PARENT AND STUDENT HANDBOOK

2025-2026

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ABS MISSION AND VISION STATEMENTS

The American Baccalaureate School is a private, nonprofit K12 school offering an American curriculum that includes a variety of interdisciplinary courses, along with a college preparatory program, which prepares students to become independent, successful global citizens.

The ABS vision is to educate lifelong learners with ethical values who will develop into leaders, contributing to the global community as responsible, critical thinkers and problem solvers.

OVERVIEW OF ELEMENTARY PROGRAMS AND SCHEDULE

The American Baccalaureate School (ABS) offers programs within the elementary school that are based on sound educational principles and practices. Many of the programs, materials, and techniques used at ABS have been adopted from successful U.S. and international based curricula. The school strives to provide the best educational opportunities and experiences for the students, and every effort is made to meet individual needs and interests and to ensure that high self-esteem is maintained in each student.

By providing a caring and supportive classroom environment, the students are encouraged to develop independence, a respect for others and a sense of responsibility for themselves. By working both independently and in cooperative groups, our boys and girls develop life-long learning skills.

The curriculum emphasizes traditional disciplines, including English language arts (e.g. English usage, writing, etc.), Arabic, Islamic studies, math, social studies, science, art, music, computers, and physical fitness and health. Character education is integrated into the general curriculum. Children, through a variety of teaching strategies, learn to explore their world and develop a love of learning that lasts a lifetime. Students are encouraged to use critical thinking and problem-solving skills. It is our goal to maximize each child's potential and to prepare them for their role in an ever-changing global community.

As the students progress from the lower elementary grades to the intermediate (grades 3-5), they continue to meet the challenges of a stimulating and expansive curriculum. They are provided with an understanding of the world in which they live and with the tools for future success. The concepts introduced in the primary grades are further developed and new concepts and skills are introduced. New ideas are explored and creative solutions to problems are encouraged. Children learn appropriate work habits and become independent and responsible students.

Curriculum guides are available for each grade level in all subjects and will be distributed to parents in each student's first day packet in September. These guides are revised each year to reflect current trends and changes in the United States, as well as international general curricula standards. All guides are based on a standard for that grade level.

Though the primary language of instruction is English, Arabic is taught as part of the regular curriculum and is the language of instruction for Religion and Social Studies. The periods per week vary with each grade level.

In order to assist those students whose English and math skills are below grade-level standards, the school offers an English Language Resource Program which is organized and taught by specialists. This program starts in grade one. However, it should be noted that this program provides limited instruction and is not meant to replace a professional after-school remedial program, such as Oxford Learning Center. Only a sustained after-school program can assist a child to reach grade level proficiency within the academic year.

OFFICE HOURS

Official school hours for all students in grades one through five are: 7:30 A.M. until 2:30 P.M. (lunch is approximately 30 minutes). The School's main office is open from 7:10 a.m. to 4:00 p.m., Sunday to Thursday, and from 9 a.m. to 12 p.m. on Saturdays. Professional development days for teachers are held one day a month (see calendar on school website). Students do not attend school on these days.

STUDENT LUNCH AND RECESS

Each elementary student (grades 1-5) has a lunch period as well as a morning homeroom period. Food and beverages will be sold in the cafeteria during lunch only. We ask you NOT to send candy or soft drinks with your child. Instead, provide healthy snacks for them to eat such as fruit, granola bars, vegetables, and juice or water to drink. Students are encouraged to bring water bottles to school for consumption during both breaks and class time.

STUDENTS WITH SPECIAL NEEDS

Students with special needs may apply for enrollment but parents of these students should be aware that ABS does not have a special needs program and/or department.

a. Admission for special needs students will be limited to mild needs only.
b. All special needs applicants will be required to furnish formal educational, psychological and/or medical evaluations and all previous records to be reviewed by the admissions committee.
c. All special needs students will be placed on a conditional enrollment for one semester (two quarters). At the end of the first semester, the admissions committee will reassess the enrollment for the second semester.

AGES OF ATTENDANCE

Grade 1 – must be 6 years old before December 31st
Grade 2 – must be 7 years old before December 31st
Grade 3 – must be 8 years old before December 31st
Grade 4 – must be 9 years old before December 31st
Grade 5 – must be 10 years old before December 31st

ASSESSMENT POLICY

Frequent internal assessments and regular external assessments of the curricular objectives and criteria will provide evidence of student learning and form the basis of assessing student achievement. American Baccalaureate School uses a variety of learning activities and assessment tools to ascertain the students' level of understanding in regard to the essential questions and objectives of each subject studied. Assessment will also provide a reliable measure of students' knowledge, conceptual understandings, skills, and attitudes toward learning. The aim of all assessment, in addition to contributing to the effectiveness of the academic program, is to provide a positive mechanism to assist students in improving their learning, to instill in students the ability to think clearly and critically, and to encourage students to strive to work to their full potential. Teaching, learning, and assessment are mutually dependent on one another.

ABS Assessment is guided by the following principles:

- ✤ Assessment and learning outcomes are the starting point for the lesson design process.
- ✤ Assessment criteria correspond to course objectives and will include tasks that focus on producing quality performances and outcomes.
- ✤ Assessment is referenced to measure attainment against specific criteria rather than against other individuals.
- ✤ Assessments gather information from a variety of sources (evidence) using a range of methods, according to the needs of the subject.
- ✤ Assessments produce meaningful evidence of student learning that can be reported and understood by students, parents, teachers, administrators, and community.
- ✤ Assessments are developed to consider the multiple intelligences, learning styles and differences, and cultures of students.
- ✤ Assessments include tasks that require application, interpretation, analysis, synthesis, and evaluation of conceptual understandings.
- ✤ Assessments are continuously reviewed and improved and are a continuous part of the learning process.
- ✤ Assessment involves communication between students, parents, teacher, and administrators.

EVIDENCE OF STUDENT UNDERSTANDING

When planning to collect evidence of student understanding, teachers should determine acceptable evidence to see if the students have achieved the desired results as well as consider a range of assessment methods. When planning to collect such evidence, we consider:

- ✤ **Informal Assessments:** anecdotal assessments collected throughout the learning process using questions, class discussion, direct observations, notes, and checklists.
- ✤ **Formative Assessments:** formal assessments, using established criteria, which take place during the learning process to assist students in achieving learning goals and preparing for summative assessments.

✤ **Summative Assessments:** formal assessments, which use established criteria, that take place at the end of the teaching and learning process and are used to develop a complete description of student learning and achievement.

EXTERNAL ASSESSMENTS

Several exams, prepared and graded by independent educational testing boards, are used at ABS. These exams allow ABS to monitor student achievement and the effectiveness of instruction against specific standards and criteria. Many of these exams also allow ABS to determine how well students are achieving relative to other students nationally and internationally. They are summarized below.

