

# American High School

*Per Aspera Ad Astra*

## Student-Parent Handbook

Academic Year 2018-2019



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# General Information

## American High School Mission

American High School is a private school in Tbilisi, Georgia designed to develop vibrant individuals and well-rounded members of society. Our curricula, classroom instruction, and institutional philosophy are modeled after the best aspects of the American education system. With English as the primary language of instruction, our institution provides a challenging academic environment that promotes individual thinking, collaborative work, and academic integrity while preparing pupils for the rigors of higher education.

## Aims, Values, Principles, and Goals

### Our Aims

We try to provide our students with both academic knowledge and skills that are necessary in the modern world, such as:

- Assessing information in a critical way;
- Developing independent logical thinking;
- Making decisions and choices independently.

### Common Human Values

We try to bring out the best qualities in our students, including:

- Love and kindness towards others;
- The desire to participate in public life while showing sympathy, unselfishness, and honesty;
- Knowing that in order to reach goals one needs persistence and hard work;
- A thorough understanding of human rights;
- A recognition of their commitments to family, school, society and country, and respect for the law;
- A sense of pride in themselves, their families, their school, and their native country.

### Educational Principles

Our main educational principles are that:

- Students will be educated by professional teachers who are responsible for the quality of their work and who assist students to realize their full potential;
- Teachers will provide students with knowledge and help them develop independent learning skills, improve their work habits, study and organizational skills, and increase their self-confidence;
- Students will be well-organized, responsible for themselves, and accountable;
- Teachers shall treat students with love and respect, take into account age-related-difficulties and problems, differences in needs and abilities, and assist in solving them.

## Qualities for Which We Strive

We strive to give the best to American High School graduates so that she or he acquires:

- Deep and broad knowledge;
- Well-developed skills for self-education;
- The skills necessary to sort through and evaluate the many different sources of information available in the modern world;
- An awareness of their future goals and plans;
- Teamwork skills;
- A high level of cultural awareness;
- Fluency in foreign languages;
- Open-mindedness towards other ways of thinking and being able to understand the complexities of arguments while effectively communicating their position.

## Non-Discrimination

American High School is committed to equal opportunity and treatment in education and employment. AHS prohibits discrimination against staff, students, or any member of the community because of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, sexual orientation, gender identity and expression, political affiliation, or marital status.

Discrimination or harassment on any basis is strictly in contrast with AHS policy, philosophy, and will not be tolerated.

Any observed instances of discrimination or harassment must be reported to AHS administration who will thoroughly investigate the matter.

## AHS Language Policy

AHS immerses students fully in an English-speaking environment. **The language of instruction and operation at American High School is English.** All classes, communications, policies, procedures, decisions, minutes, and meetings are conducted and written in English, including one-on-one meetings and tutoring sessions with students. In instances where meetings with stakeholders are conducted in Georgian, minutes are translated into English.

The only exceptions to the language policy are assignments, communications, and lessons in the following subjects: Georgian Language and Literature, French Language, German Language.

## Directory Information

### School Websites

[www.americanhighschool.ge](http://www.americanhighschool.ge)  
[www.facebook.com/AHSTbilisi](https://www.facebook.com/AHSTbilisi)

### General Inquiry

[info@americanhighschool.ge](mailto:info@americanhighschool.ge)

### Administrative Personnel

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## Daily Bell Schedule

Morning			Afternoon	
Period 1	9:00-9:45	<b>Lunch</b>	Period 5	12:50-13:35
Period 2	9:55-10:40	12:20-12:50	Period 6	13:40-14:25
Period 3	10:50-11:35		Period 7	14:30-15:15
Period 4	11:40-12:25		Period 8	15:20-16:05

## Academic Calendar

Fall Semester – September 17, 2018 to December 28, 2018

Fall Semester Important Dates

September 3, 2018	All Teachers Report Student Orientation Day First Day of School – All Students Report
September 14, 2018	
September 17, 2018	
November 3, 2018	SAT Exams MAP Exams Grades 8-11 Special Class Schedule
November 26-30, 2018	
December 24-26, 2018	

## Fall Holidays Observed and Vacation Dates

November 23, 2018	Giorgoba	No School
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## Winter Break December 27, 2018

## Spring Semester – January 15, 2018 to June 23, 2018

### Spring Semester Important Dates

January 8, 2019	All Teachers Report
January 14, 2019	First Day of School – All Students Report
February 5-9, 2019	MAP Exams Grades 8-11 Special Class Schedule
March 20-24, 2019	Midterm Exams
May 7, 2019	AP Exams
May 4, 2019	SAT Exams
May 28 – June 1, 2019	MAP Exams Grades 8-11 Special Class Schedule
June 8, 2019	Last Day of Class
June 11 – June 15, 2019	Final Exams

