



American Academy Casablanca  
Policy Manual For AAC  
Parents & Students

Last updated August, 2016

School Year 2016-17

# 1 TABLE OF CONTENTS

|       |   |    |
|-------|---|----|
| 2     | INTRODUCTION.....                                       | 5  |
| 3     | SCHOOL ADMINISTRATION.....                              | 6  |
| 3.1   | NON-DISCRIMINATION/ZERO TOLERANCE.....                  | 6  |
| 3.2   | MISSION STATEMENT.....                                  | 6  |
| 3.3   | HOURS OF OPERATION.....                                 | 7  |
| 3.4   | SCHOOL CONTACT INFORMATION.....                         | 7  |
| 3.5   | SCHOOL YEAR.....  | 8  |
| 4     | INSTRUCTION AND CURRICULUM.....                         | 9  |
| 4.1   | AMERICAN EDUCATION.....                                 | 9  |
| 4.1.1 | PEDAGOGY/THEORY OF THE AMERICAN EDUCATIONAL SYSTEM..... | 9  |
| 4.2   | PROJECT-BASED LEARNING.....                             | 10 |
| 4.3   | PROMOTION/RETENTION/ACCELERATION POLICY.....            | 11 |
| 4.3.1 | PROMOTION.....  | 11 |
| 4.3.2 | RETENTION.....  | 11 |
| 4.3.3 | ACCELERATION.....                                       | 12 |
| 4.4   | CLASS SIZE.....   | 13 |
| 4.5   | GRADE LEVEL PLACEMENT.....                              | 13 |
| 5     | PARENTS AND STUDENTS.....                               | 15 |
| 5.1   | HOME CONTACT INFORMATION.....                           | 15 |
| 5.2   | EMERGENCY CONTACT INFORMATION.....                      | 15 |
| 5.2.1 | COMMUNICATING WITH US (Parent to school/teacher).....   | 15 |
| 5.3   | HOW WE COMMUNICATE (School/teacher to Parent).....      | 15 |
| 5.3.1 | MEETINGS.....   | 15 |
| 5.3.2 | TELEPHONE.....  | 15 |
| 5.3.3 | E-mail.....   | 16 |
| 5.3.4 | THE AAC STUDENT PLANNER (Cahier de Texte).....          | 17 |
| 5.3.5 | PARENT-TEACHER CONFERENCES.....                         | 17 |
| 5.4   | OPEN HOUSE.....   | 17 |
| 5.5   | PROGRAM OF STUDIES/Course Syllabus.....                 | 17 |
| 5.6   | SCHOOL ANNOUNCEMENTS (Secondary).....                   | 17 |
| 6     | ARRIVAL & DISMISSAL.....                                | 18 |
| 6.1   | MORNING DROP-OFF.....                                   | 18 |
| 6.2   | AFTERNOON PICK-UP.....                                  | 18 |
| 7     | SAFETY & SECURITY.....                                  | 19 |
| 7.1   | IN LOCO PARENTIS.....                                   | 19 |
| 7.2   | SECURITY PERSONNEL.....                                 | 19 |
| 7.3   | VISITORS AND PARENTS.....                               | 19 |
| 8     | WEBSITE.....  | 20 |
| 9     | STUDENT EMAIL.....                                      | 20 |
| 10    | CONDUCT.....  | 20 |
| 10.1  | BEHAVIORAL EXPECTATIONS/CODE OF CONDUCT.....            | 20 |
| 10.2  | UNIFORM/DRESS CODE.....                                 | 20 |

|        |  |    |
|--------|--|----|
| 10.2.1 | GENERAL APPEARANCE.....                            | 21 |
| 10.2.2 | UNIFORM.....                                       | 21 |
| 10.2.3 | WHERE TO BUY THE UNIFORM.....                      | 22 |
| 10.2.4 | NO-UNIFORM DAYS.....                               | 22 |
| 10.2.5 | PE/GYM CLASS.....                                  | 23 |
| 10.2.6 | MISCELLANEOUS/OTHER.....                           | 23 |
| 11     | VISITORS TO AAC.....                               | 24 |
| 12     | DISCIPLINE POLICY.....                             | 25 |
| 12.1   | LEVELS OF OFFENSES AND LEVELS OF CONSEQUENCES..... | 26 |
| 12.2   | DETENTION.....                                     | 28 |
| 12.3   | SOCIAL PROBATION.....                              | 28 |
| 12.4   | DISCIPLINE COMMITTEE.....                          | 28 |
| 12.5   | IN-SCHOOL SUSPENSION.....                          | 28 |
| 12.6   | OFF-CAMPUS SUSPENSION.....                         | 28 |
| 12.7   | EXPULSION.....                                     | 29 |
| 12.8   | TECHNOLOGY USE.....                                | 29 |
| 12.8.1 | Mobile Phones.....                                 | 29 |
| 12.8.2 | Network Services Policy.....                       | 29 |
| 12.8.3 | Internet Access Policy.....                        | 30 |
| 12.8.4 | Bring Your Own Device (BYOD).....                  | 31 |
| 12.8.5 | Acceptable and Unacceptable Network Use.....       | 31 |
| 12.8.6 | Computer Software Code of Ethics.....              | 32 |
| 12.8.7 | Consequences.....                                  | 33 |
| 12.8.8 | Loaned Equipment Policy.....                       | 33 |
| 12.8.9 | Privacy and Disclaimer.....                        | 34 |
| 12.9   | ACADEMIC.....                                      | 35 |
| 12.9.1 | PLAGIARISM.....                                    | 35 |
| 12.9.2 | CHEATING.....                                      | 35 |
| 12.9.3 | ACADEMIC PROBATION.....                            | 35 |
| 13     | HOMEWORK POLICY.....                               | 36 |
| 13.1   | HOMEWORK GUIDELINES.....                           | 36 |
| 14     | TUTORING.....                                      | 37 |
| 15     | ACADEMIC REINFORCEMENT.....                        | 37 |
| 16     | FIELD TRIPS.....                                   | 37 |
| 17     | TEXTBOOKS, RESOURCES & HOW WE TEACH.....           | 37 |
| 18     | GRADES AND REPORTING.....                          | 38 |
| 18.1   | MIDDLE AND HIGH SCHOOL GRADING SYSTEM.....         | 38 |
| 18.2   | ELEMENTARY SCHOOL GRADING SYSTEM.....              | 39 |
| 19     | ADVANCED PLACEMENT COURSES.....                    | 39 |
| 20     | REPORT CARDS.....                                  | 39 |
| 21     | HIGH SCHOOL GRADUATION REQUIREMENTS.....           | 40 |
| 22     | GRADUATION.....                                    | 41 |
| 23     | MID-QUARTER NOTICES OF CONCERN.....                | 41 |
| 24     | PROGRESS LETTERS.....                              | 41 |
| 25     | PARENT/TEACHER CONFERENCES.....                    | 41 |
| 26     | HONOR ROLL.....                                    | 42 |
| 27     | STUDENT RECORDS.....                               | 42 |
| 28     | HIGH SCHOOL TRANSCRIPTS.....                       | 42 |

