

STUDENT/PARENT **HANDBOOK**

Updated August, 2025



WELCOME & INTRODUCTION

INTRODUCTION

American Academy in Prague is a school that educates leaders for the future. With our unique incorporation of American-style curriculum, project-based and digital blended learning, we teach more than academic knowledge. We put a significant emphasis on developing the social and practical skills necessary for a successful life in the 21st century. Our students learn skills they will use in their future workplaces: collaboration, making presentations, analyzing data, working with people from all over the world, problem solving and thinking outside the box.

WELCOME

Dear Students, Parents, and Guardians,

Welcome to American Academy in Prague! We're excited to have you as part of our academic family and look forward to celebrating your successes throughout the year. We have prepared this handbook to help parents and students get ready for their experience at American Academy. We believe that all American Academy students can achieve their goals and realize their dreams.

American Academy students are members of a multi-cultural, multi-racial community and benefit from an international curriculum that is recognized by universities around the world. School policies are set to provide the best environment and structure for students to work in. All students are expected to read and understand the full handbook and we encourage parents to do the same.

We hope that each of you will take full advantage of the varied opportunities offered at American Academy. Academics, leadership opportunities, extra-curricular clubs, events, and many other activities are all part of the experience of being a true American high school student. Enjoy the experience and do your best!

ACCREDITATION

Students who successfully complete the curriculum required for graduation from American Academy earn a High School Diploma issued by American Academy. American Academy has been granted its accreditation status by the Middle States Association-The Commission on Elementary and Secondary Schools (MSA-CES). American Academy is also accredited as an international school by the Czech Ministry of Education, Youth and Sports.

ACADEMICS

ACADEMIC CREDIT REQUIREMENTS FOR GRADUATION

English Communications: 12 credits (Composition and Literature required)

Mathematics: 9 credits (Algebra, Geometry, and Algebra 2 required)

Sciences: 9 credits

Social Sciences: 9 credits (US History required) World Languages: 6 credits (in a single language)

Art: 1 credit

PE and Health: 1,5 credit

Total minimum credits required: 67 (recommended 72)

ACADEMIC REQUIREMENTS FOR ELEMENTARY

Students enrolled in the elementary program at American Academy are required to successfully complete the following subjects:

- English
- Math
- Science
- Social Studies
- Art
- Physical Education

The overall goal of the Elementary program is to prepare students for a smooth transition into the middle school program at American Academy.

ACADEMIC RECOGNITION

Each semester an official honor roll is calculated based on a student's term GPA.

- High Honor Roll—term GPA of 3.667 and above
- Honor Roll—term GPA of 3.25 to 3.666

MONITORING ACADEMIC SUCCESS

Class teachers play a key role in supporting each student's academic journey. They are responsible for continuously monitoring students' academic performance and behavior, ensuring that any concerns are addressed promptly. Significant changes in a student's performance are carefully reviewed in collaboration with subject teachers. When necessary, class teachers communicate with students and parents and coordinate appropriate support or interventions to help the student succeed. Regular communication between home and school is essential to fostering academic growth and well-being.

PROMOTION REQUIREMENTS

Middle school students are expected to earn a total of 18 credits over the course of one academic year. If a student fails three or more subjects and does not meet this credit requirement, they will not be promoted to the next grade and will be required to repeat the year. This policy is not intended as a punishment, but rather as a necessary step to ensure the student is fully prepared for the academic challenges of the next level. Repeating a grade gives the student an opportunity to strengthen their understanding, build confidence, and lay a stronger foundation for future success.

High school students are expected to earn a total of 18 credits over the course of one academic year. High school students must earn a minimum of 12 credits per academic year to be promoted to the next grade level. If a student fails a course that is required for graduation, they must retake it in order to meet graduation requirements. If the failed course is not required, the student may choose to take a different course to earn the necessary credits. These measures are in place to ensure that students stay on track toward successful graduation and post-secondary readiness.

REPEATING A FAILED COURSE

Any student who repeats a course due to a failing grade and successfully passes that course shall have the failing grade replaced by the passing grade for recalculating the student's GPA. However, all attempts at passing a course, whether successful or unsuccessful, shall be represented on the student's transcript.

ADD/DROP PROCEDURES

All full-time students are expected to enroll in and maintain at least 6 class periods of instruction. Students may not change their class schedule after 7 class days from the start of the term.

The student may request an exception to the above rule due to extenuating circumstances, (for example, appropriate placement of students in courses based on academic ability, AP course selection, etc.).

ADVANCED PLACEMENT (AP) COURSES

Advanced Placement (AP) is a program created by the College Board which offers college level curriculum and examinations to high school students. American colleges and universities may grant placement and course credit to students who obtain sufficient scores on AP examinations. The AP curriculum for each of the various subjects is created for the College Board by a panel of experts and college-level educators in that field of study. For a high school course to have the designation, the course must be audited by the College Board to ascertain that it satisfies the AP curriculum.

