



MIDDLE SCHOOL / HIGH SCHOOL STUDENT HANDBOOK 2011 - 2012

Name _____

Grade _____

Advisor _____ Tel. _____

Mr. Larry McIlvain, Superintendent
Dr. Steven Mancuso, Principal
Mr. Michael Gohde, Assistant Principal

Fully accredited by Middle States Association of Colleges and Schools

T 962 6 581-3944 | F 962 6 582-3357 | www.acsamman.edu.jo



Table of Contents

ACS Mission Statement4
ACS Vision Statement4
ACS Belief Statements.....4
ACS Strategic Objectives4
School Procedures5
Important Dates.....6

Part 1: Academic Policies 7

 Academic Eligibility7
 Academic Risk Intervention7
 Add/Drop Procedures7
 Advisory Program7
 Attendance8
 Computer Use10
 English as a Second Language10
 Final Examinations (Semester Exams)10
 GPA and Class Rank11
 Grades and Credit11
 Typical High School Course Sequence13
 Advanced Placement Courses14
 Advanced Placement 2011 Exam Schedule16
 Homework16
 Honor Roll16
 Incomplete Grades17
 Library Media Resource Center17
 Make-up Work17
 Parent/Teacher Conferences18
 Physical Education18
 Probation18
 Progress Reports18
 Report Cards18
 Summer School Courses19
 Withdrawal19

Part 2: Athletics and Activities 20

 Student Organizations20
 Medical Forms21
 Fund Raising and Accounting21
 Good Conduct Policy21
 Travel22



National Honor Society/National Junior Honor Society	22
Student Council (Stuco)	22
Class Councils	23
Part 3: ACS Code of Student Conduct	24
Acceptable Use Policy AUP)	26
Middle School/High School Student Dress Code	27
Drug, Alcohol and Tobacco Free Campus	28
Tobacco Free Campus	28
Student Code of Ethics/Academic Integrity	28
Nuisance Items	30
School Rules	30
Disciplinary Actions	31
Transportation	32
Part 4: School Procedures	33
After-School Activities	33
Announcements	33
Automobiles	33
Bicycles and Motor Vehicles	33
Communication	33
Dances	33
Drinking Water	33
English Language Usage	34
Field Trips	34
Guidance and Counseling	34
Hall Passes	34
Insurance	34
Lockers and Locks	34
Lost and Found	35
School Nurse	35
Security of School and Grounds	35
Snow Days	35
Telephones and Mobile Phones	35
Textbooks	35
Theft	35
Tutoring	36
Visitors to Campus	36
Writing: Six Traits	36



ACS MISSION STATEMENT

The American Community School of Amman instills within every student a continuing commitment to integrity, respect, and intellectual growth.

ACS VISION STATEMENT

The American Community School of Amman bring out the best in everyone. Our students make a positive difference in the world.

ACS BELIEF STATEMENTS

- We believe in establishing high expectations for each member of the learning community.
- We believe all members of the school community have the responsibility to help students reach their full potential.
- We believe all members of the school community have the responsibility to model and uphold principles of integrity, respect and intellectual growth.

Integrity:

- We believe that integrity is based on responsibility and personal honesty.
- We believe integrity includes learning and choosing to do what is right even when it is not easy.
- We believe in building a community where all members can rely on one another.

Respect:

- We believe that we are global citizens who strive to understand and appreciate others and ourselves.
- We believe in showing respect for ourselves, others, those in authority, property and the environment.

Intellectual Growth:

- We believe in fostering a life long love of learning.
- We believe in establishing a physically, emotionally and socially safe environment for learning.
- We believe all students should be engaged in a challenging American curriculum as a path to reaching their full academic potential.



SCHOOL PROCEDURES

School Hours

Office hours during school days	7:30 am – 4:00 pm
Grades 1 – 12 students	8:00 am – 3:00 pm
Summer schedule June 23 – August 21	9:00 am – 12:00 noon

Lunch Times

Grades 6 – 8	11:26 am – 11:55 am
Grades 9 – 12	12:55 pm – 1:30 pm

High School Master Timetable

TIME	Day 1	Day 2	Day 3	Day 4
8:00 – 9:27	A	E	D	H
9:27 – 9:37	Advisory	Advisory	Advisory	Advisory
9:37 – 9:51	Snack	Snack	Snack	Snack
9:54 – 11:21	B	F	B	F
11: 26 – 12:53	C	G	C	G
12:53 – 1:30	Lunch	Lunch	Lunch	Lunch
1:33 – 3:00	D	H	A	E

Middle School Master Timetable

TIME	Day 1	Day 2	Day 3	Day 4
8:00 – 9:25	A	E	D	H
9:27 – 9:56	Advisory	Advisory	Advisory	Advisory
10:00 – 11:21	B	F	B	F
11: 21 – 11:55	Lunch	Lunch	Lunch	Lunch
12:00 – 1:28	C	G	C	G
1:33 – 3:00	D	H	A	E

TESTING AT ACS: Standardized tests serve numerous purposes such as data gathering, student placement, and college placement.

PSAT tests for grades 9 - 11	October 15
PLAN test for grade 10	February (date TBA)
ACT tests	October 22, April 14
SAT Test (non-ACS administrations)	November 5, December 3, January 28, May 5
SAT Test (ACS administrations)	October 1, June 2
Advanced Placement Exams	May 7 through 17
Measures of Academic Progress (MAP)	Tests are given to MS students in the fall & spring



IMPORTANT DATES*

	End of Quarter	Report Card Dates
1st Quarter	November 15, 2011	November 27, 2011
2nd Quarter	January 26, 2012	February 7, 2012
3rd Quarter	April 12, 2012	April 24, 2012
4th Quarter	June 20, 2012	June 20, 2012

September 4	Registration for new families
September 5	New Student Orientation
September 6	First day of school
October 9	Columbus Day Holiday
November 6-8 (tentative*)	Eid Al-Adha Holiday
November 24	Thanksgiving Holiday
December 21 - January 2	Christmas/New Year Holiday
January 23-26	Semester 1 Exams
March 30 – April 7	Spring Break
April 8	Palm Sunday Holiday
April 15	Easter Holiday
May 1	Jordan Labor Day Holiday
May 27	Memorial Day Holiday
June 13-18	Semester 2 Exams
June 19	High School Graduation Day
June 20	Last Day of School

** Please check the website (www.acsmman.edu.jo) for updates. All Islamic holidays are subject to change according to the Lunar Calendar.*

PARENT/TEACHER CONFERENCE DATES

November 2, 2011	12:00 noon to 7:00 p.m.
November 3, 2011	7:30 a.m. to 12:00 noon
April 29, 2012	12:00 noon to 7:00 p.m.
April 30, 2012	7:30 a.m. to 12:00 noon



PART 1: ACADEMIC POLICIES

ACADEMIC ELIGIBILITY - In order to be eligible to participate in ANY extracurricular activities at ACS, students must maintain a 2.0 GPA from the proceeding quarter (student council officers must maintain a 2.5 GPA). Students receiving an "F" or multiple "D's" will be put on Academic Risk Intervention (ARI). Students on ARI are prohibited from participating in extracurricular activities, but may appeal to the principal in writing with their parents' permission.

ACADEMIC RISK INTERVENTION: Students who experience academic difficulties as defined as receiving an "F" or multiple "D's" on a quarter report will be put on Academic Risk Intervention (ARI). Students on ARI are required to attend *Mandatory Mondays* each week from 3:15 to 4:30, where their current status on school work and other academic obligations will be reviewed. Students are on ARI for the entire quarter, and are removed from this obligation if the subsequent quarter's grades improve.

ADD/DROP PROCEDURES - During the first ten school days of the first semester, and the first five school days of the second semester, students may request course changes. The student will need to meet with the counselor to complete an add/drop request form. This form must be signed by the student's parent/guardian and each teacher involved in the change. The completed form is returned to the counselor for approval. A course change after the designated add/drop period must be recommended by the teacher and approved by the principal. A parent conference may be required with the teacher and principal. Courses dropped after the add/drop period may result in a student receiving a grade of "F" or "WF" for the course for that semester. AP students have an additional 5 school days to drop an AP course.