### Spring Holidays Observed and Vacation Dates

January 19, 2019	Orthodox Epiphany	No School
March 5-10, 2018	Spring Break	No School
March 8, 2019	International Women’s Day	No School
April 27-30, 2019	Easter Break	No School
May 12, 2019	St. Andria’s Day	No School



## Advanced Placement Exam Schedule 2019

<b>Week 1</b>			
	<b>Morning 8 am</b>	<b>Afternoon 12pm</b>	
<b>May 7<sup>th</sup></b>	Chemistry Spanish Literature and Culture	Psychology	
<b>May 8<sup>th</sup></b>	AP Seminar Spanish Language and Culture	Art History Physics 1: Algebra-Based	
<b>May 9<sup>th</sup></b>	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-Based	
<b>May 10<sup>th</sup></b>	United States Government and Politics	Chinese Language and Culture Environmental Science	
<b>May 11<sup>th</sup></b>	German Language and Culture United States History	Computer Science Principles	
<p>May 11 is the deadline for AP Studio Art – the last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and the last day to gather students in 2-D Design and Drawing for portfolio assembly.</p> <p>Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.</p>			
<b>Week 2</b>			
	<b>Morning 8 am</b>	<b>Afternoon 12 pm</b>	<b>Afternoon 2 pm</b>
<b>May 14<sup>th</sup></b>	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity and Magnetism
<b>May 15<sup>th</sup></b>	Calculus AB Calculus BC	French Language and Culture Computer Science A	
<b>May 16<sup>th</sup></b>	English Language and Composition	Italian Language and Culture Macroeconomics	
<b>May 17<sup>th</sup></b>	Comparative Government and Politics World History	Statistics	
<b>May 18<sup>th</sup></b>	Human Geography Microeconomics	European History Latin	

## American High School Graduation Requirements

To graduate from American High School a student must earn a minimum of 28 credits and fulfill the graduation requirements as follows:

English Language Arts	4 Credits
Mathematics	4 Credits
Georgian Language Arts	4 Credits
History	4 Credits
Sciences	3 Credits
Foreign Language	2 Credits
Computer Science	1.5 Credits
Sociology	.5 Credit
Classic Civilizations	.5 Credit
Two (2) Junior Projects	1 Credit Completed in Grade 11
One (1) Senior Project	1 Credit Completed in Grade 12
Art/Music	.5 Credit
Physical Education	2 Credits

Students in also have an opportunity to choose from among the following **Advanced Placement** classes:

### English

English Language and Composition  
English Literature and Composition

### History

Comparative Government and Politics  
European History  
United States History  
World History

### Humanities

Human Geography  
Macroeconomics  
Microeconomics  
Psychology  
Art History

### Mathematics

Calculus AB  
Calculus BC  
Statistics

### Sciences

Chemistry  
Physics  
Computer Science A

## Credit Hour Definition

1 credit courses are defined as 120 hours of class time and meet five times a week.

0.5 credit courses are defined as 60 hours of class time and meet two or three times a week.

## Advanced Placement (AP) Courses

Advanced Placement (AP) courses are college level courses available to high school students in a variety of subjects. AP exams are scheduled during the first two weeks of May of every year. AP course are graded out of five (5) points; students who score a three (3) or higher may have the opportunity of earning college credit which could be transferable towards graduation requirements in the bachelor's program they choose.

AP courses are open to all students at AHS provided they meet the prerequisites for each respective course. AP courses are rigorous and prerequisites ensure students have the skill sets required to succeed in an AP course. Students who do not meet the prerequisite for an AP course, but believe they are capable of succeeding in the course, may fill out an AP Waiver Form (ACAD001) to request an exemption. Exemptions are granted on a case-by-case basis by the discretion of the AP course instructor, AHS Academic Dean, and AHS Director.

Students can discuss AP options and their academic readiness with AHS administration, their homeroom teachers, and teachers of the subjects in which they would like to take AP courses.

AP courses award graduation credits, and grades received in AP courses are weighted in students' GPAs.

For more information on Advance Placement Courses visit [apstudent.collegeboard.org/home](https://apstudent.collegeboard.org/home)

## American High School Junior & Senior Projects

All American High School students are required to produce two (2) research projects in the respective semesters of their Junior year and one (1) over the course of the Senior year. Both Junior and Senior projects are an opportunity for students to gain experience in designing a thesis-driven line of inquiry, researching, and presenting their findings in a formal setting. Students work together with a faculty advisor of their choice who provides guidance and feedback throughout the development of the project.

