



# **STUDENT/PARENT HANDBOOK**

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**2018-2019**

# 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 a new year at the 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 the 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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American Academy is a branch campus of Foxcroft Academy and shares its accreditation and ability to issue an American high school diploma. Foxcroft Academy is fully accredited by the New England Association of Schools and Colleges and is a full member the Maine Association of Independent Schools, and the College Board.

# 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

Mathematics: 9 credits

Sciences: 9 credits

Social Sciences: 9 credits

World Languages: 6 credits in a single language

Total number of credits required for graduation: 56 credits minimum, 60 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 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 5 class periods of instruction. Students may not change their class schedule after 7 class days from the start of the term.

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

## **Advanced Placement (AP) Courses**

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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 offers several AP courses per year. Students must satisfy all pre-requisites and obtain instructor approval 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 expected to take the AP exam for the subject of the course they are studying at AA.

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

## **Conduct and Effort Grade**

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Along with a letter grade, indicating mastery of academic course content, each student will earn a Conduct and Effort grade for each course. The Conduct and Effort grade is determined by several factors:

- Readiness to learn: arrive on time with required materials
- Assignments/Homework: turn in on-time, neat, and complete
- Classwork: participate fully in class exercises and labs
- Behavior: be cooperative, attentive, and respectful
- Commitment to learning: actively seek help from me when needed

An **Excellent** conduct and effort mark recognizes the student who has consistently arrives to class on time with required materials, and submits all classwork and homework on time. The student fully and freely participates in class activities and discussions, demonstrates leadership in his or her lab group, and shows genuine interest in, and enthusiasm for, the topics being studied.

**Good** conduct and effort marks are awarded to students who arrive to class on time with required materials, who have completed all of their assignments and turned in the majority on time, who are cooperative and respectful, and who consistently contribute to the class in a positive way.

A **Satisfactory** conduct and effort grade is indicative of a student who arrives to class on time with the required materials, who completes most of the assigned work to the best of his or her ability, frequently submits the work in a timely fashion, participates in group work, and has a positive attitude toward the class.

**Poor** conduct and effort marks are received by students who are frequently tardy or do not bring required materials, often submit assignments late or incomplete, exhibit little interest or energy in their approach to the course work, or commonly behaves in a disruptive manner during class.

An **Unsatisfactory** conduct and effort mark is reserved for the student who submits few completed assignments on time, who is repeatedly uncooperative or disruptive in the classroom, and/or shows little respect for his or her peers or the learning process.

## Equipment and Supplies

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All students are expected to bring a laptop (Mac) or tablet with external keyboard to class each day, along with regular school supplies, such as notebook, pencils/pens, etc.

**Software:** the laptop or tablet should have a fully functioning Microsoft Office (or equivalent) package installed (not internet based).

**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
A+	97 – 100%	4.3
A	93 – 97%	4.0
A-	90 – 92%	3.7
B+	87 – 89%	3.3
B	83 – 86%	3.0
B-	80 – 82%	2.7
C+	77 – 79%	2.3
C	70 – 76%	2.0
D	60 – 69%	1.0
F	59% & under	0.0

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

## Grading Categories - example

Category	Examples of Content
Guided Coursework	Participation, guided practice, lab work
Independent Coursework	Presentation, Research, Independent practice, Essays
Paired/Group Coursework	Organization, Research, Written or Display Materials
Assessment	Quizzes, Tests, Exams
Citizenship	Effort, Attitude, Attendance, Behavior

**Late Work Policy:** Assignments will be accepted up to a maximum of one week after their due dates with a penalty which will be determined by the teacher and outlined in the class syllabus.

**Extra Credit** is not permitted at American Academy.

**Project-Based Activities:**

- Small-scale, in-class project directly based on current curriculum should be implemented 1-2 times per trimester.
- Cross-curricular/Interdisciplinary project designed and implemented with another department should be executed once per term.

**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.

**Makeup Work**

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Work assigned during an absence will be made up within a maximum of three days of the student's return, at the teacher's discretion. A student able to show reasonable cause may be allowed a longer period. Students absent on the day of an assessment must complete it on the day of their return to school.

