



amicitia  
AMERICAN SCHOOL FES

**General Parent & Student Handbook 2009 – 2010**

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# **Welcome to Amicitia American School**

## **The Only International Private School in Fes**

**At the Amicitia American School of Fes** your child will receive a multi-lingual, multi-cultural education in a small classroom setting designed to foster the development of the whole child. Through a variety of learning experiences we emphasize respect for self, others and the environment, academic excellence and creative thinking. Our focus is to prepare your child for a future that will allow him/her to interact with people all over the world.

**Students receive instruction primarily in English**, using American curriculum and standards, with additional language studies in French and Arabic and adding Spanish as an elective in high school. There is a high emphasis on music and fine arts as well as physical education as part of our core curriculum.

**The school is equipped with laptop computers** and wireless internet for students' use.

**Graduates from Amicitia receive an American high school diploma** through the University of Texas Online High School Diploma program. This diploma opens doors to American Universities worldwide, including Al Alkawayen University in Ifrane.

***Our goal is that every family would experience a productive and satisfying partnership as they become part of the Amicitia community this year.***

## Overview of the American Education System

**Choosing an American education** for your children is a big step. This choice will open many doors for your child's future and shape the way they view the world for the rest of their lives. This is an exciting step you are taking on behalf of your child. S/he will become a world citizen who will be prepared for higher education and a world of opportunities that will be open to them in the future.

**There are some significant differences** between the American system and other educational systems. Unfortunately, these differences can be quite frustrating and confusing. In the American system, the teacher is not seen entirely as the "impartor of knowledge" but often, at least in part, as the "facilitator of learning". The teacher is likely to use several learning style techniques such as: class discussions, individual research, debates, field trips, learning centers and other techniques. Lecture (or direct instruction) is used less frequently than in some educational systems, and therefore, it may appear to be less structured than other systems. Americans value problem-solving, creative thinking, teamwork and entrepreneurship, and the education system reflect these values. This can take some adjustment for parents and students as they become accustomed to the American style of instruction.

**Teachers are very approachable and welcome** questions and discussion. Teachers also value interaction with students both in and out of the classroom setting. This kind of relationship with a teacher may be more personal for a student coming from a different system. Teachers are to be respected, but they also act as mentors.

**The assessment system is very different** from many educational systems. Rather than working towards one conclusive, comprehensive exam, the American system has many smaller exams throughout the school year. Students are expected to complete assignments and projects on a regular basis. There is an emphasis on internalization, application of material and critical thinking skills rather than memorization. Final grades for courses are the result of classroom participation, tests, homework, and projects.

**Amicitia American School of Fes culminates** in an American High School diploma from the University of Texas on-line High School program. This diploma opens the doors for students to enter American Universities worldwide as well as many English speaking universities throughout Europe.

## General information

### Instructional Hours

Monday through Friday

Maternelle (3, 4 & 5-year olds) 08:30 - 14:30

1<sup>st</sup>-8<sup>th</sup> grades 08:30 - 15:30

9<sup>th</sup>-12<sup>th</sup> grade 08:30 – 16:00 (may vary for different grade levels)

### Office Hours

The office is open each school day between 08:00 and 16:30; tuition can be paid during these hours

### Billing & Financial Involvement

Parents must commit to paying school fees in a timely manner. Bills will be sent out regularly to advise parents when payments are due. Report cards and transfer records will not be distributed to students who have outstanding bills. Bills that are delinquent will be assessed a penalty of 5% for the first two weeks and 10% thereafter and may result in the exclusion of a student from class until fees are paid in full. Re-enrollment applications are not accepted until all outstanding fees are paid. If you encounter serious difficulty in paying your bills due to unforeseen circumstances, please approach the Director in a timely fashion to make special payment arrangements. See Appendix for school fees.

### Miscellaneous Fees

- Locker Deposit for students from 6<sup>th</sup> grade: 500 DHS deposit. Refunded less damage.
- Parent Association: 200 DHS per family.
- Tutoring: 100 DHS per hour.

### Accidents and Student Liability Insurance

There are trained staff members available to care for students when minor accidents occur. Teachers and aids may also administer basic first aid. The school's insurance policy per student per year covers medical expenses up to 7,000 DHS, long-term disability to 30,000 DHS and death to 15,000 DHS. Expenses not covered by the school's insurance will be the responsibility of the parents. All accidents along with action taken to resolve the situation will be recorded in the medical files. These files can be reviewed by interested parties upon request.

If students need to go home or to a doctor because of a sickness or an accident during school hours, a parent or an emergency contact person will be notified. The school will not provide transportation home. Every Amicitia student is covered by liability insurance (la responsabilité civile scolaire) through Zurich, our

insurance carrier, during school hours or while participating in extracurricular school-sponsored activities.

**Insurance claims are filed with the secretary and must include:**

- 1) A physician's care report (certificat medical de contestation),
  - 2) All bills
  - 3) A physician's medical clearance (certificat medical de guérison).
- Reimbursements are made directly from the insurance company to the parent by check. Amicitia will notify parents as to where the office is and other procedures.

**Medical Issues**

All student applications are required to include pertinent medical information at the time of enrollment. This form needs to be updated every 3 years to keep the records current. Should your child have special needs, or should your child's needs change, such as food allergies, physical limitations, academic limitations or emotional conditions, please inform the office and your child's homeroom teacher in writing. The school will do its best to accommodate student limitations and mild physical handicaps. Where conditions warrant, the school will create a special agreement with procedures to follow both for regular care and for potential known crisis events. This agreement will be developed by the principal, the parents and a parent-appointed specialist. The school does not at this time have the services to provide special education to severely handicapped children.

If your child is vomiting, has a fever or a contagious illness, please do not send him/her to school. It is much better for a sick child to stay at home and rest than to come to school and be miserable. Please be considerate of other children in the classroom and be aware that one sick child can quickly spread germs that make many others sick. Minor conditions such as common colds are not sufficient reason to keep your child out of school.

