



**Elementary School**

**FAMILY HANDBOOK**

**2016-2017**

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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 (AASSP) 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 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 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 Elementary 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 learn how to learn, focusing on personal growth and development.

## **1.5 AASSP 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 School Board. The Advisory Committee, which meets every month, supports the AASSP Principal on school-wide issues. Working groups are formed as and when required to discuss specific issues in more detail. 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. 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 THE STUDENT BODY**

Student enrollment at AAS is over 200. Students come from more than 30 countries and attend classes from Kindergarten through Grade 12. Students from South Korea, Russia, the USA and Finland represent the largest constituent groups in the school.

## **2. The Academic Program**

### **2.1 CURRICULUM**

AAS 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.

### **2.2 ASSESSMENT POLICY**

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

Regular assessment of each student's progress in concepts, skills, knowledge, attitudes, and action, is carried out throughout the school year. Before such evaluations take place the learning expectations and assessment strategies are made clear to students by their respective teachers,. This is to ensure that the students' optimal progress toward learning outcomes is achieved.

Students are encouraged to actively participate in monitoring their own progress by means of self-reflection and self-assessment. The combined data between the student and teacher will subsequently be recorded in a report based on a mutually agreed upon standard of assessment set by the school. These reports serve as points of reference for teachers, students, school administration, other schools, and parents; to show the respective student's progress over time, his/her learning process, as well as the products or outcomes of instruction for each student. These reports serve as points of reference for teachers, students, school administration, and parents to show the respective student's learning progress over time, as well as the products or outcomes of instruction for each student.

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

### **2.3 HOMEWORK POLICY**

Students and teachers work together to ensure that the academic potential of each individual is met. To support classroom learning, teachers will assign a limited amount of homework during the week. Students in Grades 1 - 5 will receive homework four times a week from Monday through Thursday. No homework will be required on weekends, although on occasion a project might be assigned. **All students are expected to read or be read to on a daily basis.** In addition to reading the following are the guideline times for homework:

Grade 1: 15 minutes

Grade 2: 20 minutes

Grade 3: 30 minutes

Grade 4: 40 minutes

Grade 5: 50 minutes

Homework will be given in order to meaningfully extend a student's learning into the home environment. Homework is not given if a parent extends the child's holiday time. Work will be given when a student misses school due to a long illness. Please read section 3.7 "Extended Absences" for further explanation. For more information about our HW practices please see the AASSP handbook on Assessment, Grading and Homework.

## **2.4 HANDWRITING POLICY**

It is important that students' handwriting be clear, legible, and functional. Handwriting develops with guided practice until it is mastered. Practice continues throughout school-related activities as students apply developing skills to all writing situations. AAS teachers teach print letters with tails/extensions until midway through grade two. Cursive Writing is introduced in Grade 3 as an extra-curricular activity for those parents/students who are interested in the New Nelson or D'Nealian cursive writing method.

Emphasis will be placed on legible handwriting as a means of communication and creative expression. Students should be confident and careful writers. Excellent handwriting is an important tool supporting learning both inside and outside the school environment. Students are taught that there are different purposes for writing and that sometimes getting ideas down quickly is more important than neatness. In other situations writing neatly is more important than the speed of the writing, such as when writing something for a presentation or to be read by other members of the class.

## **2.5 PUPIL SUPPORT SERVICES**

### **Child Study Team**

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

### **Counselor**

The primary goal of the school-counseling program is to enhance and promote student learning. The school counseling service is designed to provide support to students at all grade levels, to their families, and to educators. These services are in place to facilitate the educational, personal, social, and emotional development of students. These services include:

- Consultation with parents, teachers, the Child Study team, and other agencies/ partners regarding problems of children in school
- Individual and group counseling for students as referred by teachers or parents or by the students themselves
- Coordination, planning, and teaching of guidance lessons by grade level

### **Occupational Therapist**

An occupational therapist visits AAS 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. 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

## **2.6 THE USE OF THE LIBRARY**

All students, parents, and staff are welcome to use the library's resources. Elementary and middle school classes make weekly visits to the library as part of their scheduled curriculum, but all students may come into the library before and after school, and during the day as appropriate to their schedules. Kindergarten students must be accompanied adults.

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

### **What's available and Checkout Procedures**

We have 2 libraries located on the ground and second floors respectively. Materials are available in a variety of languages, including a selection of subscribed magazines and digital newspapers. Passwords for access to the latter are available from our friendly librarians.