|        |   |    |
|--------|---|----|
| 29     | MAP TESTING.....  | 42 |
| 30     | ID BADGES.....  | 43 |
| 31     | ATTENDANCE POLICY.....  | 43 |
| 31.1   | NOTIFICATION OF ABSENCE.....                                    | 44 |
| 31.2   | EXCESSIVE ABSENCE.....  | 44 |
| 31.3   | EXTENDED ABSENCES.....  | 44 |
| 31.4   | MAKE-UP WORK.....   | 44 |
| 31.5   | TRUANCY.....  | 45 |
| 31.6   | TARDY FOR SCHOOL.....   | 45 |
| 31.7   | TARDY FOR CLASS.....  | 45 |
| 31.8   | EARLY DEPARTURE.....  | 45 |
| 31.9   | REQUIRED TRANSPORT.....   | 45 |
| 32     | WITHDRAWAL FROM AAC.....  | 46 |
| 33     | STUDENT SERVICES.....   | 46 |
| 33.1   | LIBRARY PROGRAM.....  | 46 |
| 33.2   | PERSONALIZED EDUCATION PLANS (PEPs).....                        | 46 |
| 33.3   | SPECIAL NEEDS.....  | 47 |
| 33.4   | ACTIVITIES.....   | 47 |
| 33.4.1 | SPORTS ELIGIBILITY.....   | 47 |
| 33.4.2 | AAC Sports Code of Conduct.....                                 | 47 |
| 33.5   | AFTER-SCHOOL ACTIVITIES.....                                    | 48 |
| 33.5.1 | REACH (Reaching for Excellence, Achievement and Challenge)..... | 48 |
| 33.5.2 | SPARK (Summer Program to Achieve and Reinforce Knowledge).....  | 48 |
| 33.6   | TRANSPORTATION SERVICE.....                                     | 49 |
| 33.7   | CAFETERIA SERVICE.....  | 49 |
| 33.8   | STUDENT SUPPLIES.....   | 50 |
| 33.8.1 | TEXTBOOKS.....  | 50 |
| 33.9   | LOST ITEMS.....   | 51 |
| 33.10  | HEALTH SERVICE.....   | 51 |
| 33.11  | MEDICATION IN SCHOOL.....                                       | 52 |
| 33.12  | COUNSELING SERVICE.....   | 52 |
| 33.13  | SCHOOL AND COMMUNITY SERVICE PROGRAM.....                       | 52 |
| 33.14  | USE OF SCHOOL PHONE.....  | 53 |
| 33.15  | PARENT – TEACHER ORGANIZATION.....                              | 54 |

## **Brief History**

American Academy received accreditation in June 2008 from AdvancED/NCA and was renewed in the spring of 2013, and is in effect until 2018. The year-long accreditation review is thorough and comprehensive as we study our strengths and weaknesses as a school. Accreditation affirms our belief that we offer a program that meets or exceeds the high standards of an American education. As part of the accreditation process, we are creating this AAC Policy Manual. Existing policies from the parent/student handbook and the faculty handbook are included herein. It is expected that this Policy Manual will be continually modified with at least yearly revisions.

## 2 INTRODUCTION

*Welcome to American Academy! American Academy is a school where students are unconditionally cared for each day. We offer a rigorous American curriculum within a nurturing and caring environment. Students are at the center of each decision we make and we are proud of the success of each child who is a member of our school. Our students and staff represent a rich tapestry of cultural backgrounds and life experiences and we believe our diversity is our strength as we prepare our students for the lives they will live in a global and interconnected world.*

*Our founder, Mr. Said Kouhaila, with the encouragement of Senator Ted Kennedy, began our school in a small villa with 25 students. From that small beginning we are now living the dream in a beautiful purpose built school designed by American Educational Designer, Dr. Frank Locker. Our school was designed to support **project-based learning**, sports and the arts. Our classrooms, science labs, theatre and sports facilities surpass schools anywhere in the world.*

*American Academy students engage in in-depth project based learning. Whatever the topic, students make observations, investigate, create and document their discoveries guided through the process by their teachers. Working collaboratively, as well as individually, students may go on field trips, interview experts, or conduct other forms of research to learn more about their subject. Projects often finish with a culminating event that allows students to share their work with others. Of course our dedicated and talented staff are instrumental to the success of student learning.*

*We are very proud of our school and would love to show it to you in person. You will find a school where learning is at the heart of everything we do and children are happy as they enter the school gates each day. To arrange a visit please contact our admissions office.*

Best Regards,

Jodi Mulder  
AAC School Director

### 3 SCHOOL ADMINISTRATION

Patricia Martinez  
AAC Director  
[pmartinez@aac.ac.ma](mailto:pmartinez@aac.ac.ma)

Craig Viscardi  
Deputy Director/Board Liaison  
[cviscardi@aac.ac.ma](mailto:cviscardi@aac.ac.ma)

Dean Jex  
Secondary Principal (6 – 12)  
[djex@aac.ac.ma](mailto:djex@aac.ac.ma)

College Counseling  
Narjiss Bentaleb  
[nbentaleb@aac.ac.ma](mailto:nbentaleb@aac.ac.ma)

Wanda McCullough (N – 5)  
Elementary Principal  
[wccullough@aac.ac.ma](mailto:wccullough@aac.ac.ma)

Maha Mahmoud  
Elementary Secretary  
[mmahmoud@aac.ac.ma](mailto:mmahmoud@aac.ac.ma)

Fatima Zorha Alaoui  
Admissions Director  
[falaoui@aac.ac.ma](mailto:falaoui@aac.ac.ma)

Fadoua Khalfadir  
Admissions secretary  
[fkhalfadir@aac.ac.ma](mailto:fkhalfadir@aac.ac.ma)

Meriem Oukacha  
Guidance Counselor  
[moukacha@aac.ac.ma](mailto:moukacha@aac.ac.ma)

Vicky Learn  
Special Education Coordinator  
[vlearn@aac.ac.ma](mailto:vlearn@aac.ac.ma)

### SCHOOL CONTACT INFORMATION

The AAC main office is open 7:15 a.m. to 4:30 p.m. Monday through Friday during the school year. The office is also open during the summer, with a shortened daily schedule.

Mail: American Academy, Casablanca Green Town, RN 3020, Bouskoura, Morocco

Phone: +212(0)522 25 88 06  
+212 (0)522 23 69 94  
+212 (0)522 99 14 70  
+212 (0)661 95 99 66  
+212 (0) 631 03 10 31 (Admissions Cell Number)  
+212 (0) 529 03 91 12  
Fax: +212 (0)522 25 87 39  
+212 (0)529 03 91 14 (Fax)

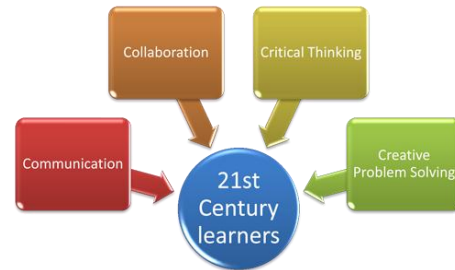
E-mail: [aac@aac.ac.ma](mailto:aac@aac.ac.ma)  
Website: [www.aac.ac.ma](http://www.aac.ac.ma)

### 3.1 NON-DISCRIMINATION/ZERO TOLERANCE

AAC is an equal opportunity employer, and does not discriminate in its employment practices on the basis of disability, age, race, gender, ethnicity, marital status, or ideology. AAC practices a zero tolerance policy in regards to abuse or assault – verbal, physical, emotional, intimidation, etc.

### 3.2 MISSION STATEMENT

The Mission of American Academy Casablanca (AAC) is to be the leading project-based learning (PBL) school in Morocco. Using cutting-edge teaching methods, AAC equips students with the skills to be creative Innovators, collaborators, communicators, critical thinkers, multi-lingual speakers, global citizens, and socially responsible members of the community.



American Academy provides all the relevant, state of art necessary resources to support these skills.

### 3.3 HOURS OF OPERATION

AAC’s main office is open from 7:15 a.m. to 4:30 p.m. on weekdays and 9 – 12 on Saturday. Classes take place between 8:00 a.m. and 3:00 p.m. on Monday through Friday.

After 3:15 p.m. students are generally not supervised by teachers, so it is important that your children are picked up on time. Parents or drivers late in picking up their children cause additional problems with supervision and teacher transportation.

#### LATE PICK-UP FEES

We ask that parents/drivers respect the hours of operation and appointed pickup times, however, in the event that you are unable to do so, parents will incur late pickup fees under the following conditions:

**After School Activities:** Students who are picked up late from after school activities will receive written communication. After three warnings, your child will no longer be allowed to participate in after school activities for the remainder of the quarter.

