introduces him or her to new friends, and offers helpful information about ASH.

Student ambassadors, who are selected from a pool of applicants, attend a training program that teaches them about the needs of new students, who start at the beginning of the school year or mid-year.

Student Support

We have a comprehensive range of supports for students at ASH that includes academic, functional, social-emotional and adaptive skill support. Support is provided as an outcome of thorough collaborative processes - please reach out to Student Support Director with questions.

Private Lessons - Extracurricular

Private Language Lessons

Some parents in the ASH community organize after-school language lessons to meet specific cultural, linguistic, historical, and geographic needs. Generally, native Danish, Finnish, French, Greek, Italian, Norwegian, Portuguese, Swedish, and Spanish lessons are offered one afternoon a week. Contact the after school activities coordinator for more information by email facilities@ash.nl.

Private Music Lessons

If you would like to request private music lessons from professional music teachers for your child(ren), please fill out the Private Music Lesson Application Form located in your parent PowerSchool account. Financial arrangements and scheduling for private musical instruction are made directly with the teacher.

Student Activities

Service Learning

Service Learning enriches learning by engaging students in meaningful service to their school and communities. Students apply academic skills to solve real world issues, linking established learning objectives with genuine needs. Middle school students have the opportunity to be involved in various service learning experiences.

Based on our Mission & Vision of using the world as our classroom for building a better world and becoming better human beings, Global Education is an important component of the ASH experience. The school has a long tradition of partnering with the local and global community through (service) learning, volunteering and activism. Every year ASH learners are given opportunities to contribute their time, effort and talents in support of initiatives (near and far) that they care deeply about.

While some of these opportunities are part of a class, High school students are also encouraged to show more and more initiative and take on greater responsibility (in groups or individually) for planning their own activities, picking up new challenges, working collaboratively with community partners and engaging with a variety of issues that they want to explore or care about.

The SDG Academies - HS

The ASH SDG Academies are a series of year-long Challenge Based Learning programs for students in grades 9 to 12 focused on one of the UN's Sustainable Development Goals (SDGs). Participation in these programs is by application only and each team meets weekly from August till April to learn about the issue in a specific context and then collaborate with the global partner on designing an intervention for addressing the issue. The programs also include the option to spend one week at the site of the local partner, usually during February Break. This on-site experience is often the culmination of the year-long preparations as well as a starting point for new initiatives. For more information, contact bdankaerts@ash.nl.

Athletics - Middle and High School

Each year, Middle and High School students have opportunities to participate in a number of athletic teams and events. Co-curricular activities provide students with valuable experiences not found within regular classroom programs. Our program provides a fun, safe, and stimulating environment for students. Studies show that students who participate in after-school activities often feel more connected to their school, develop a wider circle of friends, expand their interests and enrich their learning.

Participation fees and extra charges for materials might apply for some after-school activities.

Middle School	Athletics are organized at the U14 and U12 levels for our middle school students. Our school fields teams in the following areas: Volleyball, Cross-Country, Soccer, Basketball, Tennis, Swimming, Track and Field, Baseball, Softball, and Golf.
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High School	<p>Sports are organized at the varsity and junior varsity levels. Our school fields teams in the following areas: volleyball, cross-country, soccer, basketball, tennis, softball, swimming, baseball, and track and field.</p> <p>At varsity level, we participate in the International Schools Sports Tournament (ISST). At junior varsity level, we participate with schools in the Northern European Council of International Schools league (NECIS).</p>
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Seasonal Sports

For a complete list of sports offerings by season, click [HERE](#).

Traveling Teams

Middle and high school students can try out for traveling teams and individual sports. Please contact the Athletic Director, Ms. Rosemary Fatta Mari, rfattamari@ash.nl, for details about the program, eligibility rules, team practice, and game schedules. For more information about teams and squads, please visit the athletics section of the parent portal or contact the athletics department.

Eligibility for Activities and Clubs

Co-curricular refers to any school-related activity for which students do not receive a grade or credit. Athletics, drama productions, and musicals are just a few of the areas. Although we encourage students to partake of these activities, participation is a privilege, not a right.

