

الأكاديمية الأمريكية بالدار البيضاء
Académie Américaine de Casablanca
American Academy Casablanca

Parent & Student Handbook

2010-2011



American Academy Casablanca
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INTRODUCTION

❖ WELCOME LETTER ❖



Jodi Mulder
-Head of School



Teri Campbell
-Secondary Principal



Dean Jex
-Dean of Students



Ali Gharbi
-VP Operations and
Business Manager

Welcome to American Academy Casablanca. We are all very proud of our school and the success of our students. As the administration team, we are eager to challenge students to do their very best in order to prepare them for the future.

American Academy Casablanca is a child-centered school with an environment that enables students to take responsibility for their learning and behavior. Students are at the center of each decision we make as a school, and we believe that is what makes American Academy Casablanca stand out as a school of excellence.

We pride ourselves on our team of qualified teachers and educators who bring a wealth of knowledge and skills from all over the world. We are confident students receive a quality education each day under the guidance of our faculty.

Due to the dedication of our AAC community – parents, students, faculty and staff – we received our initial accreditation in June 2008 from AdvancED/NCA. It's valid for 5 years; we will have a renewal visit in the spring of 2012. Accreditation affirms our belief that we offer a program that meets or exceeds the high standards of an American and international education.

In partnership,

Jodi Mulder

Jodi Mulder, Head of School, Elementary Principal
jmulder@americanacademy-casablanca.com

Teri Campbell

Teri Campbell, Secondary Principal
tcampbell@americanacademy-casablanca.com

Dean Jex

Dean Jex, Dean of Students
djex@americanacademy-casablanca.com

Ali Gharbi

Ali Gharbi, Vice President of Operations/Business Manager
agharbi@americanacademy-casablanca.com

❖ MISSION, VISION, & BELIEFS ❖

MISSION STATEMENT

AAC's mission is to serve the Casablanca region of Morocco by providing an outstanding trilingual curriculum—English, French, and Arabic—to a diverse international student body in a challenging environment of educational excellence. We endeavor to guide our students to their highest potential by encouraging hard work, responsibility, critical thinking, social accountability, and independence in learning.

SCHOOL VISION

AAC will be the leading American/International school in Morocco. We will provide a balanced social, physical, and academic curriculum in an atmosphere of mutual respect, dignity and trust, thereby equipping our students to be productive citizens in the changing global society. We will utilize advanced methods, resources, and technology in innovative and authentic ways to enhance learning and communication.

WE BELIEVE:

1. We are a community of learners—*students, faculty, and parents*—working together to build a safe, supportive, and challenging environment for educational excellence.
2. Student opinions and ideas are vital; students are empowered to achieve at their highest potential when they are actively involved and share responsibility for their own learning.
3. A quality education enables students to make positive life choices in caring for themselves, others, and the environment.
4. Independence of spirit is essential in exploring, communicating, and defending our beliefs.
5. Diversity strengthens and enriches the climate and culture of our school; it helps us to recognize and appreciate the unique qualities and contributions of each individual.
6. Multilingual learning encourages respectful collaboration and leads to better cultural understanding.
7. In order to grow we must embrace change, take chances, and be challenged by high expectations in a climate where ongoing improvements are valued and achieved.
8. Education is a life-long process which offers great opportunity while imposing the responsibility of courage, integrity, and ethical conduct.
9. The learning *process* is more important than the *outcome*; knowing how to find an answer or ask a question is often more useful than the answer itself.
10. Teachers, administrators, and staff will flourish in a community that provides opportunities to grow, develop, and learn together in all aspects of their professional lives.

❖ AMERICAN EDUCATION ❖

The American educational system is comprised of the following levels of schooling:

1. **Early Childhood** – Preschool through Kindergarten - ages 3-6
2. **Elementary school** – grades 1 to 5, ages 6-11
3. **Middle school** - grades 6 to 8, ages 11-14
4. **High school** - grades 9 to 12, ages 14-18

EARLY CHILDHOOD

Students in our Early Childhood classrooms (Preschool, KG1, and KG2) are focused on acquiring the educational, social, and emotional skills that students need to succeed in school and life. Throughout this time, children grow and learn on a developmental continuum. At this level, students learn content and skills through daily experiences that are developmentally appropriate to meet the needs of all children, including English language learners.

ELEMENTARY SCHOOL

The first year of elementary school is referred to as 1st grade. In American education the word “grade” has two meanings: (1) the score achieved on an exam or in a course, and (2) a year of education in elementary or secondary school. Elementary school most commonly consists of five years of education, referred to as grade 1 through 5. At this level, classroom teachers help students continue to develop socially and emotionally as well as leading them through content in English literacy, math, science, and social studies. Students get instruction from additional teachers in the areas of French, Arabic, English Grammar, Art, Technology, and Physical Education.

SECONDARY SCHOOL

Upon completion of grade 5 (the last year of elementary school), students in the American education system advance to secondary school. Secondary school most commonly consists of a total of seven years, referred to as grade 6 through 12. Grade 6 through 8 is commonly referred to as middle school, and grade 9 through 12 is high school. Upon completion of grade 12, American students are awarded a certificate called a high school diploma. In the American education system, students traditionally obtain a high school diploma before they are admitted into college/university.

American education offers a program in which students study a wide range of subjects. Students do not "specialize" or choose a specific course of study in American high schools as they do in many European systems. The belief is that this type of comprehensive education will help develop students into individuals who have a broad understanding of the world and a varied set of skills that will benefit them throughout their lives.

PEDAGOGY/THEORY OF THE AMERICAN EDUCATIONAL SYSTEM

In the American education system, students are the first priority; they are partners in the educational experience. Student thinking is valued even when it is flawed, with their errors used as opportunities for educational growth. Teachers, while respected, are not viewed as fully informed experts who transmit their knowledge, but as professionals who facilitate and model cooperative learning.

American education emphasizes learning experiences in which children actively participate, learning by hands-on work and experimentation, solving problems that are real and important to them. The learning process utilizes interactive instruction methods such as discussions, debates, teamwork activities, and community service projects to elicit imaginative thinking, problem solving and decision making toward a goal of meaningful insight. Learning how to learn is key to the students' ultimate success in life, and the American education system places great importance on this principle. As students progress, they are given increasing autonomy in the direction of their work, while also discovering how to work cooperatively with others. The ultimate goal is not just to prepare students for the next examination, but to develop the individual and make him or her passionate about learning.

❖ DAILY SCHEDULE ❖

Secondary School Schedule

7:30 – 7:45	Arrival
7:45	1 st Bell Rings
7:50	2 nd (Tardy) Bell Rings
7:50 – 8:40	1 st Period
8:45 – 9:35	2 nd Period
9:40 – 10:30	3 rd Period
10:35 – 11:35	4 th Period (Homeroom)
11:35 – 12:15	LUNCH
12:20 – 1:10	5 th Period
1:15 – 2:05	6 th Period
2:10 – 3:00	7 th Period
3:00 – 3:15	Dismissal

Elementary School Schedule

7:30 – 7:45	Arrival
7:45	1 st Bell Rings
7:50	2 nd (Tardy) Bell Rings
10:45-11:00	Upper Elementary Recess
10:30-10:45	Lower Elementary Recess
12:20-1:00	LUNCH - grades 1 & 2
12:35 – 1:15	LUNCH – grades 3, 4 & 5
3:00 – 3:15	Dismissal

**After 3:15 p.m., students are not supervised by teachers.
Please make sure that your children are picked up on time
Secondary students will wait outside of the school gate if they are not picked up on time**



AMERICAN ACADEMY CASABLANCA

Rise to Excellence ♦ 2010-2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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IMPORTANT DATES