Measures of Academic Progress Examinations (MAP)

The Measures of Academic Progress examinations are designed to measure how well students acquire the skills and knowledge described in the Common Core Curriculum Standards. The information from these tests is used to diagnose individual student strengths and weaknesses as related to the instruction of the Common Core Curriculum Standards, and to gauge the quality of education throughout the school. Students in grades 2-5 take MAP examinations in reading, language arts, and mathematics. These computer-based adaptive tests are given three times a year.

Dynamic Indicators of Basic Early Literacy Skills (DIBELS)

DIBELS are a set of procedures and measures for assessing the acquisition of early literacy skills. They are designed to be short fluency measures used to regularly monitor the development of early literacy and early reading skills. It is important to monitor fluency as it is directly related to a student's ability to comprehend texts. DIBELS are administered twice per year to students in grades one through five. Results are used to monitor student progress and guide instruction within the classroom.

Writing Practice Program (WPP)

WPP assessments are responsive to the standards of the IRA (International Reading Association), NCTE (National Council of Teachers of English), NCTM (National Council of Teachers of Mathematics), to name a few. The WPP provides a direct measure of writing ability by asking for a writing sample from each student. The assessment serves schools whose students aspire to be life-long learners. The assessment is for grades 4 and 5 students, given three times per year.

ATTENDANCE AND TARDY POLICY

Students are expected to attend school at all times when classes are in session. If a child is frequently absent, tardy, or released early, he/she has missed too much material causing gaps in the child's education. Students are required to be in attendance a minimum of 90% of the time. If a student's attendance falls below that, administrators will seriously review whether the child should be promoted to the next grade. Students must have 90% of attendance rate to be placed on the Honor Roll.

Absences:
Daily attendance is expected of all students from 7:30 am to 2:30 pm. Parents should call the school when their child will be absent. For an absence of more than three days, please contact administration. Medical excuses should be submitted on the day the student returns to school. All homework must be submitted for the time a student was absent.

Makeup Work for Absences
Missed tests will be administered at the discretion of the teacher and in a timely fashion. All makeup tests will be an alternate version of the test. If the student has been out of school for three or more days, teachers may provide additional time to make-up missing assignments. Please see teachers' individual syllabi for details regarding make up work. If a student has an excused absence upon their return they will take that were missed. If the student does not have an excused absence, they will receive a zero.

If a student is not present at least 4 hours during a school day, they will be considered absent. We encourage parents to schedule appointments after school hours in order to minimize disruption to the classroom.

Parents are urged to plan their vacations in such a way that limits the amount of school their student(s) miss. Please follow the 90% attendance guideline.

Tardies
Class time is essential to increasing students' knowledge and proficiency, students who repeatedly come late or leave early may experience a decline in student achievement.
If a student arrives later than 7:30, they are considered tardy. Being on campus or in the building does not count as arriving on-time for class. In the event of student late arrival, any assessment missed will result in zero as a consequence of unexcused absence.

Late Arrival Policy
If you arrive after 7:45, please take your child to the Main Reception to sign them in. After signing your child in, a member of the Elementary staff will direct your child to their classroom.

Early Release
The student shall only be released to his/her parent/legal guardian or to a person designated by the parent/legal guardian, as documented by school records, and upon presentation of proper identification or confirmation by telephone or fax.
Early Releases are not allowed after 2:00.

Late Pick Up Procedure
Our dismissal time is 2:30-2:45pm daily. Children NOT picked up by 2:45 will be taken to reception and supervised by Elementary staff.

Beginning at 3pm, students not picked up will have the following fees applied to the student's ABS account due to extended supervision responsibilities:

* 3KD if parent informs the Elementary Office before 3pm

* 6KD if parent does not inform Elementary Office before 3pm
* 20KD if child is picked up after 3:30 (no exceptions)

Late Pick Up Procedure – Early Dismissal Days
All students are to be picked up at 11:30 on Early Dismissal days.

The following fees will be applied to the student's ABS account:

* 3KD if parent informs the Elementary Office before 11:30
* 6KD if parent does not inform and child must be supervised until 11:45
* 6KD additional charge if child is picked up between 11:45-1:00
* 20KD if child is picked up after 1:00 (no exceptions)

Administration will meet with families who fall outside of these policies. Registration decisions may be impacted as well as classroom achievement.

BIRTHDAY PARTY POLICY

The school asks that invitations for birthday parties be distributed at school by the student, with teacher help, only if one of the two following guidelines are followed:

1) Invitations are given to all students in the class.
2) Invitations are given to all the boys in the class (for a boy's party) or all of the girls in the class (for a girl's party).

Students will not be able to distribute birthday party invitations at school if these guidelines are not followed.

Birthdays and Celebrations during School Hours
Birthday celebrations may be held during lunch, recess, or homeroom time, at the discretion and availability of the homeroom teacher. Parents must coordinate with their child's homeroom teacher. Parents may acknowledge their child's birthday by sending a treat to share with whole class. Precut cake / cupcakes / individually wrapped items are preferred. Treats will be dropped off in reception and delivered by our staff members. Parents or siblings in other classes are not to participate in classroom birthday celebrations.

CAFETERIA

The cafeteria operates five days a week to provide a nutritious meal for students. The lunch program is optional for all students. Parents and students may load money onto a pre-paid card by visiting the cafeteria during non-school hours.

The pre-paid amount will then be credited to your child's account at the Cafeteria; and all meal items purchased by your child at the Cafeteria will automatically be deducted from his/her account.

The rules for the cafeteria are as follows. Students are informed of the following rules as posted in the cafeteria:

1. Food may never be taken out of the cafeteria.
2. Purchase and eat your own food only: do not buy for others.
3. No cutting in line or giving others cuts.
4. Walk at all times: no running is allowed.
5. Treat all supervisors with respect, and follow all adult directions.
6. Speak in a normal tone of voice: no yelling or shouting is permitted.
7. Reasonable table manners are expected.
8. Each student is responsible for cleaning up his or her eating space.

CODE OF CONDUCT AND DISCIPLINE

ABS means more than "American Baccalaureate School." To members of our educational family, it means;

A: Aspire: Have goals and dreams and put every effort into achieving them. Try your best.
B: Be Global: Recognize that we are all part of a global society. Respect and value ourselves and others.
S: Scholarship: Value knowledge and academic growth. Become a curious, creative, life-long learner.

ABS POSITIVE DISCIPLINE PHILOSOPHY

Positive discipline requires an all-inclusive approach to guiding student behavior that incorporates positive incentives, positive adult role modeling, guidance activities, team building, and other positive behavioral management strategies as well as consequences for failure to comply with community expectations and rules. Positive discipline is setting students up to be successful with clear expectations and guidance and anticipating challenges for students and proactively removing potential obstacles from the students' paths. At ABS, we have high expectations for the academic, social, and personal behavior of every student and hold firmly but lovingly to these high standards of personal conduct without compromise.

Incentives and rewards

Pat on the back

Every student is nominated by their homeroom teacher throughout the year for recognition of their performance. This can be an academic achievement or related to social and emotional outcomes. Parents will be notified of this achievement and invited to the POTB assembly, where students will be called during morning assembly and presented with a certificate and t-shirt.

