



High School
FAMILY HANDBOOK
2017-2018

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1. THE ANGLO-AMERICAN SCHOOL OF ST PETERSBURG

1.1 A BRIEF HISTORY

Founded in 1971, The Anglo-American School of St. Petersburg (AAS-SP) is located in a recently renovated and refitted school building on the Petrogradsky side of St. Petersburg. Approximately 215 students from 32 nations attend classes from Kindergarten (age 5) through Grade 12. AAS-SP is an independent, nonprofit, coeducational day school for children of the expatriate, diplomatic and business community, as well as Russian nationals. The language of instruction is English.

1.2 THE MISSION STATEMENT

AAS-SP empowers each student to

- Respect self and others
- Love learning, and
- Contribute as a globally aware citizen

in order to achieve individual academic and holistic excellence.

1.3 VISION

We inspire student learning

- Through a dynamic and caring environment
- With innovative and effective instructional strategies
- In collaborative relationships, and
- By using current, relevant technologies, and the rich resources of our diverse community.

1.4 SCHOOL GOALS

The Anglo-American School is a diverse, multicultural community. The School accommodates the educational needs of children from over thirty countries.

We believe in the education of the whole child and are concerned with the potential of every student.

The Anglo-American Middle School provides a foundation for learning through a holistic approach that meets individual needs. We create a community of inquirers, who actively construct knowledge and understanding in a nurturing environment. Teachers lead, encourage, facilitate, motivate and awaken the spirit of learning in students. Students appreciate learning through focusing on personal growth and development.

1.5 AAS-SP ADVISORY COMMITTEE

The Anglo-American School of St Petersburg is a branch of the Anglo-American School of Moscow. The American, British and Canadian Embassies in Moscow manage the Anglo-American School through the aegis of the AAS-SP School Board. The Advisory Committee, which meets every month, supports the AAS-SP Principal on school-wide issues. The British and the US Consulates have seats on the Advisory Committee. Representatives of the teaching staff, administrative staff and parents fill the remaining seats.

1.6 FACULTY/ADMINISTRATIVE STAFF

The Director of the School is an American educator whose administration of the School reflects an awareness of the broad academic requirements of the state and independent primary and secondary schools in the countries of the governing Embassies. A Principal manages the day-to-day operation of this division, assisted by an assistant principal. The faculty consists of qualified teachers recruited primarily in the United States, Russia and Canada, and from among the resident American, and British, and other communities in St. Petersburg.

1.7 STUDENT BODY

Student enrollment at AAS-SP is over 160. Students come from more than 30 countries and attend classes from Pre-Kindergarten through Grade 12. Students from South Korea, Russia, the USA and Finland represent the largest constituent groups in the school.

2. PROGRAM OF INSTRUCTION

2.1 THE AAS-SP HIGH SCHOOL

The High School provides a wide range of inclusive activities that encourage student involvement in the life and conditions of the school, while fostering in each student a sense of personal responsibility. Our High School is committed to the international community, placing value on cross-cultural experiences and promoting respect for all individuals. The program of the AAS-SP High School is designed to provide the environment and opportunity for students to identify their own areas of success, to increase their competencies, and to continue to define who they are, what they are capable of, and what role they see themselves playing in a global society.

In the High School, the target enrollment is 20 students per class and the language of instruction is English. The basic curriculum for all High School students includes English Language, Science, Mathematics, Social Studies, World Language and Physical Education (in grade 9 and 10). In addition, classes in Art, which is required for all students, is offered in an elective block. Foreign Language (Russian, Spanish or French) is also a required course for all students not enrolled in the English as an Additional Language (EAL) program.

2.2 GRADUATION REQUIREMENTS

The minimum number of credits required for AAS-SP High School graduation is 26. For each yearlong course successfully completed, a student receives a single credit; each semester-long course earns a half credit. As a college preparatory school, we expect that all students will follow a schedule of courses that is both challenging and rigorous. Most graduates of AAS-SP exceed the minimum number of credits required.

The credits required within the various subject areas are as follows:

SUBJECT	CREDITS
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English	4.0
Mathematics	4.0
Science	4.0
Social Studies	4.0
Foreign Languages	3.0
The Arts	1.0
Physical Education	2.0
Electives	4.0
TOTAL REQUIRED	26

2.3 CURRICULUM

AAS-SP has adopted the Common Core Standards for reading, writing, and mathematics. The Common Core is an educational initiative in the United States that details what students in grades K-12 should know in English language arts and mathematics at the end of each grade.

2.4 ACADEMIC PROGRAM

Students are expected to maintain a challenging program of core academic subjects, as well as a variety of elective courses, throughout their program of studies at AAS-SP. A course synopsis for each course is available in the Program of Studies, available on our website. To be promoted to the next grade level, students are expected to pass all of their core subjects and earn a minimum of 6.5 credits per year. Students who do not successfully complete one core academic subject may be required to earn the necessary credit before re-enrolling for the following year. Students with multiple failures in core academic subjects may be withdrawn from AAS-SP.

All students are individually scheduled by our Counselor to ensure proper placement in classes based on previous student records, ability, background and interests. For students who need additional assistance in learning English, an EAL specialist is available to provide the necessary support to ensure success in the mainstream curriculum. Through hard work and teacher assistance, students have maximum opportunity for success in the rigorous program that AAS-SP provides.

2.5 ASSESSMENT POLICY

At AAS-SP, we believe that good assessment is integral with planning, teaching and learning.

Regular assessment of student progress in concepts, skills, knowledge, attitudes, and action, is carried out throughout the school year. Teachers make the learning expectations and assessment strategies clear to students before such evaluation takes place. This is to ensure that optimal student progress toward learning outcomes is achieved.

Reports based on agreed upon standards are periodically produced. These reports serve as points of reference for teachers, students, school administration, other schools, and parents; to show individual student progress over time, the learning process, and products or outcomes of instruction for each student.

Students are encouraged to actively participate in monitoring their own progress by means of self-reflection.

For more information about our assessment practices, please see the AAS-SP handbook on Assessment, Grading and Homework.

