

**PARENTS / STUDENT HAND BOOK
KINDERGARTEN- GRADE 12**



PARENTS AND STUDENTS ARE RESPONSIBLE FOR KNOWING THE CONTENTS OF *THIS HAND BOOK* AS ASA SCHOOL POLICY. BY ENROLLING AT ASA YOU AGREE TO THE TERMS AND CONDITIONS CONTAINED IN *THIS HANDBOOK*

ASA is fully accredited by the Egyptian Ministry of Education and AdvancED NCA

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Alexandria Private Language School
AMERICAN DIVISION

Dear parents and students:

Welcome back to school! The staff at ASA has been working very hard to prepare for yet another successful school year. The Parent/ Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year.

The Parent/Student Handbook is designed to be in harmony with the school board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Working together, we will be able to reach excellence more readily.

We are committed to preparing your child toward reaching his/her full potential as a true scholar. As teachers and parents we have a shared responsibility to prepare our children for the future. The teachers at ASA are the best and will be ready to help your children grow educationally!

Thanks to you all.

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SCHOOL PHILOSOPHY AND OBJECTIVES

We believe that each student is an individual with special interests and the ability to learn and experience success. We believe that academic growth and social maturity go hand-in-hand to create lively inquiring minds. Although all students pass through development stages, they progress at various rates through learning and are influenced by various experiences.

Our aim is to provide the education and atmosphere, which will foster the development of individuals with the ability to question, research, acquire understanding, knowledge and skills, and communicate that knowledge appropriately to different audiences using the latest in instructional technology. Having developed a sense of self-respect and self-discipline, and the ability to live full lives as independent, self-motivated adults, they will become, without doubt, contributing members of society.

We adhere to the view that students are happiest in a properly ordered community where high standards of both work and behavior are clearly understood. By providing the best possible teaching environment -staff and facilities- within a disciplined framework we strive to attain mutual respect between all parties concerned and a sense of belonging to our school community.

At ASA we employ teachers and administrators who are committed to the highest standards of their professions and who, as a team, work together in an organized way towards our mutual goal.

Aims and Objectives

Starting with the kindergarten, the aim is to create a well-ordered community with a home-like atmosphere and opportunities for each child to develop and progress individually in the basic skills of language, literacy and numeracy. The school seeks to develop the gifts and potential of each individual and to bring each pupil to the highest standard of which he or she is capable. We are concerned with his or her emotional, aesthetic and practical aspects as well as with the intellectual and physical ones.

Objectives:

1. Develop lively inquiring minds, the ability to question, to argue rationally and to apply themselves to tasks.
2. Acquire understanding, knowledge and skills relevant to the needs of adult life, at home, at work and at leisure in a fast changing world.
3. Help pupils develop personal moral values, respect for different cultures and religious values and tolerance of other values and ways of life.
4. Help students know the social, economic and political order of the world.
5. Help students achieve the sense of responsibility and self-respect, which are, we believe, the basic requirements for freedom.
6. To develop in students the ability to follow principles of logic through rational thinking, problem solving and the search for knowledge.
7. To help each student maintain a positive self-concept and a willingness to engage in constructive self-criticism.
8. To help students discover their interests and/or talents in the areas of physical fitness, art, music, recreation and public relations and appreciate human achievements and aspirations.
9. Develop a sense of respect and the capacity to live lives as independent, self-motivated adults with the will to share in and contribute to society.

10. To learn to communicate knowledge appropriately to different audiences using the latest in instructional technology.
11. To develop a concern and respect for the environment and a sense of being a part of the whole world.
12. To develop an understanding of their cultural heritage and appreciate the learning opportunities being offered to them.

ADMISSION PROCEDURES AND REQUIREMENTS

INTRODUCTION:

Enrollment at The American School of Alexandria is a privilege, not a right. In order to maintain its philosophy of scholarship and character, the school reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient by the school administration. In accepting admission to ASA and in enrolling their child in ASA, parents agree to the terms and conditions contained in this document.

Applications for admission are accepted at any time. Official transcripts of previous school work must be submitted at the time of application and prior to required admission testing which may include: Reading comprehension, writing and oral communication, French, Arabic and math. Test results, letter of good conduct from principal, and former school records are used to assist in class placement and scheduling.

The Principal or Registrar may deny admission for (but not limited to) any of the following reasons:

1. Incomplete or improper transcripts and/or records.
2. Failure to have required psychological testing performed.
3. Low admissions test scores and/or poor academic records, which would indicate a probable lack of success at ASA.
4. A history of disciplinary problems or substance abuse that have not been corrected.
5. Classes having reached maximum enrollment.
6. Student who will be over 19 years old at time of graduation.

REGISTRATION PROCEDURES:

The following documents are required and must be completed for registration at the School's Admission Office:

1. Completed Registration form and 8 passport photos.
2. Original Copy of birth Certificate.
3. Copy of Passport showing foreign status (if applicable).
4. Official, original transcripts and/or documents from previous schools attended (if in languages other than Arabic, an English translation is required)
5. Completed ASA Medical Exam Form.

When it has been determined that a student is eligible for testing, the following will take place:

1. Interview and/or parent conference.
2. Admission placement by Department Head or Counselor.
3. Schedule planning.

REFUND POLICY:

A student who withdraws from ASA during the school year with intent to depart Egypt is eligible for a full tuition refund based on prorated number of days registered, not necessarily attended. The final departure day is based on official notice in writing from parents and final clearance of financial obligations.

For any quarter, if a student wishes full quarter grades on his/her transcript, full quarter tuition must be paid.