The POTB students are invited to the student reward lounge, and they may bring electronic games for use during this visit. These items are not allowed in classrooms and are kept with the students' belongings at their own risk. Phones are not permitted.

Bankee

The Bankee program has been designed and coordinated with NBK with the intention of teaching students' financial literacy by portraying the school as an operational economy

simulating real-life situations. Teachers will be giving bonuses for rewards, providing paychecks for tasks in class. Students will earn “Bankoz” for their efforts and they will then be able to exchange them for gifts or other privileges from the Bankee Store on campus.

ABS CHARACTER DEVELOPMENT PROGRAM

American Baccalaureate School integrates character development and character education activities throughout the academic program. The aim of the ABS curriculum is to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. Students who embrace and live this philosophy of responsibility to others, their community, and the world will truly develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

BEHAVIOR AND EXPECTATIONS

In order to ensure that all students receive the academic experiences and instruction that they deserve, we hold our students, parents, and faculty to high expectations. Students are expected to:

1. Be respectful
    a. Of all adults / authority figures: Students are expected to follow the directions of all adults / authority figures without argument. Student deference to authority is key in maintaining a safe and professional environment.
    b. To themselves: This includes taking care of minds, bodies, and materials. Students are expected to get proper sleep, eat healthy food, seek out healthy friendships, play, and influences.
    c. To each other: Students will be kind to one another, consider the feelings, needs, and perspectives of others, and will avoid any words or behavior that are detrimental to others.
    d. Of our school and all associated faculties, resources, and materials: Students will keep our premises and materials clean and will use and handle materials appropriately in order to avoid damage.
2. Be responsible
    a. Students should know their learning objectives, turn in homework and classwork on time, and bring necessary materials with them to class.
    b. Students are expected to be honest at all times.
    c. Students will follow all procedures and rules in the classrooms, common areas, bathrooms, on transportation, and on field trips
    d. Students will adhere to the dress code at all times.
    e. Students will conduct themselves in a safe manner at all times.
3. Try their best
    a. Students will make learning, curiosity, thinking, the exploration of knowledge, and the acquisition of academic skills their number one priority
    b. Students will focus their energies and efforts on learning and reaching academic goals.

ASSEMBLIES & EVENTS

Students will be escorted by the teacher responsible for their class at the time of any special assembly or event. Students must sit as a class with the responsible teacher. Students must sit quietly and provide their undivided attention to all assembly speakers and activities. Respect and decorum are to be maintained at all times.

IGNORANCE OF THE RULES

Ignorance of the rules, expectations, and procedures in the ABS Parent and Student Handbook is not an excuse for inappropriate behavior. The discipline guidelines in the ABS Parent and Student Handbook supplement and clarify those instituted by each teacher.

OFF CAMPUS CONDUCT

The ABS Parent and Student Handbook shall apply to all off campus activities.

At the beginning of the school year, each child is given a copy of the School Rules and ABS Discipline Policy. These rules and strategies, coupled with problem-solving situations, afford a positive way for students to develop their interpersonal skills.

Students are expected to obey all directions; be diligent in study; be respectful to teachers and others in authority; and refrain from the use of profane language. Teachers are expected to hold all students accountable for their conduct in classes, common areas, and on school sponsored events or field trips.

Each of the teachers has a classroom discipline plan for their class. This plan includes a list of expected behaviors. Positive behavior is recognized and encouraged. Each teacher also has an established system of consequences for minor misbehavior. Behaviors escalated beyond the classroom are handled in accordance with the school's progressive discipline policy.

CONSEQUENCES

In addition to consequences given by teachers during class time or on the playground (loss of privileges, seat change, time out, etc.), formal consequences may include the following:

DETENTION

Detention is held daily during lunch and after school for infractions of the rules. Teachers, staff, and administrators may assign detention for misbehavior or infractions. Detentions will be assigned by a teacher to be served the following day. Detention takes precedence over extracurricular activities including sports, sports days, tutorials, clubs, and privilege activities such as field trips and events.

Teachers will work to redirect and coach students for disruptions that can be controlled in the classroom. Repeated behaviors, or behaviors escalating in severity will result in consequence of lunch detention. Lunch detentions are designed for students to reflect on their action and how it could be handled differently in the future. Negative behaviors escalating in frequency of more than five lunch detentions in a year, or in excess of three within a month will lead to a consequence of 60 minute after school detention. Repeated infractions in excess of five after school detentions will result in an in school suspension or Saturday School detention. Parent meetings are required for students involved in fighting incidents. Suspensions and Saturday school detention consequences will be at the discretion of the administrators.

IN SCHOOL SUSPENSION

In School Suspension (ISS) is the exclusion of a student from all classes and from school activities for 1 day. As part of the process a parent/guardian conference must occur. The student will earn a zero on any assessment scheduled that day.

OUT OF SCHOOL SUSPENSION

Out-of-School Suspension (OSS) is the exclusion of a student from all classes, from school, and from school activities for a specified time. As part of the process a parent/guardian conference must occur. A student who is suspended is automatically prevented from participating in the next regularly scheduled activity or competition in which he/she is involved and is barred from all extracurricular activities for up to two weeks. OSS is typically assigned for major infractions by the administration. The student will earn a zero on any assessment scheduled during the suspension. Flagrant or repeated violations may result in the loss of any or all privileges at the discretion of the Head of School.

EXPULSION

Students who commit flagrant acts of violence or display other truly dangerous, disruptive, or unacceptable behaviors may be immediately expelled at the discretion of the Principal, Director of Operations, and the School Director. Expulsion results in the permanent removal of a student from American Baccalaureate School and the student will not be reconsidered for admission at a later date.

PROGRESSIVE LEVELED DISCIPLINE PLAN

In order to facilitate a positive, equitable, and safe learning environment, ABS has adopted a progressive, leveled discipline plan to address student misbehavior. Behaviors and consequences not listed below will be handled according to administrator discretion.

UNACCEPTABLE BEHAVIOR	POSSIBLE CONSEQUENCES
LEVEL A BEHAVIORS	**LEVEL A CONSEQUENCES**
Violation of classroom rules Unauthorized food, gum, etc. Unprepared for class Defiance to adults or lying In unauthorized area or no pass Disrespectful to fellow students Inappropriate items(cell phone, iPad) Tardy to class Failure to keep hands and feet to self	Verbal warning/Discussion with student Time-out/ cool down Loss of participation points Loss of classroom privileges/incentives/activity Parent contacted by telephone from teacher Record on behavior log
LEVEL B BEHAVIORS	**LEVEL B CONSEQUENCES**
Repeated violations of Type A Behaviors Frequent tardies Chronic disruption of class Unacceptable language to students Rough Play or aggression Failure to serve lunch detention	 Parent contact by telephone from teacher Lunch detention Loss of classroom privileges/incentives/activity Teacher/Parent conference Lunch detentions Lunch detentions culminating in after school detentions
LEVEL C BEHAVIORS	**LEVEL C CONSEQUENCES**
Repeated violations of Type B Behaviors	Disciplinary referral by administrator