- June 2010
 - 21 SPARK Summer School 2010 Begins
- July
 - 16 SPARK Summer School 2010 Ends
- August
 - 20 Revolution of King & People
 - 21 King Mohamed VI Birthday Holiday
 - 21-22 New Teachers Arrive in Casa
 - 23-25 New Teacher Work Days
 - 26-27 New & Returning Teacher Work Days
 - 30 First Day of School
- September
 - 10-11 Eid al Fitr Holiday*
 - 15 REACH English program begins
 - 18 Open House – Back to School BBQ
 - 29 Mid-Quarter Notices of Concern sent home
- October
 - 7 Professional Development Evening
 - 18-28 MAP Testing
 - 29 End of Quarter 1
- November
 - 1-3 MAP Testing
 - 6 Green March Holiday
 - 11 ½ Day for Students – Evening Parent/Teacher Conf. & Report Cards published
 - 15-19 Fall Break
- December
 - 7 Hijri New Year Holiday*
 - 8 Mid-Quarter Notices of Concern sent home
 - 20-31 Winter Break
- January
 - 3-10 Winter Break
 - 11 Manifesto of Independence Holiday
 - 26-28 Secondary Semester Exams
 - 28 End of Quarter 2/Semester 1
- February
 - 7-24 MAP Testing
 - 24 Professional Development Evening
 - 9 Report Cards published
 - 14-15 Eid al Mawlid Holiday*
- March
 - 2 Mid-Quarter Notices of Concern sent home
- April
 - 1 End Quarter 3
 - 4-8 Spring Break
 - 21 ½ Day for Students – Evening Parent/Teacher Conf. & Report Cards published
 - 30 Kermesse/Spring Fair
- May
 - 2-17 MAP Testing
 - 11 Mid-Quarter Notices of Concern sent home
 - 18-20 Sr. (12th Grade) Exams
 - 28 Graduation Ceremony
- June 2011
 - 3-7 Secondary semester exams
 - 10 Last day of school for students; Report Cards published
 - 11 Teacher Check-Out

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LEGEND

- Report Cards/Conference Days
- MAP Testing

- Holidays – No school
- ½ Day for Students

- Other Important Dates
- * Lunar Holiday – Subject to change

STUDENT ATTENDANCE

Quarter1: August 30-October 29 = 44 Days
 Quarter2: November 1-January 28 = 42 Days

Quarter3: January 31-April 1 = 43 Days
 Quarter4: April 11-June 10 = 45 Days

Total Student Contact Days: 174
 Total Teacher Work Days: 180/183

COMMUNICATION**❖ SCHOOL CONTACT INFORMATION ❖**

The AAC main office is open 7:30 a.m. to 5:00 p.m. Monday through Friday during the school year. The office is also open throughout extended holidays, including summer, with a shortened daily schedule. You may contact the office by mail, phone, fax, or e-mail.

Mail : 21 Rue des Papillons, Quartier Oasis, Casablanca 20100, Morocco

Phone: +212 (0)522 25 88 06

+212 (0)522 23 69 94

+212 (0)522 99 14 70

+212 (0)661 95 99 66

Fax : +212 (0)522 25 87 39

E-mail: aac@americanacademy-casablanca.com

Website: www.americanacademy-casablanca.com

❖ HOME CONTACT INFORMATION ❖

Communication with the school is crucial for your child. Making sure that we do it well is important and every effort is made to make sure that you are informed of what takes place at school. An essential part of this process is having up-to-date information regarding telephone and email. Parents change locations, businesses, internet service providers and telephone numbers and we don't always hear about it immediately. You cannot assume that your child will tell us. Therefore, we ask that whenever there is change that we are told immediately. The best person to contact is Khadija El Khanoussi in the main office.

❖ EMERGENCY CONTACT INFORMATION ❖

The school also needs to keep updated information regarding emergency contacts for each student. In the event of an emergency we need to be in touch with the parent or designated guardian as quickly as possible. Please ensure that the office has been given names and phone numbers for your child's emergency contact. If your child's emergency contact information changes, please contact the office immediately to update our database.

**Please keep us updated with home, mobile and emergency contact phone numbers.
Remember to let us know if you are going to be away from Casablanca.**

❖ COMMUNICATING WITH US ❖

Teachers know that education is a partnership with parents. They always welcome your communication.

■ Meeting

You are encouraged to call the office to make an appointment with your child's teacher to discuss any questions or concerns you may have. Of course, during the school day, the teacher's primary responsibility is the students. In order not to disrupt the learning process in our school, our receptionist will consult the teacher's schedule and provide you with an appointment at a time when the teacher has no classroom or supervisory responsibilities.

■ Email

You may also choose to e-mail your child's teacher to communicate or to schedule a meeting. Teacher e-mail addresses are available on the AAC website and Parent Student Portal.

■ AAC Student Planner

Each elementary school student is issued an AAC Student Planner. Secondary school students may print the planner off from the website. You may communicate with your child's teacher by writing a note in your child's planner.

❖ HOW WE COMMUNICATE ❖

We all want the best for our students. When conflicts or problems arise, we pledge to treat you and your family with respect. We ask that you do the same when dealing with any member of our faculty or staff. Our goal is always to act in the best interest of the child.

The school will communicate with you in a number of ways:

■ Meeting

Often the best and most effective means of communication is talking. Doing so face-to-face is not always easy but usually resolves issues more effectively. If a teacher wishes to speak with you, they will make contact by telephone or email to schedule a conference. The Head of School, High School Principal, Dean of Student Affairs, and Counselor are also available to talk over any issue related to your child and the school.

■ Telephone

Teachers are encouraged to get in touch with you on any important issue that involves your child. They will contact you to discuss your child's successes and challenges in the classroom.

■ E-mail

Teachers may contact you using e-mail. Please provide your email in your child's file. If your e-mail address changes at any time during the year, it is crucial that we find out as soon as possible to keep the communication channels open. Also, you are encouraged to e-mail teachers or administrators regarding any issue.

■ The AAC Planner (Cahier de Textes)

There is space in the AAC Planner for notes to travel between home and school. Please check your child's AAC Planner daily for information about their homework, schoolwork, and behavior/effort. When you receive notes in the AAC Planner, you should sign to confirm that you have seen and read them. The AAC Planner may be downloaded from the school website, www.americanacademy-casablanca.com.

■ Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled at the end of the 1st and 3rd quarters of each school year. Please refer to the Grades/Reporting section of this handbook on page 16 for details.

■ Reports

There are two different types of reports for all students, progress reports and semester report cards. Please refer to the Grades/Reporting section of this handbook on page 16 for details.

■ Parent and Student Open House

At the beginning of each school year, we will hold an open house. This event will give parents and students the opportunity to see the school, to meet the teachers and other parents, and to receive important information about the coming school year. Please refer to the calendar or website for dates and times.

■ Program of Studies/Course Syllabus

Teachers will provide a course syllabus to Middle and High School students and elementary teachers will give a description of the program of studies. This provides information to parents about the curriculum and class events. Each year, these documents will also be available on the AAC website.

■ Friday Notes

The Head of School sends home occasional Friday Notes. In that document you will get information about things that have occurred in the school as well as information about upcoming events and instructions regarding important school business.

Parents should check the student announcements on the Parent Student Portal frequently to remain aware of what is happening at AAC.

■ Secondary School Announcements

The Secondary School Principal sends out a daily bulletin which includes student announcements. Each day, the announcements are read to the student body by their 5th period homeroom teacher. The announcements are posted on the 3rd floor office window daily, and are posted on the AAC Portal website weekly.

■ AAC Website

The school's website has a huge amount of information regarding the curriculum, contact details, events, calendars, etc. You should visit the site regularly to keep up with what is happening in the school and therefore affecting your child.

■ Student Email

Students in grades 6 to 12 are issued an AAC school email account.

■ Friday Folders

Elementary students will each have a weekly take home packet on Friday. Your child's teacher will send the week's completed work, weekend homework, notes home, etc. Please check your child's bag each week for his/her Friday folder.

❖ IF MY QUESTION INVOLVES _____, I SHOULD ASK _____. ❖

➤ Homework, class assignments	✓ Your child's Teacher
➤ Student files, records, attendance, health issues, PTA	✓ Khadija El Khanoussi, Receptionist
➤ Payment, scholarships	✓ Ali Gharbi, VP Operations, Business Manager
➤ Cafeteria, transportation, facilities, security	✓ Yassine Abdelaziz, Personnel Coordinator
➤ Admissions, PEPs, counseling (social/family problems)	✓ Zoubida Kettani, Guidance Counselor
➤ Student activities, secondary discipline	✓ Dean Jex, Dean of Students
➤ ES curriculum, grades, discipline	✓ Jodi Mulder, Head of School, Elementary Principal
➤ MS/HS curriculum, MAP testing, grades, discipline, Parent Student Portal	✓ Teri Campbell, Secondary Principal
➤ College counseling/planning, secondary course selection, HS credits/grades/GPA, AP courses, PSATS, SATs, graduation	✓ Abby Ruble, College Counselor
➤ REACH/SPARK programs, English support	✓ Barbara Ouharda
➤ Website, email	✓ Madiha Aziz, IT Manager
➤ Library program & use, textbooks, book donations	✓ Janine Cervantes, Library/Media Specialist

CONDUCT

❖ BEHAVIORAL EXPECTATIONS/CODE OF CONDUCT ❖

At AAC, students are expected to meet certain behavioral standards at all times:

- Students will respect themselves, others, and belongings.
- Students will demonstrate responsibility, both academically and socially.
- Students will display honesty and personal integrity.
- Students will be generous and responsible citizens.
- Students will contribute positively to the school environment.
- Students will express themselves in a manner that does not infringe upon the rights of others.
- Students will practice tolerance towards differences in culture, gender, race or beliefs.
- Students will enrich their language skills by speaking only English in the classroom.