Projects are broken up into elements, each with their own deadlines, criteria, and point values:

- Topic Submission
- Thesis Draft/Outline
- References/Sources
- Project Draft
- Presentation
- Final Paper

### Project Grading System

Projects are graded on a Pass/Fail basis to be determined by a point system with a maximum of 300. A passing grade is worth 70% of the overall possible points, or 210 points.

Each project element is graded according to its own rubric and standards.

For all elements of the project, 10% of the total possible points for that element will be deducted each day after a missed deadline. Points are divided according to deadlines and project elements as follows:

<b>Element</b>	<b>Points</b>	<b>Deduction per Late Day</b>
Topic Submission	5	-0.5
Thesis Draft/Outline	15	-1.5
References/Sources	30	-3.0
Project Draft	50	-5.0
Presentation	75	-7.5
Final Paper	125	-12.5
<b>Total</b>	<b>300</b>	<b>300</b>

Junior and Senior projects are worth one (1) credit each. They appear on transcripts as pass/fail.

For detailed explanations of requirements, deadlines, and rubrics, please refer to the “Junior & Senior Project Student Guide”

## Grade Scale

### Grades

Percentage out of 100	Letter Grade	Conversion to 4.0 scale
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
70-72.99	C-	1.7
67-69.99	D+	1.3
63-66.99	D	1.0
60-62.99	D-	0.7
0-59.99	F	0.0

### Grading Mode

Courses are offered with one of the following grading options:

#### Differentiated—Letter Grade

Letter grades of A- F are used to indicate academic performance in a course. A-F grades are included when calculating GPA.

#### Undifferentiated—PNP – Pass / No Pass

Pass/No Pass grades are used to indicate successful completion or failure to complete a course. They are not included in GPA calculations.

### Other Letter Grades

Grade	Meaning	Value in GPA	Credit Value
E	Excused Absence	Not counted	No credit
U	Unexcused Absence	Counted as 0	No credit
I	Incomplete	Not counted*	No credit
P	Pass	Not counted	Credit
NP	No Pass	Not counted	No credit

### Definition for Other Letter Grades

**Excused Absence (E):** Issued when a student is marked with an excused absence only for assessments (such as participation) that require the student’s presence in class and cannot be made up in a following class session.

**Unexcused Absence (U):** Issued when a student is marked with an unexcused absence only for assessments (such as participation) that require the student’s presence in class and cannot be made up in a following class session.

**Incomplete (I):** Issued when a student has not completed an assignment and is given a longer period of time in which to complete the assignment OR when a student must re-do an assignment because of an act of academic dishonesty (See [Academic Honesty](#) definition and policy).

\*All Incomplete (I) grades will be converted to 0 on the final day of the semester.

**Pass (P):** The grade of P is used to indicate successful completion of a course. A grade of P carries credit, but is not included when calculating GPA.

**No Pass (NP):** The grade of NP is used to indicate unsatisfactory performance in a course. A grade of NP results in no-credit earned and is not included when calculating GPA.

## Grade Point Average (GPA) Calculation

Semester grade point average is computed at the end of each semester. GPA is calculated by:

- Multiplying the number of credits earned in each course by the numerical value associated with the grade received in that course.
- Totaling the grade points for all courses and then dividing by the total number of graded credits attempted, including failed courses.

$$\frac{\text{Course Credits} \times \text{Grade Points}}{\text{Attempted Grade Points}} = \text{Grade Point Average}$$

## Weighted and Unweighted GPA

Advanced Placement courses are rigorous and taught at an accelerated pace. Because of this, AP classes are assigned grade points on a 5.0 scale as opposed to the 4.0 scale of regular. Final grades in AP courses gain an additional grade point when calculated into GPAs.

A weighted GPA contains grades from AP courses that have been adjusted to a 5.0 scale. An unweighted GPA is calculated with all classes, including APs, on a 4.0 scale.

## Academic Honors

**Honor Roll:** Students who earn a cumulative unweighted semester GPA of 3.5 or higher will be added to the honor roll for applicable semesters.

**Dean's Honor:** Students who earn a cumulative unweighted semester GPA of 3.75 or higher will be added to the Dean's Honor list for the applicable semester.

**Principal's Honor:** Students who have four years (8 semesters) of an earned GPA of 3.75 or higher.

## **Academic Probation**

Students will be placed on academic probation if they earn a final weighted GPA for the semester of less than C (2.0 on a 4.0 scale). Their probationary status will be reviewed at the conclusion of the following semester and lifted if their cumulative GPA has risen above a C.

Students who are on academic probation must meet with their homeroom teacher once a week to review their academic performance. Homeroom teachers are responsible for assisting students in developing study plans and effective study habits.

Students on academic probation will not be able to participate in any school-run extracurricular activities, special events, or athletic endeavors outside of their required physical education class.