**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, detention, suspension, or expulsion.

**Level 1 Violations:** (Faculty Detention. Teacher documents and may communicate with home. Teacher communicates ongoing issues to Deputy Head):

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

**Level 2 Violations:** (Administrative Detention. Teacher documents and may/may not communicate with home. Deputy Head communicates with home):

- 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:** (Teacher calls for immediate assistance when appropriate. Teacher documents. Administration communicates with home. Situation may be turned over to legal authorities.):

- 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
- Defacing, damaging or stealing personal and/or school property
- Leaving grounds without permission

## **Discipline Options**

**Reparative Measures:** Students may be required to do community service, restitution, apologize to affected parties, and/or develop behavioral plans. Members of the faculty may keep students after school to make up work or to receive help.

**Faculty Detention:** A student may be required to attend detention with faculty during morning or afternoon Office Hours when the student has a level 1 behavioral violation (as listed above). When appropriate, the faculty member will give the student and his/her family a 24 hour notice to make necessary arrangements. If a student fails to meet with the teacher, the matter will be turned over to the Administration.

**Loss of Privilege:** A student who repeatedly violates rules governing privileges may lose the privilege for a period to be determined by the Administration.

**Administrative Detention:** The Administration and any support staff in a supervisory position have the authority to impose administrative detention.

- Administrative detention will be served with the administrative supervisor under his/her guidelines.
- A student assigned to administrative detention will be notified at least two days in advance, allowing ample time to make arrangements.
- A student is excused from administrative detention if he/she is absent from school on the day of detention. All other absences from detention will be considered unexcused and will result in additional detention unless the student gets prior approval and provides appropriate documentation.
- If a student is absent from administrative detention, it is his/her responsibility to meet with the Head of School or his/her designee within two school days to resolve the issue.
- If a student has repeatedly missed administrative detention, he/she may receive suspension.

## **Short Term Suspension**

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

The Deputy Head or his/her designee 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 or Deputy Head of School 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 or Deputy Head of School 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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The 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;
- 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 a 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 a 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 and/or
- May lose academic credit in the course for which academic dishonesty occurs more than once.

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.

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

## **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, 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, 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 e-mail 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 Deputy Head or his/her delegate.

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

### **Electronic Communications by Students with American Academy Staff Members**

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

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

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

### **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). 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.

Use of phones and headphones/earbuds is allowed only during passing periods and lunch breaks.

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

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

### **Reporting Complaints of Harassment, Hazing, or Bullying**

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

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

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

### **Weapons Policy**

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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 Re-Admission 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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The purpose of this policy is to ensure the highest quality education for each student at The American Academy. Its enforcement is meant to support the importance of being in class and participating every day. As a project-based curriculum, independent studies and alternative assignments cannot replace the experience of being consistently present.

### Attendance Requirements

Attendance in each class, each day, is necessary for success in school and all students are expected to attend classes unless ill. The responsibility for regular attendance rests with the students and the parents, and the school will cooperate in any way possible to establish responsible habits and develop good student attendance.

Questions and concerns should be addressed through the attendance office to the Head or Deputy Head of School. It is the responsibility of the parent to contact the school every time a student is absent. All absences, regardless of the reason, planned or unplanned, for medical, personal or recreational reasons, are considered equal.

**Any student who is absent for more than a total of seven (7) days in a term, for any reason, is in danger of NOT earning credit for that term. Lost credits must be made up via alternative courses through a recognized academic partner at the cost of the parent.**

### **Advance Permission to be Absent**

Advance permission to be absent may be requested if the student is expected to be absent for a serious reason. In this event, the parent should write an e-mail stating the reasons for the expected absence and the date of the absence **at least two (2) days prior** to the intended absence. Teachers may, at their discretion, provide assignments to be completed prior to or during the absence. All absences, even those with prior notice, count towards the per-term limits.

It is the responsibility of the student, by conferring with his/her teachers, to complete all work assigned and to make up tests missed while absent. Group work and in-class work will not be replaced for planned absences and extra credit is not allowed under any circumstances at AAP. The American Academy in Prague calendar is published well in advance and parents are encouraged to plan family trips around school holidays.

American Academy will notify the parent(s)/guardian(s) periodically of a student's attendance issues prior to 7 absences. Once a student has reached 6 absences, the student and his/her parent(s)/guardian(s) may be required to meet with the Head of School and/or his/her designee to set up an individual plan to improve attendance.

### **Tardies**

Students are expected to be on time to school. 4 or more unexcused tardies in a single class during a trimester may result in Level 2 discipline: administrative detention and communication with home by Head of School or Deputy Head. Continued tardies may result in stronger disciplinary sanctions.

### **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.

### **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 sexually provocative. 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
- 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

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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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 club, 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 administrative 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 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 receptionist upon arrival on campus.