School rules including PE rules, recess rules, library rules, cafeteria rules, computer lab rules, and general classroom rules will be distributed to students by the appropriate teachers/staff each school year.

❖ UNIFORM/DRESS CODE ❖

The purpose of AAC's Dress Code is to support a positive learning environment. AAC wants to establish a comfortable environment, conducive to learning and respectful of our host culture. Additionally, we want

Students must be in full uniform on the first day of school.

New uniform pieces should be purchased before the start of school, allowing enough time for special sizes to be made if necessary.

students to take responsibility for dressing for school while maintaining autonomy.

AAC students are expected to be appropriately groomed and dressed throughout the school day. The school expects students to be neat, clean, and modest in their appearance and to present a good image of the school within the community. If, in the opinion of the faculty and/or administration, a student's appearance detracts from the decorum of the school, disciplinary action will be taken.

WHERE TO BUY THE UNIFORM

The official AAC school uniform can be purchased at Star Vet, 75 Rue Chakaik Anaamane, in the Hay Raha neighborhood of Casablanca, near Bousejour. The store is a short 5 to 7 minute drive from AAC. The general hours of operation are 9:00 a.m. – 12:30 p.m. and 4:00 p.m. – 8:30 p.m., Monday through Saturday. You may make an appointment by calling 05 22 36 75 01, or 05 22 94 20 80.

STAR VET

Prêt a porter
Enfants - Hommes
Femmes

Tel: 0522 36 75 01

Enrollment at AAC presumes that parents agree to and students will comply with the following Student Dress Code:

GENERAL APPEARANCE

1. Excessive makeup on girls is considered inappropriate.
2. Underclothes should not be visible.
3. Any jewelry, body art, or piercing deemed by the school to be dangerous or a distraction to the learning environment is not acceptable.
4. All clothing and personal items must be free of impolite or improper messages.
5. Hair should be clean and neat. Hairstyles that may disrupt the educational process are not allowed at school. Students may be asked to get a haircut.
6. Clothing must not be ripped, torn, excessively worn or stained.
7. Approved garments must be of a length and fit that are suitable to the build and stature of the student. Hemlines must be conservative. Pants/shorts may be hemmed according to the student's height, but should not be rolled or cut-off.
8. Clothing excessively large or small is unacceptable. Students who come to school in inappropriate clothing will be asked to change.

UNIFORM

The American Academy uniform will be worn properly and with pride at all times, both on campus and off. Except for designated "No-Uniform Days," the school uniform is compulsory. The 2010-2011 AAC uniform consists of the following pieces for students in grades 1 - 12:

- White T-shirt
- Polo-style collared shirt (white and light blue, long and short sleeve)
- Navy blue slacks
- Navy blue shorts
- Navy blue skorts (shorts with skirt front)
- Black sweat pants and zip-front, hooded jacket
- Black sports shorts
- Navy blue pullover v-neck sweater
- Navy blue button up sweater.

If a student is wearing a jacket or sweater over a shirt, that shirt must be a uniform shirt. Students should only wear the uniform sweater or sweatshirt over their uniform shirts. As there is no official AAC uniform winter coat, when the weather is appropriate, students may wear their own winter coats. It is encouraged that the coat be navy blue or black in keeping with the uniform.

Uniforms are compulsory.
Students who come to school out of uniform will be asked to change and/or return home.

Final judgment on dress code compliance rests with school administration.

The uniform for students in Early Childhood grades consists of a specific color t-shirt for each grade level according to the following list:

- Preschool - Green
- KG1 - Red
- KG2 - Orange

Students must bring a receipt for special-order uniforms that are being made in order to be admitted to class.

All AAC uniform pieces (especially hooded jackets and sweaters) should be labeled with the student's name. Many uniforms are lost each year; make sure yours gets returned to you.

To ensure consistency, all uniform items must be purchased through the school provider, Star Vet. In the event that inventory is depleted, or a special size is needed, students must order appropriate pieces and obtain a receipt to show the uniform is being made. This receipt will allow a student to be admitted to class during the approximately 7 to 10 school days that it takes to manufacture the uniform.

NO-UNIFORM DAYS

AAC will plan several "No-Uniform Days" throughout the year. All layers of clothing must meet all dress code requirements for non-uniform days. Following is the dress code for such days.

- All shirts must have sleeves and must cover the chest, shoulders, back, and midriff.
- Pants must fit properly. They must not be excessively tight or baggy. The waist of the pants must be worn at the student's waist. The shirt and pants must have constant overlap with normal posture and movement; midriff should not be visible. Jeans are allowable, but they must be neat.
- Hemlines must be conservative; length of shorts or skirts, when kneeling, should be no higher than 10 cm from the ground. Cutoffs are prohibited. Slits in the skirt are to be no higher than 2 inches above the hem. Slits on long skirts/dresses may not extend above the knee.

PE/GYM CLASS

Students should change their clothing for PE class. Students should wear AAC sweat pants on days when they have PE class or wear the AAC PE shorts under their uniform pants. Clothing worn for PE class must meet the dress code standard. Students must change out of the PE clothing immediately following dismissal of the PE class (even if the class is held during the last period of the school day). As we do not have a grass field for sports, students are not allowed to wear sport cleat shoes. Flat bottom, athletic shoes are required. Students should remove all jewelry and watches before participating in PE classes. These items are the responsibility of the student, and should be stored in a locked locker.

The regular uniform pants will not endure the rigors of P.E. To avoid uniforms ripping, students need to change into PE clothing.

MISCELLANEOUS /OTHER

- **Footwear** - Shoes must always be worn. Students are expected to wear clean socks and shoes. Footwear should generally be comfortable, safe, and appropriate for the school environment. Examples of prohibited footwear include high heels, platform shoes, roller shoes, and sports cleats.
- **Headwear** - Caps or hats may not be worn in school buildings. They are acceptable only for play, during P.E., and other specified occasions.
- **Accessories** - Excessive jewelry or accessories worn by girls or boys is unsuitable in the school setting. Expensive jewelry and watches should not be worn to school since they could be lost or stolen and could be a source of danger for students traveling home on their own. The school will NOT be held responsible for the security of valuable items worn or brought to school.

All of the above requirements apply to all school-sponsored or school-related activities, including field trips.

Principals, faculty, and staff members will enforce the dress code. If students are judged out of code, parents will be contacted to bring appropriate clothing items to the school before the student will be allowed into class. Final judgment on dress code compliance rests with school administration.

❖ DISCIPLINE POLICY ❖

The AAC Discipline Policy is designed to encourage the growth of mature self-discipline within students, while at the same time fostering a positive learning environment at AAC. The following lists provide examples of offenses and their consequences. The lists are not necessarily all-inclusive and, therefore, teachers and the administration are not limited in application because an item was not on the list. Repeated occurrence of offenses may result in an escalation in consequences. The teacher, administrator or staff member assigning consequences has the authority to choose the appropriate consequence, guided, but not limited, by the lists below.