### **Books and other reading material (Print and Electronic): 2 weeks**

Our extensive collection is regularly updated by contributions from various sources. The library welcomes requests from the AASSP community for additional material via its "Wish List" either direct or online through our catalogue.

### **DVDs : 1 week**

Entertainment and Educational DVDs are available for checkout as well. Please note that DVDs marked with a red dot have an age restriction.

Renewals are allowed if no one else has requested the item. A maximum of 15 items may be checked out at a time, but the limit may vary according to the grade. Students may not be able to check out additional materials should they have overdue items. An automatic e-mail notification will be sent every Friday for overdue items. Damaged or lost items must be paid for before further borrowing resumes.

## **2.7 PHYSICAL EDUCATION (PE)**

All children enrolled at AASSP are expected to participate in the required programs. While short-term absences for illnesses are acceptable, and to be expected; longer term, un-excused absences are not permissible. In order to be fair and consistent, along with the privilege of continued enrolment at AASSP, 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 1-5**

- 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.

### **Valuables**

Students should not wear jewelry or bring valuables to class.

### **Participation in PE:**

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

## **3. DAILY PROCEDURES & INFORMATION**

### **3.1 THE SCHOOL DAY**

Elementary School students should not arrive at school before 08:00. Between 08:00 and 08:25, K-5 students should go to the playground where teacher supervisors are present to ensure your child's safety. Students should be in their homeroom by 08:30. Students are dismissed at 15:30.

### **3.2 RECESS**

Recess is spent outside, under supervision of the school faculty members. Warm and appropriate outdoor clothing and boots are imperative. There are two recess periods, one in the morning and one in conjunction with their lunchtime. With the limited winter daylight hours and commutes for many students, the school feels it is important for students to be outside as much as possible. Unless the temperature is below -18C (or windy between -15C and -18C) or it is raining heavily, students are sent outside. If the student is well enough to attend school, it is the school policy that he/she should go out for his/her outdoor recesses. Exceptions are made only under extreme circumstances.

### **3.3 LUNCH**

Students may order a hot or cold lunch from the school cafeteria. Students eat Cafeteria with their grade level teaching assistant. Those who do not wish to participate in our lunch service may bring lunch from home. Please do not pack soda, gum or candy. Food should be carried to school in lunch boxes or bags, plastic containers or thermoses. As a safety precaution, glass bowls and containers should be avoided. A microwave is available for use to heat foods under the supervision of adults.

### **School Cafeteria Service**

Every week, the ES homeroom teacher emails parents the cafeteria's online link allowing parents to choose their child's lunches for the following week. There are three lunch choices per day, of which one of these is always a vegetarian option. Parents may select a lunch for any day they would like their child to dine at the cafeteria. The cafeteria accepts cash, but for added convenience, students are provided a 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.

### **3.4 SNACK**

All students require a healthy snack, sent by parents from home on the daily basis, to eat in their classroom either before or right after morning recess.

Chocolates, carbonated drinks, and chewing gum should be excluded from the mid-morning snack/lunch packs.

### **3.5 PICK-UP PROCEDURES**

Students are dismissed from their classrooms at 15:30.

**Students are not allowed to spend time unattended after school or walk around the building.** They must be with a parent, older sibling (High School student) or family helper/other responsible adult. Students must be supervised at all times.

Should you take your child out of school during school hours, you are required to obtain a pass from the ES Office located on the second floor. No ES students may leave the compound without an adult and without checking out from the ES Office.

### **3.6 ATTENDANCE POLICY**

It is important to note our School Board policy on attendance. Elementary 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. Attendance will be continuously monitored. The faculty and Principal will review the progress of students who are frequently absent. 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.

### **3.7 ABSENCES**

#### **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.

#### **Extended Absences.**

When a family must take a student away from school for an extended period, prior notice of at least a week must be given to the Main Office and the student's teacher. We strongly discourage you and your family from taking extended absences for family holidays since it could affect your child's learning. If the extended time is for a vacation, no homework will be given in order for you and your family to enjoy the traveling. We do encourage students to do some independent reading or to keep a journal. If a student is out for medical reasons, the teacher will help the family make up work as soon as the student is able to return or be capable of independent work. As the assigned work can in no way substitute for in-school learning, the student should expect further catch-up work upon his/her return. AAS faculty is unanimous in recommending that, whenever possible, trips and home leave be planned to coincide with school holidays.