**Lateness: parents will be billed 100 dh for every 30 minutes late beyond the established pick up times**

- Regular dismissal is 3:15 (late fees will be assessed beginning from 3:45 pm)
- After School Activities finish at 4:30, (late fees will be assessed beginning from 5:00 pm)
- REACH students finish at 5:00, (late fees will be assessed beginning from 5:30 pm)

#### Leaving Campus during the school day:

Any student who needs to leave campus during the school day must have written parent permission, which MUST be turned in at the beginning of the day to the office secretary. This is also the procedure in order for any student to leave school grounds with anyone other than their assigned driver. Parent phone calls are not accepted.

## 3.5 SCHOOL YEAR

There are approximately 183 teacher work days and 174 days of instruction per year – September through June. The number of days varies slightly from year to year because of Islamic religious holidays. Islamic religious holidays are based on a lunar calendar and move by several days each year. We include estimations of these holidays in our yearly calendar; however, the actual date of the holiday may not be finalized until the evening before the holiday. Occasionally, a make-up teaching day may be required – in this case, school could be held on a Saturday.

In the event of an emergency school closure, teachers will be required to communicate with their students daily and continue the courses as much as possible through internet and email. For early childhood and lower elementary grades, teachers may be required to prepare packets of work that students can complete at home. This will be at the discretion of the Head of School. In such instances, the school may be closed to students, but teachers may be required to come to work. Depending upon the length of the closure, make up days may be required using Saturdays and/or scheduled vacation.

# 4 INSTRUCTION AND CURRICULUM

## 4.1 AMERICAN EDUCATION

### 4.1.1 PEDAGOGY/THEORY OF THE AMERICAN EDUCATIONAL SYSTEM

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

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



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

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

## 4.2 PROJECT-BASED LEARNING (PBL)

AAC encourages all teachers to use a project-based learning (PBL) framework. PBL is a method of teaching whereby students gain knowledge and skills by working for an extended period of time to explore, investigate, and propose solutions to a complex question, problem, or challenge. Though there are many forms of PBL, some of PBLs best practices include:

**Key Knowledge, Concepts, and Skills** - The project is focused on student learning goals, including standards-based content and skills such as critical thinking and problem solving, as well as collaboration, and self-management.

**Challenging Problem or Question** - The project is framed by a meaningful problem to solve or a question to answer, at the appropriate level of challenge.

**Sustained Inquiry** - Students engage in a rigorous, extended process of asking questions, finding resources, and applying information.

**Authenticity** - The project features real-world context, tasks and tools, quality standards, or impact – or speaks to students' personal concerns, interests, and issues in their lives.

**Student Voice & Choice** - Students make some decisions about the project, including how they work and what they create.

**Reflection** - Students and teachers reflect on learning, the effectiveness of their inquiry and project activities, the quality of student work, obstacles and how to overcome them.

**Critique & Revision** - Students give, receive, and use feedback to improve their process and products.

**Public Product** - Students make their project work public by explaining, displaying and/or presenting it to people beyond the classroom.

## 4.3 PROMOTION/RETENTION/ACCELERATION POLICY

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

### 4.3.1 PROMOTION

Grading and evaluation ensure the proper monitoring of the academic progress of students. All students who successfully complete the academic program approved by AAC for the grade in which the student is placed are recommended for promotion.

The section level principal will consider this recommendation along with the student's attendance when making the final decisions for grade-level promotions.

### 4.3.2 RETENTION

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

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

A student who has been retained once in elementary or middle school and has been recommended for a second retention will not be allowed to return to AAC for the following year. At the elementary and middle school levels, the decision to retain a student shall be made by the elementary or secondary principal, in consultation with appropriate faculty members and parents/guardians.

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

- tutorial assistance
- extended learning time
- modifications in curriculum and/or instruction
- summer school

However, in spite of interventions, some students may not successfully meet standards for promotion to the next grade. In these cases, the student would either need to repeat the grade (elementary/secondary) or make up the credit via summer school or online credit recovery program.

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

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

#### 4.3.3 ACCELERATION

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

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

- English language skills of the child.
- Social maturity of the child.
- Emotional maturity of the child.
- Physical development of the child.
- Attendance patterns of the child.
- Health of the child and absences from school due to illness.
- Family support.
- MAP test scores

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

## 4.4 CLASS SIZE

Class size is generally limited to 22 in primary and elementary and 24 in secondary. Only under exceptional circumstances will this number exceed the limit (for example, a student who must repeat or the arrival of a student who has priority acceptance due to agreements with international embassies or due to late re-enrollments from the previous school year). The AAC Admissions Committee will make the final decision. Should we receive an application for entry to a class which is already full, we will place the child's name on the waiting list for that class, providing the registration fee has been paid.

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

## 4.5 GRADE LEVEL PLACEMENT

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

- The student's age at the time of enrollment.
- Standardized test scores (such as MAP tests)
- Academic history.
- Results on entrance screening, particularly writing samples.
- Space availability in the appropriate grade level.
- Level of English language ability in relation to the demands of the grade level for which the student is applying.

At the high school level, grade placement will also be based on academic credits earned towards graduation.

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

- Nursery                      2 years old on or before September 1
- Preschool                    3 years old on or before September 1
- Kindergarten 1              4 years old on or before September 1
- Kindergarten 2              5 years old on or before September 1
- 1st Grade                     6 years old on or before September 1
- Plus one year of age for each additional grade level.

Prospective students who have not been in an American school prior to acceptance into AAC will be initially placed according to their birth date. After evaluation and observation by AAC administrators and teachers, the child may be moved to a higher or lower grade, as appropriate.

For the purposes of grade placement, a student will be considered a

|           |                  |
|-----------|------------------|
| Freshman  | 0 - 7 credits    |
| Sophomore | 7 - 14 credits   |
| Junior    | 14 - 21 credits  |
| Senior    | 21 - 26 credits* |

**\* 26 credits are needed for graduation**

# 5 PARENTS AND STUDENTS

## 5.1 HOME CONTACT INFORMATION

Communication with the school is crucial for students. Making sure that we do it well is important and every effort is made to make sure that parents are informed of what takes place at school. An essential part of this process is having up-to-date information regarding telephone, email and sms. Parents change locations, businesses, internet service providers and telephone numbers and we don't always hear about it immediately. Parents should not assume that your child will tell us.

Therefore, we ask that whenever there is change in parent contact information that we are told immediately. The parents' contacts are Fadoua Khalfadir ( [fkhalfadir@aac.ac.ma](mailto:fkhalfadir@aac.ac.ma) ) in the main office.

## 5.2 EMERGENCY CONTACT INFORMATION

The school also needs to keep updated information regarding emergency contacts for each student. In the event of an emergency we need to be in touch with the parent or designated guardian as quickly as possible. Parents should ensure that the office has been given names and phone numbers for their child's emergency contact. If a child's emergency contact information changes, parents should contact the office immediately to update our database. Parents should also inform the school if they are going to be away from Casablanca during days scheduled for classes.

### 5.2.1 COMMUNICATING WITH US (Parent to school/teacher)

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

#### 5.2.1.1 Meetings

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

#### 5.2.1.2 Email

Parents may also choose to e-mail their child's teacher to communicate or to schedule a meeting. Teacher e-mail addresses are available on the American Academy website.

#### 5.2.1.3 AAC Student Planner

Each school student is issued an AAC Student Planner. Parents may communicate with their child's teacher by writing a note in their child's planner.

## 5.3 HOW WE COMMUNICATE (School/teacher to Parent)

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

### 5.3.1 Meetings

Often the best and most effective means of communication is talking. Doing so face-to-face is not always easy but usually resolves issues more effectively. If a teacher wishes to speak with you, they will make contact by telephone or email to schedule a conference. Questions or concerns regarding your child's academic or emotional wellbeing, his or her teacher must be contacted first. If you are unable to resolve the issue at the teacher level, then schedule a meeting with the section principal and/or counselor. All members of AAC, including the Head of School, are always available to talk over any issue related to your child and the school. All appointments with the faculty and members of the administration should be made through the appropriate school secretary.

### 5.3.2 Telephone

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

### 5.3.3 E-mail

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

### 5.3.4 The AAC Planner (Cahier de Texte)

There is space in the AAC Planner for notes to travel between home and school. Please check your child's AAC Planner daily for information about their homework, schoolwork, and behavior/effort. When you receive notes in the AAC Planner, you should sign to confirm that you have seen and read them.