2.6 HOMEWORK

Homework supplements and extends student class work. Students are expected to complete assignments within the prescribed timelines. The kind of homework assigned varies according to subject, time of year, and nature of the work being completed. Subject teachers will provide guidance to students on appropriate time allotment for satisfactory completion of work. The Program of Studies indicates the time required outside of class for homework, but as a guide it is expected that no more than 30-45 minutes per subject per night is allocated daily.

2.7 ELECTIVES

There are two high school elective sessions each year, mirroring the semesters. At the beginning of each year, students have the opportunity to indicate their choice for the elective class sequence.

2.8 STUDENT SUPPORT SERVICES

Child Study Team

If students exhibit consistent learning, behavioral, or social difficulties, teachers refer the individual to the Child Study Team (CST). CST supports the teacher to help the student attain success in meeting grade level expectations.

Counseling Services

The High School Counseling Program is designed to provide academic and social support to all members of the school community. The major functions of the counselor are as follows:

- Facilitating problem solving and communication among all members of the school community including students, teachers, parents and administrators
- Supporting students and families with immediate social-emotional issues and making referrals to outside support services where necessary
- Guiding students and parents through the college application and admissions process
- Assisting in the evaluation of incoming school records for admissions and placement decisions

- Assisting grade leaders in monitoring student progress
- Helping students to determine what they might be interested in studying further, or in choosing possible career options.

Students may see the counselor during their free time in the school day, before and after school, or during class with consent from the classroom teacher or at the request of the counselor. Parents may set appointments by calling the main office.

Occupational Therapist

An occupational therapist visits AAS-SP three times per year to assess students who have been identified as potential candidates to receive occupational therapy. Those students who are deemed eligible will receive weekly therapy from our trained occupational therapist assistants.

Occupational therapy (OT) is the use of assessment and treatment to develop, recover, or maintain skills of children with a physical, mental, or cognitive discrepancies. Occupational therapy interventions focus on adapting the environment, modifying the task, teaching the skill, and educating the family in order to increase participation in and performance of daily activities, particularly those related to learning.

English for Speakers of Other Languages (ESOL)

Students who require additional services for English language acquisition become part of our ESOL program. ESOL students are an integral part of the educational community at AAS-SP. Your child will be fully immersed into the regular classroom upon arrival to the school. The ESOL Department, together with each student's teacher, will monitor your child's progress using the latest instructional methods in the field of language acquisition.

ESOL Program Goals:

- To increase the level of English language proficiency for identified students
- To provide a quality program that offers appropriate support strategies through academic content
- To forge effective, cooperative and integrated teaching strategies with classroom teachers
- To provide professional development opportunities and support for the school community

2.9 THE USE OF THE LIBRARY

All students, parents, and staff are encouraged to use the library's resources. Middle school classes make weekly visits to the library as part of their scheduled curriculum. All students and parents may visit the library before and after school, and during the day as appropriate to the schedule. Pre-kindergarten to grade one students must be accompanied by an adult.

Collection

Our online catalog, Destiny, is accessible at: <http://library.aas.ru>

Library materials are located on the second and third floors. Materials are available in a variety of languages, including a selection of subscribed magazines and digital resources. Passwords for access to are available from the librarian.

Our extensive collection is regularly updated by contributions from various sources. The library welcomes requests from the AAS-SP community for additional materials.

DVDs

DVDs may be checked out by elementary students on Fridays or the day before a holiday, or by teacher request. DVDs may be checked out by secondary students at any time.

Materials must be brought to school to be renewed. A maximum of 15 items may be checked out at a time, but the limit varies according to the grade. Students may not be able to check out additional materials if they have overdue items. An automatic e-mail notification will be sent every Tuesday for overdue items. Lost or damaged items will result in a replacement fee.

2.10 STUDENT LEADERSHIP

The Student Council is designed to be a voice for all students in effecting change within the High School as well as to represent the school on various committees and at community events. The High School Student Council has created and supported school spirit activities such as “lock-ins” and movie nights. Student council representatives work diligently to facilitate communication between school administration and the specific Advisories.

2.11 FIELD TRIPS AND EXCURSIONS

Sports and activity groups give students yet another opportunity for travel and participation in interscholastic competition. Students traveling outside of the school are still obliged to adhere to the school’s code of conduct.

2.12 PANTHER LIFE: ATHLETICS, AQUATICS and ACTIVITIES

“Panther Life” encompasses our after school athletics aquatics and activities programs, which include a variety of enrichment and recreational pursuits. The program offers a wide range of choices to all students, regardless of ability. Panther Life is also linked to our CEESA sports and activities.

CEESA Sports and Activities

AAS-SP belongs to the Central and Eastern European School Association (CEESA). CEESA brings together a number of American and international schools in the Eastern European region for sports and activities during each school year. At the Middle School level, AAS-SP has participated in the following CEESA events: basketball, cross-country, swimming, soccer, Math Counts, Knowledge Bowl, Cultural Arts, and Speech & Debate.

Traveling Groups

Each of the sports and activities allows for a limited number of AAS-SP High School students to travel outside of Russia to compete or participate in interscholastic events. A selection process is used to decide which students may participate, as there is a limited number. Skill, aptitude, attitude and sportsmanship, and academic standing are very important criteria in the selection process. The timelines are set by visa procurement

and flight reservation deadlines.

The High School embraces the philosophy of maximum participation where the skills and interests of any attending student are nurtured and enhanced through a process of individual and group coaching, and through competition.

When a traveling group is chosen, one or two students are named as “alternates” who will travel if one of the students on the list is withdrawn. Traveling students as well as students designated as alternates must continue to participate in practices and rehearsals while maintaining an acceptable level of academic performance until the group departs. Team members must continue to demonstrate good citizenship in all areas of school life. Coaches/sponsors of an activity, in consultation with the Principal, will make the ultimate decision concerning team membership and travel. If a team member’s academic performance should deteriorate, or should there be any significant disciplinary problems, permission to travel may be withdrawn by the Principal.

The parents assume travel costs for their daughter’s/son’s participation in traveling teams. In the event of a student being withdrawn from a traveling team for family, academic, or disciplinary reasons, the parents will assume the responsibility for paying any cancellation costs that may have incurred.

Host families provide accommodation for our traveling students. AAS-SP families of travelling students will be required to host visiting students at CEESA events hosted by AAS-SP.

School Colors and Mascot

The school colors are blue and white, and the mascot is Pete the Panther.