Stealing/Possession of stolen property Aggression/Fighting Possession of a dangerous item (explosives, lighter, etc.) Possession of tobacco or smoking Damage to school or private property (Vandalism) Profanity, obscene language or gestures to staff Disrespect or defiance to authority Offensive conduct	Parent conference required by administrator Parent notification by administrator Restriction from privileges by administrator After school, or in-school, or Saturday detention Possible behavior contract by administrator Possible placement on behavior probation Restriction of activities/privileges/field trips
LEVEL D BEHAVIORS	**LEVEL D CONSEQUENCES**
Repeated violations of Type C Behaviors Possession of a weapon Chronic defiance Assault upon any student or school employee Cause or threaten to cause bodily injury to another	Parent notification by Administrator Restriction of activities/privileges/field trips In or Out of School Suspension After school and/or Saturday detention Possible expulsion

Misconduct Progression Leading to Bulling

Joking	Shared between both students and harmless
Tease	Only one enjoys the joke and it is harmful; examples include name calling, mocking
Taunt	Repeated or single instance of behavior that causes the annoyed child to get angry
Harass	Verbal or physical behavior causing resentful frustration and anger in victim. Victim may seek revenge or harbor long standing resentment
Provoke or Abuse	Aggressiveness causing strong reaction by victim such as verbal or physical retaliation
Bullying	Repeated annoying, taunting or provoking behaviors of one victim

HARRASSMENT, Intimidation and Bullying Policy (No. 3207)
(this will be inserted here.)

BULLYING

Students who engage in acts of bullying, humiliation, harassment, ostracism, etc. will receive escalation consequences up to and including suspension or expulsion from school. Protecting the physical and emotional well-being of all students is of the upmost importance to ABS. Bullying in any form will not be tolerated.

THEFT/STEALING

ABS strongly believes in respecting the property and possessions of students and school personnel. The school has a right to search a student, his possessions, and locker if there is a reasonable suspicion that he has committed theft. The administration urges students not to bring valuables, such as expensive watches or electronic equipment, or large amounts of money to school because these items are the most common targets of theft. Stealing is considered a 'level C' offense and will handled according to our progressive behavior plan. Full restitution is required prior to returning to regular class and only after a parent conference.

ACADEMIC HONESTY

It is the responsibility of all members of the American Baccalaureate School Community to promote and maintain an educational environment of respect, honor, honesty, and academic integrity. It is unacceptable for American Baccalaureate School students to lie, cheat, plagiarize, steal, or vandalize any property of the school.

American Baccalaureate School expects students to do their own work. The following behaviors are considered cheating and are not acceptable:

Cheating includes, but is not limited to:

- ✤ Using materials not authorized by the teacher during a test
- ✤ Sharing test answers or questions with another student
- ✤ Allowing another person to copy answers or look at your answers on a test or quiz.
- ✤ Copying someone else's work
- ✤ Making grade alterations
- ✤ Turning in work done by others (e.g., parents, other students)
- ✤ Any writing on paper other than name and date before test begins.

Plagiarism

Taking another person's ideas, work, or writings and presenting them as your own, including from the Internet, without proper reference. Your teacher will show you how to restate information in your own words. You will also learn how to use bibliographic citations so that you give proper credit to the source of your information.

Lying

Deliberately misrepresenting or omitting the truth.

CONSEQUENCES FOR ACADEMIC HONESTY POLICY

Violations of the Academic Honesty policy will result in one or more of the following:

- ✤ No credit on the assignment or test (in the case of cheating).
- ✤ Parent notification
- ✤ After-school detention or Saturday School.
- ✤ Referral to the Division Principal for discipline for severe violations.

COMPUTER AND INTERNET USE

Most ABS computers are networked to the internet. Therefore, all students must follow the appropriate rules governing computer and internet use. A copy of the adopted rules and procedures will be provided to all students in their computer classes.

INTERNET USE POLICY

Internet access is now available to students and teachers at American Baccalaureate School. We believe the Internet offers vast, diverse, and unique resources to both students and

teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. American Baccalaureate School uses robust screening software and firewalls to restrict student access to inappropriate content and material on all school computers. American Baccalaureate School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial materials. American Baccalaureate School firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

INTERNET GUIDELINES

ABS's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of education and research and consistent with the educational objectives of the school. Sending or receiving of any material in violation of any Kuwait regulation is prohibited. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

American Baccalaureate School will employ the use of content filtering/blocking technology throughout the entire school district as a technology protection measure.An administrator, supervisor, or other authorized person may disable the filter to allow Internet access for lawful purposes.The school will monitor the online activities of minors

The following guidelines are provided so everyone is aware of the responsibilities that come with using the Internet. If an American Baccalaureate School user violates any of these provisions, future Internet access may be denied. The signatures on this document are legally binding and indicate that those who signed have read the terms and conditions carefully and understand their significance. Students who do not have an Internet Agreement form on file with the school, will be denied access to the Internet.

INTERNET RULES

1. All use of the Internet must be in support of education and research and be consistent with the purposes of the school and the access providers. Any use that disrupts the educational and administrative goals of the school is prohibited.

2. Do not damage the computer or the network in any way.
3. Do not deliberately spread computer viruses. Computer viruses are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the local school network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
4. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware. Do not download software without written permission of the system administrator.
5. Obey the rules of copyright. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
6. Students shall not access inappropriate material on the Internet, including but not limited to obscenity, lewd images, or other materials that may be "harmful to minors."
7. Do not share your password with another person.
8. Use appropriate language. Profanity or obscenity will not be tolerated on the school network. You must use language appropriate for school situations as indicated by school policy. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy any other users.
9. Avoid offensive or inflammatory speech. Internet users must respect the rights of others both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack, bring the incident to the attention of a teacher or school administrator.
10. Students shall not use the Internet to send or receive personal electronic mail.
11. Student shall not modify the desktop environment in anyway (e.g. changing the desktop wallpaper, mouse curser, etc.)
12. Students shall not enter or participate in Chat Rooms, Newsgroups, or List Servs for any reason.
13. Students shall not engage in unauthorized access of computers, including 'hacking.'
14. Students shall not disclose, use, or disseminate any personal identification of themselves or others.
15. Students shall not engage in unlawful activities.
16. Students shall not access social media sites.

Violation of the American Baccalaureate School Internet Responsible Use Policy in any way, may result in loss of internet privileges provided by the school. Disciplinary action may be taken in accordance with existing school policy. When necessary, the school may call in law enforcement agencies.

COMPUTER AND INTERNET PRIVACY GUIDELINES

As American Baccalaureate School offers a comprehensive technology program, students will often be engaged in audio taping, videotaping, blogging, podcasting, and utilizing other technology in the production of research-based projects. All taping at the request of a faculty member and in the completion of assigned academic work is permissible. All other

taping of students, faculty, or the school site requires the principal's approval. As students are minors, student audio and video projects may not be published in the public domain or on the internet without the permission of both the school and the students' parents. Unauthorized videotaping of students or the school campus is a major infraction in the school code of conduct and will result in consequences up to and including in-school suspension, out-of-school suspension, and/or expulsion.