### 5.3.5 Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled at the end of the 1st and 3rd quarters of each school year. Please refer to the Grades/Reporting section of this handbook in section 15 for details.

#### 5.3.5.1 Reports

There are two different types of reports for all students, progress reports and semester report cards. Please refer to the Grades/Reporting section of the Parent/student handbook in section 15 for details.

#### 5.3.5.2 Renweb

Secondary students and parents may view Renweb at any time. All parents should be able to access their children's grades by using the parent access codes through Renweb (see instructions on the under the parents' section of the school's website)

### 5.4 Parent and Student Open House

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

### 5.5 Program of Studies/Course Syllabus

Teachers will provide a course syllabus to Middle and High School students. This provides information to parents about the curriculum and class events. Each year, these documents will also be available on the teacher's webpage of the American Academy website.

### 5.6 Secondary School Announcements

The Secondary School Principal sends out a daily bulletin which includes student announcements. Each day, the announcements are read to the student body by their homeroom teacher. Secondary announcements are also posted on the school's website

## 6 ARRIVAL & DISMISSAL

### 6.1 MORNING DROP-OFF

Supervision of students begins at 7:30 AM. Parents and drivers are asked to drop students off in the morning between 7:30 - 7:45.

### 6.2 AFTERNOON PICK-UP

All students should be picked up at 3:15 p.m. unless otherwise attending an afterschool activity

#### **Elementary**

Only parents/guardians or designated drivers are allowed to pick up students. If you wish to have another individual pick up your child, it is the parent's responsibility to inform the teacher and the office in writing. Elementary school students may not go home with other students without permission from both parents given to the AAC office. (see section 3.3 for procedures)

#### **Secondary**

It is the parent's responsibility to ensure that their secondary student is picked up at the appropriate dismissal times.

## 7 SAFETY & SECURITY

## 7.1 IN LOCO PARENTIS

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

## 7.2 SECURITY PERSONNEL

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

## 7.3 VISITORS AND PARENTS

Visitors and parents must sign in at the school gate and wear a visitor's badge on school premises. No home lunches may be delivered. Children must bring them each morning.

# 8 WEBSITE

The school's website has a huge amount of information regarding the curriculum, contact details, events, calendars, etc. You should visit the site regularly to keep up with what is happening in the school and therefore affecting your child. [www.aac.ac.ma](http://www.aac.ac.ma)

# 9 STUDENT EMAIL

Students in grades 4 to 12 are issued an American Academy email account. They must be used according to the school's Technology Policy. Students who abuse or violate the school's policies regarding acceptable use of technology may be subject to disciplinary sanctions.

# 10 CONDUCT

## 10.1 BEHAVIORAL EXPECTATIONS/CODE OF CONDUCT

- At AAC, students are expected to meet certain behavioral standards at all times:
- Students will respect themselves, others, and belongings.
- Students will demonstrate responsibility, both academically and socially.
- Students will display honesty and personal integrity.
- Students will be generous and responsible citizens.
- Students will contribute positively to the school environment.
- Students will express themselves in a manner that does not infringe upon the rights of others.
- Students will practice tolerance towards differences in culture, gender, race or beliefs.
- Students will enrich their language skills speaking only English in the classroom.
- School rules including PE rules, recess rules, library rules, cafeteria rules, computer lab rules, and general classroom rules will be distributed to students by the appropriate teachers/staff each school year.



## 10.2 UNIFORM/DRESS CODE

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

### 10.2.1 GENERAL APPEARANCE

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

Students who come to school in inappropriate clothing will be asked to change.

The purpose of AAC's Dress Code is to support a positive learning environment. AAC wants to establish a comfortable environment, conducive to learning and respectful of our host culture. Additionally, we want students to take responsibility for dressing for school while maintaining autonomy.

### 10.2.2 UNIFORM

The American Academy uniform will be worn properly and with pride at all times, both on campus and off. Except for designated "No-Uniform Days," the school uniform is compulsory. The AAC uniform consists of the following pieces for students in grades 6 - 12:

- Polo-style collared shirt (**maroon** or **navy blue**, long and short sleeve)
- Khaki slacks
- Khaki shorts
- Black sweat pants, zip-front, hooded jacket, and black hoody
- Sports uniform (navy and white shorts and regulation shirt)
- Navy blue pullover v-neck sweater
- Navy blue button up sweater.

If a student is wearing a jacket or sweater over a shirt, that shirt must be a uniform shirt. Students should only wear the uniform sweater or sweatshirt over their uniform shirts.

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

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

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

### 10.2.3 WHERE TO BUY THE UNIFORM

The official AAC school uniform can be purchased at: **STARVET**

75, Rue Chakaik Annoumane  
(Ex. Rue des IRIS) - Beausejour - Casablanca  
Tel: 0522 36 75 01 - 0522 94 20 80

### 10.2.4 NO-UNIFORM DAYS

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

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

### 10.2.5 PE/GYM CLASS

Secondary students should change their clothing for PE class. Students should wear AAC sweat pants on days when they have PE class or wear the AAC PE shorts under their uniform pants. Clothing worn for PE class must meet the dress code standard. Students must change out of the PE clothing immediately following dismissal of the PE class (even if the class is held during the last period of the school day). Students should remove all jewelry and watches before participating in PE classes. These items are the responsibility of the student, and should be stored in a locked locker.

## 10.2.6 MISCELLANEOUS/OTHER

### 10.2.6.1 Footwear

Shoes must always be worn. Students are expected to wear clean socks and shoes. Footwear should generally be comfortable, safe, and appropriate for the school environment. Examples of prohibited footwear include high heels, platform shoes, roller shoes, and sports cleats.

### 10.2.6.2 Headwear

Caps or hats may not be worn in school buildings. They are acceptable only for play outside, during P.E., and other specified occasions.

### 10.2.6.3 Accessories

Excessive jewelry or accessories worn by girls or boys is unsuitable in the school setting. Expensive jewelry and watches should not be worn to school since they could be lost or stolen and could be a source of danger for students traveling home on their own. The school will NOT be held responsible for the security of valuable items worn or brought to school.

All of the above requirements apply to all school-sponsored or school-related activities, including field trips. Principals, faculty, and staff members will enforce the dress code. If students are judged out of code, parents will be contacted to bring appropriate clothing items to the school before the student will be allowed into class. Final judgment on dress code compliance rests with school principals.

## 11 VISITORS TO AAC

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

To meet with one of the section principals or other administrative staff, please contact the reception office at 05-29-03-91-12 to make an appointment

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

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

# 12 DISCIPLINE POLICY

Through a proactive and progressive disciplinary process our goal and purpose is to create a campus culture that promotes a respectful, safe learning environment for our students. The Disciplinary Rubric below is designed to help guide students toward making better choices that lead to improved behavior. Students, teachers, parents, along with members of the school administration, are to be familiar with and enforce/support the practices outlined below. Monthly reviews will be conducted to evaluate and modify as required.

In documenting behavioral transgressions AAC uses a system of **demerits/sanctions**. A Demerit is an indication in the student's disciplinary record that he/she has received a consequence for a particular behavior. In Renweb, this is referred to as a **Sanction**. Administrators have the right to exercise some discretion with respect to interpreting the severity of the offense as it relates to intent. Likewise, administrators may accelerate the accumulation of demerits where the student is known to have a documented history of chronic offenses.

Students who accumulate more than 8 demerits in a semester will be reviewed for probation. ***Further, students who accumulate 12 demerits over the course of the school year will automatically be placed on probation.*** Failure to meet conditions of a probationary agreement will result in the student being denied re-enrollment. Students who are on Academic and/or Behavioral Probation at any point during the second semester will NOT be evaluated for re-enrollment until the end of the academic school year.

Decisions regarding withdrawal are binding and may only be appealed to the AAC Director. By virtue of being enrolled in American Academy, all AAC students and parents are required to acknowledge that they have read and understood the school's Disciplinary Guidelines as posted in the Student-Parent Handbook on the school's website.