ADVISORY PROGRAM - High School: **Each student is assigned to an Advisory group. The Advisory group is an 'intact work unit' of the class structure and each Advisory will assume specific class related duties and responsibilities.**

Middle School: Each student is assigned to an Advisory group. Groups meet with the following goals in mind.

- to achieve a more caring environment
- to promote a relaxed atmosphere where children are willing to share their problems and concerns
- to provide opportunities for problem solving, character development, and emotional stability.
- to help students become more responsible for their supplies, homework and organization skills.



ATTENDANCE - ACS is committed to the view that consistent school attendance is vital to the long term academic and personal success of each student. While students can make up written tests and homework missed as a result of absence, nothing can make up for the time missed from a classroom environment that involves discussions, lectures, experiments, and other enriching activities.

We believe that regular school attendance helps students develop invaluable personal habits and supports them in gaining as much as possible from their academic program. Furthermore, we value the contributions each student makes every day, and absence detracts from the quality of all of our classes. In order to express our commitment to reliable attendance, the following are ACS guidelines:

- Students should not be taken out of school unless there is no alternative. If for any reason you must take your child out of school, please notify the office a few days in advance so that bus drivers can be informed.
- Class work may be assigned before or after the absence as students will be expected to make up any missed work.
- If the student is absent for more than two days, please call the Receptionist **BEFORE** 8:30 a.m. so she can have sufficient time to collect assignments from the teachers. The assignments can be picked up at Reception after 3:15.
- Parents are required to send a note stating the reason for any student absence or to bring the student back personally following an absence.
- Students who are absent for all or even part of a school day may not attend any after school or evening programs at the school.

All Students (K-12)

- All absences are either excused or unexcused. On returning to school after an absence, students must present a note from their parents or a physician to the office describing the reason for the absence. The principal will determine if the absence is excused or unexcused and issue the student an "admit form" to return to class. If a student does not bring in a note, the absence will be classified as unexcused.
- Excused absences are granted for reasons such as illness, family emergency, or special family religious holidays. Excused absence allows the student to make up all assignments/quizzes/tests within a reasonable time - reasonable time meaning that assignments are due the next time the class meets. It is the responsibility of the student to obtain assignments and to make up all work missed when absent and make any necessary arrangements with the teacher to make up class activities. Additional time may be granted at the teacher's or principal's discretion under extraordinary circumstances. The reasonable time waiver does not apply to schoolwork assigned prior to the absence. Homework assigned prior to the absence is due the day the student returns.
- Work missed as a result of an unexcused absence may be made up at the discretion of the teacher but will not be given credit.



- Students who miss classes as a result of participation in school sponsored activities are considered present, and will make up work within a reasonable time. Students absent for EMAC events will be allowed one week from their return to make up missed work without penalty. Thereafter all penalties may be applied by the teacher.
- The determination of excused or unexcused status is made by the principal and is not subject to teacher option.
- **Families should schedule doctor and other appointments after school hours or during vacation. When this is not possible, parents may request that their child be excused from school for part of the school day. All such requests must be made in writing to the principal at least one day before the scheduled appointment.**

Secondary School Students (6-12)

- For purposes of attendance, missing more than one half of a class will count as an absence.
- Students who travel on EMAC or other school sponsored trips are expected to be in school the day following the trip. If the flight lands after 10:00 PM, students are required to be in school no later than 10 hours after their flight arrival time. Students arriving in morning flights are expected to be in school for that day.
- Students absent on days immediately following EMAC trips may be prevented from participating in major school events in the future.
- All absences missed as a result of out of school suspensions are unexcused absences. Work missed as a result of an unexcused absence may be made up at the discretion of the teacher but will not be given credit.
- Days missed as a result of in-school suspension are treated as excused absences.
- Classes missed as a result of appointments may be considered excused but, as with other excused absences, will count towards the student's total absences for any classes missed.
- Students may not participate in or travel on any school sponsored activities if they are not in school on the day of the activity. Students who arrive at school after 10 A.M. will not be considered for any activities trips or travel scheduled for that day.
- Students are expected to be on time for all classes and other school commitments.
- Absences from school or class resulting from truancy will be considered unexcused. Truancy is defined days or periods of non-attendance with neither parental nor school approval. Truancy will result in disciplinary action. Continued truancy may result in a recommendation to the Superintendent that the student be expelled from school.
- Three tardies, and all subsequent tardies thereafter, will be treated as an ACS Code of Conduct event.

High School Students (9-12)

- **A student who misses seven classes may be denied credit in that class for the semester.** In cases of catastrophic illness or other emergencies, the student may



apply for a waiver from the Superintendent. The decision to grant a waiver will be made by the Superintendent who will consider the reason(s) for the student's absence and the number of absences not related to the emergency situation. If a student receives a waiver for classes missed, the student is expected to attend all remaining classes for the semester. Failure to do so may result in the student automatically receiving no credit for the class.

Tardiness: Grades 6-12 students are expected to be in classes on time. Violations will lead to disciplinary consequences. Teachers will discuss this problem with parents, and if not rectified, the matter will go to the Principal.

The following procedures are followed in grades 6-12 for each class regarding classroom tardiness:

- | | |
|----------------------|---|
| A. First Tardy | Student notified by teacher verbally. |
| B. Second Tardy | Student notified by teacher verbally |
| C. Third Tardy | Principal notified and student will receive a consequence. |
| D. Fourth and beyond | Continued tardiness will result in further disciplinary action. |

COMPUTER USE - The computer lab is open for student use every day after school until 4:30 PM. All students must have a signed Acceptable Use Policy (AUP) on file to use school computers. Students are to log in under their personal account, and will be held accountable for any issues that arise from the use of their account (protect your login and password!). Please note that all internet traffic is monitored by the school server, and students will be held accountable for any inappropriate internet use on their personal account.

ENGLISH AS A SECOND LANGUAGE - The Middle School has a modified ESL (English as a Second Language) program designed for students who have little or no English background and for students whose English is not proficient enough to enable them to function within a regular classroom. Students with little or no English can be admitted with the Superintendent's approval. There is no ESL program in the High School, and students who need to improve their English skills will have to undergo tutoring at their own expense.

FINAL EXAMINATIONS (SEMESTER EXAMS) - Final exams are given during the last week of each semester in Grades 9 to 12. No early exams will be administered. Students missing exams first semester will make them up in January and students missing exams second semester will make them up in August. Credit will not be granted until exams are completed. Students who withdraw during the semester will normally be graded on work completed up to the date of withdrawal and will not have the opportunity to take the final exam or earn credit for the semester.



GPA AND CLASS RANK - The cumulative GPA is calculated at the end of each semester for high school students. There is no cumulative GPA for middle school students. All courses receiving credit (except for pass/fail courses) are used in calculating the GPA with Advanced Placement courses weighted an additional 0.5 point equivalent per semester when the GPA is calculated. Grades below a "C-" in an Advanced Placement Course do not receive the weighted calculation. ACS does not rank students.

GRADES AND CREDIT - Grades 6 – 12 use the following grading system and transcript notification:

A+	-	98% – 100%	F	-	Below 60%
A	-	93% – 97%	E	-	Excellent
A-	-	90% – 92%	S	-	Satisfactory
B+	-	88% – 89%	U	-	Unsatisfactory
B	-	83% – 87%	NG	-	No Grade
B-	-	80% – 82%	I	-	Incomplete
C+	-	78% – 79%	P	-	Pass
C	-	73% – 77%	WP	-	Withdrawal passing
C-	-	70% – 72%	WF	-	Withdrawal failing
D+	-	68% – 69%			
D-	-	63% – 67%			
D-	-	60% – 62%			

Point Equivalents*:

A+	=	4.3	C+	=	2.3
A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	D-	=	0.7
			F	=	0

** for AP Courses, 0.5 is added to the GPA in that subject for grades of C or above.*

Credits: 1 subject taken for 1 semester = .5 credit.