Medicine is not normally administered at school (except pain reliever). Special requests for administering medication should be presented with appropriate medical documentation, including a doctor's prescription to the homeroom teacher. The exact dosage of the medication needs to be mentioned in writing.

**Special Service:** If your child regularly uses medicines (i.e. inhalator for asthma attacks) you can leave this medicine with the secretary, and your child can get it from her, when s/he needs it).

## Attendance Procedures

### Arrival and Dismissal

School gates open for students at **08:00**. Students should report to the designated area (see school specific documents) and be ready to line up when the first bell rings at 8:25. Students arriving after 8:25 will be considered late and dealt with according to the tardy policy (see school specific documents).

Students need to be picked up after school by **16:15** at the latest. Any students left on campus at this time will be escorted to the designated room and be charged for After School Care. This service is billed to parents at 100 DHS/ hour or partial hour per student. After School Care is designed to increase the safety of our children, to encourage parents to pick up their children on time and to help ensure the security of school property.

Special arrangements can be made for Maternelle students with older siblings (see school specific document)

### Hall Passes

During unscheduled breaks where an adult is not accompanying a class, students should go from one area/activity to the next with a hall pass obtained from their teacher.

### Tardies

Late students cause considerable disruptions when they enter a class. Therefore, we ask that students be on school grounds at *least 5 minutes* before morning classes begin.

When late, students should check in with the school office. Students will be dealt with according to the tardy policy (see school specific documents). Medical appointments may be excused with a note from a doctor's office. In all cases parents are being held responsible to ensure that their child arrives at school on time.

### Closed Campus

Amicitia has a closed campus policy. During normal school hours students may not leave campus without administrative and/or parental permission.

### Attendance Policy

Parents are ultimately responsible for the education of their children. Students who miss school due to family traveling or vacation plans outside of the school calendar may lose the continuity of the instructional program. Such absences create potential gaps in students learning. There is no guarantee that students

will be able to make-up out of calendar absences. A student who is absent for 21 days of the school year will be a candidate for retention the following year.

When a student is absent from school, parents should call or send a note explaining the absence. The office routinely calls parents to clarify student absences. Excused absences include illness, medical appointments, certain religious holidays and death in the family. Students with excused absences should ask their peers or teachers for work to be made up. For planned, more than one day absences, parents should fill out the Excused Absence Form. (See appendix)

## **Student Information**

### **School Uniform and Dress Code**

The school uniform is required of all students in grades 1 – 8 to help foster a sense of discipline and modesty in school dress. High school students will be strictly adhering to the school's dress code. See school specific documents.

### **Lunch and Breaks**

Students must bring lunch from home or they may make use of the restaurant services to order lunch. Orders must be placed at the secretary's desk before school starts and be accompanied with the exact amount of money. Menus will be made available at the beginning of the year.

Students must bring their lunches with them in the morning. In exceptional cases, meals could be dropped off during the day not later than 10:30am. Parents are encouraged to send healthy food such as fruits and nuts, vegetables, cold sandwiches, small portions of home cooked meals and juice or water.

All students must eat their lunch in the lunch room area. Students who do not obey posted rules for lunch room behavior will receive disciplinary consequences. Except for water bottles, drinks are not allowed outside the lunchroom.

Students in the Elementary school (1<sup>st</sup>-6<sup>th</sup> grade) may bring a healthy snack to enjoy during their break times.

### **Phones and Electronic Devices**

Please note: Elementary school students are not allowed to have any cell phones!

Students may ask to use the phone at the office, but only with their homeroom teacher's permission and if they are in possession of a hall pass. Class time may not be missed in order to make phone calls.

Middle and High school students may not use cell phones or other electronic devices, including PDAs and laptop computers, during class, without their teachers' approval. If used without permission, it will be confiscated and saved in the administrative office until a parent comes to retrieve it. The student will receive a detention. Students who repeat this offense will have the device confiscated and kept for 45 days or until the end of the school year, whichever comes first. Amicitia is not responsible for lost or stolen cell phones or electronic devices, even while in the school's possession.

***Please Note:*** The use of electronic devices within a classroom is at the teacher's discretion; usage rules will vary from teacher to teacher. Permission to have and use cameras on campus, outside of the classroom (yearbook or newsletter photo assignments, for example), must be granted by the principal. Irresponsible use of cell phones or other electronic devices, such as text messaging or taking, showing inappropriate videos or photos, will result in further consequences.

Please note that school policy permits staff to have their cell phones on in case of emergency. However it is understood that staff cell phones should not interrupt instructional time.

### **Photocopies and Printing**

Students may not use the school photocopier, but may request photocopies of relevant study materials.

Students are allowed to print materials relevant for and as requested by class teachers in the computer lab.

### **Internet Security**

All internet access will be monitored and submitted to the school security systems.

### **Lockers**

First through sixth grades do not use lockers, but are assigned classroom cubby space where they may keep their belongings overnight as needed. Seventh through twelfth grade students may request a locker from the office with a deposit of 500 DHS. The school will then assign the student a locker. At the end of the school year, the deposit will be returned with any amount deducted for lost locks or damage to the locker. Lockers will be available on a first-come first-served basis. The school will empty any locker that is not cleaned out by the last day of school.

Further notes on locker use:

- Students may not switch lockers with other students without permission from the administration.
- Lockers should be accessed during designated breaks, and before or after school.
- Do not put stickers or labels on the lockers.
- Do not store dangerous or illegal materials inside (including matches or lighters).
- Students are required to provide their own appropriate combination lock.
- Do not share your locker combination with anyone.
- The school will keep a record of all locker combinations.
- The administration reserves the right to search lockers, backpacks and other personal property.
- Students who abuse locker privileges may lose the right to have a locker.
- Students may not leave their school materials outside of their lockers overnight. Additionally, they may not leave materials lying around the campus during the school day. Materials that have been inappropriately left in the classrooms or lying around the school will be turned over to the principal. A fee may be charged to the student to recover these items.