2.13 PHYSICAL EDUCATION (PE)

All children in grades K-10 enrolled at AAS-SP are expected to participate in the required programs. In order to be fair and consistent, along with the privilege of continued enrolment at AAS-SP, comes the expectation that all students will participate in the required PE programs. Students will need the following items in order to participate in Physical Education:

REQUIRED PE ITEMS FOR GRADES 6-10

- Athletic clothing (sports pants and shirt-no jeans)
- Closed athletic shoes, either tie or Velcro (no sandals)
- Socks
- Appropriate outerwear for the weather in all seasons including winter.

2.14 END OF YEAR OR TRANSFER/WITHDRAWAL

At the end of the school year or at the time of withdrawal teachers will collect all textbooks, library books and any other school equipment on loan. Students are responsible for the return of all items in good condition. Replacement costs for lost or damaged books or equipment will

be charged and no school records will be released until all books and equipment have been accounted for.

No final records will be released until all school materials are accounted for and all financial obligations met.

2.15 SUPPLIES AND TEXTBOOKS

The school furnishes any necessary textbooks. Students should take every precaution to protect school-issued textbooks from excessive wear and tear. Replacement costs for lost or damaged books will be charged to the student and school reports will be withheld until replacement or payment is made.

3. DAILY PROCEDURES & INFORMATION

3.1 THE SCHOOL DAY

Classes begin promptly at 08:30. Any student who arrives at school after that time must sign in at the Main School office before going to class. The last class of the day ends at 15:30. Students engaged in extracurricular activities finish at 16:30 or later if in a CEESA activity/sport. The Activity Coordinator/Athletic Director and coaches will communicate these ending times. Students wishing to come to school outside of these times should communicate this to the office staff. We encourage the use of the school for study groups and group project work outside of school hours. Students engaged in this type of work should have teacher permission and work in the secondary library.

3.2 High SCHOOL DAILY SCHEDULE

The High School follows the schedule below. Classes meet for approximately 50 minutes. **Wednesdays we start school at 9:05 and the timings are adjusted.**

PERIOD	M, T, Th., F BELL TIMINGS 8:25	Wed BELL TIMINGS 9:00
1	8:30-9:19	9:05-9:50
2	9:21-10:09	9:53-10:38
3	10:11-11:00	10:41-11:26
MORNING BREAK	11:00 - 11:15	11:26 - 11:41
4	11:15-12:04	11:43-12:28
5	12:06-12:55	12:31-1:16
LUNCH	12:55 - 1:30	1:16- 1:56
ADVISORY	1:30-1:49	
6	1:49-2:38	1:58-2:42
7	2: 40-3:30	2: 45-3:30

3.3. LUNCHESES AND BREAKS

Students are strongly encouraged to bring or purchase healthy lunches and snacks. The adage “an apple a day keeps the doctor away” serves adolescent minds and bodies well. Healthy eating and enjoying the outdoors at breaks during pleasant and sometimes not-so-pleasant weather are important with respect to health promotion.

During the morning, a scheduled break allows students to get a snack. Students may also bring their own healthy snacks from home.

The cafeteria is open before school hours for breakfast and after school hours for snacks. Students eat lunch in the cafeteria each school day and may purchase lunch. The cafeteria accepts Rubles cash, but for added convenience, students/parents in the high school can request a debit cash card and credit record, which parents are responsible for keeping topped

up. Notifications from the Catering Service will be sent directly to parents when accounts need to be replenished.

Students are expected to assist in keeping the cafeteria clean and tidy. Students clear their tables before leaving the cafeteria.

3.4 ATTENDANCE POLICY

It is important to note our School Board policy on attendance. High School students' absences **may not exceed 18 days** in the academic year. Absences exceeding the school limit may prevent promotion to the next grade level or result in withdrawal from AAS-SP. Attendance will be continuously monitored. The faculty and Principal will review the progress of students who are frequently absent. While short-term absences for illnesses are acceptable, and to be expected; longer term, un-excused absences are not permissible. Also note, if the student is well enough to attend school, it is the school policy that he/she should attend P.E. classes and likewise go out for his/her outdoor recesses.

Participation in PE:

Students in grades 9 and 10 are expected to participate in Physical Education classes. To be excused from PE students will need a note from parents or a medical release.

3.5 ABSENCES, TARDINESS AND TRUANCY

Absences for Health Reasons.

Please keep your child at home if he or she has a fever or has had one within the last 24 hours; a contagious skin disease; episodes of nausea, vomiting or diarrhea, or a fresh upper respiratory infection with flu-like symptoms. Parents should contact the School nurse when a student has a contagious disease such as measles, mumps, impetigo, chicken pox, etc., so that a letter can be sent to the parents of the other students in your child's class.

Absence Procedure and Make Up Work.

When a student is absent, parents must contact the office before school starts to notify the school of the reason for the absence. It is a requirement that all students complete the appropriate make-up work for the days missed. AAS-SP provides a rigorous academic program and missing even one day can put a student significantly behind. Completing make-up work is vital to student success. It is the responsibility of the student to consult with the teachers involved to find out what the make-up work is, and when it will be due upon return from the absence. While it is preferable that students contact their teachers via email before or during their absence to make a plan for missed work, it is expected that the student will initiate this discussion on the first day back to school, at the very latest. Students are encouraged to meet with teachers during breaks and after school, rather than follow-up on missed work during class time.

If a student has a prolonged absence (more than two days), a request can be made to the High School office for make-up work. The request needs to be made by 08:30 so that make-up work can be collected after 15:00.

AAS-SP faculty is unanimous in recommending that, whenever possible, trips and home leave be planned to coincide with school holidays.

Please refer to the Attendance Policy above for other information about absences.

Tardiness

It is expected that students arrive to school and to each class on time. Excessive tardiness will result in a detention after school.

When students are late to school in the morning, they must proceed immediately to the High School office for a late slip before reporting to class. Once on campus, students are expected to arrive to each class on time. Four late arrivals in any one class is equivalent to one absence and will be calculated accordingly in absence totals. Excessive tardies/absences will affect assignment of class credit.

Truancy

Students are expected to be in attendance at school every day unless they are on a school-sponsored trip or their parents excuse them for medical reasons or essential family business. Students who leave home in the morning and choose not to attend class at any time during the school day are considered truant and face suspension from school. Repeated truanancies can result in expulsion. Students who are on campus but are truant from one or more class will face similar disciplinary action.