Middle School	<p>We strongly advise parents and students to monitor the time commitment required by each activity. Athletics and co-curricular activities should not interfere with academics. In order to stay on task with academics, students are expected to maintain a consistent level in their Habits for Learning. Should a student have 8 or more “Sometimes” across each of their subjects or have 3 or more “Rarely”, they will be ineligible to participate in athletics and other co-curricular activities.</p> <p>All students must be in school the day of a game, performance or event. They must also be in school the day before and the day of travel to away games and festivals. Absence may result in withdrawal from the activity. Exceptions to this rule must be approved by the middle school principal or assistant principal. Appointments should not be scheduled on the day before or the day of travel or an event.</p> <p>Students can obtain a Planned Absence Assignment Sheet from the school parent portal or the middle school office, athletics office or their activity sponsor. They should use this sheet to gather their classwork prior to their absence.</p> <p>We encourage students who are interested in forming a club to speak to the assistant principal about how to secure space and supervision.</p>
High School	<p>Attendance A student who also accumulates excessive absences or tardies will have his or her co-curricular involvement reviewed. When there is a question about the impact upon a student’s attendance due to participation in co-curricular activities, a conference will be scheduled between the student, parent or guardian, sponsor or coach, teacher,</p>

	<p>and the administration to discuss the conditions for allowing a student to continue to participate in co-curricular activities and field trips.</p> <p>All students must be in school the day of a game, performance or event. They also must be in school the day before and the day of travel to away games and festivals. Absence may result in withdrawal from the activity. Athletes or participants who are injured, and cannot participate in the game or event, may not travel away with the team. When traveling on a bus, students will sit in teams.</p> <p>It is probable that a student with poor academic performance due to poor attendance will be removed from anco-curricular program until the end of that activity. Reinstatement requires improved academic performance.</p> <p>Behavior Students who do not meet social and behavioral expectations may be removed from co-curricular activities at the discretion of the athletic director, coaches and/or principal. As a general principle, the “good order” of the school, the learning process, and the safety of individuals must be maintained.</p> <p>Participation Guidelines Eligibility is determined by: appropriate academic standing; regular attendance at school; and acceptable social behavior. Student leaders volunteer or are selected to lead the activities throughout the school year with guidance from their activity advisor.</p>
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Student Proposed Clubs and Activities - High School

We believe that student clubs play a vital role in enhancing the educational experience and promoting a sense of belonging and community among students. By adhering to the principles of respect, inclusion, and diversity outlined in this policy, we aim to create a supportive environment where all students feel valued, respected, and empowered to pursue their interests and passions.

We recognize the importance of fostering an inclusive and diverse community where students can explore their interests and passions in a supportive environment. As such, we encourage the formation of student clubs and activities that contribute positively to the academic, social, and emotional growth of our students. These guidelines outline the expectations and procedures for the establishment of student proposed clubs and activities, with specific reference to religion, inclusion, and politics.

ASH is a non-sectarian school without political or religious affiliations and as such student groups of a religious or political nature are not supported.

Club Formation:	<ul style="list-style-type: none"> Any student or group of students interested in forming a club must submit a proposal to the Activities Coordinator outlining the purpose, goals, activities, and potential impact of the proposed club. The proposal must adhere to the principles of respect, inclusion, and diversity, and should not promote discrimination, violence, harassment, or divisiveness.
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Approval Process:	<ul style="list-style-type: none"> • The Activities Coordinator will review all club and activities proposals to ensure they align with the principles outlined in this policy. • Approval will be granted based on the proposal's adherence to the principles of respect, inclusion, and diversity, as well as its potential positive impact on the school community. • The Activities Coordinator, in collaboration with the Leadership Team, reserves the right to request modifications to a proposal or deny approval if it is deemed inconsistent with the school's values or policies.
Club Oversight:	<ul style="list-style-type: none"> • Approved clubs or activities require a faculty or staff advisor who will provide guidance and support to ensure that club activities align with the school's values and policies. • The advisor will work with club leaders to facilitate and be present at meetings, coordinate activities, and address any concerns or conflicts that may arise. • Regular monitoring of club activities will be conducted to ensure compliance with school policies and to address any issues promptly.
Review and Revision:	<ul style="list-style-type: none"> • These guidelines will be reviewed periodically to ensure its effectiveness and relevance to the evolving needs of the school community. • Amendments or revisions to the guidelines may be made as necessary, with input from students, faculty, parents, and other stakeholders.

Guidelines And Expectations For Student Leadership - High School

- Students are encouraged to be inspirational members of their group;
- They aim to motivate others to consider the goal of the group, and guide members towards being team players in a variety of contexts;
- Leaders consider what it means to be responsible and consider ways they organize the group to ensure all members are included and making progress;
- They communicate in a professional, direct and supportive way in order to effectively collaborate as a group;
- Student leaders take time to consider what it means to be an effective leader, and what they can do to develop their leadership skills. This includes identifying areas within their leadership style that they can work on, creating objectives for themselves and actively seeking out advice and help in order to progress as a leader;
- Leaders help support the faculty advisor and work together with their group in setting up meeting norms;
- Leaders support the faculty advisor in performing management duties and complete administration tasks in a timely manner, as agreed upon (e.g. agendas for meetings, planning events/activities, etc.);
- Student leaders regularly meet with their faculty advisor to discuss progress of the group and to reflect on their leadership skills and their progress toward achieving their personal objectives throughout the year;
- Student leaders work with the faculty advisor to develop an “end of year” student survey/reflection for the activity group (i.e. what worked, needs improvement or change, etc.).

