



# STUDENT/PARENT HANDBOOK

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2022-2023

Updated August 2022

# Welcome & Introduction

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## Introduction

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American Academy is a school that educates leaders for the future. With our unique blend of American-style curriculum and project-based learning, we teach students information, and more importantly, how to think creatively and use what they know. 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

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Dear Students and Parents,

Welcome to American Academy! 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 the following policies to guide you on your way to achieving your goals and realizing your dreams.

American Academy students are members of a multi-cultural, multi-racial community and benefit from an international curriculum that is recognized by universities everywhere in the world. The 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 and events and many other activities make up the experience of being a true American high school student. Enjoy the experience and do your best!

## Accreditation

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Students who successfully complete the curriculum required for graduation from American Academy earn a High School Diploma accredited by the Middle States Association of Colleges and Schools. American Academy in Zagreb is currently an applicant in the accreditation process, and will have a visit during the 2022-2023 academic year. Until the process is complete, our operations are under our network's accreditation status.

# Academics

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## Academic Counseling

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Every student is encouraged to meet with his/her academic counselor at least once per term, to discuss classes, review progress towards graduation, and discuss future educational and work plans. Teachers and administrators monitor students who earn "C" grades (2.0) or lower and recommend study strategies to improve academic performance.

## Academic Credit Requirements for Graduation

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English Communications: 12 credits - English Composition and Literature is required

Mathematics: 9 credits – Algebra, Geometry, and Algebra 2 are required

Sciences: 9 credits

Social Sciences: 9 credits – US History is required

World Languages: 6 credits in a single language

Art: 1 credit

PE: 1 credit

Health: 1 credit

Total number of credits required for graduation: 67 credits minimum, 72 recommended.

## Academic Recognition

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Each trimester 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

## Academic Standards

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American Academy is committed to the academic success of its students. The primary purpose of the Student Academic Standing Policy is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance and progress towards graduation.

### Level I - Academic Warning

Students will be placed on Academic Warning at the end of any trimester in which their term GPA is below 2.0 or earn less than 5 credits in that trimester.

Students who fail to make satisfactory progress over time will be placed on the next level of academic intervention.

#### Level II - Academic Probation

Students will be placed on Academic Probation at the end of any term in which their trimester GPA is below 2.0 for a second consecutive term or earn less than 5 credits for a second consecutive term.

Students placed on Academic Warning or Academic Probation will be sent a letter that offers effective study tips and strongly encourages students to take advantage of one-on-one time with teachers before and/or after school.

Students on Academic Probation are required to complete an Academic Probation Contract with the Academic Counselor that outlines steps for improving their academic performance.

#### Level III - Academic Intervention

Students will be placed on Academic Intervention at the end of any term in which their trimester GPA is below 2.0 for a third consecutive term.

Students on Academic Intervention are required to complete an Academic Intervention Contract that outlines steps for improving the student's academic performance and attend a meeting with their parents and school administration.

Students placed on Academic Intervention will be required to attend after school study hall for the subsequent term, and they may not participate in events or activities reserved for students.

### Add/Drop Procedures

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All full-time students are expected to enroll in and maintain at least six class periods of instruction. Students may not change their class schedule after seven 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

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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 high scores on the 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 generally 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 trimester unless they are receiving a D or lower.

Advanced Placement courses are not a requirement for graduation from American Academy.

## Equipment and Supplies

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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.

**Software:** the laptop or tablet should have a fully functioning Microsoft Office (or equivalent) package installed.

**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.

## Grading Scale

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

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

**Late Work Policy:** Assignments will be accepted as determined by the teacher and outlined in the class syllabus.

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 expected and required during each Theme Week. There is no possibility of makeup work or alternative assignments for Theme Week.

## Repeating a Failed Course

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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.

# Student Conduct

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## Student Conduct and Discipline Policy and Procedures

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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

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, suspension, or expulsion.

### 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
- Overt and/or inappropriate public displays 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

### 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
- 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.
- Defacing, damaging or stealing personal and/or school property
- Use of racial slurs and/or hate speech

## Discipline Options

**Parent Pick-up:** Parents/Guardians may be asked to pick up a student directly from school after student's misconduct occurs on school grounds.

**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 Privilege:** A student who repeatedly violates rules governing privileges may lose the privilege of 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: loss of use of mobile phone during school hours or loss of "leave at lunch" privilege.

## Short Term Suspension

The Head of School has the authority to impose suspension for up to ten 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.

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 expulsion periods.