3.6 REPORTING TARDINESS AND ABSENCE

If your child is ill or will not be in school for any reason, please call the School office at 320-8925 by 09:00. You may leave your message with the school secretaries. If your child is running late, please instruct him/her to stop by the office to report tardiness and get a late pass before joining the class.

3.7 SEMESTER EXAMS

For students in Grades 9 – 12 semester exams take place in January and June, and are an important part of the assessment of student progress over the semester. In addition to being worth 20% of the semester grade, exams are a valuable source of feedback on mastery of learning standards.

It is expected that all students will be in attendance for final exams. Students and parents are urged to consult the final exam schedule before scheduling winter and summer travel. If a student must miss an exam due to early departure, parents must submit a letter to the Principal stating when the student would like to depart, and the reason(s) for the early departure or late arrival. If the request is approved, the student may be required to take make-up exams after school, with specific dates to be determined. Failure to take a final exam may result in an incomplete for that exam, which may result in loss of credit.

3.8 FOCUSED STUDY TIME

Students in grade 11 and 12 may have a period called Focused Study. The principle purpose of this time is to provide an opportunity to meet the requirements of the academic program. Students are expected to use this time productively. It is not to be viewed as free time or an extended break/lunch. Students should use the time to work on homework, review course materials, complete assigned reading, revise for tests and quizzes, or carry out research related to their course of study. Students may work on assigned projects in small groups as long as the group does not disrupt the work of others. Students who fail to recognize the purpose of an individual Focused Study will forfeit the privilege and will be assigned a supervised class period.

3.9 SCHOOL DISMISSAL

After a student is dismissed from their last class, commitment, or after-school activity, they should leave the school premises. If their work is up to date, students may wait for their ride home in the foyer. After school support from teachers is always available, see below.

3.10 AFTER-SCHOOL SUPPORT

Extra Help

Extra help is available in each subject most days after school from 15:30 to 16:30. Teachers are available throughout the week to assist students with questions about homework or class instruction. Students are welcome to attend help sessions with any teacher who is available, not just with their assigned classroom teacher. As part of an intervention plan, students may be mandated to attend a help session with a teacher, during which their attendance is monitored.

After-School Study Hall

A quiet workspace is always available after school. This is primarily the secondary library though its location may rotate. As part of an intervention plan, students may be mandated to attend After-School Study Hall, during which their attendance is monitored and their self-studying supported by check-ins for accountability.

4. COMMUNICATIONS

AAS-SP makes every effort to include parents in discussions concerning school issues. Through clear and open communication by both parents and school staff we can ensure that all students have the best educational experience possible.

There are a number of ways in which the school will communicate with parents. These include, but are not restricted to:

4.1 E-MAIL CORRESPONDENCE

It is necessary for the school to have a reliable email address to contact parents. Newsletters, messages from teachers and administration, and community information are sent to parents via email. Information forms are sent home with your student during the first week of school; please ensure that your correct contact information is included on these forms and returned to

the school as soon as possible. If your email address changes during the year, please contact the school office at nastia.smirnova@aas.ru with your new address.

4.2 NEWSLETTERS

The weekly newsletter, the Panther Press, comes out on Fridays and is posted on the AAS-SP website, www.aas.ru/spb. A reminder email with a link to the newsletter is sent out to parents when the newsletter has been posted.

4.3 STUDENT PLANNER

At the beginning of the school year, each high school student receives a planner. Students are required to keep their planners up-to-date. Teachers and advisors will ask to see them on a regular basis to ensure students are on track. These planners help students develop organizational and planning skills. Parents should check student planners in order to keep abreast of their child's program of study. Parents can also correspond with their child's teacher with routine questions, comments or concerns. The planner must be brought to each class daily.

Replacement planners are available for purchase for US\$10.00 or the Ruble equivalent.

4.4 BACK-TO-SCHOOL NIGHT

Early in the school year, parents are invited to an evening meeting to meet their child's teachers and to follow a sample schedule, during which time parents attend classes as their child would.

4.5 COFFEE WITH THE PRINCIPAL

Each quarter, parents are invited to attend meetings with the Principal to receive updates on the program and to share questions and concerns. For detailed times and locations please consult the Panther Press.

4.6 COMMUNICATING WITH TEACHERS

Parents should never hesitate to contact the classroom teacher with any information or concerns. Alternatively, parents may contact the Principal or Counselor. Notes or emails that provide teachers with information about special events or difficulties in a student's life are most helpful. Teacher's emails all follow the same format of firstname.lastname@aas.ru

4.7 MESSAGES FOR STUDENTS & OUTSIDE COMMUNICATIONS

Please do not contact your son or daughter on their mobile phone during the school day. If parents have messages for students, they should call the office and the message will be relayed through the school secretaries.

4.8 EMERGENCY CONTACTS

It is essential that we are able to contact parents in the event of an emergency. Parents must provide email addresses and mobile phone numbers on the First Day Forms that are sent home with your child during the first week of school. We request that any changes in your contact information are reported to the school office as soon as possible. Please advise the School Office of any **change** in home address and/or home or business telephone numbers and email

addresses immediately. It is particularly important that the school has up-to-date telephone numbers so that parents can be reached in the event of an emergency

4.9 GUARDIANSHIP POLICY

It is important that the school knows who is responsible for each student at all times in order to be able to respond to a medical, security, or other emergency. Except in a family emergency or brief travel, it is expected that students will live with parents or a legal guardian. Exceptions to this policy will be considered on an individual basis.

If parents are planning a trip without their daughter/son, they must notify the Principal or Principal's office and complete a Statement of Temporary Guardianship form, which provides information on:

- Expected duration of the time away
- Where parents can be reached if needed
- Who will be staying with the student
- The appointed guardian's contact information.

The person responsible for the student must be English and/or Russian speaking or be able to have someone close by who can translate in order to ensure communication with the school.

If it comes to the attention of the school that a student's parents are not at home and a guardian has not been named, the student will not be allowed to return to school until the school has received written notice from the student's legal guardian or the person authorized to act in place of the parents.