The Principal and Assistant Principal reserve the right to restrict a student from participation (including travel for events) due to missing work and/or lack of engagement in classes missing work and/or lack of engagement in classes. These students will be subject to review by the Athletic Director and Assistant Principal, subject teacher and activity supervisor/ sponsor.

Students who do not meet social and behavioral expectations may be removed from co-curricular activities/clubs at the discretion of the Principal. As a general principle, the “good order” of the high school, the learning process, and the safety of individuals must be maintained.

All students must be in school the day before a full day of travel and the day of a game, performance, or event. Absence will result in withdrawal from the event or performance. Appointments should not be scheduled on the day before or the day of travel or of an event.

Student Senate - High School

The senate aims to provide a voice for students of American School of The Hague and to take an active role in improving their daily lives. The senate aims to provide a voice for students of American School of The Hague and to take an active role in improving their daily lives. The senate represents the interests of the students, the administration and faculty of the school in order to raise student concerns and improve the welfare and reputation of the student body. It convenes every week to discuss and take action to support the interests of the student body. The purpose of the student senate is to:

- Encourage student-initiated activities and ideas;
- Represent the views of the students and the school as a whole;
- Ensure that students have a meaningful voice at ASH;
- Foster global citizenship in and out of the school community;
- Provide a democratic forum for the discussion of ideas;
- Provide planning, preparation and organization of school dances, spirit days and special events such as International Day.

Student Socials - Middle and High School

Middle School	Middle School Color House organizes two social evenings during the year, once in the fall and one in the spring. Socials are designed to provide a safe, social and fun evening, filled with activities and music. Designated spaces are open to students on campus for students to select from a variety of activities to participate in. All school rules apply to socials and are supervised by volunteer faculty members.
High School	The student senate organizes the dance(s) for the high school students. The dance(s) are held in the fall and/or winter months. Dances are chaperoned by the high school faculty. We have a closed-door policy - once you leave the dance, you cannot return. All school rules apply to dances. Students may not be under the influence of drugs or alcohol

	and students may not be in possession of drugs, alcohol, tobacco or electronic cigarettes.
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Student Voice Initiative - Middle School

At ASH Middle School, we are taking an inclusive approach to leadership. The SVI is open to participation from any student that is interested in contributing to our middle school. The purpose is to empower our students by sharing ideas, opinions and to play an active role in decision making, help build our community and give students a sense of belonging and ownership in middle school. This will include running MS Assemblies, organizing Color House Days, participating in peer council meetings and leading clubs/groups in areas of interest like sustainability.

Additionally, each student is assigned to a Color House, identified by one of three colors: Red, Yellow, or Blue. The purpose is to build community by connecting through action like spirit weeks, activities and socials.

School Facilities and Services

Cubbies and Lockers

Elementary School	Cubby Elementary School Students have a personal space (unlocked) for lunch boxes, gym bags, wet weather gear, aprons etc.
Middle School	Lockers All Middle School Students have a locker. This locker will remain the same for the duration of the school year. The student's ID badge (chip) is scanned over the locker panel to gain access. Although each student has his/her own unique ID badge, it is advisable not to leave valuables in a locker.
High School	Lockers All High School Students can choose to have a locker assigned to them. This locker will remain the same for the duration of the school year. The student's ID badge (chip) is scanned over the locker panel to gain access. Although each student has his/her own unique ID badge, it is advisable not to leave valuables in a locker.

Cafeteria

Menus

Menus can be found on the [website calendar](#).

Cafeteria Standards

The catering company is responsible for providing the catering for all school functions held during school hours and after-school events when appropriate. Our catering company follows the procedure according to the Hygiene Code for the Hotel and Catering Industry. Every food item includes a detailed information label including date, name of product, and list of ingredients.

Nutrition Standards

- Provide healthy and nutritious meals for all students: No pre- or freshly deep fried foods should be served. Each hot meal will include a salad and/or vegetable dish. A vegetarian option is available each day as a lunch choice.
- Provide healthy choices for drinks: examples of products on offer include dairy products, water, and fruit juices (low fat, low sugar). No drinks with high amounts of added sugar or artificial sweeteners will be available.
- Provide healthy choices for snacks: examples of products on offer include cut vegetables, whole grain snack foods or fruits.
- **NO NUTS in elementary school school lunches** and snacks due to students with severe allergies. In the middle and high school, signs must be available for items including NUTS in the main cafeteria. Inform cafeteria staff in advance for gluten free options.

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Although the school tries to provide healthy choices for students, it is important that parents are involved in monitoring what their child chooses to eat. When the cafeteria is closed, parents and students are asked to voluntarily comply.