## BEHAVIOR RUBRIC

### **“A” Category Behaviors (1 demerit)**

- Disruptive behavior in classroom areas
- Disrespectful comments
- Improper use of electronic device
- Dress code violation
- Littering on campus
- Excessive use of Arabic/French in English Core classes
- Tardiness (3 or more during a quarter)
- Bus disruption

### **“A” Category Consequence Guidelines**

- 1st referral – Counseling assigned, parent notified
- 2nd referral – Parent notified, after school/lunch detention
- 3rd referral – Saturday school (1 Day)
- 4th referral – In school suspension (1-3 days)

## **“B” Category Behaviors (2 demerits)**

- Public display of affection
- Bullying
- Cheating/plagiarism
- Disrespectful/disobedient to school personnel
- False signature
- Profanity
- Spreading rumors
- Truancy/skipping class or detention
- Unsafe behavior

## **“B” Category Consequence Guidelines**

- 1st referral – Parent/Teacher/Administrator conference, counseling, after school detention
- 2nd referral – Saturday School (2 days)
- 3rd referral – In school suspension (3 days)
- 4th referral – Out of school suspension (5 days)

## **“C” Category Behaviors (3 demerits)**

- Fighting
- False Fire alarm
- Sexual harassment
- Theft
- Threat of physical violence
- Possession/use of alcohol or tobacco products
- Vandalism
- Computer abuse

## **“C” Category Consequence Guidelines**

- 1st referral – In school suspension (3 days)
- 2nd referral – Out of school suspension (3 Days) Behavioral Probation
- 3rd referral – Out of school suspension (9 days) Denied re-enrollment

## **“D” Category Behaviors (5 Demerits)\*\***

- Bomb threats
- Illegal drugs (possession/sale)
- Weapons
- Assault

## **“D” Category Consequence Guidelines\***

- 1st referral – Out of school 10 days
- 2nd referral – Expulsion hearing

\*\* Depending on the nature and severity of the offense, a student who commits a Category D offense may be recommended for immediate withdrawal from American Academy.

## 12.2 DETENTION

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

## 12.3 SOCIAL PROBATION

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

## 12.4 DISCIPLINE COMMITTEE

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

## 12.5 IN-SCHOOL SUSPENSION

AAC policy is to keep students in a learning environment when possible. If it becomes necessary to remove a student from the classroom due to major disruptions, s/he may be placed in in-school suspension. The student will be supervised in a solitary environment for the prescribed period of time. The student will be required to complete his/her normal assignments. Students serving an In-School Suspension will receive credit for any work completed, however, may not receive classroom or participation grades.

## 12.6 OFF-CAMPUS SUSPENSION

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

## 12.7 EXPULSION

A student whose attitude and conduct demonstrates an unwillingness to follow the principles governing the school, as determined by the school administration, may be dismissed from the community. A student who repeatedly engages in behavior that results in disciplinary actions

or is unable to meet the academic expectations of the school may also be recommended to leave the school. This determination will be made in consultation with classroom teachers, section principal, parents, and the school director. Unless circumstances warrant immediate action, prior to the recommendation for Expulsion of a student, he/she will be placed on Behavioral and/or Academic Probation outlining conditions and expectations for continued enrollment at AAC. Any student who is unable to meet the conditions of his/her probation agreement will be denied re-enrollment and may be administratively withdrawn from the school.

## 12.8 TECHNOLOGY USE

American Academy Casablanca offers each student and staff member access to the school's computer network. The following sections define what we consider acceptable and unacceptable uses of the network, and it includes a disclaimer which needs to be signed by all parents.

### 12.8.1.1 Mobile phones

The use of Mobile phones are not permitted during the school day. Mobile/cell phones are not acceptable devices under the BYOD policy. Students who bring phones to school risk confiscation if used during the school day. Ideally, phones should not be brought to school, however, should students bring a cell phone, he/she may only use it only after 3:15 pm. If a student needs to contact a parent or driver during the day, he/she may go to the office for assistance in contacting his/her parent/guardian. Likewise, should a parent need to contact his or her child during the school day, he/she needs to call the section office to leave a message.

Confiscated phones must be picked up by a parent or guardian, not driver. Repeated offenses may result in confiscation for the remainder of a semester.

### 12.8.1.2 Network Services Policy

AAC considers student behavior in the "virtual" world of computers as directly equivalent to actions in the real world. Students who abuse network privileges by knowingly accessing other's files, for example, will be subject to the same disciplinary procedures as if they had gone through another person's papers, locker or desk. Taking or using other people's computer files without permission will be treated the same as theft or plagiarism. It is important to note that simply finding an opportunity to take such actions does not absolve responsibility for those actions, in the same way that finding an unlocked door does not mean that responsibility for unauthorized entry is removed. We ask that all students respect the privacy of others' files and materials, and everyone must follow stated limits for file storage and occasionally wait for access to limited resources or peripherals.

### 12.8.1.3 Internet Access Policy

As with any other media (books, magazines, and other information), access to computers and the Internet can provide access to material that is inappropriate. AAC has taken the following precautions to restrict access to objectionable materials:

AAC informs all students about acceptable and unacceptable uses of the school network and the Internet, as defined in these sections. This is done directly in Lower and Middle School classes, and in computer labs and via email in the Upper School.

AAC has installed software to exclude content that is unacceptable on our local area network. This software is installed between the Internet and our internal network.

AAC faculty and staff observe and supervise student Internet use as often as possible.

AAC uses software that denies access to a list of Internet addresses known to contain material that is unacceptable. This software is normally effective in blocking access to pornographic and other inappropriate sites. This system isn't perfect, however, and students and staff members are encouraged to let us know about blocked sites that should be accessible. We can quickly grant access to such sites.

AAC Internet access also limits or prevents the use of many file sharing and on-line gaming software programs. While these programs may be considered acceptable and used at home, in school and corporate environments they can cause havoc with network reliability and stability. Although not always the case, Internet file sharing programs can lead to the exchange of copyrighted music and software, severe viruses, and inappropriate materials or actions that can lead to serious consequences.

It is important to understand that technology and the global network is changing on a daily basis and it is impossible to limit access to all objectionable materials or prevent all possible misuses. Industrious users may discover ways to access inappropriate sites or exchange copyrighted files. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may procure material or use online services that are not consistent with our educational goals. Additionally, these common issues strongly motivate us to address and discuss ethical and appropriate uses of technology, despite the ease or prevalence of misuse.

#### 12.8.1.4 BRING YOUR OWN DEVICE (B.Y.O.D.)

AAC has implemented a Bring Your Own Device (BYOD) program for grades 6 through 12. BYOD means that each student will be required to bring their own, privately-owned device to school (iPad, Android-based tablet, Windows or iOS-based laptop computers). Even though portability is important, devices with large viewing screens are highly recommended. The majority of educational information delivered to the high school students will be via their device; so it is important that each student have a fully-charged working device and bring it to school daily. ***Cell phones are not an acceptable or qualifying device under this policy.***

For the 2016/2017 school year, the e-textbooks used in the high school will require the Houghton Mifflin Harcourt E-text application. This is a free application available for download from the Internet.

The high school teachers will outline their particular procedures for using the devices in their classes, but it is expected that assignments from the course text, as well as other



resources, on the internet will be used. It is therefore imperative that students bring their working devices to school daily, and also have access to the Internet at home for access to information, assignments and communications.

#### 12.8.1.5 Acceptable & Unacceptable Network Use

The use of the AAC network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may lead to further disciplinary actions. AAC network administrators reserve the right to close an account at any time if inappropriate use is suspected or in evidence. The administration, faculty, and staff of AAC may also request that system administrators deny, revoke, or suspend specific user accounts. Decisions in these matters will be guided by, but not limited to, the following points:

- Be polite. Do not write or send abusive messages to others.
- Personal E-mails and social media (i.e. Facebook) should not be used during school hours on school property.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Honor and protect the privacy of yourself and others (do not reveal passwords, home addresses, or phone numbers).
- Report any defects in system accounting or security to the network administrators.
- Examples of unacceptable use include:
  - Using the network for any illegal activity, including violation of copyright or other contracts.
  - Using the network for financial or commercial purposes.
  - Degrading or disrupting equipment or system performance.
  - Vandalizing the data of others.
  - Wastefully using finite computer resources.
  - Attempting to gain unauthorized access to information, resources, or entities.
  - Invading the privacy of individuals.
  - Using an account owned by another user.
  - Forwarding personal communications without the author's consent.
  - Posting anonymous messages.
  - Using the network to access or distribute objectionable or unacceptable materials.