Any early withdrawal presupposes a normal family transfer outside of the greater Alexandria metropolitan area. A student who withdraws from school after May 1st of the fourth quarter (end of school year) will be charged for the full quarter, and no refund is possible.

If a student is requested to leave ASA for either behavioral or academic reasons (expulsion) and/or withdraws for other reasons and remains in the greater Alexandria metropolitan area, and/or decides to attend another school in the greater Alexandria metropolitan area during the school year, ASA will not honor the refund privileges. Any large-scale withdrawal without compensating admissions could require the school to refuse refund payments.

Refunds are mailed or given to parents at the beginning of each quarter. Request in writing for refund upon withdrawal must be made 30 days prior to the end of the quarter. This, of course, is after financial clearance has been satisfactorily established.

Any refunds for tuition and/or book deposit fees will be made to the PARENTS ONLY. Students will not be given any refund money, even with written permission from their parents.

SUMMER REGISTRATION:

Office Hours from June 27 until August 31, 2009 are from 10 AM until 2 PM, Sundays through Wednesday.

Applications are accepted and interviews conducted throughout the year for the upcoming academic year.

For a family arriving in Egypt during the summer months it is important to visit the school as early as possible.

Mailed in applications and deposits (50% of the yearly tuition) will be accepted contingent upon testing results after arrival. If for some reason the student cannot be accepted, a full refund will be made.

No registration will be considered complete until all required documents have been submitted and financial obligations have been met.

TRANSFER TO ASA AT HIGH SCHOOL LEVEL FROM NON-AMERICAN ENGLISH LANGUAGE SCHOOLS:

If a student from a non-American English language school wishes to obtain a graduation diploma from ASA, he or she will have to meet the following requirements:

1. A maximum of ten credits are permitted for transfer under normal circumstances and students are required to complete the last two credit earning years at ASA (six or seven credits per year).
2. Entering students must be age appropriate for the grade level.
3. ASA requires, as does its U.S. accrediting agency, Northwest Association of Schools and Colleges, 12 years of formal education, grades 1-12, in order for a student to receive its American High School diploma. (N.B. Egyptian colleges and universities give preferential treatment in admission to students who have twelve years of formal education, grades 1-12.)

PROBATIONARY STATUS:

Students who achieve a GPA (Grade point Average based on the U.S. 4.0 system) of 1.6 or less in any quarter marking period will immediately be placed on academic probationary status. A student who is on probation for two quarter marking periods in any school year may be asked to withdraw from ASA for academic reasons.

PROBATIONARY ADMISSION:

Students who are admitted on probationary status must have a 70% average in the first semester with no failures in core subjects. Students failing to meet the above criteria may be asked to leave the school after the first semester.

ENGLISH AS SECOND LANGUAGE SUPPLEMENTARY COURSES:

In today's interdependent world, people from many different nations live abroad in international communities as a result of business, culture and human service exchanges on a global level. ASA recognizes that the languages of communities, is English and that many non-English speaking school age students accompany their parents overseas.

ASA has an ESL (English as a second Language) Department, which addresses these students' needs. Student who, in the professional opinion of their English teachers, need supplementary courses to aid in mastering the English language will be required to attend these courses. Students who need extensive ESL help may be asked not to take a foreign language in order to focus on acquiring English language proficiency.

The two major goals of the ESL department are:

1. To prepare motivated, non-native English speaking students for rigorous university entrance exams to Egyptian Universities or any institution which uses an American curriculum.
2. To prepare non-English speaking students to read, write, listen and speak in English, so that they can comfortably interact socially in the international community.

Before enrolling your student in the American curriculum, please consider the following:

Learning a foreign language is a time-consuming process that requires student motivation and self-discipline. There are high expectations for English language growth within the ESL programs, and students with strong inclinations toward academics will progress rapidly. A serious commitment to mastering English is essential.

ATTENDANCE, WITHDRAWAL, SCHOOL, DISMISSALS

ATTENDANCE POLICY:

ASA puts a high priority on student attendance. It is important for students to be in school in a consistent routine of study and participation in school activities. This is the best way to build a strong academic record and to establish the reputation of involvement and responsibility.

If a student is absent or tardy for any reason, an explanatory phone call from a parent is expected.

Students, who are absent due to illness, but able to study at home, may get their homework assignments from their student colleagues.

Students who are absent or tardy are also expected to bring a written excuse from a parent or guardian upon their return to the ASA attendance secretary.

An absence of two days or more for an illness requires a note from a doctor. A doctor's statement is also necessary if a student misses a semester or final exam because of illness.

Students who do not bring in excuses within two school days following an absence will lose credit for homework and class work missed.

Parents will be contacted and disciplinary action may be taken when students are repeatedly tardy for school or classes.

STUDENT TARDY POLICY:

Students who are late to school must see the Attendance Secretary to receive a pass to class. Students who are late to school (after 8:30am) must have a note from parents for the tardy to be counted as excused. After three excused tardiest during the semester, one must have a parent conference in order to prevent future problems from developing. Any student who is late to school and does not have a note will have an unexcused tardy.

1st unexcused tardy

Warning

2nd unexcused tardy

Warning from teacher

3rd unexcused tardy

A detention and parents contacted

4th unexcused tardy

Indefinite suspension – Student cannot return to school until parent conference is completed.

Students who are consistently late may not be permitted to enter the ASA campus.

MAXIMUM ABSENCE POLICY:

A student may not be absent more than six days per quarter whether the absences are excused or unexcused except in extreme situations and with the approval of the principal. Excessive absence may result in the student receiving no credit for the academic year. Sicknesses in the family, traveling and/or an extended holiday are not acceptable reasons for missing school.