### **3.8 REPORTING A STUDENT'S 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.

### **3.9 BEING EXCUSED FROM ACTIVITIES**

During the year at AASSP there are many opportunities for elementary students to be active. They participate in recess, Physical Education and after school activities. We are happy you have selected this school for your child and with that, the curriculum that the school subscribes to and offers. There are occasionally extenuating circumstances when students must be excused from rigorous physical activity for a period of time. The following is a guide to help you understand what are and are not appropriate requests for exclusion from physical activity.

These guidelines are needed so that we treat everyone in an equal and fair way. We are also aware of the cultural differences that families bring with them to the school setting. We respect those differences; however in our Western educational setting some of these differences may conflict. The guidelines below have been developed based on research from other schools.

1. If a student has been out sick and is returning to school, it is understood that the student is healthy enough to participate in most activities.
2. There are some reasons when exceptions occur to the above understanding.
  - i. If a student is still coughing, he or she may be excused from the strenuous part of a Physical Education lesson but is expected to participate in the rest of the lesson.
  - ii. A parent could request that a student remain inside for recess for one day following a long illness.
  - iii. A student who has an injury resulting in a cast or use of crutches or wheel chair may be excused for any part of the PE lesson that might be dangerous to the student.
  - iv. A parent's note is required for a physical education excuse for a brief illness or accident up to 3 consecutive school days.
3. For extended illnesses or accidents of 5 days to two weeks resulting in a weakened immune system (due to bacteria and viruses) a physician's note must be provided.
4. In the latter cases, the extension of these periods can only be accepted with a further follow-up to the doctor with appropriate tests being done. A total of one month is all that a student will be excused from physical activities.
5. Students are encouraged to cover their heads in cold weather and can remain quite warm if they wear a hat, scarf and hood when playing outside.
6. Students who have been granted exemption from any of the physical activities will stay with the Teaching Assistant work to do or will observe the class in action.

### **3.10 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 chickenpox, 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 needs to receive a medication while at school, please send the medication in a labeled container - student's name, medication name, medication dose 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.), medication must be brought to the Health Center by a parent/ guardian. There is a medication form in the Health Office and Main Office to be used if the medicine needs to be given to your child at school during an extended period of time. If a child has asthma, severe allergies or is diabetic, a separate Action Plan Form is required to be filled out. 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.

- Hib (Pre K)
- 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.

### **3.11 INSURANCE**

AAS carries insurance coverage for the usual risks, such as general liability, vehicle liability and damage to or loss of school-owned property. AAS 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.

### **3.12 SECURITY**

The school considers it very important to offer a first class security service to its students and staff. In order to ensure that all the people entering the school property have legitimate business with AAS, the school requires that all parents and their family helpers who may drop off or pick up students from school wear an ID badge. These IDs will carry the names of the students the individual is authorized to pick up. The badges are issued by the School security at the front door on completing an application and showing a passport or other photo ID. Parents who have a photo ID from the American or British consulates may present this identification instead of a school-issued badge.

Please see the Security Information section for further information

### **3.13 SUPPLIES AND BOOKS**

The Elementary School furnishes all classrooms with supplies and books. To protect books and materials from bad weather, students should have a book bag or satchel of some kind in which to carry their supplies to and from school. Flight bags and backpacks are excellent for this purpose.

## **4. RULES AND BEHAVIOR**

### **4.1 CODE OF CONDUCT**

Our mission statement is central to the work we are doing at the Elementary School. The three attributes represent the kind of students we wish to develop. Based on the mission statement "Respect for Self and Others", we have developed some basic guidelines. Respectful behavior includes, but is not limited to, the following:

- Demonstrating respect for adults and fellow students.
- Demonstrating respect for the property of others.
- Using appropriate language in and out of class.
- Wearing appropriate clothing.
- Doing one's own work.
- Being prepared for school every day.
- Not bringing weapons (real or simulated) to school or committing dangerous acts.
- Not creating disturbances in class or at school (e.g. using mobile phones, disruptive behavior, etc.)

### **4.2 DISCIPLINE POLICY**

The discipline procedures in the Elementary School aim to provide a safe environment for students while helping them develop skills such as conflict resolution and empathy. One of the responsibilities of AAS is to help children learn how to behave in a group situation, to learn from mistakes, and to accept the consequences of their actions.