Cafeteria Guidelines

- The cafeteria is a shared space and students are expected to keep it clean.
- Be responsible for yourself and your friends.
- Always use a tray and clean up your trash.
- Return trays, dishes, and silverware to the designated area when you have finished eating, sort your trash into the proper bins, and make sure the table is clean.
- Do not sit on tables and put chairs back under the tables.
- Students should only consume food and drink in the cafeteria at lunch and breaks.

Cafeteria Payment System

The Cafeteria uses the KNIP App for students. This is the payment system used by all cafeterias at ASH. For all Elementary students, these ASH ID cards are managed by the cafeteria staff, Middle and High School students can swipe their badge to pay. Parents have access to the account via the KNIP app to keep the necessary funds associated with each card.

Review KNIP app instructions [here](#).

Home lunch

Any student at ASH can bring home lunch. Food may be brought and served warm, but only Middle and High School students have access to a microwave to reheat their meals.

Student Lunch Break

Elementary School	For PreK, student lunches are delivered to the classroom. Students in Kindergarten - Grade 4 eat lunch in the cafeteria.
Middle School	Middle School students eat lunch in the Main Cafeteria.
High School	High School students eat lunch in the Main Cafeteria.

Food Services for parents and guests

The main campus School Cafeteria is open daily from 08:00 - 16:00. Parents are most welcome to stop by for snacks and/or meals. The Early Childhood Center Cafeteria is open from 9:30 - 13:30. The Eurest catering company operates the Cafeterias and accepts bank card payments.

School Buses

School buses are available for students in PreK through Grade 4. PreK through Grade 2 students ride small 8

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to 20 seater buses. Grade 3 through 4 students ride larger buses. Buses depart 10 minutes after dismissal.

Elementary School bus policy

If a change in bussing is required due to a playdate, a doctor's appointment, or for any other reason, the classroom teacher, the Transportation Office, and the relevant office must be notified by 12:00.

PreK to Grade 2 students must have permission from their parents to bring home a friend or ride home with a friend. Parents must seek approval from the Facilities and Transportation Office, by email at transportation@ash.nl or phone, and inform the teacher ahead of time.

In addition to the steps above, Grade 3-4 students must also obtain a bus pass from the Transportation and Facilities Office on the day they are riding the bus with a friend or a different bus. Parents must seek approval from the Facilities and Transportation Office, by email or phone, and inform the teacher ahead of time.

Behavior expectations

While riding the bus, children must remain in their seats and use safe, kind behavior with other students. This includes keeping hands and feet to themselves, using an appropriate voice level, and acting in a way that provides all on the bus, including the driver, a safe and enjoyable ride. If problems arise, parents will be contacted by the Transportation Office or the elementary school administrative office.

Bicycle Parking

Students, teachers, parents, and visitors arriving by bicycle or motorcycle may park their bicycles in the designated area of the parking lot adjacent to the playing fields, open all the time. Bicycles must be locked when parked at school. The school is not responsible for lost or stolen vehicles nor does our insurance policy cover this.

Car Parking

We use the "Kiss and Ride" method - kiss your children goodbye, drop them off, and drive away - in the morning, which allows students safe access to the sidewalk and facilitates the smooth flow of traffic through the parking lot. Address any questions to the traffic supervisor on duty. Of course you may park your car and walk with your child to the entrance when necessary.

Please abide by the following rules to ensure everyone's safety:

- You may park your car only in one of the designated spaces in our parking lots;
- Traffic runs one-way; please observe the painted arrows on the ground;
- Do not park in any spot that is painted yellow;
- Do not park, drop off, or pick up children along the Deijlerweg or the Rijksstraatweg;
- Do not leave your car on any curb in the loading, bus, or drop-off zones;
- You may park in front of the upper elementary playground in the designated bus area only for brief visits to the school except during arrival and dismissal;
- If your car is blocking traffic, a security guard will ask you to move it;
- If your car is blocked by a bus, you must wait until all the buses leave the lot.

School Portraits

Every year your child will have the opportunity to have their individual portrait taken by a professional school photographer. Portraits will be used for the IT systems, school yearbook, as well as for student badges.

School Portraits take place during school hours and dates will be communicated in advance to all parents.

Yearbook

The yearbook is a record of events and activities that have occurred over the course of the school year. It is distributed to students during the final week of school and is provided by ASH to every student.

Health, Safety and Security

Child Protection

One of the most important responsibilities of a school is ensuring the safety of all students in our care at all times. This is especially true in the area of protecting our children from physical and/or sexual abuse. This policy is intended to safeguard students in our care at all times.