CYBER BULLYING

The internet, email, instant text messaging, weblogs, phone cameras, video cameras, podcasts, social networking sites, and other electronic technologies are powerful tools that allow students to communicate in more and more revolutionary and creative ways. These sites provide great advantages for learning, researching, collaborating, socializing, and creating. Unfortunately, these same modern tools can be used unethically and inhumanely to bully, demean, defame, insult, injure, isolate, segregate, pick on, prejudice, spread rumors and untruths, coerce, and other personally and emotional hurtful acts. These activities clearly violate the community agreements and standards of American Baccalaureate School. These activities will not be tolerated and will be dealt with in a swift and appropriate manner. If students engage in these activities in school and/or out of school hours, and these activities negatively affect an individual member in the community; group of students; and/or the educational environment, activities, or the climate of the school, they have engaged in conduct demeaned to be a major infraction of the school code of conduct. Such engaging in cyber-bullying will face consequences up to and including in-school suspension, out-of-school suspension, and/or expulsion

ABS Elementary Department

Prohibition of Harassment, Intimidation and Bullying

American Baccalaureates School is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, identity, mental or physical disability or other distinguishing characteristics when an act:

A. Physically harms a student or damage the student's property;
B. Has the effect of substantially interfering with a student's education;
C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
D. Has the effect of substantially disrupting the orderly operation of the school.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

Many behaviors do not rise to the level of harassment, intimidation or bullying may still be prohibited by other school policies or building, classroom or program rules.

Training

This policy is a component of the school's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The school will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The school will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. The school will prioritize addressing incidents in a timely way. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of school policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The school is authorized to direct the implementation of procedures addressing the elements of this policy, including an online incident report.

1. Notification will be made by a student or adult to any ABS faculty member
2. The faculty member will notify the Dean of Students
3. The Dean of Students will notify administration that an incident has been reported
4. The Dean of Students will notify parents that an incident has been reported and an investigation will ensue
5. A thorough investigation will be conducted by the Dean of Students
6. The investigation and outcome will be logged into PowerSchool
7. Admin will be informed of the investigation outcome
8. Parents will be met and consequences levied based on outcome of the investigation

9. Admin team will follow up to ensure that the type of behavior ceases and that no resulting retaliation takes place
10. All parties' identities will be kept confidential by elementary administration

CHARACTER DEVELOPMENT AND SOCIAL SKILLS PROGRAM

Character education and Social Skills are integrated into the general curriculum. Some of the topics covered are: Following Directions, Accepting Consequences, Problem Solving, Self-Control, Dealing with Anger, Dealing with Feelings, Respect for Others, and Dealing with Peer Pressure.

DROPPING OFF AND PICKING UP STUDENTS

Parents should be prompt when collecting children after school or after school activities. The school is not equipped to be a 'baby-sitting' service. If parents are continually late in picking up a student, the student will not be eligible to continue in the activity. Parents and drivers must drop off students at the appropriate gates.

Note that gates will be opened for receiving students at 7:10 a.m. Do not drop off your child before this time, as the gates will be locked and there will be no teachers on duty for supervising students. The Security Guards will not open the gates for student entry prior to 7:10 a.m.

Students will enter through Gate 6 between 7:10 and 7:30. Students should go directly to their homeroom class or lockers (3-5) and prepare for the day with their homeroom teacher. During this time teachers will have activities and morning work prepared for the students. On Thursdays, and on special occasions, students will be led to the Elementary Courtyard for Morning Assembly by homeroom teachers. Homeroom and Assemblies will begin promptly at 7:30.

Take care to ensure that you and/or your driver are considerate of other parents and students and do not block gates or park in the middle of the road. Courtesy and minding of the traffic rules will ensure an orderly and safe environment.

All students must be collected within 10 minutes of the ending of the school day. Teachers will end their supervision of the playground areas near each pick-up gate at 2:45 p.m.

In order to ensure the safety of each of our students, students will only be released to individuals who are issued an **ABS ID badge**. This includes: Nannies, Parents, Drivers, or Relatives. ABS Security will NOT release any student from the gates without the individual who desires to collect a child presenting his/her ABS ID badge. Lost ID badges must be reported immediately and a replacement issued within 2 days; after this point, only a parent who presents a Civil ID card may collect the student.

ELECTRONIC GAMES/MOBILE PHONES/TABLETS

The following items are not allowed: mobile phones, any electronic games, and tablets are not to be brought to school. If a student is found in possession of anything of this nature, it will be confiscated and returned only directly to the parent. The first time such an item is confiscated, the item will be returned as soon as the parent comes to collect it. If another instance occurs, the item(s) will not be returned until the end of the school year.

Students invited to the student reward lounge may bring electronic games for use during their lounge visit only. These items are not allowed in classrooms and are kept with the student's belongings at their own risk. Phones are not permitted.

POWERSCHOOL

PowerSchool, accessible via the ABS website, allows parents to instantly see where their child stands academically at all times. Parents receive their own login and password for the website. Parents can view grades, homework assignments, tests, quizzes attendance, school news, class assignments, calendars, and more online. https://abskw.powerschool.com/public/ Parents have instant access to detailed grade and attendance reports for all of their children.

The benefits of PowerSchool are as follows:

- Secure: Protects private information with managed firewalls and state-of-the-art encryption technology.
- Online grades: Parents can view and monitor their children's assignments, test scores and grades.
- Improved student performance: Parents are aware of missed assignments or low grades early on and are able to address problems before they escalate.
- Parental email notices: Parents can sign up to receive e-mails regarding grade updates, special events, classroom updates, etc..

FIELD TRIPS AND EXCURSIONS

Parental permission is required for participation in field trips. Notices of field trips are sent home to parents by teachers prior to each excursion.

ABS will provide transportation and food provisions for all field trips. Students are not allowed to bring additional food items, unless specifically stated in trip notices. On all School sponsored trips involving students, provision will be made for proper supervision by School employees.

The adult in charge of a trip has sole authority regarding the enforcing of all rules. Dress will be our formal school uniform.

GIFTS TO TEACHERS

Teachers do appreciate a thoughtful note acknowledging their efforts with your child. That means more than anything else you could do. If you do wish to give a small gift on a special

occasion, please do not exceed a cost of KD 5 in your purchase. Any gifts beyond KD 5 in value will have to be returned to the parent in accordance with ABS employee policies.

HOMEROOM CLASS

In elementary school, every child will be assigned to a homeroom teacher. Your child will start his or her day in the care of the homeroom teacher. The homeroom teacher is your first point of contact for any questions, concerns, and comments regarding your child's school experience.

HOMEWORK POLICY

You can expect your child to have homework beginning early in elementary school. Homework consists of activities and exercises designed to reinforce concepts and skills which have already been taught in the classroom. Parents can see the assignments given on the weekly overview posted in Power School.
Parents will also receive home a folder of their child's work from the week. This will be sent home every Sunday. This folder must be emptied and returned to the child's homeroom teacher each Monday.