Objectionable and/or unacceptable material includes, but is not restricted to, the following:

- |                |                                     |
|----------------|-------------------------------------|
| ● Pornography  | * violence                          |
| ● Hate         | * racism                            |
| ● Harassment   | * sexism                            |
| ● Exploitation | * alcohol, nicotine, or other drugs |

### **12.8.1.6 Computer Software Code Of Ethics**

All students, teachers, and staff shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to AAC standards of conduct. The following points are to be followed to comply with software license agreements:

- All software is to be used in accordance with its license agreements.
- No student, faculty, or staff member will make any unauthorized copies of any software under any circumstances.
- The School will not tolerate the use of any unauthorized copies of software at AAC. AAC does not condone illegal copying of software under any circumstances, and anyone who makes, uses, or otherwise acquires unauthorized software shall be subject to disciplinary action.
- All software used on AAC computers will be properly purchased through appropriate procedures.

### **12.8.1.7 Consequences**

Consequences for inappropriate use or abuse of computing resources or the Internet will be handled as disciplinary actions by the principal. Consequences typically include suspension from using technology for a period of time ranging from one week up to the remainder of a semester. In extreme cases, permanent suspension from technology use may result.

### **12.8.1.8 Loaned Equipment Policy**

In order to enrich the educational experience of its students, AAC purchases and maintains various types of equipment, including electronic devices such as cameras and camcorders, for use by faculty members and students. The school makes a significant investment in this equipment. For example, a digital camera costs approximately \$250, and a laptop costs approximately \$400. Additionally, the school wishes to ensure that as many students and teachers as possible have access to the equipment when they need it. It is therefore imperative that community members use these devices with great care and take responsibility to see that they are returned on time and in the same condition in which they were borrowed.

Students who borrow equipment from AAC libraries or other school departments will be held responsible for replacement or repair costs if the equipment is lost or damaged.

### **12.8.1.9 Privacy and Disclaimer**

Electronic mail (e-mail) and other files are not guaranteed to be private. AAC reserves the right to monitor network usage, review information and files received or viewed by users, and review and disclose any information downloaded or messages sent or received on the school network. In summary, network administrators and school administration do have access to all mail and files stored on the school network and servers, and may review the same to ensure compliance with this policy.

AAC makes no warranties with respect to the school network, and we specifically disclaim responsibility for files or student work that is lost due to disk failure, viruses, Internet access interruption, and all other system failures. AAC also disclaims responsibility for any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of AAC.

AAC believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But be warned that AAC does not have control of the information on the Internet. While our intent is to make the Internet accessible to further the School's educational goals and objectives, it is impossible to completely restrict access to objectionable materials. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people.

AAC makes no warranties with respect to the Internet, and we specifically disclaim responsibility for the content of any advice or information received by an AAC network user from a source outside of AAC, or any costs or charges incurred as a result of seeing or accepting such advice. AAC also disclaims responsibility for any costs, injuries, liability or damages caused by the way the Internet is used by an AAC computer user or the manner in which other users may communicate or interact with the AAC computer user.

All students using personal devices on the AAC campus must submit a signed *AAC Educational Technology Policy Acknowledgement and Disclaimer Form*.

## **12.9 ACADEMIC DISHONESTY**

### **12.9.1 PLAGIARISM**

Plagiarism occurs when a student presents another person's work as his or her own. This includes copying in part or whole from any source, without acknowledgment of authorship. Plagiarizing someone else's ideas is perceived as stealing their intellectual property. Whether it is intentional or not, it is taken as a serious matter in any educational institution.

To avoid plagiarism, make sure you acknowledge the source of any material you use which belongs to someone else. Your teachers will show you how to do this. As a guide, follow these three rules:

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

The intention is to acknowledge your use of ideas originating with someone else. The penalty for plagiarism at AAC is a mark of 0 (zero) for the offending assignment and referral to Administration for further disciplinary action. Repeated offenses may result in the student being placed on Academic Probation. The teacher concerned, or Administration will also notify parents.

## 12.9.2 CHEATING

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

## 12.9.3 ACADEMIC PROBATION

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

# 13 HOMEWORK POLICY

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

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

## 13.1 HOMEWORK GUIDELINES

Students are responsible for completing all assignments given to them by their classroom teachers. Students who fail to complete homework assignments may face classroom disciplinary action and/or a lowering of their school grade, as appropriate. Some students who process information at a slower rate will need more time to complete their homework; others will need less.

In the elementary school, the *general rule* for homework is as follows:

| Grade Level | Minutes on Homework or Reading Per Night |
|-------------|--|
| KG2         | 10 minutes                               |
| G1          | 15 minutes                               |
| G2          | 20 minutes                               |
| G3          | 25 minutes                               |
| G4          | 30 minutes                               |
| G5          | 35 minutes                               |

Adjustments to this rule can be made on an individual basis between teacher and student.

## 14 TUTORING

Many AAC faculty members offer private tutoring to students who need additional support. If you would like to arrange private tutoring sessions, contact the AAC main office. The assistant principal will process all tutoring requests.

## 15 ACADEMIC REINFORCEMENT

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

## 16 FIELD TRIPS

AAC teachers plan outings for each grade level which enhance the AAC curriculum and increase the students' learning opportunities. Students will be charged for transportation and any entry/food fees incurred on the field trip. Participation in field trips is a student privilege, and this privilege may be revoked if the student has shown his/her inability or unwillingness to cooperate and follow directions. The adult to student ratio for field trips is 1:4.

## 17 TEXTBOOKS, RESOURCES & HOW WE TEACH

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

## 18 GRADES AND REPORTING

### 18.1 MIDDLE AND HIGH SCHOOL GRADING SYSTEM

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

**A or A-** A student will have produced an exceptionally high standard of work.

**B+, B, or B-** A student will have produced very thorough work.

**C+, C, or C-** A student will have reached a satisfactory standard.

**D+, D, or D-** A student will have obtained a barely acceptable level of proficiency and/or effort.

**F** A student will have failed to reach an acceptable level of proficiency and/or effort. (\*For the purpose of determining a student's Grade Point Average (GPA), all grades of F are calculated as 59%.)

Courses in Physical Education and Physical Wellness are included when determining a student's GPA.

| Percentage Class Grade Range | Letter Grade | Grade Point Average (GPA) | AP Class Weighted GPA | Comment       |
|------------------------------|--------------|---------------------------|-----------------------|---------------|
| 94-100                       | A            | 4.00                      | 5.00                  | Excellent     |
| 90-93                        | A-           | 3.67                      | 4.67                  | Excellent     |
| 87-89                        | B+           | 3.33                      | 4.33                  | Above Average |
| 84-86                        | B            | 3.00                      | 4.00                  | Above Average |
| 80-83                        | B-           | 2.67                      | 3.67                  | Above Average |
| 77-79                        | C+           | 2.33                      | 3.33                  | Average       |
| 74-76                        | C            | 2.00                      | 3.00                  | Average       |
| 70-73                        | C-           | 1.67                      | 2.67                  | Average       |
| 67-69                        | D+           | 1.33                      | 2.33                  | Below Average |
| 64-66                        | D            | 1.00                      | 2.00                  | Below Average |
| 60-63                        | D-           | 0.67                      | 1.67                  | Below Average |
| 59*                          | F            | 0.00                      | 0.00                  | Failure       |

## 18.2 ELEMENTARY SCHOOL GRADING SYSTEM

The elementary school uses a report card that is based on standards. Elementary students' progress is reported using marks of 1, 2, 3, and 4.