American Academy offers several AP courses per year. Students must satisfy all prerequisites to register for an AP course. Preference for AP course enrollment will be given to graduating seniors, then juniors, with other students being allowed to enroll on a case-by-case basis. Students are encouraged to take the AP exam for the subject of the course they are studying at

AA. Students cannot drop an AP class after the first semester unless they are receiving a D or lower. Advanced Placement courses are not a requirement for graduation from American Academy.

Online AP Courses are only offered to Seniors. Seniors have the opportunity to take an online AP Course under the following conditions:

- 1. The AP course is required for university admission.
- 2. The course is not already offered in-person.
- 3. The student will take the AP exam.**

** If the student fails to take the exam, the cost of the course will no longer be covered by AAP and will become the sole responsibility of the student/parent.

GRADING SCALE FOR GRADES 3 THROUGH 12

Grade Earned	Corresponding Percentage	Grade Point Value	Grade Point Value for Honors Classes	Grade Point Value for AP Classes
A+	97 – 100%	4.3	4.8	5.0
A	93 – 97%	4.0	4.5	5.0
A-	90 – 92%	3.7	4.2	4.7
B+	87 – 89%	3.3	3.8	4.3
B	83 – 86%	3.0	3.5	4.0
B-	80 – 82%	2.7	3.2	3.7
C+	77 – 79%	2.3	2.8	3.3
C	70 – 76%	2.0	2.5	3.0
D	60 – 69%	1.0	1.5	1.0
F	59% & under	0.0	0.0	0.0

"D" is the minimum passing grade required for credit in all courses.

Late Work Policy: Because of the amount of time teachers give to work in class, work should be handed in on time. Anything not submitted when due, will be marked as a zero in Alma. If you need more time to finish your work, you can ask for extra time and it is at the discretion of each teacher if they allow it. If the work is submitted the day after it is due for a late penalty of 10%. Each day after that, the maximum possible score is reduced by a further 10%. Late work may not be accepted after 3 days. If your work is late because you have an excused absence, it is due in accordance with the attendance policy – in most cases this means the day you return to class. If your work is not turned in on time because of misuse of time management or your absence is unexcused, your grade for that assignment or assessment will be a zero.

Extra Credit is not permitted at American Academy.

Theme Week:

- All students, teachers, and staff are expected to contribute to each Theme Week as appropriate from the perspective of each course.
- Attendance and participation is required during each Theme Week. There is no possibility of makeup work or alternative assignments for Theme Week.

GRADE SCALE FOR GRADES 1 AND 2

The American Academy grade scale for grades 1 and 2 is based on a mastery-learning system from US standards. Grades are divided into four levels, from lowest level of attainment to highest:

Exposure – Students have been exposed to the content through various activities and assignments, but have not yet been assessed for mastery.

Approaching – Students have been assessed for mastery and the assessment has shown that the student has not yet mastered the standard in question. Here, the expectation is that the student will continue to work on those skills until they master them.

Mastery – Students have been assessed for mastery and the assessment has shown that the student has mastered the standard in question at the level appropriate for their grade level.

High-level Mastery – Students have mastered the standard in question and are actively using the knowledge in ways associated with higher-order thinking skills.

The objective of a lesson/unit is to have students reach **mastery** of the skill or concept before moving on to new areas of learning while giving a student the opportunity to practice and show higher-order thinking. However, not every standard has the opportunity to show higher-order thinking.

STUDENT CONDUCT

STUDENT CONDUCT AND DISCIPLINE POLICY AND PROCEDURES

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students, teachers and staff. This includes complying with all policies and rules of conduct of both the school and individual classrooms.

Policies and regulations of American Academy will be in effect and must be complied with at all times during the school day, while attending after school activities, and while in attendance at school functions.

RULES OF CONDUCT FOR MIDDLE AND HIGH SCHOOL STUDENTS

A student shall follow the requests and orders of the administrators, teachers, and any other personnel employed by American Academy. Members of the American Academy faculty, administration, or supervisory staff may confiscate any substance or device that violates any policy, is a distraction to the educational environment, or may be considered a hazard. This includes, but is not limited to, digital devices or any other object(s) that could pose a danger.

Administrative action may be taken for any infraction of American Academy's rules and may include, reparative measures, detention, suspension, or expulsion. The following lists detail some, but not all, possible violations and context to a violation may lead AAP staff to increase or decrease the level of the violation.