## **Failure of Required Courses**

Students who fail up to two required course in a year have the opportunity to re-do the courses in a summer session for extra tuition cost. If a student fails to make up these courses they will not be allowed to progress to the next grade.

Students who fail more than two required courses in a year will not be allowed to progress to the next grade. The student may choose to either repeat the grade within American High School or apply to transfer to another school within European School.

## **Dismissal**

American High School reserves the right to dismiss students based on low academic performance or behavioral problems.

Students who either refuse to make up failed courses in summer school, or who refuse to repeat a grade in the case of multiple failed courses will be dismissed.

If a student has excessive documented counts of misbehavior and has been shown to be a distraction in the classroom and a negative influence on the learning environment, AHS reserves the right to dismiss the student after all other measures to improve behavior have been exhausted.

## **Summer School**

Summer school will be offered as necessary for students who are unable to progress to the next grade level due to failure or excessive absences.

The schedule and course offerings for summer school will be made available in May of every academic year.

## Academic Honesty

### Academic Dishonesty Definition

American High School students are held to high academic standards and are expected to conduct all academic endeavors with honesty and integrity. Students are expected to produce, create, and submit their own original work on all assignments. Failure to do so will be considered an act of academic dishonesty or plagiarism.

#### AHS defines academic dishonesty in the following ways:

1. Failure to give credit to any ideas a student has gained or used beyond their own thinking or classroom discussions. Sources of these ideas are from, but not limited to: the internet, printed materials, or oral communications. All outside sources must be properly documented or are considered plagiarized.
2. Copying from another student's work with the intent of passing off the other student's work as their own is considered an act of plagiarism.
3. Submission of work translated from another language into English without proper citation of source materials and the intent to pass the work off as original is considered plagiarism.
4. An attempt to submit identical original work more than once for separate classes and/or grades is considered academically dishonest.

#### The following actions are considered cheating and apply to exams, tests, and quiz conditions:

1. Speaking to an individual student or the group unless given explicit permission to do so by the teacher.
2. Bringing any external source material into the test including, but not limited to, notes written on any material, books, notebooks, cell phones, flashcards, etc.
3. Copying directly from another student's test paper.
4. Allowing a fellow student to copy from one's test paper or orally telling a fellow student the answer to a question.

It is considered the responsibility of AHS faculty to educate students on the practices of academic honesty and to diligently check students' works for acts of academic dishonesty. It is recognized that younger students or students new to AHS may not have a firm understanding of the actions that constitute academic dishonesty. Bearing this in mind, the expectations on these students are more lenient than the expectations placed on upper grades or students who have been in AHS for longer periods of time.



## **Consequences of Academic Dishonesty**

### **Plagiarism**

AHS teachers are responsible for tracking acts of plagiarism and academic dishonesty in their respective classes and for punishing students accordingly. It is up to the discretion of the teacher to judge the severity of an act of dishonesty and determine if the act was done intentionally or not.

#### *First Offense:*

Student receives a grade of “Incomplete” (I) on the assignment and is allowed to re-do the assignment after an educational session on academic dishonesty and plagiarism.

#### *Second Offense:*

The student’s final earned grade on the assignment after re-doing it is automatically reduced by 30%.

#### *Third Offense:*

Student automatically receives a grade of “0”

### **Cheating**

Students found cheating on assignments, quizzes, tests, or any individualized graded class work will automatically get a 0 on the assignment.

Teachers reserve the right to decide if and how they will allow students to make up low grades that are the result of cheating.

## Mid-Semester Program Changes

Students can make changes to their program through the third week of a semester, space allowing. If a student changes classes after the start of the semester, he or she is responsible for catching up on all previous knowledge and material the class has covered. Assessment in the new class will begin as soon as the program change is made. Students who join AHS mid-semester are entitled to change classes up to two weeks after their official start date.

The only instance wherein a student is allowed to change a class after the third week of the semester is in the case of an accelerated and decelerated program split, if a student can demonstrate there is an academic need for him or her to be moved from one level to the other (for example from honors to non-honors).

### **Decelerated to Accelerated Program Change**

For a student to be considered he or she must have an overall grade of at least B+ in the class and have shown consistently that the material is not appropriately challenging.

### **Accelerated to Decelerated Program Change**

For a student to be considered he or she must have a grade no higher than a C- and have shown that, despite best efforts and consistent work, the course material is too challenging.

Students must have the recommendation and permission of both teachers to change from a decelerated to accelerated course or vice versa. Students can only change between decelerated and accelerated classes once during a semester.

## Physical Education at AHS

All students at AHS are required to take 8 semesters of physical education in order to graduate. PE is graded on a pass/no pass basis and awards students 0.5 credits per year upon successful completion.