There are some basic procedures that are followed when students do not follow school rules. The first person to deal with issues that arise is the homeroom teacher. As the primary person responsible for the care of the students in his/her room, s/he helps them follow our school rules. When an issue occurs which is repetitive or involves physical injury, bullying or damage to property, the student is sent to the Principal's office.

The Principal keeps a careful and detailed record of when students are sent to the office, what is discussed and the consequences taken to lead the student forward in his or her learning. The Principal discusses the situation with all parties involved in order to get an accurate picture of what happened.

Consequences are an integral part of the discipline procedures at AAS but it should be stressed that the administration at AAS feels that each situation ought to be looked at on an individual basis. Wherever possible the sanctions meted out should help reinforce positive behavior. However, there are general procedures that are followed:

1. Unless an infraction involved personal injury or damage to property, the first visit to the office results in the student receiving a consequence deemed appropriate. The Principal contacts parents if it is felt this will support the student in his/her learning.
2. The student is informed that the second visit to the office may result in a formal letter home.
3. Parents are immediately contacted when infractions involving personal injury or damage to property occur or a student is accused of repeated bullying behavior.
4. If, after the letter is sent home, the student continues to misbehave, the parents are called in by the Administration and further stringent measures are taken. Such measures might include community service, in-school suspension, behavior contracts, etc.
5. When circumstances warrant, serious consequences such as detention or suspension will be given.
6. If the Administration feels the parents are not working with the school to lead the child forward with their behavior, serious consideration will be given to whether our school is the right place for their child.

#### **4.3 DRESS CODE RECOMMENDED ESSENTIALS**

The general rule at AASSP 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 AASSP 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 AASSP t-shirt to wear for the remainder of the day.

#### **4.4 CARE OF SCHOOL AND STUDENT PROPERTY**

It is expected that all students will do their utmost to preserve and take good care of all school property and other students' property. Vandalism and purposeful damaging of property at school is unacceptable and will result in repairing or replacing the damaged property and possible suspension or expulsion from school.

#### **4.5 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.

#### **4.6 TOYS AT SCHOOL**

Toys are not allowed at school. However, we understand that long car and bus rides make some items necessary. If a child brings such items, they are to be kept in the backpack/locker during the school day. Toy guns and knives are not allowed on school grounds at any time and will be confiscated. For the younger children, security toys and toys which help students transition from school and home are allowed. Teachers and parents will discuss the parameters of their use.

#### **4.7 VALUABLES**

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

#### **4.8 HOLIDAY PRACTICES**

The Anglo-American School of St. Petersburg is a community of individuals who are committed to being internationally minded, and who appreciate the unique experiences each member brings to our community. While our school's charter states that we are here primarily to serve the British, Canadian, and American communities, this does not mean our commitment to being internationally minded is altered in any way. When recognizing holidays at the Anglo-American School, we feel that a balance must be achieved. This balance should be reflected in reasons for recognition, ways we recognize holidays and the days that are chosen.

We understand the importance of birthdays and certain holidays for many of our families. Therefore, simple classroom celebrations can occur (see guidelines below).

##### **Guidelines for Elementary Classroom Celebrations:**

1. Limited to one day, during the last hour or so of class time;
2. Use no decorations other than those associated with the theme of the event and hung only during the party;
3. As you choose what to celebrate, be aware of what is and isn't available in St. Petersburg;
4. Birthday celebrations are to be limited to a treat, individual servings preferred.
5. In regards to birthday party invitations, if the entire class is invited, invitations may be distributed within the classroom. If a select few students are to be invited, invitations must be handed out with discretion and outside the classroom.

6. Teacher will decide, according to their schedule what time children will eat and celebrate birthdays. Parents are kindly asked to arrange with teachers before bringing any treats.

We encourage students and parents to share their cultural traditions. If parents wish to organize events to share these traditions please get in touch with the Administration.

#### **4.9 COMPUTER AND INTERNET USE POLICY**

The Anglo-American School of St. Petersburg provides students with a wide variety of Information and Communications Technology (ICT) resources and Internet access in order to realize our Mission and Vision. AAS is committed to the acceptable, safe and responsible use of ICT resources and Internet by all students. Our ES Digital Citizenship Agreement (revised May 2013), is the guiding set of principles regarding the rights and responsibilities of ICT resources and Internet use. All students are expected to follow the ES Digital Citizenship Agreement and school rules in their use of ICT resources and Internet. Further, students and parents understand that students will be held responsible for their actions using ICT resources and Internet both in school and out of school, using school and/or personal devices. Consequences for misuse of ICT resources and Internet will be timely, corrective, learning-based, and consistent with school policies. Please see ICT Inappropriate Behavior / DCA Violations Procedure - ES Faculty/Staff.