American School of The Hague, in keeping with the principles set forth in the Declaration of the Rights of the Child unanimously adopted by the United Nations, believes that:

1. Every child is entitled to equal rights without distinction or discrimination on account of race, color, sex, creed or national origin.
2. Every child should be given the opportunity to develop physically, mentally, socially, and emotionally in a healthy and natural manner.
3. The child should in all circumstances be among the first to receive protection and relief.
4. Every child should be protected against all forms of neglect, cruelty and exploitation.
5. The best interests of the child shall be the guiding principle of those responsible for his education and guidance; furthermore, that responsibility lies in the first place with his parents/guardians.

Therefore, as a student-centered school committed to the education of the whole child, American School of The Hague is strongly opposed to any behavior which constitutes emotional, physical or sexual abuse or neglect.

Every ASH staff member who knows or has reasonable cause to believe that a child is being neglected, or physically or sexually abused, is required by law to report the matter to a member of the Child Protection Team. Please refer to the ASH Child Protection Handbook for more detailed information.

Safe Reporting Form

The ASH safe reporting process addresses discrimination and bias and prioritizes the well-being of students and staff, fostering a sense of belonging. Our process seeks to respond to issues, teach fundamental values, uphold community trust, collect valuable data, and ensure accountability, while also promoting cultural competence for an increasingly diverse and interconnected world.

The [Safe Reporting Form](#) is used to report incidents of bias - form submissions are reviewed by the Diversity, Equity and Inclusion leads at ASH.

Anti-Bullying And Anti-Harassment Policy

Every student has the right to feel safe and included at school. We believe that school should be a community where all students can thrive and all identities are affirmed and protected. In order to ensure complete student safety and wellbeing, this bullying and harassment policy is adopted. Bullying and harassment are not acceptable at American School of The Hague.

Definition of bullying:

Bullying includes written, verbal, electronic or physical conduct that adversely affects the ability of one or more students to participate in or benefit from ASH's educational program or activities by placing the student (or students) in reasonable fear of harm. This includes conduct that is based on a student's

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actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, and/or religion. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.

Definition of harassment:

Harassment means written, verbal, digital or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or size. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.

Definition of cyberbullying:

Cyberbullying is the use of any electronic/digital communication technology to bully or harass, as defined above, regardless of the location or type of communication used.

Definition of sexual harassment:

Sexual harassment is defined as behavior involving instances of inappropriate verbal, visual, digital and/or physical conduct of a sexual nature. Examples include unwelcome sexual advances, verbal abuse of a sexual nature, graphic comments about an individual's body, sexually degrading words or written messages used to describe an individual, requests for sexual favors, inappropriate touching, non consensual sharing of sexual images, unsolicited sexts, images, and/or emails, and other conduct of a sexual nature that is non consensual and/or has the purpose of creating an intimidating, hostile or offensive environment for the student at ASH.

Through education and intervention, American School of The Hague seeks to maintain an environment that is free from harassment including sexual harassment.

Scope:

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, and on school buses or vehicles. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school staff, students, parents and volunteers.

Notice:

This policy will be distributed annually and will also be included in any student codes of conduct, disciplinary policies, student handbooks and school websites.

Reporting Bullying or Harassment:

All allegations of bullying or harassment shall be reported to the principal or designated staff member. Prior to notifying any parent or guardian regarding an incident of bullying, harassment or cyber-bullying, ASH will consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident. Whoever is designated to accept reports is responsible for investigating the allegation in a timely manner and determining appropriate action. The principal or designated staff member is accountable for doing everything possible, within reason, to resolve the situation.

Process guidelines:

Upon receiving a written or verbal complaint of bullying or harassment from any student, educator, staff member, parent or guardian, the designated administrator shall:

Before investigating, take steps to restore a sense of safety to the alleged target, to protect them from possible further incidents.

Provide notification to the parents or guardians of all involved students, provided that such notification does not endanger the health, safety or well-being of any student.

When safety and notification have been assessed, begin an investigation into the reported incident(s). All aspects of the complaint and investigation shall be documented, along with any safety, intervention, or disciplinary actions taken.

Responses to promote safety during the investigation will be based on the age of students and events that occurred.

The confidentiality of students and witnesses reporting alleged incidents of bullying will be maintained to the extent possible given the school's obligation to investigate and respond appropriately to the matter.

Disciplinary action, if necessary, will follow immediately at the conclusion of the investigation. All disciplinary action will be included in the report of the incident.

This report will be kept on file by the school.

Anonymous reports:

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure and timeliness as other reports and disciplinary action may occur based on the results of the investigation.

False reports:

Students who file false reports of bullying or harassment may be subject to consequences.

Parental reports:

Reports alleging bullying or harassment may be filed with the principal or the designated staff member by parents and school volunteers.

Responsibility of students:

Any student who observes an act of bullying or harassment should report the bullying or harassment to the principal or the designated staff member.