Students choose between the following PE activities:

- Soccer (Football)
- Tennis
- Basketball

A student can be permanently excused from the gym class requirement for the following reasons only:

1. If he or she has proper medical documentation excusing him or her from physical activity.
2. If he or she is involved in an organized sport, athletic league, dance class, or other physically demanding endeavor at least two hours a week and can provide documentation.

Students who are excused from gym class stay in their classrooms and use the free period for studying.

Students must elect gym classes the first week of the semester and attend the class to which they are assigned. Student can change gym sections through the end of the second week of a semester. If a student wishes to change gym sections they must notify their homeroom teacher and proper arrangements will be made.

Gym lockers are provided to all AHS students to store athletic equipment and clothing. A student who is not properly attired for gym class will be marked unprepared for the day.

Students must attend, be prepared for, and participate in 80% of all assigned gym classes in order to pass the course and receive credit.

# Student Rights, Responsibilities, and Behavior

## Student Rights and Responsibilities

### Students have the responsibility to:

1. Attend school regularly, punctually, and to make every effort towards academic success in all areas of study;
2. complete or attempt to complete all assigned homework from every instructor;
3. come to every class prepared with pens, notebooks, textbooks etc.;
4. have their parents call AHS administration when they are absent and bring a note explaining the absence on the day they return;
5. follow all school regulations as pertains to personal appearance, behavior, and banned items;
6. respect the dignity and equality of others and refrain from acting in a way that infringes on the equality of others;
7. respect both school property and the private property of the school's community members;
8. be polite and respectful towards others, regardless of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and expression, political affiliation, and refrain from making slurs based on these criteria ;
9. refrain from obscene, defamatory, or bullying communications in speech, writing, social media, or any form of communication in interactions with members of the school community;
10. express themselves in a way that promotes cooperation and does not interfere with the educational process;
11. keep themselves and their parents informed of school-related matters, including school progress, social and educational events;
12. check their American High School email accounts and QuickSchools accounts regularly for assignments and important information;
13. be familiar with all school codes, procedures, and policies, and to abide by them at all times.

### Students have the right to:

1. A challenging and well organized curriculum;
2. qualified teachers;
3. physical safety and protection of personal property;
4. a supportive learning environment, free from harassment, discrimination, or bullying;
5. consultations with teachers, counselors, and administrators regarding grades or discipline, or any other concern;
6. an equitable learning environment with clear standards for assessments and discipline;
7. their personal beliefs and will not face consequences for such beliefs as long as they do not interfere with the learning environment of others;
8. respect from teachers and administrators, and when necessary, to be punished in a way that is fair, equitable, and within the bounds of AHS policy;
9. participate in the creation and review of the rules, policies, and procedures that will govern them and to be informed of such rules and regulations;
10. present petitions and formal complaints or grievances to school authorities and to expect prompt and authoritative replies that directly address the issue at hand.

## Parental Involvement

Positive parental involvement in students' academic lives is critical to the development and success of students. AHS strives to communicate student academic progress frequently and in meaningful ways to students and their parents, and to alert parents to academic or disciplinary issues in a timely manner.

Parents are asked to do the following to assist in students' academic success:

- Create a [QuickSchools](#) account to track their child's academic progress.
- Ensure their child arrives to school on time every day.
- Allow their child to stay home from school only in the case of severe (fever and/or vomiting) or contagious illness.
- Refrain from planning family trips or events during the academic year that will cause their child to miss school.
- Monitor their child's study time at home and ensure their child is completing or attempting to complete all home assignments.
- Check the [AHS website](#) for important school events, announcements, and information.
- Attend AHS information nights, parent meetings, and parent-teacher conferences.
- Read and understand all AHS policies and procedures that pertain to students.
- Sign the Student/Parent Handbook and any policy amendments.

## Appearance and Banned Items

*The following are policies of European School and are applicable to all students in every section of the school including American High School:*

### Personal Appearance

Students must arrive in the appropriate school uniform for every regular school day.

American High School uniforms consist of black bottoms, a plain white shirt (collared for boys), a red tie for boys, and a red AHS scarf for girls. Hemlines of skirts must not be shorter than the ends of fingertips if arms are hung straight down at one's sides. Hats, head coverings, and/or jewelry are not allowed unless for religious purposes. Makeup and fingernail polish is not allowed.

Students are provided lockers to store gym clothes in for physical education class.

### Banned Items

Chewing gum

Sunflower seeds

Cell phones\*

iPods, iPads, tablets, etc\*

*The following items if found in a student's possession on campus constitute a serious breach of school policy and merit severe punishment to be determined by the Principal:*

Cigarettes and e-cigarettes

Alcohol

Knives, box cutters, sharp tools or items of any sort

Blunt objects such as crow bars, baseball bats, golf clubs etc.