### **Field Trips**

Throughout the year, students may take field trips to supplement or support the school program. *Occasionally, trips may require an admission, transportation or other fee.*

For trips involving large groups, parents may be asked to help with driving and chaperoning. Drivers must have a copy of their current driver's license, car insurance, and car registration with them for the trip.

## **Academic information**

### **Trilingual Instruction**

Amicitia is an American school that offers daily instruction in English, French and Arabic.

During our first year of maternelle (3-year-olds) our young learners are totally immersed in English.

During the following two years of maternelle, our 4 and 5-year-old students will have exposure to both French and Arabic in an oral mode through stories, songs and rhymes.

From first grade through eighth grade, English continues to be the primary language of instruction, with Arabic and French as required subjects. Exceptions are made for special circumstances at the principal's discretion. In high school (grades nine through twelve), students must take a total of at least three years of a language other than English.

*See Appendix for complete language policy.*

### **English as Second Language (ESL)**

ESL Teachers provide special help for students who are new to English. ESL teachers may pull students out of class, work with small groups or work with individual students in classroom while the English teacher is teaching. There may also be special classes for groups of students who need extra help in English.

Students who need extra help in French and Arabic will be grouped together and may receive instruction on their level for two years before having to be integrated in their grade level.

### **Student Supplies, Notebooks and Binders**

At the beginning of each school year students will be given a list of materials and supplies that should be brought to school.

Completed notebooks should be saved by the individual student, as directed by the corresponding classroom teacher for the rest of the year.

Loose papers will be glued into the notebooks by subject, hole-punched and placed in binders, or filed in subject specific folders. Any class work that is to be put in a binder, including returned tests, should be saved in order both by subject and by date. Appropriate separators should be used to distinguish subject sections. All writing, including drafts leading up to a finished product, should be saved throughout the year.

### **Homework Policy**

Homework encourages a work ethic of independence and integrity while reinforcing the material and principles taught in school. It is assigned as a way for children to practice, apply, and extend what they are learning in school. Parents are expected to help supervise their children with these assignments as needed.

On occasion, especially for students who are new to English, the school will recommend after-school tutoring for the children (see section on tutoring in school specific documents). *However, neither parents nor tutors are to complete the assignments for the child.*

### **Unprepared Students**

The following incremental actions will be taken for students who come without their school materials (i.e. books, notebooks, homework, pencils, etc.), and for those who do not meet the expected standards on class assignments:

- The teacher will note the problem(s) in the **cahier de texte** and ask for parent signature, and for completion of incomplete work.
- The teacher will assign Homework detention (during recess, sport period or after school) to the student to allow him/her to complete missing assignments.
- Teachers will expect students to come prepared the following days to class.

### **Shared Responsibility and Accountability for Students' Learning**

Amicitia strives to create a partnership among students, teachers and parents to share responsibility for students' learning. Within this partnership, the school regularly provides accountability for students' learning through the following methods:

- Report cards and written progress reports
- Conferences among students, teachers and parents
- Special events designed to showcase students' work to an audience of students, teachers and parents
- Standardized tests, designed to help teachers and parents measure students' progress toward expected learning outcomes for an American education

### **Report Cards and Written Progress Reports**

The school provides formal, written progress reports (report cards) to parents at the end of each grading cycle for students in Grades 1-12. The school provides report cards to parents of maternelle students at least three times during the school year.

Report cards reflect an American approach to measuring students' learning. Letter grades and percentages represent a composite of class work, homework and tests.

Teachers in an American system of education may additionally consider participation and attendance in determining grades. Whereas many non-American schools rely primarily on comprehensive examinations to assess students' progress, Amicitia uses a traditional American approach that heavily weighs daily work and continuous improvement to assess students' progress. Because Amicitia emphasizes progress through daily assignments, the school also uses less formal methods of written communication, such as assignment notebooks, so that students, teachers and parents can monitor students' progress between report cards.

### **Standardized Tests**

Amicitia uses Texas standardized tests at random times and for selected grades to validate that the school is helping students to make progress toward expected learning outcomes for an American education.

### **Retention**

Students' needs are the top priority at Amicitia. As a result we recognize that not all children develop at the same rate and some students may require extra time in order to ensure a solid understanding. Retention, or repeating a grade level, on the elementary level may be implemented for three reasons: immaturity, deficiencies in academic performance, and lack of effort on the part of the student. Students in middle school will be considered for retention upon failing the first semester. For High school students, see school specific document.

### **Retention Procedures**

When considering whether a student is ready for the next grade level, Amicitia takes into consideration the following factors: a student's reading level, writing level, grades in all subjects and languages, personal organization, responsibility, social interactions, age and behavior.

Retention will first be considered at the end of the 1st semester. Teachers and parents will meet together to discuss intervention strategies. After a reasonable interval, the teacher will meet with the parents to assess the progress and the student's improvement or lack thereof. The final decision regarding retention will be made after the 5<sup>th</sup> grading cycle by the teacher and principal and the parents will be informed.

If a child needs to be retained for a second year, Amicitia will recommend that the student and their parents find another school better suited for their student's needs.

### **Library**

All students will visit the library on a regular basis to check out library books in English. French and Arabic books will be available from their teachers. These books may be taken home for one week or more.

Students are not allowed to check out new books if they have overdue books. Parents have the right to approve and disapprove of the choice of books checked out by their children by sending a signed note to the librarian (and teacher when appropriate). In exceptional cases non-parents who are part of the wider community may, with administrative approval and after leaving an appropriate deposit, use the school library.

## **Textbooks**

Students will be issued textbooks throughout the year. These books are on loan to students and must be returned in similar condition, allowing for normal wear, before the end of the school year. Students may be required to purchase certain locally available textbooks for French and Arabic classes.