Responsibility of staff:

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention. All staff at ASH are expected to maintain the expectations outlined in the Code of Conduct. In cases where teacher actions are questioned, students should inform any of the following adults; counselor, Principal, Assistant Principal, Student Support Director. Any reports of patterns of conduct, rooted in a power differential, that threatens, harms, humiliates, induces fear in or causes students substantial emotional stress will be investigated.

Retaliation:

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

Investigation of Bullying and Harassment:

Once reported, any allegation of bullying or harassment will be investigated in a timely manner by the principal or a designated staff member. Appropriate action will be taken immediately following the conclusion of the investigation.

Discipline and Remediation:

Actions in response to bullying and harassment should be grounded in restorative justice practices, which focus on resolving conflicts, repairing relationships, and building community and may include, but are not limited to: warnings; counseling; loss of opportunity to participate in extracurricular activities, school social events or graduation; loss of school bus transportation; in-school suspension; short term out of school suspension; or transfer. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident. Counseling follow up will be provided for the target and/or the student perpetrating the bullying or harassment.

Training and Prevention:

Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for reporting and the process/consequences that will result from the report.

Hate Speech & Precise Language Guidelines

We are committed to fostering an inclusive, respectful, and safe learning environment for all members of our community including students, staff and parents. Hate speech, discrimination, and harassment have no place in our community. This policy outlines our stance against hate speech and provides guidelines for precise language, norms of behavior, and consequences for violations.

View the hate speech and precise language guidelines [here](#)

Preventing Microaggressions

Microaggressions are expressions of bias, often subtle and may be unintentional. They can involve discrimination, reference to stereotypes and may be directed at individuals or groups based on their race, gender, ethnicity, sexual orientation, disability, or other characteristics. Microaggressions can have a significant impact on the well-being and mental health of those who experience them. Addressing and preventing microaggressions involves promoting understanding, empathy, and respect among individuals and communities. It is an ongoing process that requires the commitment and involvement of individuals, organizations, and communities.

View the norms and guidelines for addressing and preventing microaggressions [here](#)

School Security

Security at ASH is a shared responsibility of students, parents and staff. We strike a balance between having a friendly, welcoming school and a safe and secure environment. This approach requires that we occasionally put restrictions in place. Please be aware of the following security measures:

- We use surveillance cameras to monitor the campus and to be alert to any suspicious activity.
- You may only enter and exit the main campus through the main entrance at Reception or the Elementary School entrance during its opening times. You may also enter the ECC through the main entrance. Do not use other access points or emergency exits. All parents must show their ID badge any time they are entering the school.
- Parents and staff must wear an ID badge at all times. Visitors are required to sign in at Reception and get a visitor ID badge.
- Please report any suspicious activity or concerns to building security at Reception or contact a school administrator.
- When an emergency requires the closing of school, parents will be informed via SMS text message and APP.
- Weather conditions, strikes, civil unrest or other events might make it necessary to close school for a day or more. In the event of an emergency, log on to the Portal on the school's website, www.ash.nl for up-to-the-minute information.

Undesired Visits

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Security at ASH is a shared responsibility of students, parents and staff. We strike a balance between having a friendly, welcoming school and a safe and secure environment. This approach requires that we occasionally put restrictions in place. Please be aware of the following security measures:

- We use surveillance cameras to monitor the campus and to be alert of any suspicious activity;
- Students may only enter and exit the building, using their own ASH ID at reception;
- Students are not allowed to use other access points or emergency exits unless supervised by an ASH employee;
- All high school students must show their ID badge at the entrance every morning.
- Parents and staff must wear an ID badge at all times;
- Please report any suspicious activity or concerns to security personnel at the front reception or report it to a school administrator.

Video Surveillance

ASH uses video surveillance on school grounds to maintain the health, welfare, and safety of students, staff and visitors while on school property as well as the protection of the school's property. School buildings and grounds may be equipped with video cameras. School videos may be reviewed by ASH security and/or authorized school personnel on a random basis if questions or problems arise.

Use of Facilities after Hours

When a student has been granted permission to leave campus, the parents assume responsibility for their child during the time that he/she is excused from school supervision. All students are under the supervision of their parents until they enter school in the morning and once they leave school at the end of the school day, unless they are attending a school sponsored event/activity with a supervised ASH employee (with a VOG). ASH may claim some control beyond these times when the effect of a student's behavior is judged to have a direct negative impact on others, and especially other members of our school and local community. Problematic behavior most often occurs at the bus stop, in the neighborhood of school, and as groups of students of various ages travel to and from school.

Shared responsibility for student behavior is also expected when students join school activities, most notably sports. Both parents and students sign the activity/athletic contract that addresses possession or use of tobacco, alcohol and controlled substances (drugs). Adherence to the conditions of this agreement is the responsibility of everyone who enters into the agreement.