Level 1 Offenses <ol style="list-style-type: none"> 1. Inciting minor disruptions 2. Defiance 3. Lateness or absence 4. Public display of affection 5. Dress code violation 6. Hallway violation 7. Lunchroom violation 8. Bus violation 9. Gum chewing 10. Eating outside of designated areas or times (lunchroom or courtyard at recess) 11. Coming to class unprepared 	Level 1 Consequences <ol style="list-style-type: none"> 1. Verbal or written warning 2. Correction of Situation (For example, change clothes for a dress code violation) 3. Letter of Apology 4. "Time out" or loss of privilege such as recess, field trip or computer use 5. Phone call to parents 6. Detention room (repeated offenses) 7. Discipline Committee will meet and choose any combination of consequences deemed appropriate
Level 2 Offenses <ol style="list-style-type: none"> 1. Inciting major disruptions 2. Defiance 3. Disrespect to any community member (including obscene language or gestures) 4. Being "out of bounds" e.g. being anywhere on school grounds without permission 5. Littering 6. Possession of a prohibited electronic device; i.e. video game, portable music player 7. Missing or late homework assignments 8. Failure to return letters, etc. from home 9. Computer lab violation 10. Bullying/Hazing/Intimidation 	Level 2 Consequences <ol style="list-style-type: none"> 1. Verbal or written warning 2. Write "reflection paper" or apology letter 3. Detention 4. Clean-up/School improvement 5. Special Assignment 6. Confiscation of items 7. Restitution or replacement of damaged or taken property 8. Receive zero/no credit on assignment 9. "Time out" or loss of privilege such as recess, field trip or computer use 10. Phone call to parents 11. Detention room 12. In-school suspension 13. Referral to Dean of Students, Principal, Counselor 14. Discipline Committee will meet and choose any combination of consequences deemed appropriate
Level 3 Offenses <ol style="list-style-type: none"> 1. Willful disobedience/insubordination 2. Vandalism (damage to or destruction of school property or property of a community member) 3. Verbal abuse 4. Theft 5. Forgery/Falsifying documents 6. Threats to a community member 7. Not informing/Conspiracy 8. Leaving school grounds without school's permission 11. Failure to attend detention or meeting with teacher, etc. 12. Cheating/Plagiarism 13. Taking items that belong to another community member without permission 	Level 3 Consequences <ol style="list-style-type: none"> 1. Parent conference 2. Present "reflection paper" or apology letter to school community 3. Special Assignment 4. Restitution or replacement of damaged or stolen property 5. In-school suspension 6. Off-campus suspension (No credit for missed assignments will be given)* 7. Referral to Dean of Students, Principal, Counselor 8. Discipline Committee will meet and choose any combination of consequences deemed appropriate
Level 4 Offenses <ol style="list-style-type: none"> 1. Endangering the physical safety of others (Fighting, horseplay, etc.) 2. Tobacco/Alcohol/Drugs (Including unauthorized medication) 3. Weapons or harmful products 	Level 4 Consequences <ol style="list-style-type: none"> 1. Discipline Committee will meet and choose any combination of consequences deemed appropriate 2. Notification of civil authorities (i.e. police)* 3. Off-campus suspension (No credit for missed assignments will be given)* 4. Expulsion*

*No student shall receive a consequence of off-campus suspension or expulsion without a hearing from the Discipline Committee. Parents will be notified in these instances.

DETENTION

If a student has been inappropriate, a teacher or staff member may assign the student to detention during lunchtime or after school.

SATURDAY SCHOOL

Depending on the frequency or severity of a student's offenses, he/she may be assigned to a once-monthly Saturday school

SOCIAL PROBATION

Students who have displayed poor behavior choices may be placed on social probation as a consequence. During the probationary time, students may be requested to meet regularly with the school counselor. Also, students are not allowed to participate in extracurricular activities while on social probation. Further discipline/behavior incidents during the probationary period could result in more serious consequences, including expulsion from the school.

***DISCIPLINE COMMITTEE**

In cases of serious or repeated offenses, the Dean, Principal, or Head of School will convene a committee to hear the complaint brought against the offending student. AAC school administration reserves the right to make decisions unique to each situation, and they shall have the final say on all student consequences..

IN-SCHOOL SUSPENSION

AAC policy is to keep students in a learning environment when possible. If it becomes necessary to remove a student from the classroom due to major disruptions, s/he may be placed in in-school suspension. The student will be supervised in a solitary environment for the prescribed period of time. The student will be required to complete his/her normal assignments. The student will receive no credit for classroom or participation grades, and the discipline committee may determine if the student will be allowed credit for written work.

OFF-CAMPUS SUSPENSION

If a student becomes so disruptive that his/her presence on AAC campus is a detriment to the school climate, he/she may be given the consequence of off-campus suspension. When suspended in this manner, a student may not attend ANY educational, recreational, or social activities on the AAC campus. The student is required to complete missed assignments during the suspension in order not to fall further behind, but the student will receive no credit for missed work or quizzes/tests. All students assigned an out of school suspension require a parent conference prior to re-entry into the normal classroom schedule.

EXPULSION

A student whose attitude and conduct demonstrates an unwillingness to follow the principles governing the school, as determined by school officials, may be dismissed from the community.

❖ ELECTRONIC DEVICES ❖

Mobile phones – Students are discouraged from bringing mobile phones to school. If it is necessary, they are to remain switched off and out of sight during school hours. In some circumstances, a student may receive permission to use his/her cell phone under teacher supervision.

AAC is not responsible for any damage, theft, or loss of any personal electronic devices a student brings to school, including items confiscated.

Electronic games – Secondary students(not elementary) may bring MP3 players, video games, or similar devices to be used in the cafeteria during lunchtime, and before and after school only.

Laptops – Students may bring laptops or other devices that aid in schoolwork-related tasks clearly in keeping with the school's educational mission. However, these devices must be pre-approved by each classroom teacher for use in his/her classroom. Laptop use is restricted to the cafeteria during lunch for secondary students.

When a student exits a classroom, use of the electronic device is not supervised or monitored by AAC staff. The student is responsible for the content. Parents should know what their children are bringing to school, and share responsibility for those decisions.

Confiscation & Liability – If a student is observed inappropriately using an electronic device, the device will be confiscated immediately and may only be picked up by a parent. Repeated violations will result in the item being held by AAC for up to six weeks. Each student is responsible for his/her electronic devices; if the owner loans the device to another student, the item is still subject to confiscation. AAC does not bear any liability whatsoever for damage, theft, or loss of any device, laptop, or data thereupon while on school premises or at school functions.

ACADEMICS

❖ ACADEMIC HONESTY ❖

PLAGIARISM

Plagiarism occurs when a student presents another person's work as his or her own. This includes copying in part or whole from any source, without acknowledgment of authorship. Plagiarizing someone else's ideas is perceived as stealing their intellectual property. Whether it is intentional or not, it is taken as a serious matter in any educational institution. To avoid plagiarism, make sure you acknowledge the source of any material you use which belongs to someone else. Your teachers will show you how to do this. As a guide, follow these three rules:

1. Exact words from a source must be put in quotation marks and the source acknowledged.
2. Even if you reword a passage, you must give credit to the source.
3. Even if you summarize a passage, you must give credit to the source.

The intention is to acknowledge your use of ideas originating with someone else. The penalty for plagiarism at AAC is a mark of 0 (zero) for the offending assignment and possible referral to Administration for further disciplinary action, including possible Academic Probation or Suspension. The teacher concerned, or Administration will also notify parents.

**PLAGIARISM IS
CHEATING!**

**Students caught
cheating at AAC will
receive a mark of 0
(zero)!**

CHEATING

Cheating means gaining an unfair advantage in academic work. This implies using deceit or dishonesty in any way, so that the work handed in is not entirely the student's own. Cheating also involves violating the rules set down for the task by the teacher and the AAC Behavior Expectations. The penalty for cheating is a zero mark for the task, and possible referral to the Administration for further disciplinary action, including Academic Probation. If more than one person is intentionally involved in the cheating, the same penalty will apply to all.

ACADEMIC PROBATION

Students who are not receiving successful grades may be put on academic probation. Students on academic probation are monitored regularly and required to attend after school academic support during the course of the probation. Students whose academic progress does not improve during academic probation may be asked to leave AAC.

❖ LIBRARY PROGRAM ❖

The AAC Library is open Monday through Friday 7:30 a.m. – 3:30 p.m. Students in KG1 through 1st Grade will have library class each week taught by the AAC school librarian. This time will be used for reading and literacy activities as well as for building research and study skills.

Elementary students will visit the library weekly with their classroom. Elementary and secondary students will have independent access to the library before and after school as well as during break times. The library plays a vital role in the students' learning. It is a rich center of knowledge, and an extension of each classroom in the school.

❖ HOMEWORK POLICY ❖

American Academy Casablanca maintains that the purpose and benefits of homework are to:

1. Reinforce the educational lessons being taught in school by providing practice and review.
2. Reinforce the behavioral/social skills that students are learning by teaching students responsibility, organization, and time management skills.
3. Provide opportunities for extensions of learning and creativity.
4. Help parents to understand and be involved in their student's learning.

HOMEWORK GUIDELINES

The following guidelines help parents and students understand the amount of time a student typically might spend on homework:

KG – Grade 1 30 – 60 minutes per **week**

Grades 2 to 3	60 – 90 minutes per week
Grades 4 to 5	30 – 60 minutes per day
Grades 6 to 8	60 – 90 minutes per day
Grades 9 to 12	120 – 180 minutes per day

Students are responsible for completing all assignments given to them by their teachers. Students who fail to complete homework assignments will face disciplinary action.

NIGHTLY READING

Literacy is an important part of every student's education. The majority of students at AAC are learning English as a second or even third language, and they are studying three languages (English, French, Arabic) in school. This is quite a challenging environment, and students need extra practice outside of school hours to master the necessary literacy skills. Each student should read or be read to by an adult for a minimum of 20 – 30 minutes every night. A special place is devoted in the AAC Student Planner for parents to help their students keep a log of nightly reading time. This is considered homework for the student each night.