- 4 Student exceeds expectations in the standard
- 3 Student is proficient in the standard
- 2 Student needs improvement in the standard
- 1 Student does not demonstrate the standard
- N/A Standard was not applicable in specific quarter
- \* Grade was not given for other reasons. See comments.

## 19 ADVANCED PLACEMENT COURSES

Advanced Placement (AP) courses will be offered as staffing permits to high school students. Students wanting to enroll in AP must have a 'B' average in the discipline area and receive a recommendation from his or her teacher. Students may take AP courses without this with a signed letter from the parents acknowledging that the student is choosing to attend without school endorsement. All students enrolled in AP must take the exam. Students are not permitted to withdraw from AP classes.

## 20 REPORT CARDS

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

Grades from quarters 1 & 2 and 3 & 4 are averaged to produce semester grades. These grades are the result of a complete semester's work. They represent a student's achievement when measured against the outcomes specified for each course.

A failing grade in any semester requires that the student must recover the failed credits. Students may retake the course in the AAC summer school, if offered; during the next academic year or semester, if offered; or at an AAC recognized program outside of the school. Prior permission by the Principal in writing is required for an outside program to be approved.

# 21 HIGH SCHOOL GRADUATION REQUIREMENTS

26 total high school credits are required to graduate. The following table outlines the 20 specific course credits that are required for students graduating in 2012 - 2013. A student must make up the remaining balance of necessary credits to meet the graduation requirement by choosing elective courses. Elective courses may be chosen from any subject area.

|  |  |  |
|--|--|--|
| ENGLISH - 4 Credits  |  |  |
| English (9)  | English (11)   |  |
| English (10)   | English (12)   |  |
| MATHEMATICS - 3 Credits <sup>1</sup>   |  |  |
| Geometry   | Pre-Calculus / Advanced algebra                                      |  |
| Algebra 2  | Calculus, AP calculus, Statistics, Probability                       |  |
| SCIENCE - 3 Credits  |  |  |
| Biology I (9)  |  |  |
| Physics or AP Physics  | Chemistry  |  |
| SOCIAL STUDIES - 3 Credits   |  |  |
| World History (9) origins to 1500  | .5 credit in Modern US History (11)/ American History and Government |  |
| World History I (10) 1500 – present  | .5 additional Social Studies credit                                  |  |
| FOREIGN LANGUAGE - 4 Credits   |  |  |
| French & Arabic (9)  | French & Arabic (10)   |  |
| Further options in each language are available. For non-native speakers of French or Arabic, introductory or cultural classes in these languages may be offered. |  |  |
| PHYSICAL EDUCATION & WELLNESS- 1 Credit  |  |  |
| .5 credit in Physical Wellness (9)   | .5 credit in Physical Wellness (10)                                  |  |
| FINE ARTS - 1 Credit   |  |  |
| 1 credit in a Fine Arts Elective   |  |  |
| COMPUTER SCIENCE - 1 Credit  |  |  |
| 1 credit in Computer Science   |  |  |



## 22 GRADUATION

Any student with an outstanding balance with the business office (7 days prior to graduation) will not be allowed to attend or participate in graduation ceremonies. They will also not be allowed to receive their diploma until all financial and/or academic matters are resolved.

## 23 MID-QUARTER NOTICES OF CONCERN

In secondary school, teachers will send home a mid-quarter notice of concern with students who are at risk of failing the quarter and/or whom they have academic or behavioral concerns. An email and/or SMS from school will be sent to ensure that parents received the notice.

## 24 PROGRESS LETTERS

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

## 25 PARENT/TEACHER CONFERENCES

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

## 26 HONOR ROLL

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

Honor Roll – All A's and B's

Principal Award – All A's

In the Elementary school, students are placed on the Honor Roll who have earned 3s and 4s in all academic and behavioral standards.

## 27 STUDENT RECORDS

Student records are kept in the AAC main office. A student's permanent file includes all documentation regarding that student and his/her history at AAC, including grades. Parents may review their child's school records at the school. Please give the school office 24 hours notice to allow sufficient time to make the records available.

# REQUESTING DOCUMENTS

Procedures for requesting School Documents such as:

- a. Report Cards
- b. Transcripts
- c. Letters of Reference\*
- d. Certificates of Attendance\*\*

## [Request School Document Form](#)

\* Before letters of reference can be completed, parents must have a meeting with the Director to ascertain whether or not the family is planning to return for the next school year. When a family indicates that they are in fact not returning, regardless of the reason, a withdrawal form must be completed before any recommendation letters can be sent to the receiving school.

\*\* Before any of the above documents can be issued to a parent, all accounts must be in good standing. Certificates of attendance may generally be handled by email or phone call, followed up by the form from the admissions office.

### Note regarding withdrawals:

*Any student who withdraws from AAC and later wishes to return, must **re-apply** as a new student through the AAC Admissions office. This may include the requirement to sit an admissions exam and complete a new application form.*

## 28 HIGH SCHOOL TRANSCRIPTS

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

## 29 MAP TESTING

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

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

Each school year, students in grades two to eleven will take the tests in October-November and May in Language Usage, Reading and Math. We will look at adding kindergarten and

grade 1, as well as science, in the future. Following each testing period, you may request to receive a report showing your child's growth.

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

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

## 30 ID BADGES

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

## 31 ATTENDANCE POLICY

At AAC, we believe that each student's regular attendance is essential to ensure academic achievement. A student should be absent from school only when it is absolutely unavoidable. Students must be in attendance 90% of the school year in order to receive credit for high school subjects and consideration for promotion in middle school

### 31.1 NOTIFICATION OF ABSENCE

Parents should notify the school of pre-arranged absences. If a student is absent during the school day without parent notification, he/she may not participate in athletic competitions, team practices, or other school activities. If a student is absent from classes for more than two days, teachers may notify the AAC main office. If no advance notification has been received, the school receptionist will phone home to confirm the reason for the absence after 2 days. Parents need to phone the school office by 9:00am if their child is absent for sickness.

### 31.2 EXCESSIVE ABSENCE

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

considered for graduation/promotion. This decision shall be at the discretion of the AAC Attendance Committee and shall be final.

### 31.3 EXTENDED ABSENCES

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

### 31.4 MAKE-UP WORK

If a student is absent for any reason, it is the responsibility of the secondary student or elementary parent to meet with teachers to determine what missed work needs to be completed. There is no guarantee that a student will be allowed to make up the same assignments that s/he missed. Teachers may determine make-up assignments and whether or not credit is awarded. If make-up work is allowed, a student may be allowed an amount of time equal to the number of days absent to submit missed work (e.g. a student who is absent three (3) days will be allowed three (3) days from the day of return to school to submit make-up work). If a student is allowed to make up a test or quiz, it should be made up within one day of return. No student work is accepted after 4th quarter grades are due to the office, except in extenuating circumstances, i.e. hospitalization, death in family, etc)

### 31.5 TRUANCY

Missing school without parental permission or forging a parental note is a serious offense which will result in disciplinary action. If a student is absent during the school day without parent notification, he/she may not participate in athletic competitions, team practices, or other school activities on the same day.

### 31.6 TARDY FOR SCHOOL

Students are expected to be in their first class of the day, ready to learn, when the bell rings. When a student is late to school in the morning or to any class during the day, they may be required to spend time in the detention room. Examples of how tardies may be dealt with:

3 tardies = Lunch Detention

6 tardies = Friday Detention (3:15 – 4:30 pm)

10 tardies = In school Suspension (1-day) Parent Conference required

15 tardies = In-School Suspension (two days up to one week)

20 tardies = Out-of-School Suspension

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

### 31.7 TARDY FOR CLASS

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

### 31.8 EARLY DEPARTURE

Any student who leaves the AAC campus before the 3:15 dismissal bell must be signed out by a parent in the AAC main office and get principal permission. Students who leave school early (before 1:30 p.m.) will be counted for a half-day of attendance.