We take our role seriously during the time students are under our supervision. Students are under ASH supervision during school hours from 08:30-15:30, during practice before or after school, when engaged in competition and related team travel or other ASH related activities. If we encounter students breaking their activity/athletic agreement outside of times when they are under normal times of ASH supervision, ASH reserves the right to respond with the appropriate consequences. If students are involved in after school activities they are supervised by their advisor, but beyond the activity scheduled time students should not be in school without parent supervision. Students are only supervised by ASH employees who have a valid VOG.

We, however, will not deliberately seek out students during the time they are under the supervision of their parents.

ID Badges

Student ID

Each Middle and High School student is issued with their own personal ID badge on the first day of school.

Students must carry their ID badge with them at all times. The ID badge must be scanned when entering the school building via the front entrance. At no time are students allowed to let another student use their ID badge.

The student photo on the ID badge must be visible at all times. For security purposes defacing the photo is not permitted.

Abuse of the ID badge, signing in under false pretense or not signing in at all, results in automatic ISS (In-School Suspension). Each student is responsible for the safekeeping of his/her own ID badge. If a student loses their badge they are required to purchase a replacement ID badges can be obtained at the transportation and facilities office and cost 10 Euros. Your ID badge remains the property of ASH at all times.

Parent ID

All parents are requested to obtain a photo identification badge for the year. Visitors and family members without a badge must bring a valid ID, such as a passport or driver's license, and sign in with the security staff at the reception desk to obtain a visitor's badge. The visitor's badge must be returned upon leaving and cannot be used at the Main Campus.

Accidents

Accidents, however insignificant they seem, must be reported to a school nurse at once. Students are insured against accidents during the school day and during school excursions and athletic events, provided the accident is reported within 24 hours. The amount of insurance coverage varies depending upon the parent's policy. The school's insurance is supplementary to private coverage. In the case of a claim, please contact Ton Ravensbergen, Business Manager. Liability for accidents and injuries does not extend to students using school grounds in unsupervised activities such as skateboarding and bike riding before and after school hours. Parents are responsible for picking up their children when school is not in session and when students are not participating in supervised school activities.

Please note that the school's formal supervision of students and children is from 08:05 - 15:30 on Mondays, Tuesdays, Thursdays, and Fridays and from 08:05 - 14:30 on Wednesdays at the ECC and 14:45 at the UE. **Students should not be on campus after school hours unless they are part of a supervised activity.** Students who have private lessons later in the afternoon or evening are expected to go home when school finishes then return for the lesson as the time in between will not be supervised.

Students, parents, and visitors accept responsibility at all other times.

Emergency Procedures

Emergency Contact and Cancellation of School

A text messaging service via parents' mobile telephones is set up at the beginning of each school year to ensure that parents will be contacted if an emergency requires the closing of school. Weather conditions,

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strikes, civil unrest or other events might make it necessary to close school for part of a day, a day, or more. In the event of such a situation, please check the school's website, www.ash.nl or log on to the Portal for up-to-the-minute information. It is the responsibility of all parents and guardians to provide reliable and current home, office and mobile telephone contact numbers and email addresses. Please confirm and update all contact information regularly in PowerSchool.

Emergency Evacuation Drills and Procedures

Student safety is paramount at all times. A number of fire and emergency drills take place each year. When a real emergency or practice drill occurs, teachers will give students specific instructions about exit routes from each classroom. Building evacuations might require students to collect none, some, or all of their belongings, including coats and book bags. During evacuation, students are to remain in line, follow the correct exit route and refrain from talking. After leaving the building, students will assemble in a safe area away from school. The administration might contact parents and might send students home by bus. The seriousness of the situation will dictate what action the school takes. All students are expected to comply and cooperate with teachers' directions during such a drill or emergency.

Emergency contact and cancellation of school

A text messaging service via parents' mobile telephones is set up at the beginning of each school year to ensure that parents will be contacted if an emergency requires the closing of school. Weather conditions, strikes, civil unrest or other events might make it necessary to close school for a day or more.

It is the responsibility of all parents and guardians to provide reliable and current home, office and mobile telephone contact numbers and email addresses. You can confirm and submit updated contact information at any time by filling out the Family Contact Update 'Forms' in Powerschool.

Nurse

The health and wellbeing of the ASH community is promoted by the school nurses, who advise students, parents and staff on various health issues. Illnesses and injuries of students and staff are assessed, first aid and emergency care is provided and vision and hearing screenings are conducted. The nurses administer over the counter and prescription daily medication authorized by parents and/or doctors. They also address potential health problems, which may be symptoms of underlying medical conditions or barriers to learning. Furthermore, the school nurses assist with planning and participating in projects and service trips, considering the medical needs of students including allergies, asthma, seizures and type 1 diabetes. The school nurses also serve as a liaison to counseling, student support teams, teachers and external health care providers.