Assigned homework is generally limited to fifteen minutes for each grade level, starting at first grade. The amount of time your child may need will vary depending on his or her individual learning style and academic needs. Shared reading between parents and children should be a daily at-home activity **in addition** to assigned homework each evening. In the upper grades (3-5), students may be assigned independent projects that will require an additional time commitment.

- ✤ First Grade: 20 minutes reading, plus 15 minutes for other academic areas
- ✤ Second Grade: 30 minutes reading, plus 30 minutes for other academic areas
- ✤ Third Grade: 35 minutes reading, plus 45 minutes for other academic areas
- ✤ Fourth Grade: 40 minutes reading, plus 60 minutes for other academic areas
- ✤ Fifth Grade: 45 minutes reading, plus 75 minutes for other academic areas

HW Submission Timeline:

- Submits work on time – can earn full marks if content is correct
- Submits work a week later than the due date– 10% deduction
- Submits work later within the same quarter – 20% deduction
- Online HW (IXL and Raz kids) must be completed by Thursday morning of the current week. No credit will be given should the assignment be completed prior to being assigned.

Ask your child specifically if they have homework in a certain area. Encourage him/her to accept the responsibility for completing assignments neatly, accurately, and in a timely manner. Check your child's weekly overviews prior to the start of a given week and check their folders / backpacks each evening to ensure proper and timely homework completion.

ID CARDS AND SECURITY

A student ID card will be created for each student in the fall of the academic year. These student IDs are issued to students prior to any out of school event and are collected from students at the commencement of the event.

One ID badge (excluding the student ID) per household is provided at no cost. All additional badges (e.g. Nanny and Driver), or replacement badges are charged at KD 10 each. Households requiring more than 1 badge are required to submit an application.

To apply for an ABS ID card, submit application, photos, and payment to the ABS main reception. Applications will be rejected if incomplete or if submitted without payment. Applications can also be downloaded from www.abs.edu.kw .

ID cards will be ready for pickup 2 business days after application submission. Please telephone 24791791, extension 2223 or 2220, for ID card queries.

LEAVING SCHOOL GROUNDS

For the safety of the students, at no time is any student of The American Baccalaureate School to leave school grounds during the school day without a parent or guardian picking them up at the school. Please try to schedule appointments outside of the school day. Taking children out of school early is inconvenient for everyone involved and the school highly discourages this practice.

NURSE'S OFFICE

All medical forms must be completed and on file in the nurse's office.

ABS has a staff of full-time nurses who provide basic first aid support for students.

The nurse's office is open from 7:30 a.m. to 3:00 p.m. A student who needs to go to the nurse's office must check first with his/her classroom teacher before going to the office. Parents will be notified in the event that a student needs to return home due to illness or in cases of emergencies.

It is very important that the school nurse is made aware of any medical problem your child may have. For returning students, this information should be updated every year. Without up-to-date information, emergency situations can be difficult or even dangerous for your child. Parents must inform the nurse about any medication your child takes on a regular basis and any doctor's reports you may have on your child's condition.

If your child is not allowed to participate in PE, please bring a medical report describing the limits of participation.

In the event that your child becomes ill, please observe the following points:

1) It is required that children remain at home if they have a temperature above 37.5°, a rash which cannot be explained, diarrhea, or vomiting.

2) If your child has an infectious disease (e.g. measles, mumps, chicken pox, whooping cough or eye infection) **you must present a letter from your doctor to the school nurse stating that he / she can return to school.**
3) If there are any signs of redness, tears, or infections in the eyes, do not send him or her to school without a doctor's report stating that your child is not contagious.
4) If your child has a cold, flu, and runny nose with fever, do not send him or her to school until 24 hours have passed after his or her temperature becomes normal.
5) Students absent three or more days, or having a communicable disease, serious illness or accident, **must report to the school nurse with a doctor's note** on the day they return.

ILLNESS OR INJURY DURING THE SCHOOL DAY

Should a student become seriously ill during the school day, the parent or guardian will be contacted and asked to pick up the student as soon as possible. If a student is seriously injured, the nurse will contact the parent or guardian. In cases where an injury or illness is severe or life-threatening, emergency services will be called to transport the student to a hospital. A school accident report will be completed and provided to parents in the event of an accident or injury at school.

Children are **allowed to lie down in the clinic for a maximum of fifteen (15) minutes.** If a longer rest period is necessary, the parents will be called to pick up the child. Depending on the nature of the illness your child may require a Doctor's note upon returning to school.

MEDICATIONS

Medications will be given at school ONLY if it MUST be administered during school hours. The school nurse will be responsible for administering all medications. Medications should be delivered to the school by the parent. PLEASE DO NOT PUT MEDICATION IN LUNCH BOXES OR BACKPACKS. The medication must be in the original container (pharmacies will provide a duplicate container for school use upon request). The appropriate consent form for giving medication at school **must** be completed and signed by the parent and physician. All medication is locked in the office and dispensed and logged by the school nurse or our staff.

Important note: In case of an emergency, a parent or guardian, must be available for contact during school hours, and/or afterschool events.

HOME & SCHOOL COMMUNICATION

Questions or concerns about any aspect of student learning or achievement should first be brought to the attention of the student's homeroom teacher. If the question relates directly to a specific subject or classroom issue, the subject teacher should be contacted directly outside of instructional hours during the school day.

The best way to contact the teacher is via e-mail or telephone. In the case of telephone, call ABS and leave a message with the receptionist with your name, contact information, and **purpose of the call**. Calls to a teacher's residence or cell phone are not permitted. Teacher e-mail addresses are included in PowerSchool. Each teacher's first responsibility is to the

students they are assigned to teach and supervise each day. For this reason, a teacher may need up to a full day to respond to all e-mails and phone calls. The school relies on PowerSchool, the ABS website, letters home, phone calls, SMS's, and email in keeping parents up-to-date on information during the school year.

It is each parent's responsibility to read all communications from the school in a timely manner. **Please make sure the school has a valid e-mail address for your family as well as current telephone numbers**.

As an ABS parent, it is expected that you check your PowerSchool account weekly for an update on all grades from the previous week, a preview of the next week's assignments (available Thursday morning), a course syllabus, and important announcements.

In order to best serve our students and parents, please contact staff members in the following order:

For academic & social concerns:
1. Classroom Instructor
2. Head of Department
3. Administrators (Principal, Vice-Principal, Counselor)
4. School Director

Enrollment questions and concerns:
1. Main Office Staff/Elementary Administrative Assistant
2. Registrar
3. Administrator
4. School Director

Medical concerns:
1. Classroom Instructor
2. School Nurse
3. School Guidance Counselor
4. Administrator
5. School Director

Financial & IT questions and concerns:
1. Front Office Staff
2. Accounts / IT Office
3. Administrator
4. School Director

PARENT AND TEACHER CONFERENCES

Parent teacher conferences are held twice a year and are included on the calendar. Parents who wish to schedule additional conferences are encouraged to do so by emailing the teacher directly or leaving a message with reception. All conferences with teachers (with the exception of the scheduled parent- teacher conference times) should be arranged in advance. It is inappropriate for parents to drop into a classroom unannounced for a conference, particularly immediately before, during or after school hours when teachers are responsible for other students and when confidentiality is difficult. Protecting academic instructional time is of the upmost importance and will be placed before all other considerations. Teachers will request parents contact them at another time to schedule a conference.