TUTORING

Many AAC faculty members offer private tutoring to students who need additional support. If you would like to arrange private tutoring sessions, contact the AAC main office.

❖ FIELD TRIPS ❖

AAC teachers plan outings for each grade level which enhance the AAC curriculum and increase the students' learning opportunities. Students will be charged for transportation and any entry/food fees incurred on the field trip. Participation in field trips is a student privilege, and this privilege may be revoked if the student has shown his/her inability or unwillingness to cooperate and follow directions.

❖ ACADEMIC REINFORCEMENT ❖

For students who have difficulties or need extra assistance in any subject, secondary teachers will offer an academic reinforcement period from 3:00 p.m. – 3:45 p.m. on Monday, Wednesday, or Thursday. This time is used for students to work in small grade-level groups with the teachers. Attendance at academic reinforcement can be requested by the teacher or the student and is at no additional charge.

❖ TEXTBOOKS, RESOURCES & HOW WE TEACH ❖

Gone are the days when a teacher begins a course by studying page 1 of a textbook and progresses through to page 300. Today's teachers have more resources at their fingertips than ever before. Current teaching methods utilize not only textbooks but also video media, newspapers, websites, etc. Teachers are required to follow the school curriculum and teach to standards and benchmarks for the appropriate great level. How they reach that goal is where teaching becomes art. The modern teacher has been trained to use a great variety of resources, and when planning his/her lessons, a great teacher will combine several resources to meet the needs of the students.

GRADES/REPORTING

❖ GRADING SCALES ❖

SECONDARY

American Academy Casablanca uses traditional letter and number percentage grades for middle and high school students.

A = 94 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 – 69	F = < 60
A- = 90 – 93	B = 84 – 86	C = 74 – 76	D = 64 – 66	
	B- = 80 – 83	C- = 70 – 73	D- = 60 – 63	

- A or A- - A student will have produced an exceptionally high standard of work.
- B+, B, or B- - A student will have produced very thorough work.
- C+, C, or C- - A student will have reached a satisfactory standard.
- D+, D, or D- - A student will have obtained a barely acceptable level of proficiency and/or effort.
- F - A student will have failed to reach an acceptable level of proficiency and/or effort.

ELEMENTARY

Elementary students' progress is reported using marks of S, N, and U.

S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
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- S The student knows and demonstrates a good understanding of the subject area, is able to perform skills in this area and is competent in communicating the results of learning.
- N The student is making progress toward grade level goals, but needs more time or effort to meet grade level expectations.
- U The student's actions or achievement do not match the expectations of the grade level or the student's potential. Grade level retention may be recommended.

❖ REPORT CARDS ❖

At the end of each academic quarter, report cards are available to monitor the achievement of students as they move toward the semester grade. These reports contain a grade, as well as a comment from each of your child's teachers.

Grades from quarter s1 & 2 and 3 & 4 are averaged to produce semester grades. These grades are the result of a complete semester's work. They represent a student's achievement when measured against the outcomes specified for each course.

MID-QUARTER NOTICES OF CONCERN

In secondary school, teachers will send home a mid-quarter notice of concern with students who are at risk of failing the quarter and/or whom they have academic or behavioural concerns. A follow-up call from our school's receptionist will be made to ensure that parents received the notice.

PROGRESS LETTERS

In addition, teachers may send home Progress Letters at any time, particularly to note relevant concerns regarding student performance.

❖ PARENT/TEACHER CONFERENCES ❖

Parent-Teacher conferences are held at the end of quarter 1 and 3. Report cards will be published. Parents are expected to attend Parent-Teacher Conference Day to speak personally with each teacher to understand your child's progress.

❖ HONOR ROLL ❖

American Academy Casablanca formally recognizes the academic achievements of students in Middle and High school by listing their names quarterly on the Honor Roll. Levels of recognition include:

Semester Recognition for HIGH SCHOOL

High Honors	3.75 – 4.00 GPA
Honors	3.25 – 3.74 GPA
Honorable Mention	3.00 – 3.24 GPA

Quarterly Recognition for

HIGH SCHOOL & MIDDLE SCHOOL

The Principal's Award for	All As
The Principal's Award for	All As & Bs

❖ STUDENT RECORDS ❖

Student records are kept in the AAC main office. A student's permanent file includes all documentation regarding that student and his/her history at AAC, including grades. Parents may

review their child's school records at the school. Please give the school office 24 hours notice to allow sufficient time to make the records available.

HIGH SCHOOL TRANSCRIPTS

High school students earn credits, or points, according to the grades they receive in their courses. These grades and points are recorded on a High school transcript and document a student's progression toward meeting the school's graduation requirements. This is an important part of a student's permanent record which will be required by universities when the student applies for admission.

❖ HIGH SCHOOL GRADUATION REQUIREMENTS ❖

Graduating Class of 2011

28 total high school credits are required for the Class of 2011 to graduate. The following table outlines the 20 specific course credits that are required for students graduating in 2011 - 2013. A student must make up the remaining balance of necessary credits to meet the graduation requirement by choosing elective courses. Elective courses may be chosen from any subject area. A graduation requirement is a Grade Point Average of 1.75.

ENGLISH – 4 Credits	
English (9)	English (11)
English (10)	English (12)
MATHEMATICS – 3 Credits	
Algebra I (9)	Algebra II (11)
Geometry (10)	
SCIENCE – 3 Credits	
Biology I (9)	
Physics or Chemistry (10 or 11)	One additional science credit
SOCIAL STUDIES – 3 Credits	
World Geography (9)	.5 credit in Modern US History (11)
World History I (10)	.5 additional Social Studies credit
FOREIGN LANGUAGE – 4 Credits	
French & Arabic (9)	French & Arabic (10)
Further options in each language are available	
PHYSICAL EDUCATION & WELLNESS- 1 Credit	
.5 credit in Physical Wellness (9)	.5 credit in Physical Wellness (10)
FINE ARTS – 1 Credit	
1 credit in a Fine Arts Elective	
COMPUTER SCIENCE – 1 Credit	
1 credit in Computer Science	

❖ MAP TESTING ❖

Three times a year, in the fall, spring and winter, your child will take tests called Measures of Academic Progress™ (MAP). We give students MAP tests to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year in the areas of Language Usage, Reading and Math. Your child will take the tests on a computer.

MAP tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. And with MAP tests, we can administer shorter tests and use less class time while still receiving detailed, accurate information about your child's growth. During each MAP testing session, your child will spend a total of about three hours completing these tests.

Each school year, students in grades two to eleven will take the tests in October-November, February, and May in Language Usage, Reading and Math. We will look at adding kindergarten and grade 1, as well as science, in the future. Following each testing period, you may request to receive a report showing your child's growth.

We are truly excited to begin a new era that focuses on every child's individual growth and achievement. Partnering to help all kids learn, parents and teachers can have a profound positive effect on the lives of our children.

For more information on resources for parents, download the **Parent Toolkit** at www.nwea.org >> Member Partner Support >> Access the Previous Support Site (red button on the left) >> Downloads >> Manuals.

ATTENDANCE

❖ ATTENDANCE POLICY ❖

At AAC, we believe that each student's regular attendance is essential to ensure academic achievement. A student should be absent from school only when it is absolutely unavoidable.

NOTIFICATION OF ABSENCE

Parents should notify the school of pre-arranged absences. If a student is absent from classes for more than two days, teachers may notify the AAC main office. If no advance notification has been received, the school receptionist will phone home to confirm the reason for the absence. Parents need to phone the school office by 9:00am if their child is absent for sickness.

**ATTENDANCE IS
IMPORTANT!**

**Students who are
absent 10 or more days
per semester could be
asked to repeat the
grade or be denied
credit for the course!**

EXCESSIVE ABSENCE

AAC believes that a student who is absent more than ten (10) days in one semester has not been present a sufficient amount of time to have benefited from the education AAC has provided. AAC does not judge or accept excuses regarding absences; in the instance of illness, the absence is not excused, however a doctor's note should still be provided upon the student's return to school. Students are either at school and learning, or they are not. To that end students accruing more than nine (9) absences in either semester shall be considered to have excessive absences and may need to repeat the coursework/grade level in order to be considered for graduation/promotion. This decision shall be at the discretion of the AAC Attendance Committee and shall be final.

MAKE-UP WORK

If a student is absent for any reason, it is the responsibility of the secondary student or elementary parent to meet with teachers to determine what missed work needs to be completed. There is no guarantee that a student will be allowed to make up the same assignments that s/he missed. Teachers may set the policy in their individual classroom according to what assignments or quizzes are to be repeated. Missing work may result in a score of zero for the missed assignments. If make-up work is allowed, a student may be allowed an amount of time equal to the number of days absent to submit missed work (e.g. a student who is absent three (3) days will be allowed three (3) days from the day of return to school to submit make-up work). If a student is allowed to make up a test or quiz, it should be made up on the day of his/her return to school. No student work is accepted after 4th quarter grades are due to the office.