Level 1 Violations:

- Minor infractions that can be dealt with in the classroom with minimal disruption
- Inappropriate behaviors that do NOT lead to an unsafe environment and stop after the teacher intervenes
- Public display of affection
- Disrespect for others (minimal level)
- Use of profanity/inappropriate language
- Minor infractions of Electronic Devices Policy
- Violations of classroom rules

Level 2 Violations:

- Ongoing level 1 behaviors
- Minor infractions that cannot be dealt with in the classroom without disruption
- Inappropriate behaviors that do NOT stop after teacher intervenes and may lead to an unsafe environment
- Repeated infractions of school regulations
- Behaviors that cannot be handled in the classroom or general school environment
- Leaving grounds without permission
- Minor vandalism or damage to school property or the property of students or faculty

Level 3 Violations:

- Ongoing level 2 behaviors
- All criminal behavior
- Possession of a weapon or object that may pose a danger of self and/or others
- Flagrant violation of school regulations
- Flagrant disrespect for others
- Unlawful conduct and/or conduct that requires an investigation
- All unsafe behaviors
- Major vandalism or damage to school property or the property of students or faculty
- Bomb threats and/or reporting a false alarm
- Fighting
- Possession of alcohol, illegal drugs, or prescription medications not specifically prescribed to the student at school or a school event.
- Vaping at school or a school event
- Defacing, damaging or stealing personal and/or school property
- Use of racial slurs and/or hate speech

LEVEL 1 VIOLATION REPERCUSSIONS:

These are typically informal talks with teachers, class teachers, the Student Conduct Coordinator, or the Deputy Head of School. In some cases, these may be accompanied by loss of some privileges.

LEVEL 2 VIOLATION REPERCUSSIONS:**Disciplinary Options:**

Parent Pick-up: Parents/Guardians may be asked to pick up a student directly from school after a student's misconduct on school grounds or outside of school, such as during a field trip or any school-sponsored event.

Reparative Measures: Students may be required to do community service, restitution, apologize to affected parties, and/or develop behavioral plans. Parents/guardians will be notified and will receive a written note which requires their signatures.

Loss of Privileges: A student who repeatedly violates rules may lose privileges, this may include the ability to participate in after-school activities or field trips for a period to be determined by the Administration. Other examples of loss of privileges include but are not limited to: loss of use of mobile phone during school hours or loss of "leave at lunch" privilege.

LEVEL 3 VIOLATION REPERCUSSIONS:**Short Term Suspension**

The Head of School has the authority to impose suspension for up to five consecutive days for misconduct occurring on or off school grounds.

The school administration will make reasonable efforts to notify the parent(s)/guardian(s) by telephone. If the school is unable to reach the parent(s)/guardian(s) by telephone, a written notice will be sent to them. If requested, a follow-up meeting with the parent(s)/guardian(s) will be arranged.

Longer Term Suspension or Expulsion

The Head may expel a student for misconduct on school property or at a school-sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school, faculty, or other students.

The Head may suspend a student for longer periods or may expel a student for misconduct that occurs away from school or at a school-sponsored activity where direct harm to the welfare of the school can be demonstrated.

Students who are suspended or expelled are not permitted to be on the AA campus during suspension or after expulsion. When students are suspended, they will receive a zero on all assignments which are due during the suspension time and this work can not be made up for.

Rules of Conduct for School Trips

- Students are expected to follow all school rules and behave respectfully toward teachers, classmates, and others.
- Students must stay with their assigned group and follow instructions from supervising staff at all times.
- Use of inappropriate language, disruptive behavior, or unsafe actions is not permitted.
- Possession or use of prohibited items (e.g., alcohol, tobacco, weapons) is strictly forbidden.
- Students must respect the property of others, the environment, and the facilities being visited.
- If a student violates these rules, parents/guardians may be asked to pick up their child directly from the trip location.
- In such cases, there will be no refund for trip costs already paid and no reimbursement for expenses parents incur when picking up their child.

Rules of Conduct for Elementary students

American Academy believes that appropriate student conduct which is based on respect for oneself and others, is essential to the development of responsible global citizens. Appropriate behavior is a shared responsibility among all students, their parents and the staff of American Academy.

All students have the responsibility to:

- Respect other students, the teachers, others working in the school, and their belongings.
- Know and observe the school rules.
- Talk to an adult if they think something is wrong.
- Tell others if they are hurt or others are being hurt.

Recess behavior

During indoor and outdoor recess students have the responsibility to:

- Share the equipment
- Stay in the designated areas

- Avoid rough play (ex. wrestling, kicking, hitting, etc.)
- Avoid any play that resembles violence (ex. sword fights, gun fights, etc.)
- Line up nicely and quietly to return to class at the end

ACADEMIC HONESTY/ANTI-PLAGIARISM POLICY AND PROCEDURES

American Academy places a high value on academic integrity and expects students to produce independent and original scholarship. Academic dishonesty violates school values and decreases the value of the achievements of the entire AA community. Accordingly, AA views violations of the academic honesty policy as one of the most serious offenses that a student can commit while in school. Students with questions about academic honesty may consult with their teachers, the Head of School, or Deputy Head.