PHYSICAL EDUCATION CLASSES AND SWIMMING

This is an activity based program and requires all students to participate. The program includes: games, gymnastics, fitness, dance and swimming. All ABS students are required to take swimming lessons. You will be notified in advance of your child's swimming schedule. Students must have a signed physician's note to be excluded from a particular activity due to illness.

REPORTING STUDENT PROGRESS

A student's progress and achievement is reported to the parents through the use of formal and informal conferences as well as through report cards and Power School. A schedule of open houses and parent-teacher conference report card periods is printed in the school calendar and is distributed to parents at the beginning of each school year.

Good communication between home and school is vital, therefore, parents are encouraged to contact the school as often as they deem necessary in order to maintain communication. We ask that parents respect the schedule of teachers and students and NOT interrupt them while they are in class.

Please note that all weekly overviews and grades will be updated through PowerSchool on a weekly basis. It is your responsibility as a parent to check PowerSchool each Thursday to monitor your child's attendance, lesson plans, and grade information. Do not wait until report card time to check and monitor this vital information.

Grade Categories and Weighting

ELA, Math, Science:
In Class
Classwork - 15%
Homework – 10%
Tests/Quizzes - 25%
Participation- 15%
Project/Test - 35%

Elective Courses (Art, Music, Computer Studies, Physical Education, English Social Studies)
Class work/Projects/Performance Tasks/Tests – 70%
Participation - 70%

Arabic Language & Islamic Studies & Quran

Gr. 1-3	Gr. 4-5	Islamic 1-3
Tests & Quizzes -30%	Tests & Quizzes -35%	Daily Work 60%
Daily Work- 40%	Daily Work- 45%	Homework 40%
Homework-30%	Homework-20%	

This may be amended, subject to approval by management.

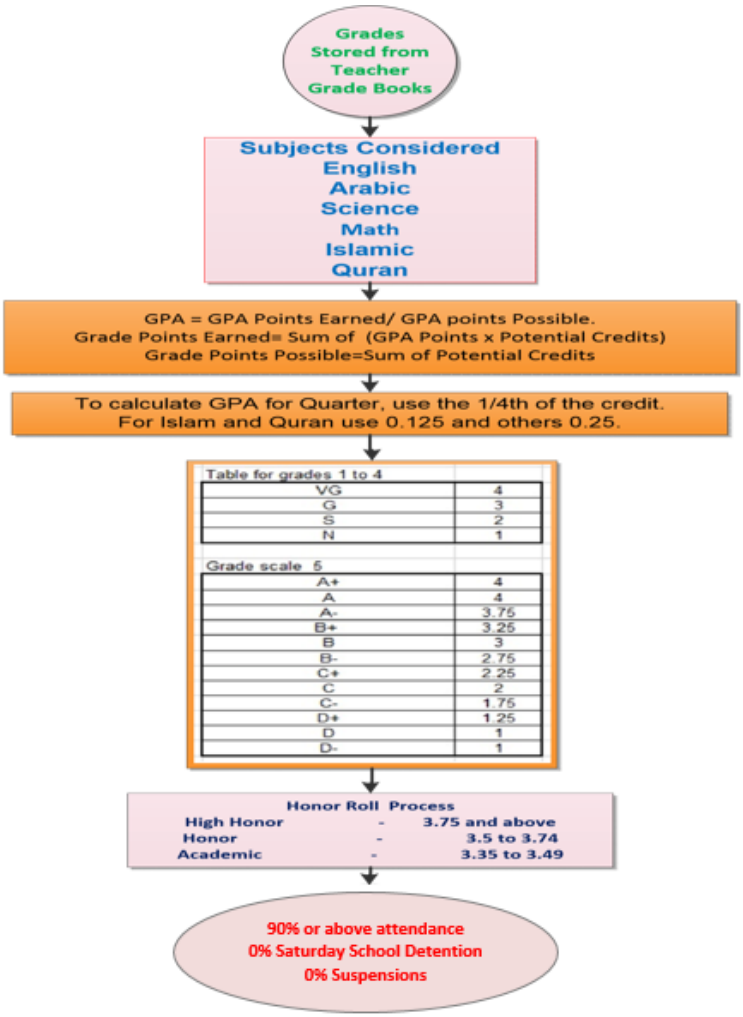
ELEMENTARY HONOR ROLL

All students are capable of achieving honors at ABS. To achieve ABS honors, students must be strong students with a good work ethic, attend school consistently and comport themselves in a respectful way as described by the ABS student handbook. A complete description of how a student qualifies for ABS honors is described below. With this information and the student's grades, parents have all of the information they need to understand how students qualify for ABS honors.

The three fundamental criteria for achieving ABS honors are:

1. Accumulative GPA/ Grade Point Average
2. Ninety Percent Attendance or Better
3. Conduct

The following is the step by step process for selecting students for the honor roll:



PROMOTION & STUDENT SUPPORT

All possible efforts are made by teachers, the counselor, and the administrative team in order to ensure that students are successful. When academic or developmental questions arise, the school will alert parents of these problems and assist the parents to develop an action plan for their child.

There may be cases when the school questions the appropriateness of a student moving on to the next grade or continuing at ABS. If this occurs the teacher will refer the student's case to the administration for a thorough review and a decision will be made.

SCHOOL ACTIVITIES

The school sponsors many activities during the school year. These may include: National and Liberation Days, Carnival, and the ABS Sports Day. Other important events are listed in the school calendar. Events are announced on the school website (www.abs.edu.kw).

After-school extracurricular activities are held throughout the school year. Parents and students will receive all pertinent information for these activities before they are scheduled to begin.

TELEPHONES

Students are not allowed to use the phones at school unless there is an emergency. All students must make arrangements for special after school activities with their parents prior to coming to school.

TESTING

The school administers standardized and individual tests to aid in individualizing instruction, evaluating the educational development of students, identifying those needing special help or, program and curriculum development, and helping students make educational choices which coincide with their academic strengths. This information is recorded in the student's permanent file and is available to parents upon request. In cases where the school counselor suggests the need for psychological testing, the school will solicit the approval of the parents prior to testing. The cost of such tests will be the responsibility of the parents if they cannot be administered by the school counselor. Results of such testing will be discussed with parents and the elementary counselor. The tests themselves will remain in the folder of the child.

TUTORING POLICY

Parents who desire private tutoring for their child are strongly recommended to register their child in an after-school learning center where they can receive a professional course of study in both homework support as well as an academic remedial program. In this manner, the learning center can coordinate directly with the classroom teacher to determine specific student needs and can keep in contact with ABS administrative staff.