In the case of a lost or damaged book, a fee will be charged to replace or repair the book. Damaged books, including the removal of a barcode label, should immediately be brought to the attention of the librarian or teacher that will assess the damage and assign a fee beginning at 50Dhs. Library privileges will be revoked until the fine is paid. If a book is lost or stolen, the student will be charged a replacement fee. Softbound replacements will start at 150 DHS; hardbound books from 300 DHS; English Class Set books from 250 DHS; Reference books from 750 DHS.

Parents, please be advised that American textbooks are often very expensive and sometimes irreplaceable. These may cost 800 DHS and more. The fee will be taken from the 2000 dh textbook deposit if relevant or charged to the monthly bill for students younger than 6<sup>th</sup> grade.

## **Tutoring**

Teachers will refer students to tutoring if they feel the student will benefit from the program. There is a fee for this service. In cases where teachers are not available for tutoring, the school will help to find a suitable tutor.

## **Academic Honesty**

Honesty and integrity are values that Amicitia wishes to instill in its students. Copying text from an internet site; plagiarism; the use of other students' work as if it were one's own; having tutors, family members or friends do one's assigned homework; cheating (particularly on a test); falsifying homework; or helping others cheat by lending them one's own work are all examples of behaviors which are unacceptable. These misbehaviors will lead to incremental, grade-appropriate disciplinary measures. (In high school cheating may lead to expulsion).

- Students are not allowed to copy answers, talk or look around during tests. In a first incident, students will be individually warned, and may have their test grade lowered by ten percent. If the talking/looking continues, then student grades will be lowered even more. If the same or worse misbehavior continues during a session, then a student will be given an F on the test and be sent to ISS.
- The first time that a student is caught cheating by a teacher on an assignment, s/he will be required to repeat the assignment. The grade will be lowered as is appropriate to a late assignment. Clear definitions about cheating will be given to the student. If a teacher discovers that this

behavior is repeated, the student involved will receive an F on the assignment. Subsequent cheating will be referred to the principal.

## **Parental Involvement**

Amicitia believes that student success depends on parents and teachers working together to reach similar goals. In this process, communication is of utmost importance. The following measures are taken to ensure excellent communication.

### **Parent Meetings**

#### **Back to School Evening**

Back to school evening meetings will be scheduled in the fall. These events are to orient parents who will be able to meet with classroom teachers, explain to parents what the expectations are for the students and hear a presentation of the program.

#### **Parent, Teacher, & Student Conferences**

Parent, teacher & student conferences are scheduled schoolwide before the winter break for all students to review academic progress. At these conferences, student portfolios and report cards will be shared with the parents with students input. In the case of struggling and/or failing students, conferences will be repeated after the first semester break (early February).

#### **Further Conferences**

Further conferences are held on an as needed basis. These may be scheduled at the request of the parents, the teachers or the principal. Parents need to complete a conference request form (see Appendix) to set the process in motion.

#### **Newsletters**

Starting in September the school will send home a weekly reminder of upcoming events as well as other important information in a newsletter. This is our primary way of communication and should be given a high priority by the whole family.

The other very effective way for parents and teachers to communicate with each other, is by writing notes in the students' cahier de texte. Please make use of this medium. Updated information can also be found on the website: <http://www.americanschoolfes.com>

### **Guidelines to Parent Presence at Amicitia**

Parents are welcome to visit Amicitia and are encouraged to get to know their children's teachers. However, in order not to disrupt the learning environment, the following guidelines should be followed.

- When bringing students to school in the morning or picking them up from school in the afternoon, parents should only come as far as the front gate.
- Parents of Maternelle students are allowed to leave their student and/or meet them at the front door of the school building.
- If a parent needs to come to school during the day, it is required to go to the secretary first and state the reason for the visit. The secretary will then follow the necessary procedures.
  - In case of an inquiry, an errand, delivery or message, she can take care of it without disturbing classroom instruction.
  - If a parent wants to see a teacher, the secretary will provide them with the Teacher Conference Request form and a process (see appendix) will be set in motion.
  - In every other case the secretary has the right to ask the parent to wait in the reception area until they are granted permission to go ahead.
  - Parents are also encouraged to communicate with their children's teachers by writing notes in the cahier de texte.

### **Healthy Habits**

Children should be given ample time to simply play, for it is in play that many talents are developed. Make sure your kids get enough sleep! Ten hours are recommended for maternelle and elementary children, and at least 8 hours for middle school students.

Please don't send your children to school without some breakfast. During Ramadan have your children take a nap in the afternoon, and don't allow your children to stay up too late.

Please keep us informed of medical issues, changes of address, new email addresses, and telephone numbers.

### **Parent Association**

The PA or Parent Association is an organization run by the parents which offers all sorts of additional activities, events and volunteer opportunities for parents at the school. They support and help the school and greatly enrich the life of the students, parents and staff of the Amicitia community. An executive committee runs the organization and there are many sub-committees which enable parents to get involved at whatever level and in whatever area they wish to. Some of these include: writing a monthly parent association newsletter; supporting teachers in and out of the classroom; organizing the annual school carnival;

organizing or chaperoning field trips, helping with special projects and fundraisers, etc.

Parents are also asked that all families at the school contribute 200 DHS in the beginning of the school year to establish a fund for the PA events and projects. More details, including names and contact details of the executive committee will be available during the first parent meeting in September.

## Student Code of Conduct

*Please note that the following covers the basic aspects of the Student Discipline Policy at Amicitia American School of Fes. For more details refer to the Appendix.*

### **Purpose**

Every student's education represents a significant commitment of financial and human resources. The benefits derived from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. The *Student Code of Conduct* that follows are specific requirements and expectations for all students enrolled in Amicitia American School. The Code also defines acts of misconduct and the range of specific disciplinary consequences that would follow its occurrence. As a result of collaboration among campus staff, parents, and other community members, this Code provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct as it will be implemented by teachers and administration.