4.10 FEEDBACK ON STUDENT PROGRESS

Teachers, students and parents are very much in partnership to ensure that students reach their academic potential. AAS-SP has an extensive system of providing feedback to students and parents on progress throughout the year. Our formal system of feedback includes the following:

Report Cards

Currently, at the end of each quarter and semester, each student receives a report card that provides grades to date, feedback on study habits, comments about overall performance, and, if necessary, suggestions for improvement. Grades are awarded on an A to D and F scale with grades assigned based upon the criteria each subject area uses to assess assignments and student learning. The semester exam grade is the culminating product of the course work completed and, where applicable, a semester exam worth 20% of the overall grade. The semester grades appear on the transcript issued by AAS-SP.

Mid Term Reports

Mid Term reports will be available to parents midway through each quarter to apprise students and parents of academic progress up to that point.

Parent Conferences

These take place twice a year: a full day in November and a full day in April.

Parents or teachers may also initiate contact and request conferences at other times during the school year as the need arises. Please contact the main office to schedule an appointment. We want to work in partnership with parents in order to provide the best possible education for all students. If a parent has a concern related to a specific subject area, she/he should contact the relevant teacher. If the parent and teacher cannot resolve an issue satisfactorily, then the parent may contact a counselor, and if concerns still remain, parents may request a meeting with the Principal.

5. A SOUND SET OF SCHOOL POLICIES

5.1 CONDUCT AND BEHAVIOR

Students at AAS-SP are expected to conduct themselves, both on and off campus, in a manner that reflects well on themselves, their school, their families, and their countries. The Director and/or the Principals reserve the right to take appropriate disciplinary action in the case of violation of these standards.

The school expects parents to support its authority and to direct any questions regarding an action taken by the school to the particular teacher or Principal involved without delay.

The Principal reserves the right, where in their opinion sufficient cause exists, to suspend from school, temporarily or permanently, any student who has demonstrated that she/he is unwilling or unable to comply with the school Code of Conduct.

Our Mission states we “Respect Self and Others.” The basic tenet of our code at AAS-SP is respect for self and others and their property. Any actions or attitudes that convey less than that will not be tolerated. Mutual respect and consideration, whether inside or outside the classrooms, guides all of our interactions with others. To help maintain and foster the above, all students, teachers and parents are expected to model the following behaviors:

- Treat people and property with dignity and respect
- Participate actively in the learning process
- Complete assignments within the agreed time frame
- Exhibit a positive attitude
- Act responsibly and honestly
- Arrive at school punctually and prepared to learn
- Use appropriate language.

There are a few specific rules that will also help community life. Students should not:

- Disrupt classes with unacceptable behavior
- Be absent from class without the permission of a teacher
- Leave school grounds without permission
- Bring to school: weapons (real or any resemblance)

Please note that violations of the standards of basic conduct can result in immediate suspension from school, specifically:

- Violence or bullying
- Stealing
- Purposeful destruction of property.

5.2 PROGRESSIVE DISCIPLINE MODEL

Students who repeatedly violate school and/or classroom rules will be assigned to Detention. Students are to report on time to the announced location. Any disruptive behavior in Detention will result in additional Detention periods for a student. There will be no participation in any extracurricular activity while a student is serving Detention.

If a student fails to respond to repeated Detentions, the level of discipline will be increased. This might include cleanup duties, removal from extracurricular activities, in-school suspension, withholding of school admissions contract until conditions for admission are established, out-of-school suspension, being asked to withdraw from the school, recommendation to the School Board for expulsion from school and expulsion from school.

5.3 GUIDELINES FOR ACADEMIC INTEGRITY

Regarding Homework

Most homework assignments are given as learning experiences and so getting help from others may be considered appropriate. However, a student who copies another person's assignment to make a teacher think that the student has done the work is considered to be cheating and violates academic integrity.

Examples of homework activities that **DO NOT** violate the Guidelines of Academic Integrity include:

- Working with another person on a cooperative study assignment when both names are affixed to the final submission for grade attribution.
- Review of a question or problem by another person for the purpose of getting suggestions for a strategy for solutions, as long as the solution is entirely worked out by the student.
- Work that is assigned and announced by the teacher as work that will not be graded and which the student completes with another person, or persons, with the knowledge of the teacher.

Examples of homework activities that **DO** violate the Guidelines of Academic Integrity, include, but are not limited to:

- Solving problems or answering questions for which another student will receive a grade.
- Copying or paraphrasing another student's work, or the work of an author, in whole or in part, and claiming it as one's own.
- Allowing/encouraging another student to copy all or part of one's own work and

claim it as their own. Taking information directly from the Internet and presenting it as one's own.

- Turning in someone else's work as the student's own.

Regarding Tests And Quizzes

Obtaining unfair help with tests and/or quizzes is a violation of the Guidelines for Academic Integrity. The following are examples of unacceptable test behavior and are provided to give an idea of common mistakes:

- Discussing (in detail) a test/quiz that the student has not yet taken with a person who has already taken it.
- Bringing hidden notes or using unauthorized notes during a quiz or test. The mere possession of such "cheat notes" indicates intent to use them and as such would be considered a violation of the AAS-SP Guidelines for Academic Integrity.
- Looking at another person's work during a test or quiz.
- Talking to another person during a test or quiz unless specifically permitted to do so by the teacher.
- Allowing another person to look at work during a test or a quiz.
- Assisting another person during a test or a quiz through noises, silent signals or electronic means.
- Possessing, in ANY form, a copy of the test or quiz before it is administered.
- Taking another person's quiz or test for them at their request.

This list is neither exhaustive nor all-inclusive.

Consequences for Academic Dishonesty

Incidences of academic dishonesty are cumulative through Grades 9 -12, and apply across all subjects. A student has only one "first chance," not one in each subject, nor one per year. The severity of each incident and subsequent consequence is at the discretion of the Administration; all instances of academic dishonesty are considered serious.

The first time, minor offenses will be dealt with at the discretion of the classroom teacher adhering to the discipline plan, and will include notification of the incident to the parent and the Administration. A written letter of warning will be placed in the student file. Serious or second offenses will result in the following consequences:

- Student will be required to redo the work in question to a satisfactory level, for feedback and learning purposes only, and a grade of "0" will be assigned.
- Student will be referred to the Administration, and a letter of reprimand will be placed in his/her file. Parents will be informed about the incident by both the teacher and the Administration. Parents will be asked to respond to this reprimand and to acknowledge a clear understanding of future consequences for continued infractions.
- Student will attend an after school detention.