Academic dishonesty is prohibited at AA. Violation of the Academic Honesty/Anti-Plagiarism Policy will result in discipline as described below.

“Cheating” is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic assignment.

Examples:

- Unauthorized use of notes, text, or other aids during an exam;
- Copying from another student’s examination, research paper, case write-up, lab report, homework, computer files, etc.;
- Talking during an examination;
- Turning in the same paper for more than one course without the explicit permission of the instructor;
- Reading or reviewing a test before it is given;
- Hiding notes in a calculator for use during an examination;

“Fabrication” is defined as intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

Examples:

- Making up the data or sources for a research paper;
- Altering the results of a lab experiment or survey;
- Listing a citation for a source not used;
- Stating an opinion as a scientifically proven fact.

“Plagiarism” is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic assignment without providing proper documentation of a source by way of a footnote, endnote, or citation within the text.

The following sources demand notation:

- Word-for-word quotation from a source, including another student's work;
- Paraphrasing: using the ideas of others in your own words;
- Unusual facts - not likely to be known by students and not found in many places;
- Use of AI either directly or paraphrased;
- Interviews, radio and television programs, and telephone conversations.

“Unauthorized collaboration” refers to instances when students, each claiming sole authorship, submit separate reports that are substantially similar to one another. While several students may have the same source material (as in case lab write-ups), the analysis, interpretation, and reporting of the data must be each student’s own work.

“Participation in academically dishonest activities,” such as those below, is also prohibited.

Examples:

- Stealing an examination;
- Purchasing a pre-written paper from a person or service, including via the internet;
- Using unauthorized assistance from a third party (parent, sibling, friend, tutor, AI) to complete an assignment;
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts;

- Alteration, theft, forgery, or destruction of the academic work of other students, library materials, laboratory materials, or academic records including transcripts, course registration cards, course syllabi, and examination/course grades;
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.

“Facilitating academic dishonesty” is defined as intentionally or knowingly helping to, or attempting to violate, any provision of this policy.

Examples:

- Inaccurately listing someone as co-author of a paper, case write-up, or project who did not contribute;
- Sharing with another student information about an in-class or take-home examination, homework assignment, case write-up, lab report, etc., without the explicit permission of the instructor;
- Taking an examination or writing a paper for another student.

All members of the American Academy community – students, faculty, and staff – share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses an act of academic dishonesty should report it to the appropriate faculty member or to the Head of School or Deputy Head.

The teacher, as a professional educator, makes the final decision as to whether cheating has occurred. In the case of a student looking at another student’s work during a test, for example, a teacher needs no further evidence than to be sure that this is what he/she saw.

Consequences:

The student found to be violating the school’s Academic Honesty/Anti-Plagiarism Policy:

- Will be reported in writing to the Head of School
- May receive a zero on the project in question, including, but not limited to exams
- Will lose academic credit in the course for which academic dishonesty occurs more than twice.

The student determined to have violated the school’s Honesty/Anti-plagiarism Policy more than twice at American Academy may be expelled from school.

The parent(s)/guardian(s) shall be notified in writing. A conference may be required, with the student, parent(s)/guardian(s), a member of the Administration, and the teacher involved.

ALCOHOL/DRUG AND TOBACCO POLICY AND PROCEDURES

No student shall knowingly possess, use, sell, give, or otherwise transmit, be under the influence of, or show in any manner, any evidence of having used or consumed any illegal drug, regulated substance, tobacco, or alcohol, or misused prescription/non-prescription medication on any school property, or at any school-sponsored activity away from school property or within the school.

Smoking, chewing, or possessing tobacco, of any type (including smokeless tobacco), electronic cigarettes (e-cig or e-cigarette), personal vaporizers (PVs) and electronic nicotine delivery system (ENDS) and other vaporizers at any time within any school building, on campus, or during a school-sponsored activity is prohibited.

A student’s person or property, including but not limited to a hall locker, bag and/or backpack may be searched if the school has reasonable grounds to believe that the student may be in violation of this policy. In some instances, the Administration may perform a general search of school facilities, lockers, and backpacks without prior notice.

First offense may result in:

- The parent(s)/guardian(s) notification
- Suspension or expulsion from American Academy
- Behavior agreement for a period from one week to one year

Second offense:

- The parent(s)/guardian(s) will be notified;
- Student will be immediately expelled from American Academy;

The **selling** of a controlled substance on school grounds or the proximity during school hours will be subject to the following procedures:

- The parent(s)/guardian(s) will be notified;
- Student will be expelled from American Academy;
- Substance and/or paraphernalia will be turned over to an investigating law enforcement agency

Alcohol and Drug Prevention

The school shares the responsibility, along with the family and community, in the areas of prevention (education) and intervention (identification and referral). American Academy wishes to extend reasonable aid and encouragement to any student seeking help.

Alcohol will not be made available at school-sponsored events.