EXTENDED ABSENCES

Parents are strongly discouraged from taking their children out of school for extended vacations. These days will be included in the total number of absences. If an extended leave is essential, parents should notify the school as soon as possible. Students and parents are responsible for communicating with the student's teachers about any assignments that may be prepared in advance or made up upon the student's return.

TRUANCY

Missing school without parental permission or forging a parental note is a serious offense which will result in disciplinary action.

❖ TARDY POLICY ❖

TARDY FOR SCHOOL

Students are expected to be in their first class of the day, ready to learn, when the bell rings at 7:50 am. When a student is late to school in the morning or to any class during the day, they may be required to spend time in the detention room. Any four tardies during one semester will constitute an absence. Whenever a student begins a pattern of being late to school, his/her parents will be contacted.

If a student must be late to school because of illness or appointments, the parent should call to notify the AAC office in advance as soon as the appointment is scheduled.

TARDY FOR CLASS

It is the responsibility of all AAC students to get to class in a prompt and prepared manner. In Middle and High School, attendance is taken at the start of each class period. These students have 5 minutes passing time between each class; this is ample time for students to go to their lockers, visit the restroom, and get to class on time. Four tardies in any class is equal to one absence. Students who are tardy to class may be sent to the detention room.

EARLY DEPARTURE

Any student who leaves the AAC campus before the 3:00 dismissal bell must be signed out by a parent in the AAC main office. Students who leave school early (before 1:30 p.m.) will be counted for a half-day of attendance.

❖ REQUIRED TRANSPORT ❖

Students who are frequently tardy to school may be required to travel to/from school on the school provided transport service as a condition to continued enrollment at AAC. Parents will be charged a pro-rated fee according to the percentage of the school year that their student uses school transport.

STUDENT ACTIVITIES & SERVICES

❖ PERSONALIZED EDUCATION PLANS (PEPs) ❖

AAC recognizes that each student has individual academic and social needs. When it becomes necessary to address the student's individual needs, programs for modification and advancement are completed on the PEP form. Secondary course choices will be part of a student's PEP, which is organized by the guidance counselor, in collaboration with teachers, parents, and/or administrators.

SPECIAL NEEDS

AAC does not have a special education program; therefore, a primary consideration in offering children with learning difficulties admission to the school will be the student's ability to access the regular curriculum with limited curriculum modification. AAC reserves the right not to admit any child with special educational, physical, emotional or social requirements. While AAC recognizes the value of the social learning that can occur among students, placement cannot be offered to students who need extensive program modifications, an alternate curriculum, or constant support.

All relevant information must be divulged so AAC is not placed in the position of accepting a student for which we clearly cannot cater. Failure to submit all school records and/or to disclose pertinent information regarding a student's special needs (such as special testing, resource services, individual educational plans or psychological evaluations) may be cause for the student's enrollment to be revoked.

❖ ACTIVITIES ❖

AFTER-SCHOOL ACTIVITIES

From 3:00 – 3:45 p.m. one afternoon each week for 10 weeks each semester, AAC students may take part in our extracurricular activities. On those days our AAC faculty members offer sports, activities, or academic reinforcement for students who need a little extra help. The schedule of activities and classes will change each semester, offering variety throughout the school year. A roster of activities will be distributed each academic semester for the 10 week classes.

❖ REACH & SPARK ❖

REACH

Reaching for Excellence, Achievement and Challenge

During the school year, AAC offers an evening and Saturday program for its students and students of other schools. The primary focus of the REACH program is the acquisition and development of the English language. This program is an excellent complement to the AAC curriculum, and it is essential for English language beginners who enroll in AAC.

SPARK

Summer Program to Achieve and Reinforce Knowledge

AAC students as well as students of other local schools may enroll in our summer program, SPARK. Each week SPARK students will have the opportunity to participate in English courses. Some intensive courses in other subjects may be offered at the high school level as a way to receive course credit and boost academic skills. The SPARK program is sometimes required for AAC students who have had difficulty succeeding in the academic year. However, SPARK is an excellent summer activity for any students who wish to enroll.

For more information about these programs, including tuition and calendars, contact the main office.

❖ TRANSPORTATION SERVICE ❖

AAC offers transportation service to and from school for a limited number of interested families. Students who ride on school transport must follow the same school rules as they do while on the AAC campus. Students who are not able or willing to follow the transportation rules may be referred to the Discipline Committee and/or removed from the transportation service. The driver is in charge of students at the time they are in the bus.

Each student using the AAC transportation service will be given specific pick-up and drop-off times, and the drivers will make every effort to keep to that schedule. Students should report to the arranged bus stop at least 5 minutes earlier than the assigned time. The student should be outside, ready to board the bus when it arrives. Missing the bus is not a valid excuse for absence from school. Drivers are instructed not to wait past the assigned pick up time.

Upon drop off, a parent or guardian must be at the bus stop waiting for each elementary student. The driver is not allowed to leave the bus, and he will not release a young student without a responsible adult present. The driver is instructed not to wait past the assigned drop off time. If an adult is not present to take the young student, the driver will continue on the route and deliver that student back to AAC. The parent will then be responsible for transportation home.

If an elementary student has a sibling in Middle or High school, parents may elect to visit the AAC office to give written consent for the younger child to be dropped off in the care of that older sibling.

If a family moves their residence within the school year, AAC transportation is not guaranteed to continue in that school year.

❖ ID BADGES ❖

Each year, students will be issued an AAC Student ID. This card will be the student's official school identification card, lunch card, and library card. If a student's ID badge becomes damaged or is lost, the student must notify the main office to deactivate the card, and the student must purchase a replacement card. The cost of each ID card is 100dh.

❖ CAFETERIA SERVICE ❖

A nutritious well-balanced hot lunch is available daily at the school cafeteria to students who enroll in AAC's food service program. The lunch program can be paid in a yearly fee which equals 40 dirhams per meal. There is also a point of sale or debit system. A student's ID badge is his/her lunch card and will be scanned to keep accurate records of meals served. A student MUST have his/her ID badge in order to eat lunch. We believe that this policy builds responsibility in our students. If a student does not have an ID, the student will be allowed to eat the normal lunch 3 times as a courtesy, and the student's badge number will be hand entered in the system. On the fourth time (and beyond) that a student does not have an ID card, that student will be denied the regular lunch service. They will be offered an alternate, limited lunch. Each student is responsible for the charges put on her/his card. The school is not responsible for charges on a student's account. Parents are required to pay all charges.

Students who opt not to participate in the cafeteria plan may bring a lunch from home in a thermal lunch bag as lunches will not be refrigerated through the morning. Students who bring lunches from home will eat in the school cafeteria with their classmates.

In order to fuel them for a productive learning day, students should eat a healthy breakfast before arriving at AAC, and a healthy lunch here on campus. Students may not have carbonated beverages (soda). They should bring healthy snacks/lunches instead of chocolate, candy, chips, or fast food.

Students are not allowed to eat between class periods or in classrooms. Elementary students may eat a snack during their morning recess and all students have a lunch break during their daily schedule. Students may bring a snack or lunch to school with them at the beginning of the day. We do not allow delivery of lunches by parents/drivers later in the day.

❖ STUDENT SUPPLIES ❖

SUPPLIES

It is essential that each student be prepared with all materials needed for responsible classroom learning. At the beginning of each school year, students or parents may obtain grade level supply lists from the AAC website. Each student should bring his/her complete supply packet on the first day of school. Parents may purchase supplies from any store of their choice; good quality can be purchased easily from Plein Ciel at 61 Rue Ibnou Noussair in Casablanca. You may contact them by telephone at 0522 49 22 54 or 0522 49 24 58. The student supply list for each grade level is posted on the AAC website, and parents may purchase supplies at any store of their choice.

Elementary classroom teachers may keep excess student supplies secure in the classroom so that when a student needs a new pencil, etc. the teacher will provide it from that student's supply box. It is a requirement that each student has his own supplies. Supplies will not be provided by the school and students will not be allowed to share.

TEXTBOOKS

Each AAC student pays a yearly fee which covers all textbook rentals and consumable practice books that the student will need for the regular academic session. The student is expected to be responsible for his/her own books. If a student's assigned book is damaged (writing, ripped pages, cover/spine damage, etc.) the student will be charged a damage fee that is set at a percentage of the cost of the book. If a student loses a book or damages a book beyond use, s/he will be charged replacement and shipping costs for the book.