Credit for a full year course is awarded at the end of each semester.



HIGH SCHOOL: Grades 9-12 - The American Community School follows a college preparatory curriculum designed to prepare our students for higher education in the United States. Our sequence of high school courses is fairly traditional in order to accommodate the highly transitory nature of the student body, which tends to come from, and move to, American schools in the U.S. and overseas.

In developing a four year plan for high school, a student should begin with a realistic assessment of his/her strengths, needs and goals. This plan is developed by the student in conjunction with his/her parents, counselor, teachers and administration. For students considering an alternative to college, or attendance at a non-American institution after graduation, it is important to discuss options well in advance of the senior year.

It is the school's philosophy and practice to encourage students to meet their minimum credit requirements early in their high school program so that they are able to choose appropriate courses and electives during their final two years.

The following credits are required for graduation:

English	4.0 credits
Writing	4.0 credits (<i>including Senior Seminar</i>)
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	3.0 credits (<i>U.S. History required</i>)
Foreign Language	2.0 credits (<i>at least 2 years of the same language required</i>)
Physical Education	1.5 credits
Fine Arts	1.0 credit
Health	0.5 credits
Technology	0.5 credits
Electives	5.5 credits
TOTAL	28.0 credits

Students must achieve competency in technology to be determined annually by the computer teachers.

In addition students are required to perform 15 hours of community service annually. Hours must be confirmed and submitted to the Community Service Coordinator no later than May 15 of the current school year.



Typical High School Course Sequence

Typical Grade 9 program:

English 9
Writing 9
Geometry (assuming completion of Algebra 1 in grade 8) or
Algebra 1
Physical Science
Ancient World History
Physical Education
Health (one semester)
World Language (French, Arabic, Spanish) OR Fine Arts (Band, Chorus, Art)

Typical Grade 10 program:

English 10
Writing 10
Algebra 2 (or Geometry)
Biology (or Chemistry, Physics, or Science elective)
World History or AP World History
Physical Education
World Language (French, Arabic, Spanish)
Elective (Fine Arts, another science, International Relations, a second language, etc.)

Typical Grade 11 program:

English 11 or AP English Language
Writing 11
Pre-Calculus (or Discreet Math, AP Statistics, Algebra 2)
Chemistry (or Biology, AP Biology, Physics, or Environmental Science)
US History OR AP US History
World Language (French, Arabic, Spanish)
Elective 1: (Fine Arts, another science, AP Psychology or Economics, Yearbook, AP Statistics, a second language, etc.)
Elective 2 (as above) or Study Hall

Typical Grade 12 program:

English 12 or AP English Literature
Writing 12/Senior Seminar
AP Calculus, AP Statistics (or Pre-Calculus, Discreet Math)
AP Chemistry (or AP Biology, Physics, or Science elective)
AP Psychology or AP Economics
World Language (French, Arabic, Spanish)
Elective 1: (Fine Arts, another science, AP Psychology or Economics, Yearbook, AP Statistics, a second language, etc.)
Elective 2 (as above) or Study Hall



Advanced Placement Courses

The following is a letter to an Advanced Placement students and parents outlining their responsibilities.

Dear Parents,

One of the great advantages of an ACS education is the opportunity our students have to participate in the Advanced Placement (AP) program. AP offers enriched, challenging, university level courses to high school students. At the end of the school year we administer an exam that comes from the AP. If the student does well on that exam, most US colleges will offer that student either advanced standing in that subject matter or university credit for the AP course.

Even if the student goes to a non-US school that does not recognize the AP class, you know that your son or daughter has taken part in a demanding, high-level course that has prepared him/her for the rigors of university studies.

We want our high school students to take advantage of the wonderful opportunities the AP program offers. These are exciting courses that will interest your child, advance his/her learning, and offer knowledge and skills that are not available in regular high school classes.

The purpose of this letter is to emphasize our commitment to your child's success in his/her Advanced Placement class. It is our teachers' job to prepare your son/daughter for these important examinations, and we take that responsibility very seriously. Our teachers will cover the content of the course, give your son/daughter ample practice in the skills and concepts needed for success on the exams, and will invite the class to school on one or more Saturdays to take practice AP examinations. We are fully committed to your child's success in this AP course, and we will prepare him/her for the exam.

In return we ask that you and your son/daughter be equally committed to the successful completion of this demanding curriculum. If your son or daughter is enrolled in an AP class, he/she can expect the AP class to differ from other high school classes in that AP classes require commitment from the students in three specific areas:

1. Engagement: The material these students are covering is college-level work. As a result, each AP student can expect to be asked to work harder *during* class than in any of his/her other classes. Simply "showing up" to class is not enough: AP students need to be actively engaged in class discussions, in lab work and activities, and even in lecture time.



2. Homework: Again, because teachers are working with the students to cover one year of college work in less than one year of high school, AP students can expect summer assignments, significant assignments over long holidays, weekend practice sessions, and a minimum of four to eight hours of homework each week per AP class.

3. Attendance: Attending AP class sessions is essential: although the AP student may be able to make up the assignments missed when he or she is absent, even the strongest student will find him/herself unable to make up the learning that takes place from interacting with other students and the instructor during class. If you son or daughter is planning on engaging in a number of activities which will take him or her out of school, it might be wise to re-consider involvement in either AP courses or in some of these activities.

Successful completion of an AP class requires commitment, hard work, and perseverance. These are qualities your student will need every day in college, and our students are fortunate to have the opportunity to learn and practice these skills while they are still in high school and have the built-in support systems of their parents and our teachers. Those support systems will not be readily available once your children have left ACS and gone on to college; as such, AP courses provide an excellent bridge from high school to college life.

Finally, one other integral part of taking an AP class is sitting for the AP exam next spring. Our students and teachers spend the entire year preparing for the AP examination and sitting for the exam is a necessary component of the course. As a result, no student will be excused from taking an AP exam. Except in an emergency situation, should any student fail to take the AP exam, s/he will not receive credit for either semester of the course on our ACS high school transcript.

I look forward to an exciting and stimulating year in our Advanced Placement classes. These courses provide wonderful educational opportunities to our students, and I am especially proud that we are the only school in Jordan that offers the AP program. I am delighted that your son/daughter has chosen to enroll in an AP class, and our faculty and I look forward to working with your student and you to insure that our AP students are engaged, active, and successful.

Please sign the attached form that acknowledges your family's commitment to this class and return it to the AP teacher. Please let me or the classroom teacher know if you have any questions or concerns about your child's Advanced Placement status.

Sincerely,
Dr. Steve Mancuso
Middle School/High School Principal



2011 Advanced Placement Exams Schedule

Week 1	Morning Session 8:00 am	Afternoon Session 12:00 pm
Monday, May 7		Psychology
Tuesday May 8	Spanish Language	
Wednesday May 9	Calculus AB	
Thursday May 10	English Literature	
Friday May 11	United States History	Studio Art (portfolios due)
Week 2	Morning Session 8:00 am	Afternoon Session 12:00 pm
Monday, May 14	Biology	Physics B
Tuesday, May 15		French Language
Wednesday May 16	English Language	Statistics
Thursday May 17	Macroeconomics World History	

HOMEWORK - Homework forms an important part of a student's education because it reinforces the work covered during class and provides a student with the opportunity to practice skills learned. It is recommended that parents remain aware of their children's homework, course work and project commitments. Parents can help their children establish good study habits by ensuring that time is set aside and by providing a quiet place to study. For ACS students, homework is an expectation, although the amount and nature will vary according to grade level.

- Middle school and high school students are provided with a homework Agenda book and they are expected to record assignments and due dates in the agenda book on a daily basis.
- Middle school students can expect to have approximately 2-4 hours of homework or individual study each night (this will vary with individual students' study habits).
- High school students can expect to have approximately 3-5 hours each night (this will vary with individual students' study habits).
- Students taking AP courses can expect to have additional study needs.