CLOSED CAMPUS AND EARLY DEPARTURE:

Students may not leave the campus during regular school hours (including lunch) without an authorized "gate pass". Parents may not remove a child from the campus without notifying the principal or administrative assistant. Students may obtain a campus gate pass from the principal's secretary, only if a driver or parent presents himself as the person picking-up the child. Students are not permitted to take taxis by themselves during school hours unless granted permission by the office.

Early departure from school is NOT granted for either of the following reasons:

1. Going to the airport to see other students or parents depart.
2. Going home because of being "tired" after staying up late to study.

Parents must check in with the office before entering the classroom areas.

EARLY WITHDRAWAL FROM SCHOOL:

Notice of early withdrawal from school should be made at least two weeks prior to departure. All books must be turned in, and financial clearance must be made at the school financial office before records can be released.

If withdrawal is expected a few days prior to the end of a semester, parents are asked to notify the school in writing as soon as possible so that the official transcript can be prepared. Withdrawing students may not be absent more than six days in a quarter will receive “w” or “withdrawal” grades, and it will be up to their next school as to how they will accept those grades.

EXAMES/GRADES FOR WITHDRAWING STUDENTS:

When a student must leave prior to the first or second semester examination period and has at least minimum attendance in a particular quarter, he/she is required to arrange for early exams. Each teacher may choose to prepare a special exam for the student or to give the student a “grade-to-grade” based on work completed without the chance to take the exam.

RECORDS FOR WITHDRAWING STUDENTS:

All records for students withdrawing from ASA will be ready one week after the last day of school. Students who are leaving the country must leave a mailing address since they cannot have their records on the last day of school. No report cards will be released ahead of the last day for students. Students withdrawing before June 1st may have their records on the day of withdrawal provided adequate notice (2 weeks) has been given and all requirements are met.

TRANSCRIPTS:

Seniors can obtain up to 10 transcripts at no extra cost. Other students are allowed up to 2 per school year. Former students and graduates will have to pay \$10, which includes postage, for each transcript, and the Registrar’s Office will send them only to gaining school. In exceptional cases for departing students, transcripts can be given directly to the student’s parents.

GENERAL SCHOOL PROCEDURES

APPROPRIATE ATTIRE:

The ASA school dress code is as follows:

1. Students must wear the ASA official school uniform to all academic classes. They must have indoor shoes to wear in carpeted classrooms. There is a warm weather and a winter uniform.
2. Students must wear appropriate PE uniform to PE classes. They must have appropriate athletic shoes to wear on the gym floor and playground. Uniforms and PE clothing are to be washed on a regular basis.
3. Girls are not allowed to wear any makeup or jewelry other than small tasteful earrings. 11th and 12 grade girls may wear conservative nail polish. Hats and bandannas are not allowed on campus.
4. ALL STUDENTS MUST BE CLEAN AND WELL GROOMED. Boys with unacceptably long hair, or gel in their hair will be sent home until they have a haircut or wash the gel out. The absence from school is not excused.
5. Boys may not have facial hair (breads, mustaches, long side burns). Boys are required to be clean-shaven. Those not adhering to the school policy may be offered the opportunity to shave at school on a time basis. Unshaven appearance may be a detention offense. Boys who persist in not shaving may be sent home until they decide to shave and will receive a “0” in their class work during their absence.

CALENDAR OF SCHOOL YEAR:

See the school calendar, which indicates holidays and other dates of importance with regard to school grading periods, and special events. ASA recognizes both major American and Egyptian holidays. The school year consists of two semesters totaling no less than 167 teacher/student contact days. Each semester is further divided into two marking periods called quarters. In addition to the

holidays shown on the school calendar, there may be additional days when the students are released early for teacher workshops, inclement weather or exams.

BACK TO SCHOOL NIGHT:

Parents are invited and encouraged to attend Back-to-School Night. This is an opportunity to learn more about your child's courses, the goals and expectation with his/her teachers.

PARENT TEACHER CONFERENCES:

Parent-teacher conferences are held at the end of the first and third quarters. They are held after school. Appointments must be scheduled in advance with specific teachers by calling the Principal's Secretary 504-7558, ext. 111. Teacher conferences will not exceed 15 minutes per teacher. Some parents will be required and notified to attend a teacher conference; others may wish to get further information about their child's progress. It has been demonstrated that a child's performance in school is directly related to the degree to which his/her parents take an interest in school. Schooling is the business of both parents.

PRINCIPAL/PARENT CONFERENCES:

Parents whose children seem to have a "problem" with a specific teacher MUST first speak with teacher before bringing a "problem" to the attention of the Principal. Students should be able to resolve most misunderstandings with a teacher directly without either parental or the principal's involvement. Parents should not expect assistance from the Director of ALS without speaking first with the teacher and second with the principal.

FIELD TRIPS:

Field trips (learning without walls) are an integral part of ASA's educational program, and all students are welcome to participate. Parents sign a blanket permission slip for trips. Information about specific field trips is sent home well in advance, so that parents are fully informed. Even though a student may have visited the destination previously, she/he is expected to go on the field trip because there will be follow-up classroom discussions and projects. In addition, it is important for students and teachers to share together in experiences outside the classroom. Unless a medical excuse is presented or there is a family emergency, an absence on a field trip day will be considered unexcused. The "Learning Without Walls" week of field trips is academic in substance.