### 31.9 REQUIRED TRANSPORT

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

## 32 WITHDRAWAL FROM AAC

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

If a student officially withdraws from AAC and later decides to return, he/she must re-apply as a **new student** if and when s/he returns to the school. This may include the requirement to sit an admissions exam and complete a new application form. ***All new student tuition/fees are applicable in these cases.*** The student's academic and social history at AAC will be considered in this instance.

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

## 33 STUDENT SERVICES

### 33.1 LIBRARY PROGRAM

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

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

### 33.2 PERSONALIZED EDUCATION PLANS (PEPs)

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

### 33.3 SPECIAL NEEDS

American Academy Casablanca celebrates the diversity of its students and is the leading American school in Morocco in providing a Special Education Department. Specialists from this department work with students, parents, and staff to provide the optimal learning experiences for individual students with differing abilities. In addition to this, the program is purposefully designed to work with all the members of the school community in assisting students as they become positive global citizens, through ensuring a sense of collaboration, acceptance of all people and social responsibility. However, AAC reserves the right not to admit any child with special educational, physical, emotional or social requirements beyond our ability to provide appropriate services. While AAC recognizes the value of the social learning that can occur among students, placement cannot be offered to students who need extensive program modifications, an alternate curriculum, or constant support.

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

## 33.4 ACTIVITIES

### 33.4.1 Sports Eligibility

- Must be in grades 6-12
- Must not be failing classes
- Excessive behavior referrals can lead to ineligibility at the discretion of administrators or Athletic Director (AD).
- Exceptions to these requirements can be made by joint authority of the Secondary Principal and Athletic Director. Possible factors:
  - Illness or accident
  - Special circumstances regarding ability levels
  - Any other factors the principal and AD deem worthy

### 33.4.2 AAC Sports Code of Conduct

- Use of drugs or alcohol:
  - 1st offense—Student will be denied participation from sports for one calendar year
  - 2nd offense—Student will be denied participation from sports for the rest of their AAC career
- The use of profanity, directed at officials, athletes, coaches, or fans will not be tolerated at practices or games.
- The “riding” of officials, excessive questioning of their calls or directly approaching an official in any way to express your dissatisfaction will not be tolerated at games.
- Inappropriate cheers, even if profanity is not involved, will not be allowed. Cheer positively for your team, not negatively against the other team.
- When an injury occurs to an opposing player, do not celebrate it. Sports involve risk of injury, and we want NO athlete to be hurt.
- Let AAC be the “bigger” school. If an opponent, their fans, or their coaches act with unsportsmanlike conduct, it does not give us the right to behave in the same way. No matter what the conduct from other teams, our behavior should be a positive model for all to see.

## 33.5 AFTER-SCHOOL ACTIVITIES

From 3:15 – 5:00 p.m. one afternoon each week for 10 weeks each semester, AAC students may take part in our extracurricular activities. On those days our AAC faculty members offer sports, activities, or academic reinforcement for students who need a little extra help. The schedule of activities and classes will change each semester, offering variety throughout the school year. A roster of activities will be distributed each academic semester for the 10 week classes.

### 33.5.1 REACH (Reaching for Excellence, Achievement and Challenge)

During the school year, AAC offers an after school program for its students. The primary focus of the REACH program is the acquisition and development of the English language. This program is an excellent complement to the AAC curriculum, and it is essential for English

language beginners who enroll in AAC. Student must attend for a full year and may be required to attend for a second year.

### 33.5.2 SPARK (Summer Program to Achieve and Reinforce Knowledge)

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

## 33.6 TRANSPORTATION SERVICE

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

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

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

If an elementary student has a sibling in Middle or High school, parents may elect to visit the AAC office to give written consent for the younger child to be dropped off in the care of that older sibling. If a family moves their residence within the school year, AAC transportation is not guaranteed to continue in that school year.

## 33.7 CAFETERIA SERVICE

A nutritious well-balanced hot lunch is available daily at the school cafeteria to students who enroll in AAC's food service program. The lunch program can be paid in a yearly fee which equals 45 Dirhams per meal. There is also a point of sale or debit system. A student's ID badge his his/her lunch card and will be scanned to keep accurate records of meals served.



Each student is responsible for the charges put on her/his card. The school is not responsible for charges on a student's account. Parents are required to pay all charges.

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

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

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

## 33.8 STUDENT SUPPLIES

It is essential that each student be prepared with all materials needed for responsible classroom learning. At the beginning of each school year, students or parents may obtain grade level supply lists from the AAC website. Each student should bring his/her complete supply packet on the first day of school. Parents may purchase supplies from any store of their choice. The student supply list for each grade level is posted on the AAC website, and parents may purchase supplies at any store of their choice.

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

### 33.8.1 TEXTBOOKS

The student is expected to be responsible for his/her own books. If a student's assigned book is damaged (writing, ripped pages, cover/spine damage, etc.) the student will be charged a damage fee that is set at a percentage of the cost of the book. If a student loses a book or damages a book beyond use, s/he will be charged replacement and shipping costs for the book.

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

## 33.9 LOST ITEMS

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

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

## 33.10 HEALTH SERVICE

All medicine, as well as basic first aid care, is dispensed in the main office by the nurse. If a more serious injury occurs, then the school will notify the parents immediately and transport the student to a local medical clinic for further evaluation and treatment. Students are automatically taken to Clinique Atfal, The school keeps a record of all treatment administered at AAC and the receptionist is in charge of maintaining up-to-date records on each student's immunizations and medical situations. If a student's permanent file is missing any medical information, the receptionist will contact the student's parents to request updated information.

In the event of an accident serious enough for a student to be sent to the office, the following procedures will be followed. The office staff will inform the parents of an accident or injury to their child upon...

- the request of the child.
- the need to seek outside medical attention.
- the presence of blood, broken skin or significant bruising.
- any possible injury to the head, neck or spine.
- any other incident where it is in the opinion of the office staff that the injury is serious enough to have the parents or guardian informed.

In the cases of the second through sixth points, parents must be informed regardless of whether the student requests it or not.

## 33.11 MEDICATION IN SCHOOL

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

medication, amount, time and days to be given, and parental signature. All medication should be clearly labeled.

### **33.12 COUNSELING SERVICE**

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

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

### **33.13 SCHOOL AND COMMUNITY SERVICE PROGRAM**

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

### **33.14 USE OF SCHOOL PHONE**

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



## PTO OF AMERICAN ACADEMY CASABLANCA GREEN TOWN CAMPUS

The Parent Teacher Organization's main role is to foster closer ties between parents and the school. The PTO aim to provide positive support towards educational excellence, while celebrating cultural diversity and fostering a spirit of community.

The PTO supports and organizes community-building activities by promoting a cooperative and supportive relationship among students, parents, teachers, administration and the AAC school board. The PTO general members are the parents and teachers of the American Academy of Casablanca Green Town.

The PTO board members are volunteering parents who serve from September to September with a maximum 2 years in one position and deal with:

- Ongoing planning of social events,
- Helping families ease the difficulties of transition from other schools,
- Offering extra guidance and orientation to the new families and new teachers,
- Reaching out to the parents to promote a sense of community,
- Supporting as many activities as reasonably possible consistent with the PTO's goal,
- Discussing issues raised by general PTO members,
- Supporting teachers academically,

- Arranging for class representatives

The PTO is funded through donation from AAC families, sponsoring companies and fundraising events held at school. Strong believers that United We Excel!! The PTO offers the parents a rewarding opportunity to enrich their child's education, meet other parents, teachers and learn more about the school by volunteering at AAC during the school year. There are many ways for parents to get involved; they may volunteer in the classroom, with fundraising, school events or school activities also on a regular basis or just occasionally as their schedule permits.

The PTO board members for 2015-2016 are:

Ghita Chraibi

Imane Haki

Mouna Asri

Siham Benani

Malak Benjelloun

Nora Bouaddi

Zineb khairane

Hanane Hamdani

Hanane Bouzil

E-mail: [pto.aac.aa@gmail.com](mailto:pto.aac.aa@gmail.com)

Follow us on Facebook: PTO AAC Green Town