The school conducts an alcohol and drug abuse education program periodically.

DIGITAL TECHNOLOGY INFORMATION ACCEPTABLE USE

Technology systems and electronic devices that constitute digital technology, both school owned and personal, including but not limited to smartphones, laptops, iPads, the American Academy local and cloud networks, wireless access networks, and the school's Internet feed, are all integral parts of learning at American Academy.

The school expects that faculty will blend thoughtful use of the Internet into the curriculum and will provide guidance and instruction to students regarding its use.

Students utilizing school provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet access is to facilitate communication and for support of research and education. To remain eligible as users, students must use the Internet in support of and in a manner consistent with the education objectives of the school. Access is a privilege, not a right. Access entails responsibility.

Students should keep their own passwords secure and secret. Students must respect other people's work and privacy. Any attempts to "hack" into accounts or determine others' passwords will be treated as a serious breach of school policy.

The following uses of school-provided Internet access are not permitted:

- To access bandwidth-intensive activities such as video streaming or gaming.
- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, sexually explicit, or threatening language.
- To violate any local or national laws, whether here or federal statutes in the U.S..
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- To harass or bully anyone using a self-owned or school-owned device, under any circumstances [see Harassment/ Hazing/ Bullying Policy].

Any violation of school policy and rules may result in loss of school-provided access to the Internet. American Academy reserves the right to confiscate any electronic device used to violate this policy.

Online safety is a personal responsibility. It is important that students are aware of the implications of their actions online, both for themselves and for others. The actions students take in public forums such as social networks, blogs and podcasts can impact their safety and reputation.

American Academy makes no warranties of any kind, either expressed or implied, for the Internet access it provides. The school will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. The school will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

While the school's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Ultimately, parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students may not make alterations to school-owned computers, either to the machine itself, or to the software on it, as this directly impacts its availability and usability for other users.

Software Protection

Students may not boot school computers with their own media, or copy system or executable files onto the computers. Additionally, students' home computers should be kept up to date in anti-virus protection. Viruses from home are quickly transferred to school through USB drives and corrupted files. It is the users' responsibility to ensure that their USB drives do not bring harmful files into the school network.

Copyright and Intellectual Property Laws Software

American Academy is committed to the legal use of software. We support U.S. and international copyright laws. Students

may not copy or transmit documents, software, music and/or video files without licensed authorization for purposes related to AA academic work or co-curricular activities. Plagiarism, copying and presenting the work of others as one's own, is unacceptable and illegal. The AA logo and name are the property of AA and shall not be used for personal purposes in external email or on the internet.

Posting on the Internet

Students may not post content onto the Internet that might violate the privacy rights or copyrights of others. If a student has doubts about the rights implicated by particular content, then he/she should discuss it with the Head or his/her delegate.

Consequences of Unacceptable Use: American Academy's guidelines for acceptable technology use are non-negotiable expectations and violation of these will lead to consequences that may include, but are not limited to, being charged for repairs, having network access revoked, temporary confiscation of personal wireless devices, and disciplinary action. In severe cases, individuals may be referred to law enforcement personnel, and students are subject to the full range of student discipline as well for breaches of these rules.

Electronic Communications by Students with American Academy Staff Members

All electronic communications by students with American Academy staff members should be made only for school-related purposes and carried out utilizing the school's computer and information systems only.

Texting between students and staff in instances where communication is necessary for school-related purposes (e.g., during a field trip) is permitted, but by doing so, it should be acknowledged and understood by the student that the school has a right to review that text message on the student's phone.

Students should not request or consent to "friend" status on other social networking sites with the exception of the American Academy Google Apps for Education Domain.

EQUIPMENT AND SUPPLIES

All students are expected to bring a laptop or tablet with external keyboard to class each day, along with regular school supplies, such as a scientific calculator if enrolled in a math or science course, notebook, pencils/pens, etc.

Usage: Laptops/tablets will be used for note-taking, research, presentations and other academic purposes. Social media, chat programs, and other non-academic uses must be reserved for out-of-class time.

Mobile devices are not an acceptable substitute for a laptop, tablet, calculator, or other classroom tool and use will not be allowed in class unless otherwise specified by the teacher.

ELECTRONICS USE IN SCHOOL

The use of mobile phones and headphones, earbuds or similar devices during class periods is prohibited (even the use of a mobile phone as a dictionary or calculator). All devices should be stored in the student's pocket, bag, backpack or locker during class periods. Certain courses, such as physical education and dance, may require that phones be stored in a locker for the duration of the course. Laptop/tablet use is generally acceptable in classes, however, students should follow teacher instructions regarding laptop/tablet use in class.