Students should keep their books in their locker and use book bags for supplies, etc.

Book bags must not be left unattended. Bags found in the hallways, etc. may be confiscated and locked in the office.

LOCKERS

Students in secondary school will be provided a locker. Each student must provide his/her own lock for the year. Each year, many keys are lost and locks must be cut off of the lockers, thus the student should bring a combination lock and the combination should be registered with the secondary principal for high school students and the dean of student affairs for middle school students. Lockers are not considered private property, and the administration reserves the right to search a student's locker at any time. Students are responsible for removing the lock and clearing all belongings out of their locker at the end of each school year. Any locks remaining will be cut off, and contents of all lockers will be emptied during the summer.

AAC has had a problem with school bags being left on the floor in dangerous places, such as the top of the stairwell. Students should use their locker to store their books and carry a book bag for school supplies throughout the school day. Each secondary student is responsible for keeping her/his bag with her/him or stored in a classroom with the permission of that teacher. Unattended bags and book bags may be confiscated and placed in an office for security and safety.

❖ LOST ITEMS ❖

All found items are to be turned into the AAC main office. Students or staff members who have lost items should report the loss to the receptionist as soon as possible after the realization that the item is missing. Office personnel will check to see if the item has been turned in to the lost and found.

American Academy Casablanca is not responsible for lost or stolen items; however, every effort will be made to help recover the article. Students are encouraged not to bring valuables to school. All items brought to school should be clearly marked with the student's name for easy identification. Students should bring money to school only when necessary. Losses should be reported to the office immediately.

Textbooks

AAC's textbooks are expensive and not easy to get, as they are purchased and shipped from the U.S. Textbooks are valued at up to \$135. Lost textbooks may be turned in to Ms. Campbell for safe keeping. She will keep them for a period of 2 weeks. To reclaim your textbook during this time, students will pay 20dh per textbook. After a period of 2 weeks, unclaimed textbooks will be returned to the Librarian in the library. The Librarian will reissue your textbook for a fee of 30dh. Be responsible for your textbooks and take care of them!

❖ HEALTH SERVICE ❖

AAC has a fully trained/qualified nurse on site daily who will care for your child in a medically professional manner. The nurse is available to students and staff as needed in the event of accident, injury, or illness. The AAC nurse is prepared for non-emergency treatment of illness or minor injury. In case of more serious situations, as deemed necessary by the AAC nurse, the school will notify parents immediately and transport the student to a local medical clinic for further evaluation and treatment.

Parent notification of treatment at school is at the full discretion of the school nurse along with school administration. The school nurse keeps a log of all treatment administered at AAC. The nurse is also in charge of maintaining up-to-date records on each student's immunizations and medical situations. If a student's permanent file is missing any medical information, the school nurse will contact the student's parents to request updated information.

MEDICATION IN SCHOOL

The nurse stores and administers ALL medications required by students. The nurse will administer some over-the-counter medications (i.e. Tylenol/Panadol, ibuprofen, cough syrup, Tums, throat lozenges) if we have parental permission on file. We are very concerned about your child's safety and health. If your child requires other medication, we request that you bring the medication to the AAC main office yourself. The parent must fill out the Medication to be Given form. The form must be completed to include the medication name, reason for medication, amount, time and days to be given, and parental signature. All medication should be clearly labeled.

❖ COUNSELING SERVICE ❖

The guidance counselor is available at AAC to help students and their families deal with any personal, educational, or social difficulties. Students may request a meeting with the guidance counselor or they may be referred to the counselor by school faculty, administrators, or a family member.

The college counselor works with high school students to make sure they earn the necessary credits and courses to graduate. The college counselor assists students in choosing universities and helps with the application process. The college counselor arranges for students to take PSATs and SATs, and is in charge of AP courses and exams.

❖ SCHOOL & COMMUNITY SERVICE PROGRAM ❖

We are developing a community service program as a component of the balanced curriculum at AAC. We will stress the importance of service to the school, the local community, and eventually to the student's country and world.

GENERAL POLICIES & PROCEDURES

❖ INITIAL PROBATIONARY PERIOD ❖

Each new student enrolled at AAC enters on a probationary period. This probation allows time for faculty and staff to assess the student socially as well as academically. Each student must demonstrate a willingness and ability to abide by the AAC academic and behavioral expectations. Failure to do so will result in denied enrolment for the following school year.

❖ PROMOTION/RETENTION/ACCELERATION POLICY ❖

AAC recognizes that each student develops socially, emotionally, and intellectually at a rate unique to that student and that each student must be afforded the opportunity to progress continually through school in environments that meet their individual needs. AAC will use the following guidelines to assure that students are placed in the academic environment best suited to their needs and abilities.

PROMOTION

Grading and evaluation ensure the proper monitoring of the academic progress of students. Classroom teachers will recommend for promotion students who successfully complete the academic program approved by AAC for the grade in which the student is placed. The elementary or secondary principal will consider this recommendation along with the student's attendance.

RETENTION

Students may be retained if they demonstrate inability to be successful at the next level and/or when an additional year at the same level is likely to produce a beneficial result academically, socially and emotionally, as determined by the principal in consultation with counselors, teachers, and parents. MAP test scores will be taken into consideration when making this decision.

When a student struggles to meet grade-level standards, AAC faculty, students, and parents/guardians will work together to customize support services to help the student succeed. Retention will be considered as a last resort and will take place only after very careful consideration and implementation of a retention intervention plan.

At the early childhood level (Preschool – KG2) students may remain in the same grade for a second year due to age. This is not considered retention. A student who has been retained once in elementary or middle school and has been recommended for a second retention may be asked not to return to AAC for the following year.

At the elementary and middle school levels, the decision to retain a student shall be made by the elementary or secondary principal, in consultation with appropriate faculty members and parents/guardians.

At the high school level, the accrual of appropriate credits determines the student's status of grade enrollment unless otherwise determined by behavioral or attendance probation. AAC faculty members attempt to identify students who are at risk of academic failure and offer those students appropriate remedial interventions during the school year. The interventions may include, but are not limited to:

1. tutorial assistance
2. extended learning time
3. modifications in curriculum and/or instruction
4. summer school

However, in spite of interventions, some students may not successfully meet standards for promotion to the next grade.

No student shall be promoted to the next grade level based upon age or any other social reason unrelated to academic performance. The promotion standards and retention criteria apply to all regular education students. However, in every case, the principal shall make the final determination regarding the promotion or retention of students in accordance with AAC policy. It is the intent of AAC to provide parents with timely information regarding the possible retention of their child through conferences, phone conversations, and/or written notices (such as report cards, special reports, etc.). Decisions will be made in the best interest of the child and not solely on grades or test scores

Regular Parent - Teacher conferences are scheduled for the fall and spring. Additionally, parents or teachers may request a conference at any time to discuss student progress.

Principals will maintain a list of students to be considered for possible retention. This list will be updated after each grading period and notification will be sent to parents at the end of the first, second, and third quarters regarding possible retention. A letter indicating retention of the student will be sent to parents at the end of the fourth grading period. Included in the letter will be information regarding any available summer school option. Promotion or retention will also be indicated on the student's semester 2 report card.

ACCELERATION

In truly exceptional circumstances, where a student's academic, social and emotional development are all significantly beyond the performance of his or her classmates, AAC may consider the acceleration of a student beyond what would be considered the age appropriate grade. Acceleration will only be considered when enrichment activities to challenge the student are insufficient. The principal will consult with parents, teachers and other relevant faculty before making such a recommendation.

In the case of considering any student for promotion, the following criteria will be considered in addition to academic performance:

1. English language skills of the child.
2. Social maturity of the child.
3. Emotional maturity of the child.
4. Physical development of the child.
5. Attendance patterns of the child.
6. Health of the child and absences from school due to illness.
7. Family support.
8. MAP test scores

Promotion from one high school grade to the next will be determined by the number of graduation credits earned by the student.

❖ CLASS SIZE ❖

Class size is limited to 22. Only under exceptional circumstances will this number exceed the limit (for example, a student who must repeat or the arrival of a student who has priority acceptance due to agreements with international embassies). The AAC Admissions Committee will make the

final decision. Should we receive an application for entry to a class which is already full, we will place the child's name on the waiting list for that class, providing the registration fee has been paid.

In the event enrollment at any grade level reaches its capacity, AAC will maintain a waiting list. Any places that become available will be allocated according to the criteria of the priority of admission.