*The highest expectation of all students is to progress academically and intellectually, and to graduate prepared for personal success and inspired to contribute to society.*

In order to achieve this, all students need to develop appropriate attitudes and skills such as trustworthiness, respect, responsibility, fairness, caring and citizenship. These are the components of a healthy lifestyle which serves as the foundation of personal success.

In order to create a learning environment that is safe and free from disruption, each student is expected to:

- **Use words constructively**
  - Avoid arguments and back-chatting.
  - Never be guilty of name-calling, insulting and dirty language.

- Always speak truthfully.
- Solve differences through listening and responding with kind words.
- **Behave respectfully**
  - To yourself and others by being well-groomed and appropriately dressed.
  - To your teachers and other staff by following instructions and rules.
  - By handling your own things and the property of classmates and the school with care.
  - To your classmates by contributing to a healthy class environment.
- **Show responsibility in all areas**
  - Attend all classes regularly and on time.
  - Prepare for each class; take appropriate materials and assignments to class.
  - Cooperate with or assist the school staff in maintaining safety, order and discipline.
- **Be fair towards others and yourself.**
  - Take responsibility for your own mistakes or misconduct.
  - Do not expect others to share their work with you through allowing you to cheat or copy in any situation.
  - Do not waste time and opportunities.
- **Bring honor to Amicitia by displaying excellent citizenship.**

Students whose behavior and attitudes do not display a desire to uphold these expectations and consequently interfere with the educational process and the maintaining of a safe environment, will be subject to disciplinary action.

On the other hand, when students clearly desire to behave according to these expectations and in so doing bring honor to the school and their family and friends, they will be rewarded – firstly through the satisfaction of making a positive contribution, but also through a system of rewards.

### **Classroom Rules and Procedures**

Student behaviour will be monitored inside and outside of classrooms according to these expectations. However, individual teachers will add to and develop these into specific classroom sets of rules and procedures. These rules will be posted in classrooms and thoroughly discussed in classes in the beginning of the year.

*For an example of classroom rules and procedures, see school specific documents.*

### **Disciplinary action**

Although disciplinary action is implemented according to a standard code, differentiation will be made from Maternelle to Elementary to High school. All disciplinary action will be preceded by a verbal warning.

Disciplinary action and the length of the assignment will further draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be related to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and the effect of the misconduct on the school environment.

**Note: Corporal punishment is not permitted at Amicitia**

**The following techniques may be used:**

- Verbal correction.
- Cooling-off time or "time-out".
- Seating changes in the classroom.
- Counseling by teachers or administrative personnel.
- Parent-teacher conferences.
- Confiscation of items that disrupt the educational process.
- Behavioral contracts.
- Sending the student to the office or other assigned area, or to in-school suspension (ISS).
- Assignment to another classroom
- After school detention (8<sup>th</sup> period).
- Assigned school duties other than class tasks.
- Withdrawing or restricting playground privileges.
- Withdrawal of privileges, such as participation in extracurricular activities.
- School-assessed and school-administered probation.
- In extreme cases, actions such as out-of-school suspension or expulsion will be taken following due process.

*For a complete list of offenses and consequences as well as an explanation of due process, read the Appendix.*

### **Physical Contact between Students**

In order to promote positive, healthy, and culturally appropriate relationships among our students, it is necessary to insist that certain behaviors **not** take place on the school campus or at school sponsored events.

These include but are not limited to:

- Holding hands
- Hugging (other than greetings)
- Sitting on laps
- Kissing (except when greeting)
- Inappropriate touching
- Any form of physical violence

## APPENDIX A

### Amicitia American School Tuition Fees for 2009-2010

Family name: \_\_\_\_\_ Date of initial enrollment: \_\_\_\_\_

Tuition Fees may be paid annually or by trimester and is due at the following dates:

Enrollment fee with registration

- May 15, 2009 the annual usage fee
- September 8-14, 2009 for the first trimester
- December 11, 2009 for the second trimester
- March 12, 2010 for the third trimester.

*Monthly payments may be agreed upon by the director.*

Discounts:

- 10% reduction will be applied to families with up to three children enrolled from the same nuclear family. Consecutive children qualify for 15%.

Outstanding fees will be assessed a penalty of 5% per month and may result in exclusion of the child from class for the next trimester (-s) until those fees are paid in full. Refunds will not be given for any trimester in which the child has attended class.

Students who enroll during the year will pay the full enrollment fee, but tuition only for the trimester(-s) they will be attending.

Payments may be made by cash or check made payable to Amicitia. Cash payments plus 50dh will be required should a check be refused payment by the bank. Any bank fees incurred for processing tuition payments will be the responsibility of the payee.

| Grade Level                             | Enrollment Fee<br>(first year only) | Annual usage fee<br>(second year and<br>after) | Tuition      |
|---|-------------------------------------|--|--------------|
| Maternelle                              | 6.000,00 DH                         | 4.000,00 DH                                    | 25.000,00 DH |
| 1 <sup>st</sup> -8 <sup>th</sup> grade  | 6.000,00 DH                         | 4.000,00 DH                                    | 28.000,00 DH |
| 9 <sup>th</sup> -12 <sup>th</sup> grade | 6.000,00 DH                         | 4.000,00 DH                                    | 31.000,00 DH |

Student (s):

Names and grades:

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Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Director Amicitia: \_\_\_\_\_ Date: \_\_\_\_\_

### Work Sheet for Payment

|   | # of students | Total Amount |
|---|---------------|--------------|
| Enrolment Fee 6.000,00 DH               |               |              |
| Annual usage fee 4.000,00 DH            |               |              |
| Book deposit 2000 DH                    |               |              |
| Locker deposit 500 DH                   |               |              |
| <b>TUITION</b>                          |               |              |
| Maternelle                              |               |              |
| 1 <sup>st</sup> -8 <sup>th</sup> grade  |               |              |
| 9 <sup>th</sup> -12 <sup>th</sup> grade |               |              |
| Tuition total                           |               |              |
| + 10% (if applicable)                   |               |              |
| -10% Family reduction (if applicable)   |               |              |
| Tuition per trimester                   |               |              |
| Tuition per month                       |               |              |