ABS does not provide referral services for private tutors as this is not in the best long-term interests of our students. Teachers may not tutor any student registered at ABS.

ABS strictly prohibits teachers from tutoring any students, since it is in direct violation of rules set by the Kuwait Ministry of Education.

UNIFORM POLICY

All ABS students are required to be in uniform at school. Uniform items may be purchased from the ABS cashier office. The uniform guidelines can be downloaded from the school website or picked up from the Registrar's office.

Consequences for students not in uniform include:

- First offense – Parents will be contacted
- Second offense - Parents will be called to bring a change of clothing. If parents can't be reached. Students will purchase items from the school store.

Uniform Policy and Dress Code

In order to create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. This Dress Code offers an enhanced focus on academics and provides our students with a learning atmosphere free of "personal appearance" distractions. Our goal is to increase student academic achievement through all of our school programs. School uniforms increase a sense of teamwork, community, and school spirit. They distinguish our students both on and off campus.

ADDITIONAL UNIFORM AND DRESS CODE REQUIREMENTS

In addition to wearing official articles of the uniform, the following requirements must be satisfied:

Tattoos

Washable tattoos are not allowed, and permanent tattoos must be covered at all times.

Make-up

Elementary students may not wear make-up to school, including but not limited to lip stick, lip gloss, nail polish, mascara, etc. The school reserves the right to address any situation that they deem to be inappropriate.

Jewelry

Elementary students may not wear jewelry to school, including but not limited to earrings, rings, chains, bracelets, broaches, pins, charms, etc. The school reserves the right to address any situation that they deem to be inappropriate.

It is not allowed for students to wear jewelry in school. If any student is seen wearing jewelry, they will receive consequences ranging from after school detention up to Saturday School.

Important: Any student who brings jewelry to school does so at their own risk. ABS does not accept responsibility for any lost/stolen items.

Outerwear & Jackets

Families may choose their own coats, as long as they are dark blue or black. The school recommends solid-colored coats and jackets without brand name logos or designs to stay in keeping with the simple, well-dressed intention of the mandatory uniform pieces. Of course this is just advice and not required.

Sweaters, Sweatshirts, & Fleece

Only uniform approved sweaters, sweatshirts, or fleece jackets may be worn inside the building and on school trips. The administration may, at their discretion, deem a jacket to be inappropriate and require the student to remove the article. In extreme weather situations, the school administration may choose to suspend this policy.

Shoes

Student must wear only the solid black or navy-blue shoes required by the school dress code. No wheelies, light up, open toed, open back, character, or noise making shoes are allowed to be worn on school grounds or on school trips.

Hair

Should be neatly groomed at all times. Students are also not permitted to have dyed hair or unnatural colored highlights in their hair. Any student wearing a hairstyle that is judged by the school administration as a distraction to others will be removed from class and a conference with the parents will be required.

Hair Accessories

Girls are allowed to wear modest hair accessories, but the school administration has the right to ask the child to remove any accessory that they feel causes a distraction to others. No hats or bandanas are allowed to be worn on school grounds or school trips without prior consent of the school administration.

Backpacks/Lunch Boxes

Traditional backpacks and lunch boxes are allowed; however, the school reserves the right to confiscate any bag or lunchbox that it deems inappropriate. Parents are encouraged to purchase solid colored backpacks and lunch boxes with no designs or characters to stay in keeping with the simple, well-dressed intention of the mandatory uniform pieces.

ARTIFICIAL INTELLIGENCE POLICY

AI Tools Usage Policy for Students

Student Agreement for AI Use

AI can help me learn better and is important for my future, so I promise to use it the right way and make smart choices.

1. I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
2. I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
3. I will be honest when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own.
4. If I use AI, I will review its work for mistakes.
5. I will comply with the AI policy documented in the Student Handbook.

General Principles:

6. Permitted Use: Students are encouraged to use AI tools to enhance their learning experience and assist with schoolwork.
7. **Transparency: Any use of AI in academic work must be clearly acknowledged.**
8. Ethical Use: AI tools should be used to support learning, not replace genuine effort. Using AI to complete entire assignments, deceive, or cheat is strictly prohibited.
9. Prohibited Content: AI must not be used to generate harmful, illegal, or discriminatory content.
10. Consequences: Misuse of AI tools will be considered academic misconduct and may result in penalties such as warnings, reduced grades, or even suspension/expulsion.

Code of Conduct:

11. Data Privacy: Students must keep their data secure and private when using AI tools.
12. Ongoing Education: Students should continuously educate themselves about AI technology and its ethical implications.
13. Awareness of Bias: Students must be aware of AI biases and strive to use AI ethically.
14. Reporting Misuse: Any misuse or policy violation involving AI should be reported immediately.

Use of Power Buddy AI Tool in Schoology

1. **Integration:** ABS provides access to Power Buddy AI Tool through the Schoology LMS to support students with coursework, assignments, and personalized learning.

2. **Permitted Use: Students may use Power Buddy for:**
    a. Brainstorming ideas and clarifying concepts.
    b. Asking guided questions to support understanding.
    c. Receiving feedback to improve learning outcomes.

3. **Restrictions: Students must not:**
    a. Use Power Buddy to bypass independent thinking or original effort.
    b. Enter personal, sensitive, or private data into the system.

4. **Teacher Guidance:** Use of Power Buddy must follow classroom and teacher instructions. Teachers will guide when and how Power Buddy should be used for assignments.

5. **Academic Integrity and AI Detection**
    a. ABS uses the Turnitin AI Writing Detection Tool to help educators identify AIgenerated text.
    b. This tool highlights sections of student submissions likely written by AI and provides an AI Writing Report.
    c. Educators will review the report before making any decisions. AI detection is not 100% accurate, and human judgment will always be applied.
    d. If misuse is confirmed, the school may contact the student, assign a zero grade, or apply further disciplinary action depending on the severity.

6. **Conclusion**
    a. AI is a powerful tool for learning, but it must be used with responsibility, honesty, and transparency.
    b. Power Buddy and other AI resources provided by the school are meant to support—not replace— student learning.

c. By following this policy, students will develop digital literacy, respect ethical guidelines, and prepare for a future where AI plays an important role.

VISITOR ENTRY

All ABS Parents, visitors, and suppliers may gain entry to the school only through the main gate (glass reception area). To protect the welfare and security of students and staff, all visitors into the school will be required to submit a Civil ID card prior to being issued a mandatory visitor badge. All visitors are required to be accompanied by a security escort while inside the campus.

Parents, Drivers, or Nannies will not be permitted to enter the gates without an ABS ID card. Only those with ID cards may enter the student gates to drop-off or collect ABS students.

HANDBOOK VERIFICATION FORM

I have read and understand the Parent Handbook. My child and I are both aware of our responsibilities and will follow the procedures and policies outlined in the handbook to the best of our ability.

Sign and return to your homeroom teacher by 11th of September 2025.

_____	_____	_____
Student Name & Grade	Student Signature	Date
_____	_____	_____
Parent Name	Parent Signature	Date