GUESTS:

Guests are allowed to attend school with ASA students under the following conditions:

1. Guests must be cleared through the Principal's secretary at least 24 hours in advance of their visit.
2. No more than one guest will be allowed to visit the school at any time.
3. No guests will be allowed during the week before final exams and at other special times.
4. Guests must be relatives, students at other schools, or alumni.
5. Students' guests will not be allowed to spend "a day off" from their school on a day that ASA is in session.
6. Guests must remain with their ASA sponsor at all times and observe all ASA rules.

LOCKERS:

Students are provided lockers for books and personal items. There is room in the lockers for their PE uniforms and shoes. Students are expected to have a second pair of shoes for athletics to avoid tracking dirt into the classrooms. All items not being carried to class (books, schoolbags, clothing, etc.) should be stored in the locker. Items left around the building will be removed. Items of great value should not be brought to school. Lockers must be kept clean and tidy.

Keys are issued to each student. The Principal's secretary maintains a copy of the key to be used when students are ill or when there is sufficient reason to enter a locker. Students who damage lockers must pay for repair or replacement and may have to give up the privilege of using a locker. A student found entering another student's locker for any reason would face suspension from ASA.

LOST AND FOUND:

Lost and found items are left with the Principal's Secretary. After two months, items will be discarded or sold and the money given to charity. Students who lose something of value should report it immediately to the Principal's Secretary.

LOST BOOKS:

When a student loses a book, he/she must pay for the replacement of the original textbook, shipping costs from the U.S and an additional 50% of the cost to cover ordering procedures. It takes 20-30 days to re-order and receive a textbook from the U.S. The student will have to manage with notes or handouts until the new book arrives by courier service. Those without textbooks at the end of the year will be charged the cost of the new book plus shipping charges.

SCHOOL BUS:

ASA provides transportation to and from school for students in designated zones who abide by bus rules. For safety reasons, students who violate the rules may be denied bus service.

TELEPHONES:

The school has limited telephone services that are to be used for official calls only. Students may call home in event of illness or special problems with the approval of the Principal's Secretary. Social phone calls are not permitted on the office phones. Failure to inform drivers or parents of an after school activity does not gain a student access to school phones.

CELL PHONES AND OTHER PORTABLE ELECTRONICS:

If a student is seen with a cell phone or other electronic device, it will be confiscated by the teacher or adult and held in the office until the end of the day.

ACADEMIC POLICIES

AWARDS AT GRADUATION:

Principal's prize

Award from the faculty

VALEDICTORIAN AND SALUTATORIAN:

The graduating senior who receives the highest grade point average computed over a 4-year period (9th grade through 12th grade) will be appropriately recognized at the graduation ceremony as valedictorian.

The graduation Senior with the second highest grade point average will be recognized as the salutatorian. These two awardees must also have attended ASA for at least 4 semesters with high and prestigious honors offered at ASA. The tentative selection is not made until 4th quarter and averages have been compiled. Unless a student is transferring from a U.S., Canadian, European or U.S. accredited international school, or is very fluent in English, he or she will not be admitted after the ASA 10th grade year.

EARLY GRADUATION:

There are basically two reasons for considering a request for early graduation.

1. A senior (and or family) departs Egypt at the end of the first semester or during second semester.
2. A senior has applied to universities in countries other than Egypt where the school year begins in February or March.

A senior must have sufficient credits to graduate and a GPA of at least 2.0. Parents must make the request in writing to the Principal prior to May 1st of the 11th grade.

GRADE POINT AVERAGE:

In cases where Grade Point Average (GPA) is required, it is computed as follows:

A+ = 97% -100% = 4.0GPA

A = 94% -96% = 3.9GPA

A- = 90% -93% = 3.7GPA

B+ = 87% -89% =3.3GPA

B- =80% -83% =2.7GPA

C+ =77% -79% =2.3GPA

C =74% -76% =2.0GPA

C- =70% -73% =1.7GPA

D+ =67% -69% =1.3GPA

D =64% -66% =1.0GPA

D- =60% -63% =0.7GPA

F =59% and below = 0 GPA

Grades in A.P. Courses and Honors Courses are weighted by a plus 20%, with plus and minus grades extrapolated similarly to the standard GPA scale.

Students who elect to enroll in advanced Placement (AP) courses must take the A.P. Examination to get the extra 20% weighted grade on their Report Card. After two weeks from time of enrollment, withdrawal from an honors or A.P. course is no longer possible and students who remain will take the A.P. Examination.

FORMAL REPORTS:

Report Card grades are issued by each teacher and include a grade and percentage for each student. Letters are assigned according to the code on the report card:

A+/A/A-/B+/B/B-/C+/C/C-/D+/D/D-/F

I = Incomplete (for which all works must be made up within one week of the following grading period)

W = Withdrawal (within two weeks after the beginning of the year)

P = Pass and F= Failure

Grades and percentages as well as GPA are given at the end of each quarter according to the school calendar, and semester grades (for every two quarters) are given in February and June. ONLY the semester average grades are made a part of the official transcript that is sent to other schools and universities. In grades 10-12, the semester grade is computed by weighting each of two quarters as 40 or 45% and the semester final exam as 10% or 20% (teacher decision). The Year End Grade is an average of the two semesters. Report Card must be signed by parent or guardian and returned to the school within two school days.

EXAM RETAKE POLICY:

If a candidate does not achieve a passing score on an exam the first time, the candidate must wait at least 24 hours before resitting the exam.

A retake exam will result in a passing score (60%) as a maximum. A candidate may not take a given exam any more than four times per year (including two during Summer School program).