HONOR ROLL - Students attaining a GPA of 3.75 or higher will be placed on the Highest Honor Roll. Students with a GPA of 3.5 to 3.74 will be placed on the High Honor Roll. Students with a GPA of 3.25 to 3.49 will be placed on the Honor Roll. All Honor Roll students will be recognized at the end of each quarter. Advanced Placement courses are weighted by an additional 0.5 point equivalent when calculating GPA for Honor Roll. Students with incomplete grades or any grade of F or D do not qualify for Honor Roll.



INCOMPLETE GRADES - Students who receive an Incomplete (I) grade for a marking period are allowed a maximum of two weeks (10 school days) to complete the missing work and have the grade changed. If the incomplete is not removed within the time period the grade will change to a failing grade (F). It is the student's responsibility to ensure that the work is completed and turned in to the teacher for grading within the two weeks. Students with incomplete grades do not qualify for Honor Roll.

LIBRARY MEDIA RESOURCE CENTER - The ACS Media Center (Library) provides an important resource center for all students in the school. The Library houses a collection of reference, fiction, nonfiction, children's picture books, and magazines as well as non-print material located on CD ROM and on-line databases and on videocassettes and DVDs. The Media Center is open from 7:30 a.m. to 4:30 p.m. daily.

Students are encouraged to use this facility for research and study before and after school and may use it during the day with a pass from their individual classes. Students are not allowed to play computer games, check their emails or play with the cameras. Students are responsible for the care of books checked out of the library and will be charged the full replacement cost for lost or damaged books. Students are notified weekly of overdue books and reminded near the end of each quarter. In order to receive report cards, students must return all overdue books or pay replacement costs. Photocopying facilities are provided in the Media Center for student use. All photocopying should be done under the supervision of a teacher or the librarian.

Eating and drinking are prohibited in the Media Center.

MAKE-UP WORK - Students are allowed one day for each day absent to make-up missed work.

- Work for unexcused absences can be made up at the discretion of the teacher, but will not be given credit.
- Excused absence allows the student to make up all assignments/quizzes/tests within a reasonable time - reasonable time being assignments are due the next time the class meets. It is the responsibility of the student to obtain assignments and to make up all work missed when absent and make any necessary arrangements with the teacher to make up class activities.
- Additional time may be granted at the teacher's or principal's discretion under extraordinary circumstances. The reasonable time waiver does not apply to schoolwork assigned prior to the absence. Homework assigned prior to the absence is due the day the student returns.
- Students absent for EMAC events will be allowed one week from their return to make up missed work without penalty, thereafter penalties will be incurred.



PARENT/TEACHER CONFERENCES - A scheduled time is set aside for parent/teacher conferences for the first and third quarters. See the school calendar for exact dates. Additional Parent/Teacher conferences may be arranged at any time of the year.

Teachers are always willing to discuss your child's progress with you. Honest, open communication will enhance your child's learning experience. If you wish to schedule a conference with your child's teacher, please either write your teacher a note or email your child's teacher to schedule a meeting with them. It is important to schedule a meeting directly with your child's teacher so that they can find a mutually convenient time to meet with you. If you are having difficulty coordinating a meeting time, please contact the MS/HS office.

PHYSICAL EDUCATION - ACS uses a Physical Education uniform. High school and middle school students are to use the school approved shirt and shorts, or long athletic pants. Athletic shoes, and socks are also required for physical education classes. Students are encouraged to shower after classes. The student will provide his/her own towel for showering. Each student is issued a locker and combination lock in the locker room for securing clothing and valuables. Students will be charged a fee for damaged lockers.

PROBATION - Students may be placed on probation at any time during the school year for failing to meet academic (see *academic eligibility*), behavioral, and/or attendance expectations. A student on probation will be expected to meet specific conditions relative to the probation. If at any time the student fails to meet the conditions, she/he and her/his parents will be requested to meet with the principal and the student may be subject to disciplinary action or withdrawal from school. Students on academic or disciplinary probation are prohibited from participating in extracurricular activities. Students may appeal to the principal in writing, and must have their parents' signature on the appeal.

PROGRESS REPORTS - Progress reports are issued in the middle of each quarter for Middle and High School students. Progress reports are sent directly to parents' email accounts. Teachers may issue a progress report to a student at any time during the quarter if the student is not making satisfactory progress or to highlight significant improvement. Parents will also have access to Powerschool to keep abreast of their child's progress. Parents are encouraged to check Powerschool frequently to keep updated.

REPORT CARDS - Report cards are issued at the end of each quarter and indicate the student's progress during the quarter. Semester grades are issued at the end of the second and fourth quarter. In order for a student to receive her/his report card, all obligations (fees, library books, text books, etc.) must be cleared.



SUMMER SCHOOL COURSES - ACS has the following policy regarding the use of summer courses:

- **Non-credit Use:** Incoming juniors and seniors may present summer course results for consideration as prerequisites for ACS science and math courses. Such summer courses will not receive credit nor appear on the student's transcript, and will not guarantee the student entry into the ACS science or math courses. Students who are considering summer courses to meet science and math prerequisites must consult both the respective course teacher and the school counselor, complete the "*Summer School Course Approval Form*" and receive approval prior to the end of the school year preceding summer school registration.

- **Credit Use** Under the following limited conditions students may attend summer school courses, and receive credit and transcript recognition of their summer school courses.
 - The course must be a core course.
 - The course must have the same content of its counterpart at ACS.
 - The student can only take a summer school course in which he or she received a grade of "D" or "F" at ACS. While the grade from ACS will remain on the transcript, the grade and credits from the summer school course will replace the grade and credits of the course at ACS for purposes of GPA calculation.
 - A junior who has not received a "D" or "F" in a class may be permitted to attend a summer school class if the junior is deficient in a class required for graduation, and if that class cannot be taken at ACS during the senior year.
 - No student may take more than two semester courses in any one summer.
 - The summer courses must be offered by a school approved by the principal of ACS.
 - A senior who has failed a graduation requirement in senior year may, with the approval of the principal, be allowed to repeat the course through an accredited correspondence program.
 - Students must complete the "*Summer School Course Approval Form*" at the end of the school year preceding summer school registration.
 - It is the student's responsibility to submit to the counselor official documentation at the successful conclusion of the course to receive credit.

WITHDRAWAL - Students leaving school permanently during the school year must obtain clearance from their teachers, the librarian, accountant, nurse, Superintendent's office and registrar. Withdrawal forms are available from the Middle School/High School Office. Failure to complete clearance procedures will delay the release of transcripts and records.



PART 2: ATHLETICS AND ACTIVITIES

STUDENT ORGANIZATIONS - ACS provides opportunities for students to assume leadership roles, be involved in community services, and participate in the formal decision making process of the school. Students will automatically belong to their Class Organization and may choose to participate in a number of other organizations as well. At ACS there are chapters of the National Honor Society (NHS) and National Junior Honor Society (NJHS) available for those who qualify and are selected to become members. ACS offers a variety of after school activities for students. Information about these activities is sent home with students and is included in the daily announcements, the weekly *What's Going On?* newsletter, and on the ACS Athletics and Activities website.

ACS belongs to the Eastern Mediterranean Activities Conference (EMAC) for both athletics competitions and fine arts activities. In order for students to participate in extracurricular activities, they must maintain their academic eligibility (see *academic eligibility*). All athletic permission and medical forms must be on file with the Athletic Director before a student will be allowed to try out for an activity (blank forms are available on the ACS website). All costs associated with extracurricular activities are the responsibility of the parents (i.e. airline tickets, uniforms, and cancellation fees for students who quit an activity after tickets have been purchased). Coaches and sponsors will provide information regarding participation in either varsity or junior varsity activities during the initial meeting for that activity.

Participation in extracurricular programs should not interfere with any student's academic performance. Four weeks prior to a school sponsored trip the coach/sponsor will post a list of all probable traveling students and do a grade check. This posting provides an opportunity for classroom teachers to share concerns about students whose behavior and/or academic progress is suspect. Teachers are expected to provide feedback to the Athletics and Activities Director. This feedback will be shared with the coach/sponsor to enable them to select the most able students for the traveling roster. One week prior to departure, the final list of traveling students will be posted.