### Record of Payment

|                  | Amount | Date of payment   | Receipt number |
|------------------|--------|-------------------|----------------|
| Enrollment Fee   |        |                   |                |
| Annual usage fee |        | May 15, 2009      |                |
| Annual payment   |        |                   |                |
| First trimester  |        | September 8, 2009 |                |
| Second trimester |        | December 11, 2009 |                |
| Third trimester  |        | March 12, 2010    |                |
| First month      |        |                   |                |
| Second month     |        |                   |                |
| Third month      |        |                   |                |
| Fourth month     |        |                   |                |
| Fifth month      |        |                   |                |
| Sixth month      |        |                   |                |
| Seventh month    |        |                   |                |
| Eighth month     |        |                   |                |
| Ninth month      |        |                   |                |
| Tenth month      |        |                   |                |

## APPENDIX B

### Excused Absence Request Form

At the discretion of the administration, students may be allowed a maximum of five days of pre-approved absences. These five pre-approved absences will count as absences allowed per semester.

**Each of your children’s teachers must sign this form.**

Name of student(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Please briefly explain the reason for the absence:

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Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Teachers please sign below, acknowledging your approval of this request. You may use the second page of the form to give the student any assignments that are due before their departure. High School and Middle School students should get signatures in the order of their periods.

1. Teacher’s initial: \_\_\_\_\_ Date: \_\_\_\_\_

2. Teacher’s initial: \_\_\_\_\_ Date: \_\_\_\_\_

3. Teacher’s initial: \_\_\_\_\_ Date: \_\_\_\_\_

4. Teacher’s initial: \_\_\_\_\_ Date: \_\_\_\_\_

5. Teacher’s initial: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Use: Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Permission for excused absences of more than one day should be submitted at least three school days prior to the absence. If the request is not submitted at least three days ahead of time, the director may choose to deny permission for the absence. At the discretion of the teacher, work due during the absence must be done either before the student leaves or handed in when he/she returns. Excused absences will not be allowed during Standardized Tests days, (except for verifiable medical reasons).

## **APPENDIX C**

### **Guidelines to Parent Presence at Amicita**

Parents are welcome to visit Amicita and are encouraged to get to know their children's teachers. However, in order not to disrupt the learning environment, the following guidelines should be followed.

- When bringing students to school in the morning or collecting them from school in the afternoon, parents should only come as far as the front gate.
- Parents of Maternelle students are allowed to leave them and/or meet them at the front door of the school building.
- If a parent needs to come to school during the day, it is required to go to the secretary first and state the reason for the visit. The secretary will then follow the necessary procedures.
  - In case of an inquiry, an errand, delivery or message, she can take care of it without disturbing classroom instruction.
  - If a parent wants to see a teacher, the secretary will provide them with the Teacher Conference Request form and a process (as described below) will be set in motion.
  - In every other case the secretary has the right to ask the parent to wait in the reception area until they are granted permission to go ahead.
  - Parents are also encouraged to communicate with their children's teachers by writing notes in the cahier de texte.

### **Parent Conference Request Procedures**

When a parent or student has a significant complaint, the following procedure should be followed:

1. The parent should collect a Parent Conference Request form from the secretary to schedule a meeting with the staff member(s) involved.
2. The secretary will set up an appointment between the relevant parties within the next two days.
3. At the appointment, the details of the problem, the discussion and the planned action will be recorded, signed and filed.
4. If the problem is not resolved or either of the parties is not satisfied in due time after this appointment, a meeting will be scheduled with the appropriate principal or supervisor.
5. If the problem is still not resolved after this appointment, a meeting will be scheduled with the Director.
6. If the problem remains unresolved the parent will submit a formal request accompanied by all previous documentation to the Amicita Board.

All such grievances, interviews, and documentation are private, and should in no circumstances be discussed or presented to persons not involved.

**APPENDIX D**  
**Parent, Teacher Conference Request Form**

Name of parent: \_\_\_\_\_

Contact tel number: \_\_\_\_\_

Name of student: \_\_\_\_\_

Parent conference requested with \_\_\_\_\_

Details of request/complaint/problem:

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Possible times for conference:

\_\_\_\_\_

*(give at least 3 options)*

**To be completed during conference**

Date: \_\_\_\_\_

People present:

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Plan of action:

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Signed by:

## **APPENDIX E**

### **Language Policy**

#### **General Objective**

We want to see students graduate with excellent communication skills in both English and French as well as have the ability to continue their studies in either language. Students will also be able to maintain themselves both socially and professionally in Moroccan, French and American/English society.

#### **Specific Goals**

##### **Maternelle**

Petit Section - 3yr olds, Moyenne Section - 4yr olds, Grande Section - 5yr olds:

Moroccan students acquire proficiency in English in order to start formal language art studies in 1<sup>st</sup> grade on the same level as their native English-speaking peers.

Native English-speakers have the opportunity to learn Derija (Moroccan Arabic) in an age-appropriate way.

All students are exposed to French and Arabic through oral learning such as storytelling, songs and rhymes.

##### **Elementary School (1<sup>st</sup> – 5<sup>th</sup> Grade)**

All students function in English as the primary academic language (receiving instruction in all subjects in English) and receive language arts according to the standards of the State of Texas.

All students receive language instruction in French and Arabic according to a custom-made curriculum which follows the basic standards of the Moroccan National Curriculum and the French Ministry of Education.

English learners will engage in only one extra language (either French or Arabic) to maximize their time in ESL. Students in first grade who have their first exposure to English will not be in any other language class. By the end of fifth grade they will have mastered communication skills as well as literacy skills needed to enter the middle and high school language arts program.