Firearms

Firecrackers

\*Personal technology must be left in personal lockers or room 67 before first period and retrieved by the student at the end of the school day. If personal technology is confiscated during the school day, AHS Administration reserves the right to confiscate the item until the end of the week or the following Monday.

## Attendance

### Excused and Unexcused Absence

Absence for health reasons and family related events or occurrences will be considered excused if AHS administration is notified appropriately by [phone or email](#).

AHS must be informed by a student's parents of absence before the 2nd period of *each* day a student is absent from class. If a student is absent more than 10 days a semester for health-related reasons, AHS has the right to request documentation and will make accommodations as necessary.

When possible, families must inform AHS of planned events that will cause absences at least two (2) weeks in advance.

Absences, excused or otherwise, can impact students' academics negatively. Students must make up assignments and re-do work that they miss while they are absent, including summative assignments such as tests, exams, or presentations. Teachers must accept homework the day a student returns from an absence and must allow students to make up summative assignments. If a student fails to make up the work, teachers reserve the right to give the student a failing mark for the assignment.

Students who miss more than 20 days in an [academic year](#) will not be able to progress to the next grade.

### Late Arrival and Early Departure

Students who arrive to school late, or leave school early, for an excused reason must sign in or sign out in room 67 and notify a homeroom teacher.

### Tardiness

Students must be on time to each class they are scheduled for during every school day. A student who arrives to class more than one minute after the last bell has rung is considered tardy. Students who arrive to class more than five minutes late are marked absent.

If a student is tardy to class more than three times collectively in any given week, the administration reserves the right to issue a detention to the student.

If a teacher holds an individual student or class longer than the bell and/or causes a student to be late to their next class, they must write late notes for the student(s).

If a student goes to the nurse's office, they must return with a nurse's note and submit it to their teacher.

## Classroom Conduct

Students must attend every class they are scheduled for and exhibit proper classroom behavior as established by the teacher. Classroom misbehavior that warrants a detention includes (but is not limited to): general disruptive behavior (shouting out of turn, touching other students, throwing items across the classroom etc), and/or being disrespectful to teachers and peers.

Teachers are free to establish their own specific expectations of classroom conduct and to use their discretion for what is considered disruptive behavior. They must make these expectations clear and ensure that students are aware of expectations.

Teachers assign a detention to a student after one clear (verbal or written) misbehavior warning is issued. Upon the second incident of misbehavior, a detention is issued to the student. Teachers must fill out both sides of the detention slip, give one half to the student, and the other half to homeroom teachers after class.

## Bathroom and Water Breaks

Only one student is allowed out of the classroom at a time. Bathroom and water breaks must not exceed 3 minutes.

## Detention

Detentions are issued to students by teachers for the following reasons:

- Misbehavior in the classroom
- Destruction of school property

Administration will additionally issue detentions for excessive tardiness (3 or more tardies in any given week).

Detention periods are scheduled for 45 minutes after the final period of the school day. Students must serve detention periods on the day they are issued a detention, regardless of any other after-school commitments. An instructor will be present to monitor detention periods. Student must engage in an activity from the approved detention activity list.

If a student receives multiple detentions on the same day, the student can choose to either serve each detention period over consecutive days, or to serve detentions in double-block periods of one hour and 30 minutes after class. For every skipped detention period, a student receives an additional detention.

Upon the third detention issued to a student during a semester, the student's parents are contacted and a meeting with the principal is scheduled.



## Study Hall

Study Hall is a reserved period of 45 minutes at the conclusion of the school day for students to work on their homework, general studying, and receive help from teachers. Study Hall is not intended to be punitive. It is recognized that many students are still developing study habits, time management skills, and may be overwhelmed with workload or class content. Study Hall is a productive space designed to assist students in developing work ethic and to enable students in achieving their potential.

The purposes of Study Hall are to:

1. Assist students in time management and completion of their work
2. Provide a productive workspace for students who wish to improve their grades, re-do an assignment, or get started on new works.
3. Offer one-on-one tutoring for students struggling in a subject area
4. Identify overall struggling students and get them back on track with their grades.

## Study Hall Structure

Study Hall is a teacher-monitored 45 minute time period after students' final scheduled class of the day. Study Hall takes place in a classroom and/or in the library.

Students who voluntarily come to Study Hall can stay for as little or as much time as they choose.

Students who are assigned to Study Hall must stay for the full duration of the period.