Progress Report:

Progress Reports are issued mid-quarter, four times a year. Teachers write the progress report; they are sent home with the students on a fixed day (see school calendar). They must be signed by a parent or guardian and returned to the school within two school days.

Progress reports include not only a letter and numerical grade for current student Standing, but also an effort grade. The Effort Grade ranges from 1 (little effort) through 3 (average effort) up to 5 (full potential). Teacher comments are usually included on the Progress Report.

Supplementary Progress Reports may be sent home at any time at the discretion of the teacher; these also must be signed and returned within two school days.

HOMEWORK:

There is homework most nights of the school week. Homework is graded and becomes a part of a student's academic grade average. In grades 7-12, there may be up to three hours of homework per school day. A consistent schedule for a student and parental supervision is suggested. Students in grades 7-12 are issued a homework log where they write their daily homework assignments. Parents should check the ASA Student homework log periodically. Homework should be done in a quiet setting and preferably at a desk with good lighting. Frequent phone calls during the nightly study time (7:00PM to 10:30PM) are disruptive; parents can help by intercepting and discouraging these phone calls, monitoring computer time to see if it is school related, and restricting access to television during study time.

Honor roll:

Honor Rolls are computed quarterly. A certificate is awarded at the end of the first Semester and the end of the school year reflecting all quarters in which the student qualified.

General Honors: 80%-86%

High Honors: 87%-93% (no D's or F's)

Highest Honors: 94% and above (No C's or below)

PROMOTION/RETENTION AND PROBATION:

ASA requires that students make academic progress commensurate with their abilities. In recognizing that students enter ASA with varying abilities and skills levels, several individualized programs have been designed to help ensure continued academic growth.

For a student to be promoted to the next grade level he/she must have a GPA of over 1.6 (on a 4.0 scale) in all core courses of English, Math, Science, French/Spanish, Arabic.

Any student who has two quarters on Academic Probation (GPA of 1.6 or below) in any academic year may be asked to withdraw from ASA at the end of the semester. Students who are on Academic Probation will be required to attend School Study Hall. Consistent behavioral problems or multiple disciplinary referrals will be taken into consideration when reviewing the student's probationary status at ASA. If a student is withdrawn due to academic and/or disciplinary reasons, there is no tuition refund.

Students applying for admission who present a GPA of 1.6 or below may be admitted on a probationary status. Admission to ASA is a privilege, not a right. A student may remain enrolled at The American School of Alexandria only at The School's discretion and according to The School's policies outlined herein.

SPECIAL EDUCATION STUDENTS:

When a child is deemed to have special learning needs, an assessment from the LRC “Learning Resource Center, Cairo” is required. Students who are enrolled in ASA Special Education remain enrolled at school’s sole discretion. Should the administration of ASA determine that the school cannot meet a student’s special needs, then the parents of said students will withdraw the student according to the timetable recommended by the school.

ASA’s Special Education Department pursues the best interests of each of its student/clients, but when ASA determines that its Special Education Department cannot any longer meet an individual student’s best interests, then the student’s parents will withdraw their son/daughter and find another, more appropriate venue for their child. After a child has had special education care, he/she must be tested by the LRC in Cairo in order to leave the special education program.

REQUIREMENTS FOR UNIVERSITY ENTRANCE:

Since most universities differ in their individual requirements for admission, it is recommended that students who have an inclination toward a particular university or major visit the Academic Advisor/Counselor to check on the specific requirements.

Most universities require a minimum of 14 Carnegie Units (in addition to academic electives) with a B average or better in High School, grades 9-12, as follows,

- 4 in English
- 2 or more in each foreign language
- 3 or more in social studies
- 3 or more in science
- 2 or more in mathematics

Naturally, those interested in math or science fields may have a higher requirement (usually 3 or more years in math). Some of the most competitive universities in the U.S. have rigidly prescribed high school subject prerequisites for admission. Following a challenging academic program throughout high school is to a student’s advantage.

N.B. ASA does not grant credit for only one year of a foreign language. In order to get credit a student must take a minimum of two consecutive years of the same foreign language in the upper grades, 9-12, including Arabic as a Foreign Language (AFL). In addition to AFL, ASA offers French in the upper grades.

Note: Highly competitive universities do not base acceptances solely on academic achievement. Recently, most of the competitive colleges and universities selected candidates not only on the basis of academic record, SAT scores and AP/honors courses, but also on co-curricular activities such as athletics, art, music, publications, (e.g. School Newspaper, yearbook, MUN), etc.

Parents and students must be fully aware of this requirement because it is an influential factor when applying to competitive colleges and universities. See the Academic Advisor/Counselor for more information and advice.

ASA REQUIREMENTS FOR GRADUATION:

Students must accumulate a minimum of 26 Carnegie units between the 9th and 12th grades in order to be eligible for graduation from ASA. ASA does not grant its American High School Diploma to students who do not have 12 years of formal schooling, grades 1-12. Some Egyptian schools claim that they grant the American High School diploma after only 11 years of formal schooling, but such diplomas are illegitimate and are not recognized in the U.S.A., Canada, and Europe. Presently Egyptian universities are giving preferential treatment in admissions to those who have completed 12 years of formal schooling, grades 1-12.

Twenty of the units must be in full year Core Subjects.