Use of phones and headphones/earbuds is allowed only during passing periods and lunch breaks. Procedures for unauthorized electronics use in school:

- 1st offense: The teacher or administrator will confiscate the device. The student may pick it up at the end of the day from the Head of School and receive a verbal warning.
- 2nd offense: The teacher or administrator will confiscate the device. The student may pick it up at the end of the day from the Head of School. The student will receive a written warning with a copy of the warning sent to the parent/guardian.
- 3rd offense: The teacher or administrator will confiscate the device. The student will lose his/her phone privilege for one week – the student must bring their phone to the office at the beginning of the day and may pick it up at the end of the day. The student receives a written reprimand and may incur other disciplinary sanctions as indicated in the Student Conduct and Discipline Policy and Procedures.

HARASSMENT/HAZING/BULLYING

American Academy is committed to providing its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of American Academy to prohibit harassment of students based upon the student's or his/her family member's actual or perceived race, color, ancestry, religion, creed, national origin, gender, gender identity, sexual

orientation, marital/civil union status, age, military/uniformed service or veteran's status, disability, or other protected classification.

It is also the policy of the American Academy to prohibit the unlawful hazing and bullying of anyone associated with American Academy.

“Bullying” means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which is intended to ridicule, humiliate, or intimidate the student.

“Harassment” means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means that has the purpose or effect of undermining and detracting from or interfering with a student's educational experience by creating an objectively intimidating, hostile or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature.
- Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color.
- Harassment of members of other protected categories, means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race, color, ancestry, national origin, creed, religion, gender, gender identity, sexual orientation, marital/civil union status, age, military/uniformed service or veteran's status, disability, or other legally protected classification, and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student, which is intended to have the effect of endangering the mental or physical health of the student.

Reporting Complaints of Harassment, Hazing, or Bullying

Any student who believes that he/she has been harassed, hazed, or bullied under this policy, or who witnesses or has knowledge of conduct that he/she reasonably believes might constitute harassment, hazing or bullying should promptly report the conduct to a school employee.

Student Training: The Head of School or his/her designee shall use his/her discretion in developing age appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment, and bullying.

Staff Training: The Head of School or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to harassment, hazing, and/or bullying.

WEAPONS POLICY

No person shall enter American Academy grounds (including all parking and other adjacent areas, as well as the school building themselves), while carrying any kind of weapon on his/her person or with his/her belongings. Further, it is the policy of American Academy to provide for the possible expulsion of students who bring weapons to school.

SCHOOL INFORMATION

ADMISSION AND READMISSION OF STUDENTS

American Academy is not obligated to re-admit any student who has been previously enrolled and subsequently withdrawn from the school. Parents or guardians wishing their child to be considered for re-admission must complete a new Admissions Application.

Criteria for Admission or Denial

Acceptance will be determined on a case-by-case basis by the Admission Committee, in accordance with academic performance, attendance, behavior and availability of space. During the admissions process at American Academy, students will be asked to disclose their prior behavioral infractions at their previous school(s). Failure to comply with this request may result in a student being denied admission at and/or subsequently expelled from American Academy.

Additional criteria:

- Academic Performance and Attendance: A student may be denied admission due to poor academic performance and/or poor attendance.
- Behavior: A student may be denied admission if the student has a documented history of behavior that is determined to be potentially detrimental to the operation of the educational environment at American Academy.
- Availability of Space: A student may be denied admission based on the availability of space in the program appropriate for the student, as indicated by class or program size, as well as existing facilities and staff.

Appeal of Denial of Admission

In cases in which the Admission Committee denies admission to a student, the request for acceptance may be appealed by the applicant student to the Head of School. The Head of School's decision shall be final.

ATTENDANCE POLICY AND PROCEDURES

Students are expected to attend school on every regular school day and to arrive at school and class on time. Frequent absences, early departures, and tardiness can seriously affect the academic standing of a student. Any absence from school may involve the student missing several, if not all, of the following activities: important classroom instruction, discussion and participation, projects, group work, lab work, audio-visual presentations, written assignments, reports, quizzes and major tests. We know that the probability of academic success increases as attendance improves, and many of the activities and situations for learning that occur in the classroom cannot be made up.

Although the school recognizes and appreciates the value of activities that take place outside of formal education, parents and students are asked to take advantage of these opportunities when school is not in session. Parents are asked to not take their children out of school one or two days prior to vacation or to extend a vacation beyond the school's established vacation periods. Parents are also asked not to take their children out during Theme Week.

ABSENCES FROM SCHOOL

When a student is absent, parents should, if possible, call or send an email to the office prior to 9:00 a.m. to inform the school and to give the reason for the absence. All absences are considered to be unexcused without such notification.

If the student's parents were not able to call or email the school as described above, a signed note explaining the absence should be provided at the time of returning to school. In the case of extended illnesses, a note from a doctor may also be requested.

The absences are marked as Absent and Absent (Excused) in the school online system (Alma). Violation of the absence policy may require mandatory meetings with faculty, administration, or parent conferences.