All traveling students are to obtain an "Advance Assignment Form" from their coach/sponsor at least one week prior to departure. Students are responsible for discussing their upcoming absence with each teacher and record all assignments and due dates. Students are to present the completed form to their coach/sponsor and retain the form to remind them of their academic obligations. Teachers will attempt not schedule any major tests or 'due dates' on the day following an EMAC or similar event, but with the number of activities and depth of student involvement, this can be difficult.



MEDICAL FORMS - A physical examination is required for all students trying out for interscholastic sports. One examination covers one school year. Without this exam a student may not be a member of any sports team. The medical forms for athletics and the out-of-country travel forms (with accompanying photos) must be completed before participation in tryouts. Forms are available on the ACS website. ACS will engage a doctor to be available in the first two weeks of school to do physical examinations for students after school at a nominal cost. This will alleviate the inconvenience of making medical appointments.

FUND RAISING AND ACCOUNTING - Any fund raising activity from a group or organization must be submitted on a request form to the Student Council for initial approval, before final approval from the administration. All funds are to be maintained in the school's Business Office. Request for withdrawal of funds must be made in writing on the designated form, signed first by the student treasurer, then by the advisor/sponsor, and finally, by the principal before any money can be withdrawn. All monies collected by groups/organizations must be deposited with the Business Office the same day if possible, or no later than the next business day. All fund raising activities must be supervised by the group/organization's advisor/sponsor to insure security of funds.

GOOD CONDUCT POLICY FOR ACTIVITIES - All ACS students involved in the school's athletics and activities program, community service, and/or EMAC athletics and arts programs must adhere to all school rules and all EMAC rules, which include:

No smoking or use of tobacco products.

No consumption of alcohol.

No use of non-prescribed drugs of any type.

Curfew times must be strictly adhered to.

The penalty for not adhering to the rules will be immediate dismissal from the activity the student is involved with at the time the student violates the rule(s), and possibly being sent home early if the event is being held abroad. In accordance with EMAC rules, significant rule violations will result in the student being ineligible for participation in EMAC athletic and/or EMAC arts activities for an entire year including the season in which the infraction occurred (see EMAC handbook for specific infractions and consequences).

ACS follows the EMAC guidelines for penalties. In addition, other consequences may also be applied by ACS, possibly including suspension or expulsion.

Students who become academically ineligible during the time that they are participating in any athletic or arts activity will be dismissed from the activity at the time they become ineligible.



TRAVEL - Students will be allowed to miss school due to extracurricular school sponsored activities travel. Students experiencing academic difficulties may forfeit their opportunity to travel. All costs associated with travel for school activities will be the responsibility of the participant's family.

NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY - ACS is a charter member of the National Honor Society and the National Junior Honor Society. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in secondary school students.

Membership in the NHS is an honor bestowed upon a student by selection only. Only those students who have attended ACS for at least one semester and are in the 10th, 11th or 12th grades are eligible. Selection for membership is by a faculty council and is based on a minimum of a 3.25 cumulative GPA since the beginning of 9th grade. Outstanding students in the following three categories, but who do not meet the 3.25 GPA criteria, may be considered by the council. These categories include outstanding character, leadership and a prior history of service. NHS members will be required to have regular meetings and select officers. They are required to participate in a yearly group community service project as well as an individual service project. Membership is highly prestigious and is a great help in applying for college admission, scholarships, and jobs. Further information may be obtained from the NHS Advisor at ACS or by visiting the ACS website or NHS website.

The criterion for membership in the NJHS is the same as for NHS above and also includes citizenship. Eligibility is restricted to students in second semester 6th grade, 7th grade and 8th grade. Ninth grade students may retain membership from their previous induction, but are not inducted in 9th grade.

For additional information on the selection criteria and the selection process, please see the ACS website (www.acsamman.edu.jo) or the NHS/NJHS websites.

STUDENT COUNCIL (Stuco)- The Student Council is the student government organization directly involved with decisions affecting the entire student body. The Student Council consists of the executive council and class representatives. The Executive Council consists of a President (must be a senior), Vice President, Secretary, and Treasurer elected at large by the student body. Members of the Student Council must maintain a minimum cumulative GPA of 2.5. The other members of the Stuco are Class Representatives elected by each class. Each class elects two representatives as their voice on the Student Council.



CLASS COUNCILS – The Class Councils deal with decisions directly affecting their particular class. The Class Council consists of a President, Vice President, Secretary, Treasurer and two representatives to the Student Council elected by the class at large. Class Council members must maintain a minimum cumulative GPA of 2.0.

Both the Student Council and Class Council require a large time commitment since they meet weekly, and have other committee meetings and duties. Because of the time commitment involved, Student Council and Class Council students who are eligible to be part of Student Council must maintain their minimum GPA's. Any member whose quarter GPA falls below the minimum required will be placed on probation. If the member does not correct the deficiency by the end of the next quarter he or she will be removed from membership.



PART 3: ACS CODE OF STUDENT CONDUCT

The essence of our ACS Code of Student Conduct is found in the three pillars of our school's Mission: **integrity**, **respect**, and **intellectual growth**.

1. Members of the ACS community act with **integrity**. You are expected to:
 - take personal responsibility for your actions
 - be only where you are supposed to be at all times
 - learn and choose to do what is right even when it is not easy
 - help build a community where all members can rely on one another
 - follow the ACS Honor Code, ACS Student Code of Ethics, the ACS Dress Code, the ACS Technology Acceptable Use Policy, and ACS School Rules
 - tell the truth and be trustworthy
 - fulfill all commitments and responsibilities
 - show sound judgment
 - not engage in spreading hurtful or unsubstantiated rumors
 - seek assistance from a trusted adult when difficulties arise
2. ACS students are expected to **respect** themselves, other students, those in authority, including teachers and other staff members (including bus drivers, custodians, cafeteria workers, etc.), school guests, school property, the school environment.

Behaving respectfully includes acting courteously and fairly, and knowing the appropriate time, place, and tone of voice for any action. Respectful behavior means not hurting others verbally or physically, and treating others with courtesy and civility. Respectful students take pride in keeping their classrooms, the school grounds, and school property and busses clean, neat, and free of litter and graffiti.

Each of us must resolve to work toward creating a respectful climate at ACS. As respectful members of the ACS community, every student will refuse to:

- direct vulgar, obscene or profane gestures or words at another individual
- repeatedly interrupt another individual who is speaking at an appropriate time and place and using an appropriate tone of voice
- make requests at times or in settings where they cannot reasonably be met
- cause or attempt to cause damage to school or personal property, or violate or attempt to violate the privacy of another individual's belongings
- be insubordinate (i.e. fail or refuse to follow reasonable directives of school staff and/or school rules and regulations)
- skip class, leave class, or leave the school grounds without permission
- be careless school property and materials



Bullying, harassment, or excessive teasing is blatant disrespect and is generally defined as the physical or psychological harassment on the part of one or more students toward another. Bullying or harassment can take different forms, including physical harm to another's body or property, emotional harm to another's self-worth, or social harm to another's group acceptance. All forms of bullying or harassment are strictly forbidden at ACS and carry significant consequences.

Students who observe or know of bullying or harassment, regardless of whether they encourage or condone the bullying, must be responsible for their actions. They are not allowed to act as bystanders and should never take part in the bullying or harassment in any way. Rather, they are expected to report the bullying or harassment to a responsible adult. Failure to do so makes the bystander responsible along with the bully.

Out of respect for others' personal space, students are expected to keep their hands to themselves at all times.

Fighting or other aggressive acts, or threats of harm, are expressly forbidden and normally results in automatic suspension, regardless of which student was the aggressor. Bystanders who assemble around a fight are deemed to be encouraging the violence and will be held accountable for their actions.

Horseplay, the act of pushing, grabbing, patting, etc., another student with no intent to harm and where no injury occurs, is not allowed because it can result in accidental injury or hurt feelings and often leads to altercations.

Public displays of affection are prohibited.