In addition to the above-mentioned consequences, students may be suspended from school for 1-3 days or suspended from extra-curricular involvement for a 2-week period.

Further incidences of academic dishonesty will result in a 5-day suspension, pending the consideration for expulsion from the school.

In cases of academic dishonesty or malpractice during the completion of externally administered AP assessments, a grade of "0" will be submitted and the AP will be notified; the likely result of this notification is a failing condition for the subject.

5.4 REPORTING SUSPENSION AND DISCIPLINARY ACTIONS TO COLLEGES AND UNIVERSITIES

It is necessary that both students and faculty represent students honestly in the college application process, upholding the spirit of integrity and high ethical standards that we promote. AAS-SP will report to colleges and universities, as requested by college admissions offices, all pertinent information regarding discipline issues that result in a suspension or dismissal from school in Grades 9 through 12.

5.5 POLICY ON DRUGS AND ALCOHOL

The AAS-SP Board recognizes the established developmental, physical, emotional and educational risks associated with student alcohol and drug use. The Board also recognizes that The Anglo-American School of St. Petersburg is located in a country where the penalties for drug use can be severe. **Therefore, the Board supports policies and procedures that send a clear and unmistakable message to both students and parents - alcohol and drug use will not be tolerated.** This message will be communicated regularly to the entire school community.

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises or off school premises at a school-sponsored, or school-related activity, function, or event:

- Any controlled substance or dangerous drug as defined by either U.S., U.K., Canadian or local law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, anabolic steroid or other performance enhancing substances, or barbiturate.
- Any pharmaceutical drug without knowledge and permission of parents.
- Any glue, aerosol paint, or other chemical substance for inhalation.
- Any intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
- Any alcoholic beverage.
- Any other substance, which is represented to be any of the above listed substances.

The possession, use or transmittal of paraphernalia related to these prohibited substances is also prohibited under this policy. The possession, transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. According to Board Policy 7.31, any student found in violation of this policy will have their enrollment at the school terminated immediately. The Director will be entitled to exercise his

or her reasonable discretion when deciding whether a student's enrollment should continue at the school following any violation of this policy, and what conditions may be attached to that student's enrollment.

5.6 POLICY ON TOBACCO PRODUCTS

Use, possession, or trafficking of nicotine products at school or school-sponsored events by students is unacceptable. This also includes any version of e-cigarettes. Appropriate consequences, such as suspension, will be applied to students who violate this expectation. Students may not leave the school premises during the school day in order to smoke. Any student who leaves the campus, or attempts to do so, will be considered to be truant and may be suspended.

5.7 FIGHTING

AAS-SP provides a safe, welcoming environment for all students. Physical violence or intimidation will not be tolerated and will result in suspension or, possibly, expulsion. We expect that students will find peaceful ways to negotiate differences, therefore both parties actively involved in a fight will face appropriate disciplinary action, regardless of which student was the aggressor.

5.8 CARE OF PROPERTY

It is expected that all students will do their utmost to preserve and take good care of all school property and property of others in the school community. Vandalism and purposeful damaging of property at school is unacceptable and will result in the student repairing or replacing the damaged property, in addition to a further disciplinary consequence, including possible suspension or expulsion from school.

5.9 DANGEROUS WEAPONS

The possession of any weapon that can cause harm is regarded as a serious offense, and if deemed to be dangerous, will result in suspension or, possibly, expulsion. Replicas of any type of weapon are also prohibited on the school campus.

5.10 DRESS CODE RECOMMENDED ESSENTIALS

The general rule at AAS-SP is for all students to behave reasonably and responsibly. This includes what the student wears to school. As a general guideline, students should wear comfortable clothing that is in good condition and clean.

- It is not acceptable for underwear to be visible, including boxer shorts or straps.
- Hats (for everyone) or headgear (for boys) may not be worn in classrooms and office areas in the school.
- Students cannot wear clothing with offensive words or images or those that promote illegal acts.
- All stomachs must be covered.
- Shorts or skirts must reach the end of the students' fingertips when their arms are at their sides.

While these are the minimum guidelines for the school, parents are encouraged to exercise their own authority over what their children wear to school. At AAS-SP we have a variety of

cultures and styles. We want to give students opportunities to exercise their own individuality while being respectful of others. It is an important balance for children to learn, as they become adults. Middle school students who dress inappropriately may be given an oversized t-shirt to wear for the day, or they will be sold a new AAS-SP t-shirt to wear for the remainder of the day.

5.11 LOST AND FOUND

The lost and found bins are located on the second floor landing of the stairs closest to the main office. Parents and students may check there for missing items. Items not claimed after a reasonable period will be donated to a local charity. It is highly recommended that the clothes that your child/children wear at school be labeled with his/her last name to avoid being lost.

5.12 VALUABLES

All personal belongings and articles of clothing brought to school are the students' responsibility. It is unwise for students to bring considerable amounts of money or valuable equipment such as cameras to school. If they do, they are responsible. The school will not accept liability for lost articles.

5.13 MEDICAL CARE

Illness or Injuries at School.

The Health Center is equipped to provide immediate first aid and to treat minor injuries. In the event of illness (temperature greater than 100 F/ 37.8 C, vomiting, diarrhea, head lice, contagious conditions) or accident requiring further medical treatment, parents will be notified. The health office staff will call the home, office and/ or emergency telephone numbers listed on the student's file. Parents, or their appointed guardians, will be asked to pick up their child at school and arrange medical treatment. If absolutely necessary, the Health Office staff will accompany the student to the hospital.

Contagious Conditions: If your child has a contagious condition such as chicken pox, strep throat, measles, mumps, head lice, etc., the parent of the child should notify the school immediately. Children with a contagious condition must stay home from school. If it's a weekend or holiday, call the Main Office on the next school day to report it. All children who are sick must be kept home. A child may not attend school with a fever of 100 degrees Fahrenheit (37.8 C) or higher and must be fever free for at least 24 hours before returning to school without the use of antipyretics (Tylenol, Panadol, Acetaminophen, Ibuprofen, etc.). Lengthy illnesses may require a doctor's notification.