- 4 English
- 3 Math (Algebra 1&2 and one other)
- 4 History (12th grade Humanities counts as 1 year)
- 3 Science (General, Biology, Chemistry, Physics)
- 2 French, AFL with at least 2 years of one.
- 1 PE (0.25 credits per year)

Eight of the units are accumulated through elective courses in Arabic Language, Egyptian Culture, Computers, Art and Music, Sociology, Anthropology, philosophy, Economics, and Enriched English. ASA has a Community Service graduation requirement. Some of these electives are required and are automatically included in the student's annual schedule. Humanities is required and is the 12th grade History course. Other electives are the choice of the individual. Students can meet with the academic advisor/counselor for further information or assistance.

EXPECTATIONS FOR STUDENTS

INTRODUCTION TO BEHAVIORAL POLICIES:

At the American School of Alexandria students are expected to maintain a standard of behavior which allows them to secure a high quality education while, at the same time, respecting the rights and feelings of others. Should a student act without responsibility or regard for others, the school policies, which are clearly stated in this Handbook, will be fairly applied.

STUDENTS AND PARENTS ARE REQUIRED TO BE THOROUGHLY FAMILIAR WITH POLICIES ON STUDENT INAPROPRIATE BEHAVIOR AND CONSEQUENCES AS OUTLINED IN THIS ASA PARENT/STUDENT HANDBOOK.

TEACHER/CLASSROOM MANAGEMENT:

Students are expected to follow teacher rules on academics and behavior. COMMON SENSE AND GOOD JUDGMENT will prevent most infractions. Each teacher has the authority to respond to inappropriate conduct, according to ASA policies, or to contact parents if necessary. Repeated infractions are referred to the administration for detention, suspension, and expulsion. This decision is the sole right and responsibility of the ASA Administration and will be final.

REPEATED OCCURRENCES OF OFFENSES OR INAPPROPRIATE BEHAVIOR:

For serious infractions, or more than three days of detention during any quarter, a student may be suspended from school. PLEASE REFER TO CHART OF STUDENT CHOICES AND CONSEQUENCES in this handbook.

A first suspension from school may be one or two days, while the second suspension may be three to five days or a maximum of 10 days depending on the seriousness of the offense. Both "in-house" and "at home" suspensions may be given. While a student is suspended, the student is responsible for completing all assignments and making up work missed during the suspension period. If a student fails to complete assignments, a ZERO GRADE will be given. Acceptance of work missed during a suspension is at the individual teacher's discretion.

INDEFINITE SUSPENSION:

A SUSPENSION, WHICH REQUIRES A PARENTAL CONFERENCE PRIOR TO RE-ADMITTANCE TO SCHOOL. A student who exhausts all of the above disciplinary actions and continues to misbehave may face permanent expulsion from ASA. If is expelled, the TUITION IS NOT REFUNDED.

CLASS ATTENDANCE:

Education is an interactive process between receptive students and qualified and caring adults. ASA attendance policy is based on the belief that regular attendance is essential for academic success. This policy requires that a student must attend at least 80% (cannot miss more than 6 days per quarter) of scheduled classes in order to receive course credit. The teacher's attendance record book is used to determine if attendance requirements have been met.

MORE THAN THREE DAYS PER QUARTER OF UNEXCUSED ABSENCES MAY RESULT IN LOSS OF CREDIT.

EXECUSED AND UNEXCUSED ABSENCES:

Absences for reasons of illness, family emergencies, visa requirements, school-sponsored trips or an activity approved in advance by the school are excused. Students **MUST RETURN WITH A SIGNED NOTE**. For excused absences it is the student's responsibility to contact classmates to find out the make-up work, homework and test/quiz dates.

For unexcused absences, make-up work is not allowed for credit.

A doctor's note is required for absences of more than two consecutive days of illness. Students absent for all or part of a day are required to bring a note of explanation, written by a parent, to the attendance secretary.

Medical and dental appointments should be made in the evenings after school hours.

TARDINESS:

Punctuality is important, and the teachers will set their own room policy depending on the nature of the tardiness. Students will be marked tardy if entering the classroom by a written pass from the office or another teacher. A late student disrupts instruction and learning for both the offending student and the rest of the class. On the third unexcused tardy, the teacher will assign a detention and refer the student to the administration for parent notification. The student's record of tardies will reflect the cumulative total of all referred tardies from all classes. Tardiness for an excessive length of time may be reported as an unexcused absence at the teacher's discretion. After notification to student and family, the attendance secretary will assign a detention for each unexcused tardy pass given.

MAJOR AREAS OF DISCIPLINARY CONCERN

Though occurring infrequently, some student offenses are serious and the student will be disciplined. Accordingly an administrative decision for the following inappropriate behavior may call for immediate suspension from school rather than detention. In all cases, parental conferences will be required prior to re-admittance after suspension. In some cases out of school counseling may be required.

***BULLYING, HARASSMENT AND/OR ABUSE OF FELLOW STUDENTS:**

Bullying and harassment of students WILL NOT BE CONDONED at ASA. Upper classmen do not have the privilege to require demeaning activities of lower classmen. Older students are school leaders and are expected to set an example. Any activity designed to intimidate, haze, embarrass or isolate other students is strictly prohibited.

***CHEATING:**

Students cheating will receive an automatic zero and have the work sent home to be signed by a parent. Academic dishonesty includes lying, stealing and plagiarism. Falsifying a parent's signature or altering grades are dishonest acts. A student who helps/assists another student to cheat will also receive a zero. Copying another student's homework or cheating on quizzes and exams is not permitted and all students involved will result in suspension and loss of exam credit. When cheating is suspected, students may be required to retake an exam in order to verify the grade. Academic dishonesty is considered a serious misconduct.