EXCUSED ABSENCES

Parents who plan to take their son or daughter out of school for three days or more are requested to have the student complete the **Planned Absence Form** (available online or from the office). The form must be completed and returned to the office **at least one week in advance** of the absence. For planned absences the student and teacher will meet and define (with documentation) new due dates for any assignments due during the planned absence. For unplanned absences less than 3 days, work is due upon return to school. Longer absences will be considered on a case by case basis.

Planned absences without **at least one week** notice may be counted as unexcused absences. This is to allow planning with the teacher and any work that needs to be assigned.

Families are reminded that absences will be excused for the following reasons (documentation required in some cases):

- Illness
- Medical treatment (notify in advance)
- Religious holidays (notify in advance)
- Family emergencies such as sickness, death in the family, unexpected delay in travel
- Renewal of residency, passports, visas or attainment of official documents (notify in advance)
- Involvement in school-sponsored activities such as athletics, MUN, etc.
- Students receiving excused absences can, in most cases, make up missed homework, tests, etc. In the case of long-term illness, other arrangements may be possible, and will be made on a case-by-case basis. Please note that students should check Google Classroom for homework assignments and, if possible, try to complete them.

Involvement in school activities such as field trips does not excuse students from their academic responsibilities in other classes. Although teachers will be informed of the field trip, each student must make arrangements beforehand to make up missed work.

UNEXCUSED ABSENCES

Students are marked as unexcused from school for the following reasons:

- Family travel that goes beyond the four days that are granted during the school year (this includes leaving early or returning late from vacations)
 - Absences for sickness, medical appointments, etc. that have not been reported to the school office
 - Truancy or skipping school
 - All other reasons that fall outside of the range of reasons for an excused absence
- Teachers are not required to give extra assistance for instructional time lost due to absences which are designated as “unexcused.” Work assigned (including tests, quizzes, and projects) prior to the absence is due the day the student returns. Tests, quizzes, and other work assigned during the absence must be made up within one* or two days**.

Participatory activities that cannot be made up will result in a grade of “0”.

**Students who miss one day due to an unexcused absence must complete any work due by the end of the school day of their return.*

***Students who miss more than one consecutive day due to an unexcused absence must complete any work by the end of the second school day after their return.*

EXTENDED ABSENCES

In rare cases, an extended absence may be excused. In such cases, the school and teachers must be notified at the beginning of the academic year in order to plan for such a case. Additionally, if approved as excused, teachers and administration will set a schedule for preparing for this extended absence. If the student does not meet this schedule, the absence and any work missed during this absence will be unexcused.

EXCESSIVE ABSENCES FROM CLASS OR SCHOOL

Students missing fifteen (15) days or more, whether excused or unexcused, may lose credit for the course. A student who has excessive absences from school or a class shall meet with the class teacher to discuss the matter and his or her parents will be informed.

A student who is absent from school or a class for fifteen (15) days or more (excused or unexcused) during the semester will receive credit for the class only upon review of the circumstances leading to the absences and his or her current level of achievement in his or her courses. After fifteen (15) absences from school or a class in a semester, credit may be suspended pending further review.

TARDIES

Arriving at school after 8:30 a.m. or to any class after the class begins is considered “tardy”. Five (5) tardies will be considered as one (1) unexcused absence.

Students who arrive **more than twenty minutes late** to a particular class are considered **absent** from that class.

ATHLETE ATTENDANCE POLICY ADDENDUM

- Commitments for high-level athletics, visual or performing arts, or other talents that require competitions or performances during the regular school year, these should be infrequent and not interfere with scholastic success of the athletes.

- Practices are generally not an acceptable reason for an excused absence, however, with approval from the administration in advance they may be excused. Notification in advance is required and should be from an official, such as a coach or team representative.
- Absences for athletic competition must be documented by the event and the school and teachers should be notified as soon as registration for the event occurs. Emails from parents without proper documentation will not constitute excused absences for athlete related absences. A delay in notification may result in unexcused absences.

FOOD & DRINK

Food service is provided through a third-party vendor and must be paid in advance. Questions about food service may be addressed with the vendor directly.

Students may bring food with them to school. Parents wishing to bring food to school should deliver it to the Office.

Students may eat only in supervised areas. Students are not allowed to eat during classes. Students can eat during breaks and during lunch. Students who fail to comply with teacher instructions in this matter will be referred to the Head of School.

DRESS CODE

Casual or business casual dress is the suggested manner of dress at school, including jeans, work pants, T-shirts, sweatshirts, sneakers, etc., but excluding any clothing whose design or graphics make it inappropriate, offensive to others, or clothing that could be considered too revealing. The judgment of the Head of School will be final in such cases.

Our faculty has the right and the responsibility to correct students whose interpretations of these rules fall outside of our expectations. Students will be expected to respect the judgment of a teacher who corrects them in matters of dress just as they would in matters of academics.