Medication.

If your child requires medication while at school, please send the medication in a labeled container with student's name, medication name, dosage and regimen. Have your child bring the medication and note to the main office first thing in the morning and return at the time medication is due. If the medication contains a controlled substance (Ritalin, Codeine, etc.), it must be brought to the Health Office by a parent/ guardian. Please obtain a medication form from the Health Office or Main Office if the medication needs to be given over an extended period of time. If a child has asthma, severe allergies or is diabetic, a separate Action Plan Form is required. The forms are available in the Health Office.

Emergency Cards. On the first day of school, a Student Emergency Card and a Student Health Record will be given to your child. These are important documents that should be completed and returned to the School as soon as possible and kept updated throughout the school year.

Immunization. It is the parents' responsibility to ensure that their child's immunization record is kept up to date. The school requires a recorded copy of all vaccines your child has received. As your child receives new vaccines please send up-to-date records to the health office.

- 5 DTP's and a DTP booster between the ages of 4-6 years (Diphtheria, Tetanus, Pertussis)
- 4 OPV's / IPV's, and a booster between the ages 4-6 years (Polio)
- 2 MMR's, one after 12 months and a booster (Measles, Mumps, Rubella), between the ages of 4-6 years.
- PPD / TB Mantoux test (Tuberculosis test) with negative results (up to 12 months) prior to starting school and every other year thereafter.
- Chest X-ray if Tuberculosis test positive.
- Hepatitis A and B series, chicken pox and pneumococcal and meningococcal vaccines are STRONGLY recommended.

Emergency Services: In the event of a serious accident requiring immediate life-saving measures, an ambulance service will be summoned. While awaiting the ambulance, the student's parents / emergency contact / health provider will be notified. If the student's condition is stable, we will transport to the preferred clinic/ hospital. If the student's condition requires stabilization, we will first go nearest hospital or clinic.

5.14 INSURANCE

AAS-SP carries insurance coverage for the usual risks, such as general liability, vehicle liability and damage to or loss of school-owned property. AAS-SP does not carry medical insurance for students or guests, nor insurance covering loss of or damage to their personal property, such as mobile phones or laptop computers. Student medical insurance coverage is dependent upon the family's health insurance policy, thus parents must arrange for medical and accident insurance to cover their children and are strongly encouraged to arrange for property insurance covering personal property.

5.15 AAS-SP DIGITAL CITIZENSHIP AGREEMENT GRADES 6-12

The Anglo American School of St. Petersburg believes that the Internet and digital devices offer vast, diverse, and unique resources to students, parents, faculty and staff to support their love of learning. Our goal in providing Internet access and utilizing digital devices with students is to promote educational excellence by facilitating innovation, communication and collaboration. In order to meet our goal, users are expected to abide by and model the accepted Digital Citizenship Agreement, which includes but is not limited to:

1. Respect and protect myself and others. I will respect and protect myself and others by making

reflective, responsible decisions about my actions including:

- How my actions will impact other people's feelings, reputations, and work; I will not flame, bully, stalk, hack or otherwise harm people or property, even as a joke.

- Being mindful of my own and other people’s public and private spaces; I will protect passwords, accounts and resources.
 - The impact the websites I visit will have on others; I will not support websites that are degrading to others, pornographic, racist or otherwise inappropriate.
 - How my actions make me appear to others, including: My online names and images, groups I start or join, personal information about me, my life, experiences, experimentation or relationships.
 - Reporting abuse and not forwarding inappropriate materials or communications.
2. Use technology to develop my love of learning, including:
- Exploring and utilizing relevant technologies.
 - Supporting the development of technology for learning in the AAS-SP community.
3. Contribute as a globally aware citizen including:
- Respecting and protecting intellectual property rights.
 - Purchasing and registering all software, or using free and open source alternatives rather than pirating software.
 - Not knowingly creating, uploading, or downloading computer viruses or other malicious software.

Failure to abide by the school’s Digital Citizenship Agreement may result in one or more of the following:

- Disciplinary action by the Principal and/or
- The notification to the appropriate legal authorities for prosecution, if required.
- Responsibility for damages to all IT equipment, networks, and hardware or software systems resulting from deliberate or willful acts of vandalism.

NOTE: The Anglo-American School of St. Petersburg monitors use of technology including school resources and Internet.

5.16 BRING-YOUR-OWN-DEVICE (BYOD) GUIDE

In support of our commitment to personalized learning at AAS-SP, and in recognition of the vast range of learning resources accessible through information technology, all students in Grades 6-12 are encouraged to bring and use a laptop or tablet to school each day to be used to enhance learning.

Digital Citizenship and Building a Personal Learning Environment

At AAS-SP we help students develop their digital citizenship, which is integrated with the curriculum, and we also support parents in understanding internet safety. BYOD is one method of increasing the academic aspect of student personalized learning environments and crafting digital footprints (the mark our digital presence makes).

Digital Citizenship Agreement further supports students in understanding what good citizenship looks like in the digital world. The guidelines, rules, and recommendations shared in these documents will be adhered to in the classroom and should also be reinforced at home.

The BYOD program is designed to help students learn to make responsible decisions about technology use based on their personal learning styles so that access to technology enhances learning.

Device Maintenance and Service

Students/families are responsible for maintaining their devices. Parents and students should work together to plan for safe transport of the devices. Backpacks with reinforced pockets and reliable cases for devices are highly recommended. Devices should be fully charged when brought to school. Short-term loaner laptops will be available for checkout in school for use during school hours.

5.17 SECURITY POLICY

The school considers it very important to provide a secure and protected environment that enables students to study, staff to work and parents and others to be active members of the AAS-SP community

The main security requirements are:

- All adults are required to have the AAS-SP badge in their possession while in the school building.
- All persons who do not have their badge with them must report to the reception desk.
- Visitors must be announced in advance and must identify themselves.
- Unless participating in a scheduled evening event, all non-staff community members must leave the school before 18:00.
- Students are not allowed to leave the school compound during school hours without written permission from the Principal.

Please also inform your family helpers about these requirements.

5.18 CLOSED CAMPUS POLICY

For safety and security reasons, students may not leave the fenced area of the school without permission from the Principal. If a student needs to leave for any family or personal business, a parent should contact the main office in advance.