***CUTTING CLASSES AND TRUANCY FROM SCHOOL:**

Truancy is defined as student absence unauthorized by parent or legal guardian (this includes forged notes). An unauthorized absence from class is one without teacher permission. A student who leaves a class with permission and does not return as required is in violation. Attendance is taken daily by teachers and reported to the office.

***DRUGS AND ALCOHOLIC BEVERAGES:**

Any student found to be in the possession of, taking or using, buying or selling, giving or accepting non-accepting non-prescription narcotics, barbiturates, hallucinogenic drugs, marijuana or alcoholic beverages in school, on the campus, on the school bus, at school bus stop, at any school activities or in the school bus stops, at any school activities will be suspended or most probably expelled from ASA.

***INSOLENCE:**

Insolence is talking back to teachers and staff, rude behavior, ugly facial and body expressions, making threats, use of derogatory language and excessive sarcasm. Insolence can also include rising of voice and refusing to follow directions. A student is referred to administration only after a teacher has taken disciplinary action and the insolence persists.

***SMOKING AND USE OF TOBACCO:**

Possession and/or use of tobacco products are prohibited at all times during school hours, at school-sponsored activities or on trips, on the school bus, at bus stops or in the school neighborhood. IF STUDENTS ARE FOUND TO BE IN A SMOKE FILLED AREA, THEY WILL BE CONSIDERED TO BE SMOKING. Possession of any tobacco products (including lighters) will result in disciplinary action.

***THEFT:**

Acts of theft consist of the actual taking, assisting in taking or in any way participating in receiving materials belonging to someone else without that person's consent (this includes school books). ASA has the right to search students and their personal possessions. School assigned lockers can be

searched at any time. A student charged with theft will be suspended and may be recommended for expulsion.

***VANDALISM AND GRAFFITI:**

Most students appreciate and respect the efforts of our personnel in keeping the school functional, clean and beautiful. Vandalism is considered a serious offense and can result in immediate suspension. Vandalism includes defacing, destroying and/or moving school property, and an offender may be placed on a work detail and/or pay for the damage. Bus vandalism is equally serious and can result in suspension from the bus and/or school. Monetary restitution for vandalism/graffiti is required of the student's parents.

***OTHER AREAS OF INAPPROPRIATE BEHAVIOR:**

Inappropriate behavior can be disciplined by any member of the ASA staff and may include work projects and/or detention. Use of good judgment and reminders of possible consequences should deter inappropriate behavior. The administration will act according to school disciplinary policy if infractions persist.

***ACCESS TO CAMPUS (CLOSED CAMPUS):**

Students have access to campus from 8:20 am until 3:45 pm. unless students are participating in extracurricular, sports or booster activities, they should leave the school campus by 3:30pm. Students are not to remain in the neighborhood after school. Students cannot leave the campus and return after the school day. Students who remain for supervised activities (including detention) will depart the campus at 3:30 PM.

***ENGLISH SPEAKING REQUIREMENT:**

For many of our students, Arabic is the first and most natural language to use. As our school curriculum (except for foreign languages) is taught in English, it is expected that ALL STUDENTS MAXIMIZE THEIR USE OF ENGLISH, while on campus and/or attending school related activities.

FOOD AND DRINK:

Food and drinks can be taken into the classroom building and are not permitted in the hallways and classrooms. It is expected that students dispose of their own litter and pick up trash on campus. Drink cans and wrappers should be thrown into trash containers. Littering can result in disciplinary action.

***GUM IN SCHOOL:**

Gum chewing is not permitted during school hours. Students are requested to throw their gum into the trash containers before entering the school campus.

WEARING OF HATS:

Students will not be permitted to wear hats in the classroom buildings.

***PUBLIC SHOW OF AFFECTION:**

It is important for students to demonstrate a correct attitude and behavior regarding interpersonal relationships acceptable to people of various ethnic backgrounds and religious beliefs. Even though genuine feelings of affection may exist between students, public displays of affection, on campus, on school transportation and at school-sponsored activities are not acceptable. Students must refrain from this type of inappropriate behavior that might be offensive and embarrassing to others.

***WALKMAN-TYPE STEREO/RADIOS, BEEPERS, CELL/MOBILE PHONES AND DISK CD PLAYERS:**

In an effort to provide a proper academic environment at ASA, Electronic devices are not permitted on the school campus and the bus. If they are used or found on the school campus, they will be confiscated and retained.

***ACDEMIC PROBATION/COMPULSORY STUDY HALL:**

Students on Academic Probation (1.6 GPA or lower) are required to attend after school Study Hall for a school quarter or until they are off Academic Probation. After school Extra Help offers the opportunity to receive extra-help. The Counselor on a Weekly Progress Report may place students on Academic Probation. The Weekly Progress Report is distributed on Wednesday, completed by the probationary student’s teachers, taken home on Thursdays for a parent signature and returned to the counselor the following Sunday morning. Students on Academic or Behavioral Probation may not travel with any Club or participate in interscholastic sports activities in interscholastic sports activities until such time as they are no longer on probation.

***SUSPENSION FROM SCHOOL:**

When a student earns 5 detentions in an academic year, he/she will be suspended immediately from school for one day and may return to school only in the company of a parent for a compulsory Parent/Principal Conference.

***PUBLIC DISTURBANCE:**

The American School of Alexandria strives to portray a positive image within the Local community with which we interact. Shouting out of school windows or throwing objects from the windows is unacceptable behavior.

***BUS CONDUCT RULES:**

All school rules and appropriate attitude and behavior apply to riding the ASA school buses and at bus stops. Students are expected to take a seat, sit facing forward and remain seated while the bus driver and monitor are in charge and will handle any misconduct. Bus privileges may be suspended.