We expect all clothing and accessories to:

- be safe
- fit appropriately
- be intended for an educational environment
- not be revealing (example: exposed midriffs are discouraged)
- be clean and well kept, and be free of any alcohol, drug, and/or tobacco advertising, and any offensive or objectionable words, phrases, pictures, and/or symbols

Hats or caps are not to be worn inside the school building. When a student's outfit does not meet the dress code standards, options may include having the parent bring a change of clothes to school immediately or sending the student home to change.

Health/Medical Procedures

Minor first aid supplies are available in the school office as well as in the elementary classrooms. It is important to remember that students who are ill before school should not come to school, but rather remain at home and consult a physician if needed.

Disability Accommodations

Students needing accommodations for a disability, whether temporary or permanent, should consult with the school administration.

Prescription Medication

If a student is required to take prescription medication during the regular school day, he/she must comply with the following procedure:

Before the medication is given, a physician's order must be sent to student services and must also be signed by the parent/ guardian.

Students may self-administer certain medications (e.g., prescribed inhalers) however, all written permission and signatures must be in the School office prior to carrying medications.

Over the counter medications such as pain-relief, upset stomach, allergy, and cold medications can not be given to students by school staff. If your child needs this kind of medication, they need to have it on them.

Life-Threatening Allergies: Responsibilities of Parents and Students

A student's history of one or more life-threatening allergies should be documented with a written statement from the respective student's physician identifying the life-threatening allergy(ies), the signs and symptoms thereof, possible accommodations, and the appropriate medications. This information should be submitted to the school at the time of matriculation.

The parent(s)/guardian(s) also share responsibility with the School administration for determining the appropriateness of out- of-school trips for students with life-threatening allergies; and if the field trip is deemed appropriate, for ensuring that Epi-Pens and a copy of the student's emergency plan accompany him/her on the field trip.

Students with known life-threatening allergies must make best efforts to avoid exposure to the allergic reaction triggers.

LOCKERS

Students will be assigned a locker. Students are expected to keep them in good and usable condition. School personnel have the right to inspect/search lockers. Items not removed from lockers promptly at the end of the school year will be donated to local organizations.

SCHOOL-SPONSORED CLUBS, SPORTS AND TRIPS

American Academy offers a variety of clubs, sports and activities to complement each student's academic and personal development. These may include: after-school language classes, sports, student-led clubs, activities and more. Students must maintain a "C" (2.0) average to participate. School rules apply to clubs, sports and trips.

SEARCH POLICY

Members of the faculty and/or Administration may conduct a search of a student's person or property, including but not limited to a school locker, bag or backpack, if there are reasonable grounds to believe that the student may be in violation of the school's policies regarding weapons, alcoholic beverages and regulated drugs.

STUDENT GOVERNMENT

American Academy Student Government meets regularly to discuss school-wide initiatives, plan activities for the student body and address student concerns. Student Government is the primary planning group for prom and assists with planning graduation activities.

TEACHER AVAILABILITY

Teachers are available in their classrooms to assist students and parents as arranged in advance during two set times per day: Morning Office Hours: Monday through Friday, 8 a.m.–8:30 a.m. Afternoon Office Hours: Monday through Thursday, 3:00–3:30 p.m.

TRANSFER OF SCHOOL RECORDS

Students need to fill out a **withdrawal/exit** form (available in the school office) prior to records being forwarded to another school.

COMMUNICATION

CLOSING SCHOOL DUE TO SEVERE WEATHER

American Academy will remain open except under extreme weather conditions (ice storms or flooding). Since American Academy serves students from such a large area, we make our decision based on conditions at the school. If conditions where you live are unsafe, we do not expect you to venture out until it is safe to travel. If the American Academy remains open but you feel it is not safe to travel, please notify us. If the school is closed or we have issued a delayed start, students will be notified by 7 a.m.

PARENT/SCHOOL RELATIONSHIP

American Academy believes that a positive and constructive working relationship between the school and the student's parent(s)/guardian(s) is essential to the fulfillment of the school's mission. We reserve the right not to continue enrollment or not to re-enroll a student if we reasonably conclude that the actions of a parent/guardian are inconsistent with a positive and constructive relationship, or seriously interfere with the school's accomplishment of its education objectives.

Parents are encouraged to use the school portal to monitor student tardies and absences. Parents are also strongly encouraged to communicate regularly with teachers and staff.

Parent-teacher meetings are available at any time and may be scheduled through the school's administrative office.

REPORT CARDS

Report cards are issued four times a year. Each semester includes two reports: a midterm progress report, which provides parents with an update on the student's current performance, and a final semester report card. Grades are given for every course the student is enrolled in and are recorded on the student's permanent transcript.

VISITORS

The Head of School or his/her designee may regulate visits to the school by parents/guardians, community members, and news media. All visitors to the school are required to check in with the school office upon arrival.