## Study Hall Assignments

Students can be assigned to Study Hall three (3) different ways:

1. By a teacher
2. By AHS Administration
3. By their parent

### Teacher-Assigned Study Hall

Teachers can assign a student to an individual study hall period or a series of study hall periods for the following reasons:

1. The student must make-up a graded assignment.
2. The student is under-performing in the class and requires assistance.

Teachers who assign a student to study hall must notify the student and the Study Hall Monitors of 1) the duration the student must attend study hall and 2) what work the student must focus on during study hall. Teachers must leave specific instructions, materials, and/or study aids with Study Hall Monitors to best enable them to assist the student.

### AHS Administration-Assigned Study Hall

Every two (2) weeks, reports are run on all students' grades, progress, and semester GPAs. Students who meet *any* of the following criteria are assigned to a two-week Study Hall:

1. GPA lower than 2.25  
And/or
2. At least one grade of "F"  
And/or
3. At least two grades of "D"

Students, parents, and students' teachers are notified of Administration-Assigned Study Halls.

### Parent-Assigned Study Hall

If a parent feels that their child will benefit from attending study hall, they may assign their child to study hall for a specified duration of time. Parents who wish to assign their child to study hall must following the following procedure:

1. Send an email to [info@americanhighschool.ge](mailto:info@americanhighschool.ge) with the following information:
  - a. Student Full Name
  - b. Student Grade
  - c. Subject they wish their child to improve in
  - d. Duration of study hall period

## Bullying

All students at American High School have the right to a safe and supportive learning environment. Bullying is defined as unwanted, aggressive behavior that involves a power imbalance and is either repeated or has the potential to be repeated over time. Students must respect one another's opinions, cultures, personal belongings, and physical space, and to resolve disagreements in a calm and courteous manner.

The following actions can be considered bullying, and if repeated after one warning will result in disciplinary measures:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm
- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's property
- Making mean or rude hand gestures
- Spreading rumors about someone
- Embarrassing someone in public

It is the responsibility and duty of students, teachers, and members of the AHS community to report any incidents of bullying that they experience or witness to AHS administration or homeroom teachers.

For more information on bullying, please visit [www.stopbullying.gov](http://www.stopbullying.gov)

## Sexual Harassment

All members of AHS are entitled to study, learn, and work in an environment free of sexual harassment. AHS prohibits students and staff members from engaging in sexual harassment and will take disciplinary measures where evidence of sexual harassment is established including dismissal of staff members and suspension/expulsion of students.

### Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constitute sexual harassment. Actions include but are not limited to:

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones. Written examples include suggestive or obscene letters, notes, and invitations. Verbal examples include sexually derogatory comments, slurs, jokes, and epithets. Physical examples include assault, touching, impeding or blocking movement. Visual examples include leering, gestures, and display of sexually suggestive objects or pictures, cartoons, or posters.
2. Continuing to express sexual interest after being informed the interest is unwelcome.
3. Making reprisals, threats of reprisal or implied threats of reprisal following a negative response to sexual overtures.
4. Viewing, printing, or transmitting any obscene, pornographic or otherwise sexually oriented material on a computer.

Sexual harassment does not include personal compliments welcomed by the recipient or age appropriate social interactions between students where consent is clearly communicated.

The administration urges any student or his/her parent who believes that the student has been sexually harassed by any person on school property or at a school-sponsored event to report the event immediately to a teacher or other school administrator. A student does not have to report an incident of harassment for an investigation to be started if a school official knows about the harassment.

All reports or complaints of sexual harassment shall be promptly and thoroughly investigated. If an incidence of sexual harassment is found to have occurred, appropriate remedial and disciplinary action shall be taken by the discretion of the European School governing body. Actions taken must be reasonably calculated to end any harassment, eliminate a hostile environment if one has been created, and prevent harassment from occurring again.

## Email and Social Media

### American High School Emails

All students and staff members are provided with American High School email accounts. AHS emails are Gmail accounts with the domain @americanhighschool.ge.

Any electronic correspondence related to AHS must be done either through AHS email accounts or the education management platform QuickSchools.

Students are responsible for checking their AHS emails daily and will be held accountable for any missed deadlines, meetings, assignments, etc., resulting from a failure to stay personally informed.

### Education Management System “QuickSchools”

American High School uses the education management systems QuickSchools, which includes an electronic grade book, attendance tracking, student records, and communication platforms.

All teachers, students, parents, and administrators are given QuickSchools accounts. Students are must check their accounts daily for homework assignments, communications about upcoming events, and to view their grades.

Training and tech support is available from AHS administration in the usage and management of QuickSchools.

### Student Use of Social Media

American High School respects the right of students and parents to use social media and networking sites, but it is important that students' and their families' use of social media does not damage American High School or European School's reputation, its employees, or its students and their families.