Instances of student misuse of ICT resources that include bullying/harassment, security problems, vandalism or damage to property, accessing and/or distributing inappropriate content and any illegal activity will be considered serious and will result in immediate and strong consequences which may include restrictions to student access to ICT resources and Internet and other actions in accordance with school policies.

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

### **5. EXTRA-CURRICULAR ACTIVITIES**

#### **5.1 FIELD TRIPS**

The Anglo-American School makes every effort to enable student groups to take advantage of the unique opportunity of living and studying in St. Petersburg. All trips are part of the curriculum and students are expected to participate.

#### **5.2 PANTHER LIFE (AFTER-SCHOOL ACTIVITIES)**

The Panther Life (After-School Activity) Program is comprised of enrichment and recreational activities from the arts to sport. The program is well balanced with emphasis on the combination of education and recreation. The activities offered fall under the following headings: performing arts, arts and crafts, physical activities encompassing indoor/outdoor and winter/summer sports, movement and dance, mother tongue programs, and interest clubs with an educational bias.

The Elementary School program runs throughout the school year and is split into four sessions. Students are given the opportunity to register for the activity of their choice prior to the start of each session. Registration for the Panther Life programs is online.

## **6. SCHOOL-HOME COMMUNICATON**

### **6.1 COMMUNICATION AIMS**

The Anglo-American School makes every effort to include parents in discussions concerning school issues. It is through clear and open communication by both parents and school personnel that we can ensure that your student will have the best educational experience possible while in St. Petersburg. An Opening Day Packet of information is handed to each student on the first day of classes. Home-School communication is important for enhancing your student's educational experience in St. Petersburg. It is your responsibility as a parent to know what is going on in your child's classroom. It is to the benefit of the whole school for parents to be involved in various aspects of school life, such as volunteering in the classroom during the school day or helping at special events. Teachers are encouraged to send home weekly news bulletins. Parents are encouraged to seek an appointment with a teacher or the Administration should the need arise.

### **6.2 NEWSLETTERS**

The School has a weekly newsletter called "The Panther Press" which is sent to parents each Friday via e-mail. In this newsletter parents will find important announcements and information about the school and its numerous activities. Parents are requested to keep the Elementary School office updated on any changes to their e-mail addresses. Families who do not have access to electronic means of communication will be sent a hard copy of the newsletter on their request. The newsletter is always available on the school's web site: <http://www.aas.ru/spb/news>. Announcements, homeroom information or urgent notices in hard copies are sent home with the student or by E-mail. The newsletter does not publish private notices except those of Lost & Found character or announcing functions that AAS students might benefit from. It is important to read this newsletter, as it is one of our primary sources of communication with parents. Classroom teachers also send their newsletters out to parents on a regular basis.

## **7. SECURITY INFORMATION**

### **7.1 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 community. A full version of the AAS Security Policy is available at the reception desk at the main entrance. There you can also apply for badges, announce visitors and ask for information. The main security requirements are:

- In school all adults are required to wear their AAS badge.
- All persons who do not have their badge on them must report to the reception desk to receive a replacement or temporary badge.
- Visitors must be announced in advance and need to identify themselves.
- Unless participating in a scheduled evening event, all non-staff community members must leave the school before 17:00.

- Students are not allowed to leave the school compound during school hours without written permission from the principal.

We have security on-site 24 hours a day, 7 days a week. The school's official hours are from 8:00-17:00 Monday through Friday. Anyone arriving and/or leaving before or after these times must sign in or sign out at the security desk. This includes weekends as well.

Visitors outside of normal drop off and pick up times will be escorted to the main office by security.

## **7.2 BUS POLICY**

AAS 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 cooperation agreement with a bus service, which has proved 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.

## **7.3 EMERGENCY PROCEDURES**

We at the Anglo-American School have planned for a variety of emergency situations and will initiate some safety practices when we feel the need, 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.

## **7.4 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 Elementary School office and is regularly updated to reflect information from parents.

## **7.5 FIRE ALARM AND CODE RED INFORMATION**

To respond quickly and effectively to emergency situations AAS 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 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 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 loud speaker 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.

## **7.6 UPDATED PHONE/ADDRESS INFO IMPORTANCE**

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.