At enrollment, parents will have an intake interview regarding their child's health needs if necessary. Parents are responsible for informing the nurse of all medical diagnoses and conditions. Medical history and emergency contact information must be submitted prior to their first day of school. Parents should also inform the school nurse when changes in their child's health condition occur and/or if they need to take medication during school hours.

School Nurse Contacts

Main Campus: 070 512 1068 ext. 102
Early Childhood Center: 070 512 1069 ext. 412
nurse@ash.nl

Illness

In consideration of your child's health and the health of others, please keep your child home if they have any of the following symptoms:

- Fever of 38.0C/100.4F or higher. Students may return to school if they have been fever free without medication for 24 hours.
- Vomiting. Students may return to school if they have not vomited for 24 hours.
- Diarrhea. Students may return to school if they have not had diarrhea for 24 hours.

Please inform the school nurse if your child has any of the following:

- Communicable illnesses including chicken pox, fifth disease (parvovirus B19), impetigo, measles, ringworm, scarlet fever etc.
- Head lice

Procedures Regarding Illness

If a student is absent due to illness, please call or send an email to the appropriate school office by 08:30. Please include the reason for absence.

If a student feels unwell, they must ask a teacher for permission to go to the nurse's office.

If a student needs to go home, the school nurse will contact a parent. Students are required to sign out at the appropriate School Office when leaving. Students should only leave the campus for medical reasons with the school nurse's recommendation. Students should not call their parents directly to make arrangements to be picked up.

Medication

Parents of students who require regular medication, including any that is usually administered at home, must inform the nurse.

If a student requires medication during school hours, the nurse will administer it as agreed and store it appropriately on site. Parents must provide written instructions for the administration of medication and sign a written consent. This should include the student's name, drug, dose, time, route, duration, storage and any special precautions. The Permission to medicate form will be shared by the nurse to collect the necessary information. Prescription medication must be labeled by the pharmacist or prescriber. Prescription and non-prescription medication must be in the original container and within its expiry date. The exception to this is insulin, which is generally available to schools inside an insulin pen or a pump, rather than in its original container.

Students are not permitted to self carry medication and must have this administered by the school nurse.

Pets

For reasons of safety and hygiene, no pets are allowed on the playgrounds or in the school buildings.

Information Technology

Technology Use Expectations

The American School of The Hague promotes the use of Information Technology in education. To ensure that students and staff can take full advantage of the technology on campus, everyone must adhere to our Responsible Use Guidelines.

“I understand that the use of technology at ASH is a privilege. I will keep that privilege by following the ASH Core Values and the guidelines below.

I will:

- Use digital devices, networks, and software in school for educational purposes and activities.
- Keep my personal information and that of others private. Personal information may include phone numbers, home address, passwords, etc.
- Show respect for myself and others when using technology and interacting with others online.
- Give credit to the creator when I use someone else’s ideas or work.
- Report inappropriate use of technology immediately.
- Treat all equipment with care.

If I do not, I risk losing IT privileges and may risk other consequences, as determined by ASH Elementary School.”

Electronic Devices

Elementary School

Any electronic device needed by students during the school day is provided by classroom teachers. Therefore, electronic devices from home are not necessary in school. Mobile telephones, smart watches and similar devices are not permitted to be used at any time during the school day. Students who bring such devices to school are doing so at their own risk and are requested to keep them stored in their backpack and kept out of sight. Improper use of any electronic devices will result in them being confiscated for the day.

School-issued Laptops

School-issued laptops are property of ASH, and students agree to the use of these as per the Laptop user agreement signed every year by all users.

ASH reserves the right to access the student laptop, should the organizational interest outweigh the right to privacy of the students. Parents and students will be informed should ASH need to access a laptop.

ASH will never look at medical or sensitive information, or internet history, unless there are concerns for student safety. The laptop will only be accessed by the School Leadership or designate.

School issued laptops are property of ASH, and students agree to the use of these as per the Laptop user agreement signed by all users.

Privacy Notice

American School of The Hague (ASH) complies with the relevant national data protection regulations, including the General Data Protection Regulations (GDPR) from 2018 American School of The Hague is committed to keeping personal information accurate, up-to-date, safe, secure and will not keep personal information longer than necessary. This privacy notice explains how American School of The Hague uses personal information, with whom it is shared and the ways in which it is protected. This notice applies to all personal data collected for and on behalf of the school. This pertains to information collected in analogue (forms, documents, in writing) and through technological means such as information systems and email.

For more information on how ASH handles/protects personal data please see the [ASH Privacy Policy](#) or [ASH Cookies Policy](#), both also located on the [ASH.nl](#) public facing website.