##### **Middle and High School (6<sup>th</sup> – 12<sup>th</sup> Grade)**

Students will continue their studies in English language arts and complete the 4 required credits to acquire their Texas High school Diploma. French and Arabic will be compulsory until 10<sup>th</sup> grade.

In future, students in 11<sup>th</sup> and 12<sup>th</sup> grade may have the option to enroll in a special French track which will prepare them for the French Bac exit exam. This will result in having two/three hours of French instruction daily.

For students who choose the normal French track, Arabic and Spanish will be presented as electives in order to help them achieve the credits they need for their American high school diploma.

### **Accommodating Students Who Enter the School During Later Grades**

(Elementary, middle or high school)

In all three languages these students will be evaluated at enrollment as well as on a yearly basis and placed in a smaller group where they will receive special help to acquire their grade level standards. For their third year in Amicitia, students will be required to return to and succeed in their grade level classes.

Parents of non-Moroccan students will have the choice of either Arabic or Derija for their children. As often as possible the school will work with the parents to meet the language needs of these children.

### **Entrance Requirements**

All new students will be interviewed and screened to determine their aptness for language learning and compatibility to the American educational system. Students entering 2<sup>nd</sup> grade and up will have to submit an academic and behavioral history.

All non-English speakers who apply for middle or high school (6<sup>th</sup>-12<sup>th</sup> grade) will need to pass an additional oral and written placement test for English in order to be admitted to the school.

## **APPENDIX F**

### **Overview of the Student Discipline Policy**

*Please note that the following covers the basic aspects of the Student Discipline Policy.  
For more details refer to the school specific handbooks.*

#### **Amicitia Student Code of Conduct**

##### **Purpose**

Every student's education represents a significant commitment of financial and human resources. The benefits derived from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. The *Student Code of Conduct* that follows are specific requirements and expectations for all students enrolled in Amicitia American School. The Code also defines acts of misconduct and the range of specific disciplinary consequences that would follow its occurrence. As a result of collaboration among campus staff, parents, and other community members, this Code provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct as it will be implemented by teachers and administration.

##### **Expectations for Student Behavior**

*The highest expectation of all students is to progress academically and intellectually, and to graduate prepared for personal success and inspired to contribute to society.*

In order to achieve this, all students need to develop appropriate attitudes and skills such as trustworthiness, respect, responsibility, fairness, caring and citizenship. These are the components of a healthy lifestyle which serves as the foundation of personal success. In order to create a learning environment that is safe and free from disruption, each student is expected to:

- **Use words constructively**
  - Avoid arguments and back-chatting.
  - Never be guilty of name-calling, insulting and dirty language.
  - Always speak truthfully.
  - Solve differences through listening and responding with kind words.
- **Behave respectfully**
  - To yourself and others by being well-groomed and appropriately dressed.
  - To your teachers and other staff by following instructions and rules.
  - By handling your own things and the property of classmates and the school with care.
  - To your classmates by contributing to a healthy class environment.
- **Show responsibility in all areas**
  - Attend all classes regularly and on time.
  - Prepare for each class; take appropriate materials and assignments to class.
  - Cooperate with or assist the school staff in maintaining safety, order and discipline.
- **Be fair towards others and yourself.**

- Take responsibility for your own mistakes or misconduct.
- Do not expect others to share their work with you through allowing you to cheat or copy in any situation.
- Do not waste time and opportunities.
- **Bring honor to Amicitia by displaying excellent citizenship.**

Students whose behavior and attitudes do not display a desire to uphold these expectations and consequently interfere with the educational process and the maintaining of a safe environment, will be subject to disciplinary action.

On the other hand, when students clearly desire to behave according to these expectations and in so doing bring honor to the school and their family and friends, they will be rewarded – firstly through the satisfaction of making a positive contribution, but also through a system of rewards.

### **Classroom rules and procedures**

Student behaviour will be monitored inside and outside of classrooms according to these expectations. However, individual teachers will add to and develop these into specific classroom sets of rules and procedures. These rules will be posted in classrooms and thoroughly discussed in classes in the beginning of the year.

For an example of classroom rules and procedures, see school specific documents.

### **Disciplinary action**

Although disciplinary action is implemented according to a standard code, differentiation will be made from Maternelle to Elementary to High school. All disciplinary action will be preceded by a verbal warning.

Disciplinary action and the length of the assignment will further draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be related to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and the effect of the misconduct on the school environment.

**Note: Corporal punishment is not permitted at Amicitia American School of Fes.**

The following techniques may be used:

- Verbal correction.
- Cooling-off time or "time-out".
- Seating changes in the classroom.
- Counseling by teachers or administrative personnel.
- Parent-teacher conferences.
- Confiscation of items that disrupt the educational process.
- Behavioral contracts.
- Sending the student to the office or other assigned area, or to in- school suspension (ISS).
- Assignment to another classroom
- After school detention (8<sup>th</sup> period).
- Assigned school duties other than class tasks.
- Withdrawing or restricting playground privileges.
- Withdrawal of privileges, such as participation in extracurricular activities.

- School-assessed and school-administered probation.
- In extreme cases, actions such as out-of-school suspension or expulsion will be taken following due process.

## General Misconduct and Consequences

The following examples of misconduct have been organized into different levels of offenses in order to clarify and standardise disciplinary action. The list is not exhaustive and in the same way are the options for disciplinary action not limited to this.