## **8. ENROLLMENT POLICY AND CLASS PLACEMENT**

### **8.1 ADMISSION POLICY AND PROCEDURES**

Please contact the Main Office for updated information.

### **8.2 FINANCIAL INFORMATION**

Tuition costs and procedures for payment are described in the School’s publication “Tuition Information” available through the Main Office.

### **8.3 GRADE PLACEMENT**

Preliminary grade placement is based on a student's age by August 31 of the current school year. For admission into Kindergarten a student must be five years old on or before August 31.

AAS students are evaluated for appropriate grade placement using prior school records and, if required, oral and written assessments administered by the School's staff. In general grade levels are assigned as follows:

<b>Age as of August 31</b>	<b>Grade</b>
5	K
6	1
7	2
8	3
9	4
10	5

### **8.4 RETURNING STUDENTS**

At the end of the school year, classroom teachers will collect all school materials, library books and any other equipment on loan. Students and parents are responsible for the return of all items in good condition.

### **8.5 STUDENTS' TRANSFER AND WITHDRAWAL**

Parents should notify the Main Office in writing as soon as they are sure of the date on which their student will be withdrawn from AAS. If departure is expected, but the date is uncertain, it is best to notify the School by phone of the probable leaving date, and then submit written notice as soon as the exact date has been established.

To obtain school transfer records or tuition refund checks, written notice of intent to withdraw must be received at least two weeks in advance. All materials, which are school property, must be returned to the School. All tuition must be paid in full in order to release transcripts and records for the withdrawing student. No final records are released until all school materials are accounted for and all financial obligations met.

## **9. PARENT-TEACHER ORGANIZATION**

The Anglo-American School in St. Petersburg has an active Parent-Teacher Organization (PTO). When your child is registered in school, you are automatically a member of the PTO. For more information, please access the PTO's page at [www.aas.ru/spb/about/pto](http://www.aas.ru/spb/about/pto).

## **10. PORTRAIT OF AN AAS STUDENT**

The following is a composite picture of the knowledge, skills, qualities and practices that a student hopefully gains as a result of the AAS experience. The desire is that regardless of whether a student attends or has graduated from AAS, she or he will possess and use these skills, qualities, and practices.

AAS educates students to become:

Learners who ....

- Possess a strong knowledge base in core academic areas.
- Make connections between disciplines.
- Read and write well for a variety of purposes.

- Speak with confidence in a variety of situations.
- Listen actively.
- Explore and develop their potential in the arts.
- Use technology to assist communication and to enhance learning.

Self-directed, successful students who....

- Inquire and research.
- Achieve their goals and reflect upon their performances.
- Demonstrate commitment and perseverance in learning.
- Work independently and cooperatively.
- Think critically and flexibly.
- Model academic integrity and honesty.
- Maximize their opportunities for learning within and beyond the classroom.
- Value and engage in healthy lifestyles.
- Possess the skills and enthusiasm for lifelong learning.

Responsible and positive members of the community who ....

- Develop principles and self-management that will guide their decisions.
- Show respect and open-mindedness towards other people and cultures.
- Exhibit curiosity about the world in which they live.
- Express confidence and act upon their thoughts and beliefs.
- Reflect upon issues facing society and respond through positive action.

## 11. ELEMENTARY SCHOOL IMPORTANT DATES 2015-2016

### **Open House** *(August 17, 2015)*

- 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** *(August 18, 2015)*

### **Back to School Night** *(September 3, 2015)*

- Parents will have the chance to visit teachers to learn more about the curriculum and the teacher's expectations.

### **MAP Testing Fall Session** *(September 7-11, 2015)*

### **Settling-in Conference** *(September 18, 2015)*

- A time for teachers to share students' beginning of the year levels in math, reading, and writing as well as setting goals for students.

### **First Term Report Cards** *(November 27, 2015)*

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

### **Parent-Teacher Conference** *(December 4, 2015)*

- Conference to discuss first term report card, progress toward goals documented in Settling-in Conference, and any other concerns parents may have.

### **Second Term Report Cards** *(March 25, 2016)*

### **Parent-Teacher Conference** *(April 6, 2016)*

- Conference to discuss progress toward academic and social/emotional goals documented in December Conference.

### **MAP Testing Spring Session** *(May 16-20, 2015)*

### **Final Report Card** *(June 15, 2016)*

- 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.

#### **Key:**

ES-Elementary School

MS-Middle School

HS-High School