3. ACS students will strive for **intellectual growth**. Each student is expected to:

- know, understand, and follow the ACS attendance policy
- be on time and come prepared for all classes and activities
- pay attention in class and participate fully in the life of the classroom
- complete all reading, writing, and study assignments on time
- put forth their best effort at all times
- ask for extra help when needed
- be accountable for their academic growth



Consequences

Students who do not adhere to the ACS Code of Student Conduct will be subject to disciplinary action, including lunch or after school detention, school chores duty, loss of Study Hall privileges, loss of off-campus lunch privileges for seniors, weekend detention, in-school or out-of-school suspension, or expulsion. Fighting, bullying, or harassment of any kind normally results in automatic suspension. In general, however, infractions consequences for violating the ACS Code of Student Conduct will follow this pattern:*

1 st Event:	Verbal Warning (documented)
2 nd Event:	Verbal Warning with consequence (documented)
3 rd Event:	Parental Contact (documented)
4 th Event:	Referral to Principal for further disciplinary action (this could include in-school or out of school suspensions)

Any student who misses his/her lunch detention, weekend detention, school chore, or in-school suspension will be subject to further sanctions or more significant disciplinary actions.

*Students who have committed significant violations of the ACS Code of Conduct may accelerate through the hierarchy.

ACCEPTABLE USE POLICY (AUP) - Independent access to e-mail and the Internet enables students to explore thousands of libraries, databases, electronic bulletin boards and to exchange messages with Internet users throughout the world. Students are expected to exercise the same good behavior on the school computer networks as they do in a classroom or school hallway. Network access is a privilege, not a right, and entails responsibility. Unacceptable activities are not permitted. These include, but are not limited to:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's password or account.
- Trespassing in another's folder, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Use of an account by anyone other than the account holder.
- Requesting unnecessary and lengthy material that ties up system resources.
- Participating in interactive email and chat rooms without permission.
- Downloading or installing software without permission.



- Violating network security systems
- Changing default settings established on ACS computers (including wallpaper).

Violations of the AUP may result in a loss of access as well as other disciplinary action. All students must sign the AUP policy before they may use school computers or the school network.

Please note that students are to log in under their personal account, and will be held accountable for any issues that arise from the use of their account (protect your login and password!). Please note that all internet traffic is monitored by the school server, and students will be held accountable for any inappropriate internet use on their personal account.

STUDENT DRESS CODE – MIDDLE SCHOOL/HIGH SCHOOL - The ACS Student Dress Code applies to all school functions, including after school, evening, and weekend events. Further modifications may be mandated for school trips and other events. The dress code is designed to minimize distractions to learning, and it is the teacher or administration's discretion as to what constitutes "distraction to learning".

- 1. No visible undergarments are allowed at any time or under any circumstances.**
- 2. In-class attire: During classes and at all other times except for break and lunch, all students must wear:**
 - a. Sleeved shirts that fully cover the waist, midriff, back and shoulders;
 - b. Pants or skirts that fall no higher than two inches above the top of the knee. (Fingertip-length shorts are also acceptable but only once the student is on the school grounds. Students who change into such shorts at school must change out of them before leaving school.); Basketball shirts with low cut armholes may only be worn with a sleeved T-shirt underneath.
- 2. During lunch and break only students may wear:**
 - a. Tank tops with a shoulder strap no less than two inches wide;
 - b. Shirts and tops that clearly and completely cover the waist, midriff, and back in a normal standing or walking position; basketball shirts with low cut armholes may only be worn with a sleeved T-shirt underneath.
 - c. When arriving at school and when leaving school, students must wear "In Class" attire.
- 3. Other aspects of the Dress Code:**
 - a. Torn and/or frayed clothing is inappropriate, as is clothing carrying pictures and slogans that may cause offense to others or promote illegal or unethical activities. Gym wear (except for physical education classes), and military clothing are not acceptable. The wearing of hats, caps, and head



scarves in the school building is not allowed except in cases of religious requirements, which are to be approved in advance by the principal. Boys should be clean shaven or have well groomed beards and mustaches. Footwear should be suitable for vigorous activity and for safety reasons should be worn at all times. Piercings, with the exception of gauging, are allowed at the discretion of the principal based on these criteria: the piercing is not a distraction to your learning or the learning of others; they are not excessive in number or size; and, they are not in unnatural locations or designs.

The administration is ultimately responsible for determining what is considered appropriate dress for school, including school trips and other events.

Consequences for ACS Dress Code violations:

Each violation is treated as an ACS Code of Student Conduct event. Students who are inappropriately clad will be loaned clothing to rectify the situation, or asked to call home for appropriate clothing to be delivered.

DRUG, ALCOHOL, AND TOBACCO FREE CAMPUS - ACS is a drug, alcohol, and tobacco free environment. Possession or use of unauthorized drugs including alcohol, at school, within two blocks of the school, or at any school sponsored events, is a violation of the ACS Drug Policy and is subject to immediate exclusion from an event, suspension or expulsion from school. If there are reasonable grounds to believe that drugs, drug paraphernalia, stolen property or other contraband are at school, the school will have the right to do a specific or general search of persons, personal possessions and lockers. ACS also reserves the right to conduct drug testing to gather evidence.

TOBACCO FREE CAMPUS – The ACS campus and a zone within two blocks of campus, as well as all school sponsored events, are tobacco free. Students believed to be using tobacco products on campus, within the prohibited zone, or at school sponsored events are subject to disciplinary actions.

STUDENT CODE OF ETHICS/ACADEMIC INTEGRITY - Integrity in academic matters is essential to insure that knowledge is transmitted effectively and that fair credit is awarded to the students for their efforts in acquiring that knowledge. At ACS we demand the highest level of academic integrity. We believe that individuals must strive to maintain this integrity at all times, accept responsibility for their behavior, and be willing to accept the consequences of failing to live up to this responsibility. Academic dishonesty (cheating) not only hurts the cheaters themselves, but their classmates, teachers and ultimately the entire school community.

All Middle School and High School students must have agreed to abide by signed the Student Code of Ethics.



ACS Code of Student Ethics

At ACS we have high standards of academic performance and high expectations for student conduct. Through great effort and dedication, our students rise to meet our academic challenges and achieve these high standards.

For reasons of maintaining an exemplary reputation in the community, ACS has drafted this Code of Ethics. We want the grades of our students to reflect accurately their academic ability. We are endeavoring to ensure to the parents and school community that our students can achieve high standards through their own hard work.

Student Pledge

Each student of ACS will be required to abide by the pledge, as it is stated below.

I, _____, an ACS student, committed to the tenets of “Integrity, Respect and Intellectual Growth”, do pledge to adhere to the Code of Ethics below. If, at any time, I breach any of the following ethical practices, I understand I will be subject to disciplinary sanctions up to and including expulsion.

- I will only submit work that is my own. Where I use others’ words or ideas, I will give them due credit through bibliographic citation.
- I will not take part in any unethical activity to improve or maintain my academic standing. This includes, but is not limited to, cheating, intending to cheat, attempting to cheat, copying, discussing tests or quizzes with other classes, or other such activities.
- When working in a group, I will be sure to contribute equally with my colleagues so that the final product submitted will accurately reflect an equal contribution on my part.
- I will not condone unethical practices by my classmates. If I know that another student is in breach of this Code of Ethics, I will take it upon myself to counsel that individual, and if appropriate, seek adult guidance.

Signature: _____ Date: _____

Parent Pledge

Each parent will also be required to abide by the pledge as stated below.

I, _____, parent of this student, do hereby support and endorse this ACS Code of Ethics. I will endeavor to maintain an open dialogue with my child on the importance of goal attainment through ethical means, and provide support and guidance if needed.

Signature: _____ Date: _____



Academic dishonesty (cheating) is defined as “the intentional using, attempting to use, intending to use, or giving or attempting to give unauthorized aid on any work for which a grade is issued. This specifically includes quizzes, tests, examinations, compositions, term papers, reports on scientific experiments and any other units of work that are submitted for a grade.” It is the responsibility of the teacher to clearly indicate when cooperative effort is acceptable on any work that is submitted for a grade. It is the responsibility of the students to obtain the permission of the teacher to collaborate on an assignment.