## Academic Honesty/Anti-Plagiarism Policy and Procedures

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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 dishonesty 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 or controversial facts - not likely to be found in many places;
- 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 write-ups), the analysis, interpretation, and reporting of the data must be each student’s.

Participation in academically dishonest activities 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) 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, and so on, 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
- May be suspended from school one day for first offense, two days for second offense and so on
- May lose a full letter grade from the marking period for the course in which cheating occurred
- 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 for the second time 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

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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:

- Parent/guardian 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 parents/guardians 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.

## Digital Technology Information Acceptable Use

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Technology systems and electronic devices that constitute digital technology, both school owned and personal and 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 communications in 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 federal statute.
- 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, the 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 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.

## Electronics Use in School

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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) unless specifically permitted by the instructor. 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. 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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> offense: The teacher or administrator will confiscate the device. The student will lose his/her phone privilege for one week – 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. Student will receive a written reprimand and may incur other disciplinary sanctions as indicated in the *Student Conduct and Discipline Policy and Procedures*.

## Harassment/Hazing/Bullying

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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, ethnicity, 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 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 repeated over time;
- 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 or ethnic harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race, color, or ethnic background.
- 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**

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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

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## Admission and Readmission of Students

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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 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

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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. In some cases, teachers may wish to be notified individually as well (as indicated in each teacher's syllabus).

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 Excused (A) and Unexcused (U) in the school online system (ALMA).

Teachers will post all assignments on Google Classroom and students are expected to complete these assignments when absent. It is expected that the student will communicate with the teacher if there are any questions.

## Excused Absences

Families are reminded that absences will be excused for the following reasons:

- Illness
- Medical treatment
- Religious holidays
- Family emergencies such as sickness, death in the family, unexpected delay in travel
- Renewal of residency, passports, visas or attainment of official documents
- Family travel for the purpose of family events during the school year. AAP grants students up to 4 days of excused absence during the school year for this purpose.
- Commitments for high-level athletics, visual or performing arts, or other talents that require competitions or performances during the regular school year. These events should be infrequent, and practices are not included.
- Involvement in school-sponsored activities such as athletics, MUN, etc.

Parents who plan to take their son or daughter out of school are requested to have the student complete the Planned Absence Form (available online or from the office). The form should be completed and returned to the office at least two school days in advance of the absence.

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.*

### Excessive Absences From Class or School

Students missing ten (10) days or more, whether excused or unexcused, may lose credit for the course. However, the limit for unexcused absences is five (5).

A student who has excessive absences from school or a class shall meet with the Head of School to discuss the matter and his or her parents will be informed. A student who is absent from school or a class for ten (10) days or more (excused or unexcused) during the trimester 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 ten (10) absences from school or a class in a trimester, credit may be suspended pending further review. After review, the Head of School may exercise one or more of the following options:

- Specify conditions relative to make-up work
- Specify attendance probation (meaning that the student must fall below the 7-day limit for each of the following trimesters in order to get credit)

### 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.

### Food & Drink

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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

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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 excessively 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 intended for an educational environment
- be safe
- fit appropriately
- 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

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COVID-19 protocols can be enacted at any time, as per government and health ministry laws and the recommendations of the Center for Disease Control. Students and staff must respect these guidelines at all times or may be subject to disciplinary action. Keeping our students safe from the pandemic is crucial to our operations and all of our physical and mental well-being. It is our duty to keep each other and our community healthy by respecting social distancing protocol when necessary.

Minor first aid supplies are available in the school office. 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 are stocked at the school office. These include things such as pain-relief, upset stomach, allergy, and cold medications. If you do not want your child to be given any such medications, please notify the staff by indicating this on your student's health form.

### 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

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Students will be assigned a locker. Students are expected to keep them in good 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

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American Academy offers a variety of clubs, sports and activities to complement each student's academic and personal development. These 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

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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

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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

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Teachers are available in their classrooms to assist students and parents during two set times per day:

Morning Office Hours: Monday through Friday, 8 a.m. – 8:30 a.m.

Afternoon Office Hours: Monday through Friday, 3:30 – 4:00 p.m.

## Transfer of School Records

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

# Communication

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## Closing School Due to Severe Weather

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American Academy will remain open except under extreme weather conditions (ice storms, earthquakes, 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 expect you will use common sense and not venture out until it is safe to travel. If 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

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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

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The report card is issued three times a year, after each trimester. Grades are issued for each course in which the student is enrolled, and will be recorded on the student's permanent transcript.

## Visitors

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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.