5.19 SCHOOL VISITORS

Visitors are welcome in the High School. However, so as not to disrupt the academic program of the school, we ask that visitors adhere to the guidelines below:

- All school visitors must possess a school ID badge or secure a visitor's pass from Security.
- Parents or family help who need to speak with a student or make a delivery should report to

the main office. The office staff will arrange the delivery or contact the classroom teacher to

have the student released from class when it is convenient.

- With appropriate advanced planning, it may be possible for visiting student to attend classes for

up to two days, accompanied at all times by an AAS-SP student. Permission to bring a student

guest to the school must be sought in advance from the Principal.

- On the day of the visit, the visiting student must sign in at the front desk, and wear the assigned visitor's badge at all times.
- The visiting student must be introduced to the High School office (at least one secretary and one administrator) before the start of classes.
- Visitors are expected to follow all school rules; the host is responsible for the behavior of the guest.

5.20 BUS POLICY

AAS-SP does not provide home to school bus services directly. Bus services are contracted between families (or in some cases companies and consulates) and service providers. The school does maintain a cooperative agreement with a local bus company, which has proven to be reliable over the years; however, parents are free to make arrangements with any transportation provider they wish. Students who ride the bus are under the authority of the bus driver while on the bus. The following rules shall be followed to ensure student safety:

- Be courteous and follow the directions of the driver at all times.
- Stay seated, facing the front of the van with feet on the floor.
- Keep hands, feet and objects to yourself and inside the bus.
- Do not disrupt the ride.
- No eating or drinking.
- Demonstrate appropriate behavior at the bus stop.
- Seat belts must be worn.

Any items that could present a safety hazard or be disruptive on the bus are not allowed.

5.21 EMERGENCY PROCEDURES

We at the Anglo-American School of St. Petersburg have prepared for a variety of emergency situations and will initiate safety practices when necessary, as well as when we are informed to do so by the sponsoring consulates. Sometimes you will be notified beforehand and sometimes these precautions will be initiated without warning. You should check with your sponsoring organization for any advice in dealing with uncertain situations.

5.22 EMERGENCY CLOSURE

School has never closed because of heavy snowfall or severe frost. Please be advised that you as parents must make the final decision about keeping your child out because of the weather or other emergency situations. Please keep the school informed.

In the event of the school closing while your student is in attendance, various options are available. We may initiate the “telephone tree,” which means homeroom parents will contact the families of the children. We may call the various consulates and have your child brought to those consulates; we may walk to a safe location, etc. Sponsoring organizations that transport your student to school will also be contacted.

A decision will be made in consultation with the three sponsoring consulates (if possible) and emergency procedures will be initiated in response to the particular emergency, such as a building problems, civil unrest, weather, etc.

Many of us have had first-hand experience dealing with the unpredictable and while every situation is different, we have as our top priority the safety and well being of our students. We will make every effort to contact you should any emergency occur.

During any emergency situation, or if we close the school for some reason, please call 320 - 8925. We will keep this line open for your calls. You may in some situations get an answering machine with pre-recorded information.

The Emergency Telephone Tree is organized by the school office and is regularly updated to reflect information from parents.

5.23 FIRE ALARM AND CODE RED INFORMATION

To respond quickly and effectively to emergency situations AAS-SP has developed Emergency Procedures. Those procedures are known to all students, faculty and staff and are exercised regularly. If an emergency occurs, a fire alarm rings and the school is evacuated immediately. The entire AAS-SP community must respond according to the directions stated below:

- Remain calm, stop talking, listen to instructions and go to the nearest exit immediately;
- Do NOT go against the flow of people;
- Go to the assembly areas at the back of the school;
- Remain in the assembly areas until further instructions are given.

In case of an intruder on the school compound a “Code Red” will be announced via the loudspeaker system. The aim of the “Code Red” is to get everybody out of the public areas and into a locked room as quickly as possible so they are out of harm’s way. The entire AAS-SP community must respond according to the directions stated:

- Remain calm and get into a classroom or office as soon as possible;
- Remain silent and wait for further instructions via the loudspeaker system;
- Do not open the door before the “ALL CLEAR” message is announced via the loudspeaker system.

Please instruct your family helpers regarding these emergency procedures.

High School Important Dates 2017-2018

Open House	<u>(August 21, 2017)</u>
<ul style="list-style-type: none">Parents can visit the school to see the facilities and sign up for school related services such as cafeteria and bussing. An orientation session will be given.	
First day of School	<u>(August 22, 2017)</u>
Back to School Night	<u>(August 31, 2017)</u>
<ul style="list-style-type: none">Parents will have the chance to visit teachers to learn more about the curriculum and the teacher's expectations.	
MAP Testing Fall Session	<u>(September 18-29, 2017)</u>
PSAT (Grades 10-11)	<u>October 11, 2017)</u>
Health Screenings	<u>(October 9-20, 2017)</u>
First Quarter report cards sent home	<u>(November 10, 2017)</u>
Speech and Debate in Vilnius	<u>(November 16-19, 2017)</u>
Parent Teacher Conference	<u>(November 24, 2017)</u>
<ul style="list-style-type: none">A time for teachers to share students' beginning of the year progress to date.	
SAT	<u>(December 2, 2017)</u>
Panther's Basketball Invitational	<u>(December 8-9, 2017)</u>
*MAP Testing Winter Session (New Students)	<u>(January 15-26, 2018)</u>
Second Quarter report cards sent home	<u>(February 2, 2018)</u>
Swim Meet in Bratislava	<u>(March 1-4, 2018)</u>
Choir and Band in Warsaw	<u>(April 18-22, 2018)</u>
Math in Bucharest	<u>(April 19-22, 2018)</u>
Third Quarter report cards sent home	<u>(April 20, 2018)</u>
AP Exams	<u>(May 7-18, 2018)</u>

HS Senior Exams *(May 28-30, 2018)*

MAP Testing Spring Session *(May 14-50, 2018)*

HS Semester Exams *June 14-15, 2018)*

Final Report Card *(June 20, 2018)*

- Teachers report on student achievement levels in meeting curriculum standards, effort in each subject area, as well as progress on reaching goals discussed over the year.

MAP- Measures of Academic Progress

[School Wide Calendar](#)