Plagiarism is a form of academic dishonesty and is defined as “the act of using another person’s ideas or expressions without acknowledging the source.” Acts of plagiarism will be treated with the same consequences as other forms of academic dishonesty. Students’ written work is subject to submission to **Turnitin.com** for plagiarism protection, and filters are set to enable students to submit drafts to ensure no inadvertent plagiarism has occurred.

Consequences: Acts of academic dishonesty will not be tolerated by any member of the ACS community. Community members should at a minimum confront academic dishonesty and explain that this behavior is not acceptable at ACS. In all cases in which cheating or plagiarism has been attempted or has taken place the teacher will assign a grade of zero to the work of all persons involved and notify the principal, who will notify parents. Violation is treated as an ACS Code of Student Conduct event.

NUISANCE ITEMS - Students shall not bring nuisance items to school. These include such things as toys, toy weapons, water pistols, sling shots, air horns, etc. Toys may be brought to school upon teacher request for class presentation. iPods, etc. may be used on the buses, at lunch time, and during study halls, but must be in back packs or lockers the remainder of the school day. Teachers are authorized to confiscate any nuisance items brought to school and turn them in to the principal’s office.

SCHOOL RULES - Every organization has a set of rules or standards which are designed to help the organization meet its goals and objectives. The following is a list of behaviors on campus which will lead to disciplinary action(s):

- Leaving campus without the approval of administration.
- Public displays of affection.
- Possession or use of drugs, alcohol or tobacco
- Damaging school property or the property of others.
- Use of inappropriate language, signs, gestures.
- Insubordination, rude, or offensive behavior.
- Possession of weapons.
- Chronic tardiness
- Throwing rocks, snow, ice, or other objects.



- Fighting, stealing, bullying, intimidation, harassment.
- Use of CD players, iPods, MP3 players other than at authorized times.
- Violations of the Student Code of Ethics (cheating, lying, stealing).
- Lack of cooperation with school rules or authority.

DISCIPLINARY ACTIONS - The school may take any of the following disciplinary actions or combinations of actions for violation of school rules:

Detention. The principal or teachers may assign detentions to students for various academic and behavioral problems. Detentions are held during lunch or from 3:00 until 4:30 PM. Students who are tardy for detention will be allowed in and will be assigned an additional detention for the tardiness. Students who miss detention will be assigned an additional detention and/or a suspension. During detention students may be assigned a reflective exercise involving readings, discussions and a written plan for improved behavior. Students not assigned a reflective exercise are expected to study/read school related material during the detention.

Social Probation. The principal may place on social probation a student who has excessive office referrals or exhibits inappropriate social behavior. Social Probation means that a student may not stay after school or participate in any social activities or extracurricular activities or events unless they have specific written permission from the principal.

Disciplinary Probation. The principal may place on disciplinary probation a student who has had chronic or serious violations of school conduct. Disciplinary probation includes a designated period of time, usually with disciplinary sanctions, given to the student to prove him/herself as a responsible member of the student body. Students on disciplinary probation who receive a Saturday detention, in-school suspension, or out of school suspension are frequently recommended for expulsion. Students on disciplinary probation are restricted from participation in games, dances, school productions and similar activities without a written parental request and Principal's approval. Students on Disciplinary Probation will not be allowed to participate in extracurricular events/activities, or hold elected office.

Saturday Detention. The principal may assign Saturday detentions for chronic behavioral concerns, excessive tardiness, truancy, or other related reasons.

In-School Suspension (ISS). The principal may assign an in-school suspension for more serious or repeated behavioral problems. Students will be provided school work are expected to complete it during the ISS, and may take quizzes, exams, etc., during the ISS. The student's absence from class is regarded as an excused absence.



Suspension from School. The principal may suspend a student from school for one to three days for more serious or repeated behavioral problems. The student's absence from class is regarded as an unexcused absence. This disciplinary action is serious, and continued problems will lead to recommendation for expulsion from school.

Recommendation for Expulsion from School. If the behavior is very serious or previous disciplinary actions have not corrected the behavior, the principal may recommend to the Superintendent that a student be expelled from school.

TRANSPORTATION - There is a bus fee for transportation to and from school. Bussing is not provided to all areas of Amman. Transportation is provided for those areas that are a reasonable distance from school and have enough passengers to be economically sound. Routes and availability of service may vary from year to year. Bussing for students who enroll after September will be provided if there is sufficient space on the busses.

Late busses are provided for high school and middle school students who are involved in supervised after school activities or serving detentions. Students need not be a regular bus rider to take advantage of the late bus service. Students may not leave campus and return to ride the late bus.

Misbehavior on busses may lead to disciplinary action, which may result in suspension from riding the bus. The following are the rules which bus riders are expected to follow:

1. All school rules apply to bus riders.
2. Students are to follow the instructions and/or directions of the drivers.
3. Students are to treat drivers, bus monitors and fellow students in a courteous and respectful manner.
4. Students are to keep heads and limbs in the bus at all times.
5. Students are not allowed to sit or stand in the aisles, doorways or in the front passenger seat.
6. Only high school students may sit in the back seat of the bus.
7. Students are to remain seated until the bus comes to a complete stop.
8. Students are to keep the busses free of litter and graffiti.
9. No objects of any kind should be thrown from the bus windows at any time.
10. Students may ride their assigned bus **only**, and to their own homes. When a student wishes to ride a different bus to a friend's house, **both** students must have signed notes from their parents. This is to insure that both parents know the whereabouts of their children, and is enforced for all ACS students.
11. Eating and drinking is prohibited on the bus at all times.
12. Older students are expected to assist the drivers in maintaining order on the bus.



PART 4: SCHOOL PROCEDURES

AFTER SCHOOL ACTIVITIES - Middle and high school students may stay after school to participate in supervised activities, utilize the library or computer labs, work with a teacher for extra help, or work on specific projects. Students are not allowed on campus after school unless they are under an adult's supervision. Students may not leave campus and return later to ride the late bus. If a student has an activity that starts later than 3:00 PM, the student is to either study in the library, work in the computer labs or another approved location.

ANNOUNCEMENTS - The bulletin board across the hall from the Receptionist will be a community board for any announcements of interest. The daily announcements will be read in class daily for Middle and High School and posted in many locations around the school as well as online.

AUTOMOBILES - Students are not allowed to drive automobiles to school, other activities at the school or to school sponsored events. Parking the car at a friend's home or parking area in the vicinity of the school is also not allowed. Violation of this policy will result in disciplinary action.

BICYCLES AND MOTOR VEHICLES - The use of bicycles, skateboards, roller blades and motor vehicles on the campus is forbidden. Students may ride bicycles to school and bring them on campus for safe keeping. Students riding bicycles to school are required to wear helmets.

COMMUNICATION – An electronic weekly newsletter from the Superintendent's office will be sent out every week. This is an important way to ensure communication between school and home. It is called "*What's Going On?*" (WGO) and will include upcoming dates, student activities, and general school information. It will also be posted on our web site, www.acsamman.edu.jo. It is vital to school to home communication that parents read the WGO each week.

DANCES – Adult supervised dances for the Middle School and the High School may be held throughout the year. Parents are requested to pick the students up promptly at the end of the dances. Dances and other school activities are only for ACS students. Exceptions to the above can ONLY be made by the administration prior to the scheduled dance or activity. All school rules apply for these events.

DRINKING WATER - A water purification system is used at ACS and is monitored by school officials. Parents should use their own discretion as to the quality and the safety of the water.



ENGLISH LANGUAGE USAGE - A strong intent of ACS families is to provide an excellent opportunity to their children to prepare for American colleges and universities. Fluency in spoken and written English is critical to achieving this goal. Consequently, apart from specific world language classroom-directed activities, English is the **ONLY** spoken language allowed at school and school related activities.

It is disrespectful to speak at any length in a manner which excludes nearby fellow students or staff, or which uses language to disparage deliberately another member of the ACS community or our visitors. "English Only" is our operating rule.