❖ GRADE LEVEL PLACEMENT ❖

AAC believes it is important to ensure children are placed in classes along with their same-age peers, especially at elementary grade levels. Admission and placement decisions are made by the AAC Admissions Committee. The following details are considered:

1. The student's age at the time of enrollment.
2. Academic history.
3. Results on entrance screening, particularly writing samples.
4. Space availability in the appropriate grade level.
5. Level of English language ability in relation to the demands of the grade level for which the student is applying.
6. At the high school level, grade placement will also be based on academic credits earned towards graduation.

Age is the first criterion considered for the placement of students at any grade level. Age will be verified by the child's original passport or birth certificate. Children should meet the following age requirements to be eligible for our classes:

- | | |
|-----------------------|--------------------------------------|
| Preschool | 3 years old on or before September 1 |
| Kindergarten | 4 years old on or before September 1 |
| Kindergarten | 5 years old on or before September 1 |
| 1 st Grade | 6 years old on or before September 1 |

Plus one year of age for each additional grade level. Older students who enter AAC from another American-style school will normally be placed in the appropriate grade level consistent with the level from the previous school; however, exceptions may be made when it is determined that the student may benefit from placement in a different grade level. Prospective students who have not been in an American school prior to acceptance into AAC will be initially placed according to their birth date. After evaluation and observation by AAC administrators and teachers, the child may be moved to a higher or lower grade, as appropriate.

To be accepted and placed into the AAC Preschool program, children must be:

1. Fully toilet trained
2. Able to dress/undress self
3. Able to feed self with fork/spoon and drink from a cup
4. Able to understand and follow simple one-step directions
5. Able to separate from parents/primary caregiver with minimal disruption

❖ WITHDRAWAL FROM AAC ❖

Whenever a student leaves AAC, the parent must complete a withdrawal form that can be obtained from the AAC main office. At the time of withdrawal, all tuition and fees must be paid, any educational items that belong to AAC must be returned, and lost/damaged items must be reimbursed. A student's grade reports and records will be held until all school items are returned/all fees are paid.

If a student officially withdraws from AAC, s/he will be considered as a new student if and when s/he returns to the school. This may include the requirement to sit an admissions exam and complete a new application form. The student's academic and social history at AAC will be considered in this instance.

If a student has been absent from school for two consecutive weeks without notice given or contact with the school, the student may be administratively withdrawn from the school roster.

❖ VISITORS TO AAC ❖

In order to ensure students' safety, and that AAC's educational processes and other school operations are consistently optimized, parents and visitors to the school must check in at the main office. Parents and visitors are NOT permitted to enter the school building or go to classrooms without prior authorization from the Head of School. Parents are always welcome to visit classrooms with an administrator. Simply phone the office to make an appointment. Teachers are instructed not to talk to parents who show up at their classroom without an appointment.

The requirement to check in with the office does not apply when parents and visitors are attending, by invitation, an assembly or other school program or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

AAC students, teachers, and staff are not allowed to bring family members or other guests to campus without prior approval from the Head of School.

❖ TECHNOLOGY/INTERNET USE ❖

Access to the Internet is available to students at AAC. Each student accessing the Internet will be advised on the proper uses of the internet. Use of the internet is a privilege and inappropriate use will result in a cancellation of those privileges. There is a wealth of information available through the Internet that can serve to augment the curriculum, and enhance student learning opportunities. This can provide students with access to the most recent research and the most up-to-date statistics and opinions.

AAC requires students and their parents to read, agree to, and sign a statement regarding technology/internet use at school. AAC has taken all reasonable precautions to ensure safe access to the Internet. Filtering software will be used to help restrict access to material unsuitable for the classroom environment. However, no filtering software program is 100% accurate, and inappropriate material may inadvertently come to be displayed on the school's computers. Therefore, the computer lab is set up so that the instructor can view all monitors from one position. No student will be allowed to use the computer lab without adult supervision. However, as the risk of accidental exposure to undesirable information does exist, AAC recommends that parents have ongoing discussion with their children regarding their Internet use at home and at school throughout the year.

Network etiquette: one should be polite, use appropriate language, not reveal one's personal address or telephone number or the personal addresses or telephone numbers of others. Also, illegal activities are forbidden. Use of the Internet to defame or demean any person is prohibited. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited on the network.

Users may not download, or use, any documents or data that could knowingly cause damage to the school's computer system (e.g. viruses). Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.

Students will not engage in any activity that requires an exchange of money or credit card numbers or enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.

Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

ELECTRONIC MAIL

Electronic mail (i.e. e-mail) is provided to each secondary school student at AAC. Users should not expect that files or e-mail stored on school servers will always be private. The AAC system administrators may inspect the contents of e-mail sent by one member to an identified addressee, and disclose such content to a third party, without the consent of the sender or intended recipient, in order to comply with the law and/or policies of AAC, or to investigate complaints regarding e-mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. AAC reserves the right to

cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on AAC's network.

No AAC student will be identified on public sections of the AAC website by full name, photograph, etc. without written permission from the parent or guardian.

AAC shall be the final authority on use of the school network. Appropriate disciplinary action shall be taken against any student who violates the Technology/Internet Use Policy.

❖ ARRIVAL & DISMISSAL ❖

MORNING DROP-OFF

Parents and drivers are asked to drop students off in the morning between 7:30 – 7:45. To facilitate a smooth arrival process and to show respect to all parties involved, please do not park your car in front of the school. We need to keep the traffic flowing for the safety of our children.

For the first six weeks of the school year parents of students in Nursery, Preschool, KG1, and KG2 may walk children into the courtyard, and sometimes the classroom, to meet their teacher. After the initial six week period, the students are expected to have made the adjustment to the new school year and may enter the school accompanied by AAC staff.

The first bell rings at 7:45 a.m. At 7:50 a.m., the tardy bell rings and the first period of study begins.

AFTERNOON PICK-UP

All students should be picked up at 3:00 p.m.

Parents of elementary students are asked to enter the school gate, and remain in the waiting area until their child exits the courtyard. Elementary teachers will escort children to the courtyard to meet their parents/drivers. Teachers are supervising children at this time; please do not try to have a conference with the teachers during this time. Secondary students are supervised in the courtyard area, however as they leave the gate, they are responsible for walking to their parents/drivers alone.

Only parents/guardians or designated drivers are allowed to pick up students. If you wish to have another individual pick up your child, it is the parent's responsibility to inform the office of this in advance. If you want your child to go home by taxi, please write a note to this effect and give it to our receptionist. Elementary school students may not go home with other students without permission from both parents given to the AAC office. This is enforced for the safety of your child.

**School ends at 3:00pm.
There is no supervision
for students not picked up
by 3:15pm**

The gate will be closed at 3:15 p.m. Students not picked up at this time are no longer supervised by AAC faculty members.

❖ SAFETY & SECURITY ❖

IN LOCO PARENTIS

In loco parentis is a Latin phrase that means "in place of parents." When a student enters the gates of AAC, the teachers and administrators are in loco parentis. This means we are the temporary parental figure for your child, and we will care for children as parents during the school day as best we see fit. In any emergency situation, students must remain with school officials until the Head of School determines that the situation is secure enough to dismiss students to their parents.

SECURITY PERSONNEL

AAC has a security guard on duty during school hours. Also, local police are stationed at the AAC security booth 24 hours a day. AAC security personnel are here to provide for the safety and security of our students, teachers, parents and staff. They are not bellboys or concierge personnel.

EMERGENCY PLANS

Throughout each year, students will be involved in drills and practice situations for various emergency plans such as fire drills and site evacuations.

❖ USE OF SCHOOL PHONE ❖

Students will be permitted to use the school office phone during the day in the case of emergency only. Students must have permission from an administrator in order to make a personal call. All transportation and after school activity plans should be made between students and their parents/drivers prior to the school day; this will not be considered emergency and students will not be allowed to make these arrangements during the school day.

❖ CLASSROOM PARTIES ❖

Students in pre-school through KG2 are allowed to hold small birthday parties with their classmates during the school day. The classroom teacher will work with each parent to determine what is appropriate. Beginning in 1st grade, student birthdays will be recognized, but not celebrated with a party at school.

If all students in the grade level are invited, invitations to parties held off campus may be distributed at AAC. Otherwise, the student must find alternate ways to deliver the messages.

❖ MOVIE RATINGS ❖

It is policy at AAC that any movies shown in classes will not have a rating of anything above "G" (general audience rating). On occasion, classes may seek approval to show a "PG" rated film. In this instance, students will be required to gain signed parental consent. In the event that secondary school students show movies at social events held after normal school hours, "PG13" films may also be approved with parent consent.

For explicit definitions and explanations regarding any AAC policy, you may contact the main office to request a copy of the full policy.

Each year, parents and students must sign a form indicating understanding and acceptance of, as well as their intentions to abide by all information presented in the AAC Parent & Student Handbook.