STUDENT CHOICES AND CONSEQUENCES

IF YOU CHOOSE TO--	YOU CAN EXPECT--
<ul style="list-style-type: none"> ○ Cut a class (unexcused absence) ○ Abuse the “English speaking policy” ○ Be tardy for class ○ Be out of class without permission ○ Create disturbances, be rude to adults Or peers, or be disrespectful ○ Refuse to reveal your identity 	<ul style="list-style-type: none"> detention on the 1st offense and detention and parents contacted on the 2nd offence
<ul style="list-style-type: none"> ○ Hang out of, shout from, or throw objects from classroom windows 	<ul style="list-style-type: none"> detention
<ul style="list-style-type: none"> ○ Be unexcused for the second time a quarter (or forget a parent excuse note) 	<ul style="list-style-type: none"> detention on the 1st offense and detention and parents contacted on the 2nd offense
<ul style="list-style-type: none"> ○ Come to school out of uniform 	<ul style="list-style-type: none"> to be sent home
<ul style="list-style-type: none"> ○ Haze or bully another student ○ Assault another person ○ Possess a weapon or other dangerous Device ○ Act with inappropriate behavior that Could be dangerous ○ Damage property ○ Use or possess unauthorized drugs of any kind 	<ul style="list-style-type: none"> suspension, and parent conference, and counselor referral, and possible permanent withdrawal from ASA
<ul style="list-style-type: none"> ○ Buy, give or traffic in an unauthorized drug of any kind ○ Possess and/or use tobacco products ○ Possess, use or be under the influence 	<ul style="list-style-type: none"> to be recommended for permanent expulsion from ASA suspension, and parent conference, and counselor referral referral

of alcohol	
o Steal, vandalize, deface or destroy school Property	suspension and parent conference and counselor
o Cheat on exams/tests	zero grade, and work sent home for parent signature,
o Copy assignments from classmates or Plagiarize	possible detention or suspension
o Falsify grades, signatures or personal id's	
o Fail to show up for detention	maximum detention or suspension and parent conference
o Continue with inappropriate behavior deemed unacceptable	suspension, expulsion, parents contacted, withdrawal from class and/or school, no credit
o Obtain below 1.6 GPA for one quarter of the school year	to be placed on academic probation for a full quarter
o Obtain below 1.6 GPA for another quarter of the school year	recommended for permanent withdrawal from ASA
o Use cell phone in school	detention
o Use any electronic devise during instructional day	detention

THE AMERICAN CURRICULUM AT ASA

INTRODUCTION

The ASA curriculum is modeled after those of American college/university preparatory schools. The curriculum for grade 7 through 12 is designed to prepare students for admission to Egyptian, European, American, and Canadian universities.

Interdisciplinary course curricula are a strategic goal at ASA. History courses are taught back-to-back with grade level English courses, so that, for example, U.S. history is taught simultaneously with American literature in the 11th grade, and Humanities (history) is taught concomitantly with British literature in the 12th grade. The advanced Science and Math courses also accentuate each other; for example, Calculus is taught concomitantly with Physics. Also, being a small school, our math teacher can easily incorporate real-life applications that reflect the content in the history and science courses at the lower grade levels. Alignment of courses, which accentuate one another, proves mutually enriching and remarkably motivating for both students and teachers.

The focus is on application rather than memorization. Creativity, critical thinking, and analysis are stressed. Oral and written communication in English is emphasized whether in classroom discussion or the formal essay.

SUMMER READING:

Continuous reading is key to a strong vocabulary and strengthened writing skills. High SAT I verbal scores are to a large degree a measure of how much a child has read in English over the course of his/her lifetime.

SUMMER SCHOOL:

ASA offers two levels of Summer School:

1. Elementary School English Enrichment
2. Upper School English Language Enrichment and Remediation. Summer School runs during the month of July for twenty days from 9AM to 1:30PM, Sundays through Thursdays.

Some ASA students may be recommended and others required to take Summer School. Those ASA students required to enroll in Summer School may find that it is a condition of their return to ASA the following year. There is separate tuition for Summer School. There are a limited number of places and these will be assigned on a first come, first served basis. The counselor will help parents find appropriate summer schools in the U.S. or Great Britain if they would prefer this as an

alternative, but this must occur as early as March preceding the required summer of intensive English language study.

PREPATION FOR UNIVERSITY ENTRANCE EXAMS:

Our curriculum is designed to prepare the student for university admittance exams. These tests include:

For general standards of admittance:

- Test of English as a foreign Language (TOEFL)
- Scholastic Aptitude Test (SATI)-general section covering math and verbal skills

For demanding standards of admission:

- SAT II (AT) –course specific extension of the SAT I

PARENTAL INFLUENCE IN THE HOME:

The central role of parents in learning and schooling cannot be emphasized enough. They must insist on a consistent home study period at least five nights a week, preferably at a desk, without interruptions (no telephone calls, no TV, no computer games, etc). Parents must not only demand a consistent, conducive home study time, but they must equally monitor and enforce it. Ask to see your child's "Homework Log" and see if his/her nightly homework has been completed. A student in grades 7-12, Upper School, has homework every night. Most elementary school students, grades 1-6, have some homework every school night. Studies have shown that students who are able to defer gratification, i.e. doing something "fun", until their work is fully completed, are more likely to achieve success in later life. Parents, by modeling and reinforcing these habits, are instrumental in teaching this fundamental lesson.