FIELD TRIPS - Field trips for educational purposes are organized throughout the year by the faculty and permission slips must be signed by the parents to allow the students to participate.

GUIDANCE & COUNSELING - The basic goal of the counseling program is to provide information and assistance which will help each student to achieve as much success as possible during his/her time at ACS and in the future. The Counselor meets with students, parents, and teachers in order to achieve this goal. The counseling program includes: personal, academic, career, and college counseling; testing (achievement, ability, standardized, PSAT, AP, PLAN, ACT); and other student-related activities. In cases of severe or chronic counseling concerns, the counselor may refer students to community professionals.

HALL PASSES - A student leaving a class at any time other than passing time should have a pass from the teacher of that class. The pass used at ACS is the Agenda, which is signed by the teacher each time a student leaves class. This includes passage to their locker, the library, the computer labs, the school nurse, or the bathroom.

INSURANCE - All enrolled pupils are covered against accidental injuries occurring on the school grounds or on school related outings under a policy which covers medical costs to a maximum amount (please check with the Business Office to determine the amount). Any accident or injury should be reported immediately to the school nurse and the Superintendent.

LOCKERS AND LOCKS - Students in grades 6 to 12 will be assigned lockers for their books and valuables and a combination lock to be returned at the end of the school year. To prevent theft students are encouraged to use their lockers and should not share a locker or their lock combination with any other student. Both book lockers and gym lockers should always be kept locked. Valuables should be locked in gym lockers or book lockers to deter theft. The school is not responsible for lost or stolen articles. Tampering with other students' lockers will result in disciplinary action. Lockers may be inspected periodically. Lost locks must be replaced at student's expense.



LOST AND FOUND - A box is kept in the Receptionist's office for lost items. We encourage parents and children to check this box for anything which has been misplaced.

SCHOOL NURSE - ACS has a medical center staffed by a qualified nurse. The school nurse will administer basic first aid and attend to a child as specified on the **Emergency Information Card** on file in the nurse's office. If a child becomes ill and/or has a temperature of 100° F (37.8° C) or over, he/she will be sent home. Parents should not send a child to school if they suspect he/she is ill or has a fever. If a child becomes ill with a communicable or infectious disease, the child should be kept at home and the school nurse should be notified as soon as possible. Students should only visit the nurse with a pass from their classroom teacher.

SECURITY OF SCHOOL BUILDING AND GROUNDS - Students are welcome to participate in supervised after school activities. All school regulations are to be obeyed during after school activities. No students may remain on campus after school unless they are in a sponsored activity and are supervised. Students must leave campus upon conclusion of their sponsored activity. Students found in buildings and/or on school grounds without permission can be subject to strict disciplinary measures for unauthorized entry. Acts of vandalism to school property will result in severe disciplinary action.

SNOW DAYS – ACS will make every effort to contact families in case of school closure. Normally contact is by SMS, or phone calls.

TELEPHONES AND MOBILE PHONES - Students are welcome to use the school office phones during the school day to contact parents. If students have mobile phones, they must be turned off during school hours. Mobile phones may be turned on after 3:00 PM but may not be used in classrooms, the library, computer lab or during any supervised after school activity. Students who disregard this rule will have their phones confiscated for the day, and repeat offenders will be required to have a parent come to school to retrieve their phone. Continuous infractions will result in a student not being allowed to bring a cell phone onto school property. Mobile phones are the responsibility of the owner. The school is not responsible for loss or theft of mobile phones or any other items students bring to school. Students are reminded to lock valuables in their hall and gym lockers.

TEXTBOOKS - Students are issued textbooks for each of their classes at the beginning of the school year. Each student is responsible for keeping the books in good condition as they are to be returned at the end of the year. Students will be billed the full replacement cost for lost or damaged books.

THEFT – Although theft is rare at ACS, students are reminded not to leave anything of value in classrooms, hallways, or study areas which might tempt an opportunist. The school will not assume responsibility for any valuables lost or stolen.



TUTORING - Professional tutoring is available in Amman. See the school counselor or MS/HS secretary for information. This is a private contract and is not part of the ACS school program.

VISITORS ON CAMPUS - Students may have other students visit on campus for a maximum of **one day only** with prior administrative approval. In order to have a visitor at ACS, the host student must obtain permission at least one (1) day prior to the visit. The host student assumes full responsibility for their visitor. The visitor must abide by all ACS rules and regulations and should be dressed appropriately for school. All visitors must sign in at the main gate, and obtain a visitor's badge that must be worn while visiting the school. No visitors will be allowed in the last week of each semester.

WRITING: SIX TRAITS – ACS has adopted The Six Traits of Writing as our means to teach and assess the skills of writing.

The Six Traits of Writing

from Northwest Regional Educational Laboratory

Ideas

The Ideas are the heart of the message, the content of the piece, the main theme, together with all the details that enrich and develop that theme. The ideas are strong when the message is clear, not garbled. The writer chooses details that are interesting, important, and informative—often the kinds of details the reader would not normally anticipate or predict. Successful writers do not tell readers things they already know; e.g., "It was a sunny day, and the sky was blue, the clouds were fluffy white ..." They notice what others overlook, seek out the extraordinary, the unusual, the bits and pieces of life that others might not see.

Organization

Organization is the internal structure of a piece of writing, the thread of central meaning, the pattern, so long as it fits the central idea. Organizational structure can be based on comparison-contrast, deductive logic, point-by-point analysis, development of a central theme, chronological history of an event, or any of a dozen other identifiable patterns. When the organization is strong, the piece begins meaningfully and creates in the writer a sense of anticipation that is, ultimately, systematically fulfilled. Events proceed logically; information is given to the reader in the right doses at the right times so that the reader never loses interest. Connections are strong, which is another way of saying that bridges from one idea to the next hold up. The piece closes with a sense of resolution, tying up loose ends, bringing things to closure, answering important questions while still leaving the reader something to think about.



Voice

The Voice is the writer coming through the words, the sense that a real person is speaking to us and cares about the message. It is the heart and soul of the writing, the magic, the wit, the feeling, the life and breath. When the writer is engaged personally with the topic, he/she imparts a personal tone and flavor to the piece that is unmistakably his/hers alone. And it is that individual something—different from the mark of all other writers—that we call voice.

Word Choice

Word Choice is the use of rich, colorful, precise language that communicates not just in a functional way, but in a way that moves and enlightens the reader. In good descriptive writing, strong word choice clarifies and expands ideas. In persuasive writing, careful word choice moves the reader to a new vision of things. Strong word choice is characterized not so much by an exceptional vocabulary that impresses the reader, but more by the skill to use everyday words well.

Sentence Fluency

Sentence Fluency is the rhythm and flow of the language, the sound of word patterns, the way in which the writing plays to the ear, not just to the eye. How does it sound when read aloud? That's the test. Fluent writing has cadence, power, rhythm, and movement. It is free of awkward word patterns that slow the reader's progress. Sentences vary in length and style, and are so well crafted that the writer moves through the piece with ease.

Conventions

Conventions are the mechanical correctness of the piece—spelling, grammar and usage, paragraphing (indenting at the appropriate spots), use of capitals, and punctuation. Writing that is strong in conventions has been proofread and edited with care. Handwriting and neatness are not part of this trait. Since this trait has so many pieces to it, it's almost a holistic trait within an analytic system. As you assess a piece for convention, ask yourself: "How much work would a copy editor need to do to prepare the piece for publication?" This will keep all of the elements in conventions equally in play. Conventions is the only trait where we make specific grade level accommodations.

Presentation

Presentation combines both visual and verbal elements. It is the way we "exhibit" our message on paper. Even if our ideas, words, and sentences are vivid, precise, and well constructed, the piece will not be inviting to read unless the guidelines of presentation are present. Think about examples of text and presentation in your environment. Which signs and billboards attract your attention? Why do you reach for one CD over another? All great writers are aware of the necessity of presentation, particularly technical writers who must include graphs, maps, and visual instructions along with their text.