### Level One Offenses

Students may not:

- Copy or cheat on homework, in-class assignments, and tests
- Throw objects
- Use vulgar language or obscene gestures
- Disrupt the class or talk out of turn in class
- Insult, tease or call others names
- Be late (tardy) for class
- Write on walls, desks, or other school property
- Speak a language other than English in English content courses
- Ask permission to use restroom and then wander elsewhere
- Use a cell phone in class
- Pass notes in class
- Get out of seat without permission
- Violate the dress code
- Eat or drink anything other than water in class
- Disobey rules for conduct on playground.
- Fail to comply with directives given by school personnel.
- Back chat or verbally disrespect a staff members instructions

### Sample Disciplinary Action for Level One Offenses

*Teachers will, in most cases, deal with level one offenses at their discretion. Potential action could include but is not limited to:*

- After school detention (8<sup>th</sup> period)
- Zero on assignment (for cheating offenses or when student misses assignment due to class cut)
- Washing desks, walls, and other school property that has been defaced
- Confiscation on cell phone or unauthorized food for remainder of day
- Student will be provided with alternate outfit (for dress code violations)
- Loss of bathroom privileges for a time period determined by the teacher

## Level Two Offenses

Students may not:

- Receive two after-school detentions (8<sup>th</sup> periods) in one day
- Receive level one disciplinary action three times in one week
- Commit plagiarism  
*Dictionary.com defines plagiarism as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” For example, cutting and pasting sentences from an online article without properly giving credit to the author is plagiarism. If you have questions about plagiarism, do not hesitate to ask your teacher.*
- Leave school property without permission
- Go to elementary school without written permission
- Use racial slurs
- Engage in inappropriate/unwanted physical contact
- Make inappropriate comments of a sexual nature
- Skip class
- Continue to disrupt a class when a teacher has already taken level one disciplinary action
- Yell at a teacher
- Bully other students  
*Allan Bean, Ph.D of the Bully Free Program defines bullying as, “a form of overt and aggressive behavior that is intentional, hurtful (physical and/or psychological), and persistent (repeated). Bullied students are teased, harassed, and assaulted (verbally and/or physically) by one or more individuals and often socially rejected by their peers. There has to be an imbalance of strength (power).”*

### Sample Disciplinary Action for Level Two Offenses

*A Disciplinary Referral form will be completed. Parents and administration will be notified of student's conduct and action take:*

- One to two days of in-school suspension
- Zero on assignment (in the case of plagiarism)
- Required research project about the offense (in the case of racial slurs and inappropriate or unwanted physical contact)
- Removal from classroom for remainder of class period
- Student may be sent home for the remainder of the day

## Level Three Offenses

Students may not:

- Commit any level two offense twice in a two-week period
- commit any level one offense routinely
- damage or vandalize property owned by others.
- obtain money or another object of value from an unwilling person, or force an individual to act through the use of force or threat of force.

- engage in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite physical aggression.
- steal property (little or no monetary value) from students, staff, or school
- get involved in physical fights
- verbally threaten students, teachers, and/or staff
- use or possess tobacco products
- possess or use matches or a lighter.

### **Sample Disciplinary Action**

*Administration will be involved and parents will be called for a conference:*

- Out-of-school suspension
- Record of misbehavior placed in student's permanent file
- Student will be placed on probation for a 30 day period.
- If any more offenses occur during this time, it may be decided that a hearing will be held for student expulsion.

## **Level Four Offenses**

Students may not:

- Steal property of significant monetary value from school, staff or other students
- If on probation for a level three offense, commit another serious violation during the 30-day probation period
- Possess and/or use of illegal drugs
- Possess, sell, use, or distribute medicines that are available without a prescription in a manner that is not consistent either with the medicine's intended use as indicated on the manufacturer's labeling or with the campus rules concerning the handling of such medicines.
- Possess a weapon
- Physically or sexually assault a teacher/staff member or a fellow student

### **Sample Disciplinary Action**

*The Board will be involved and due procedures for expulsion followed:*

- Suspension and pending hearing for expulsion

Students who engage in general misconduct will be disciplined immediately. From level two offenses, administration will inform the parent/guardian concerning the violation and the disciplinary action taken. The following consequences are applied from level two offences.

### **In-school Suspension**

An area of campus has been designated for students who temporarily need to be separated from teachers and fellow students. This physical space is called In-school Suspension (ISS). The goal of ISS is not to exclude students from the learning environment, but rather to dismiss disruptive students temporarily, so that these students can make appropriate modifications to their behavior. The student's length of stay in ISS

is left to the discretion of the student's principal. The principal will also make sure that the teacher and student discuss the student's behavior shortly afterwards and then assess his readiness to return to the classroom.

### **Out-of-School Suspension**

The student is required to leave Amicitia for a determined period of time with the possibility of returning on a predetermined date provided prescribed requirements have been met. This would be applicable from Level three offenses. In addition, suspensions may be used for students who have persistently violated the student code of conduct and for whom a conference or hearing is pending. A student may be suspended from school for up to three school days per offense, with no limit on the number of times a student may be suspended in a school year. A student who is to be suspended will be afforded due process via an informal conference by the principal or other appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident. The principal will determine the duration of a student's suspension. On return, a contract for future misbehavior will be defined between the principal, the student and the parents.

### **Discretionary Expulsions**

A student may be expelled for any Level four offense if the offense is committed on the property or while the student is attending a school sponsored or school-related activity.

A student may be expelled for any of the following offenses if committed within 300 feet of the school's property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.
- Assault with injury is when a person intentionally, knowingly or recklessly causes bodily injury to another student or against a school employee or volunteers.
- Possessing or use of illegal drugs.

### **Hearing and Notice**

The student will immediately receive OSS. The principal or other appropriate administrator will schedule a hearing within a reasonable time with the student's parents, the teacher, a board member and the student. The student's parent or guardian will be invited in writing to attend the hearing. If the school makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the school may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.

### **Due Process**

A student facing expulsion will be given appropriate due process.

The student is entitled to:

- The right to an adult representative who **is not** a school employee or legal counsel who can provide guidance to the student.
- An opportunity to testify and to present evidence and witnesses in the student's defense.

**Notification**

After the hearing, notification of the director's recommendation will be provided in writing. If the student is to be expelled, not later than the second business day after the hearing, the school's designee will deliver to the juvenile's parents a copy of the order expelling the student for the remainder of the year. If it is determined that the student is to be expelled no tuition money will be returned to the parents.