For the purposes of this policy, social media is defined broadly to include blogs, wikis, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites that allow the sharing of information in a contemporaneous way.

When using social media, students are strongly discouraged from posting content, photos, or posts that are damaging to their personal reputations or the reputation of the AHS and European School community.

American High School encourages open and honest communication in the online public sphere. However, such communication must be done in a respectful and civilized manner consistent with the school's philosophy and practices. AHS and European School reserve the right to remove posts on their official online media that is defamatory in nature or inconsistent with the philosophy of the organization.

## Field Trips and Excursions

American High School promotes learning and community involvement outside of the formal classroom. Teachers and staff members are encouraged to arrange field trips related to classroom content and to participate in excursions that promote community and communication between the members of AHS.

Field Trips and Excursions are divided into the following categories; each category is subject to certain constraints and conditions:

### Field Trips

#### **Mandatory**

Mandatory field trips are the only type of trip that can interrupt regularly scheduled classroom hours. Mandatory field trips must meet the following conditions:

- Directly related to classroom content
- Students are assessed on turned-in work based on their activities and/or observances during the field trip
- Fully funded by American High School.

#### **Optional**

Optional field trips are offered to provide supplementary context and enrichment to a syllabus. Teachers can offer extra credit to students as an incentive to participate. Optional field trips do not require funding by AHS.

## AHS Organized Excursions

American High School periodically organizes excursions to historical sites and the regions of Georgia. While such excursions are not mandatory, all students and staff members are strongly encouraged to participate. Such trips are important for fostering a sense of community among AHS members in an informal setting.

AHS organized excursions are announced at least two weeks in advance. Students must pay the full price of the excursion at least one week prior to the scheduled date so final arrangements can be made.

### Student Field Trip & Excursion Code of Conduct

The following expectations for student behavior and conduct must be followed on any AHS organized trip outside of the European School campus:

1. Students represent AHS and its community and must therefore conduct themselves with courtesy and respect at all times while on a field trip or excursion. Students must follow all applicable policies and procedures outlined in the Student Handbook.
2. Students must always defer to the authority and follow the instructions of adult instructors and chaperones.
3. Substances, items, and behaviors [banned on the European School](#) campus are also banned on organized trips. This includes tobacco products and alcohol.
4. Students must remain with the group at all times and in sight of adult supervision unless explicit permission is granted by an adult supervisor.
5. Students and parents must sign a liability and permission slip before a student may participate in a field trip or excursion.

Failure on behalf of a student to abide by the field trip and excursion policies will result in the student being banned from all non-mandatory trips and school-sponsored extra-curricular activities.

# European School Facilities

## Library

American High School, European School, and IB sections share two libraries: the Georgian Library located on the 4<sup>th</sup> floor, and the English language library on the 6<sup>th</sup> floor. The 6<sup>th</sup> floor library has a 3000 printed resources in total primarily in English, Georgian, Russian, and German languages; additionally, the library subscribes to Questia—one of the world’s largest online libraries which grants access to 72,000 full-text books, 2 million articles, and an entire reference set complete with a dictionary, encyclopedia, and thesaurus.

The library is an excellent resource and study space for students. Library staff members are available to assist students in finding proper resources for research and school tasks, informing students of available resources, and providing assistance in proper citing resources.

The library is available to students during school days from 9:00 to 17:00.

## Using the Library

Students must defer to the authority of the librarian when using the library. Generally, students must always abide by the following rules:

- Return materials to the librarian or the front desk. Students do not put resources back in shelves without assistance.
- Treat all resources with care and respect.
- Maintain a quiet, calm atmosphere conducive to studying
- No food or drink is permitted in the library
- Keep track of personal belongings. The library and its staff members are not responsible for any lost or stolen possessions.

## Borrowing Materials

### Textbooks

At the beginning of the academic year, students must go to the library to receive course materials and resources for their classes. AHS provides all learning materials and resources. The following guidelines apply:

- Textbooks are assigned to students individually. Students must take the book they are assigned to and must not trade their textbook with other students.
- All students are responsible for the care and keeping of their textbooks throughout the academic year.
- At the conclusion of the academic year, students must return textbooks to the librarian.

### Other Resources

Students are entitled to borrow other books and resources from the library under the following conditions:

- Books and library materials cannot be removed from the library until the loan has been recorded by the librarian.
- Students can borrow books or materials for 14 calendar days; loans can be extended with permission from the library for a period of up to 30 calendar days.
- Students can only have two books on loan at a time.
- Students must pay overdue loans before they are permitted to borrow further resources.
- Dictionaries, reference books, and manuals cannot be loaned.



## Science Laboratory Safety and Protocol

Students must always follow the following basic procedures and protocols when using laboratories at European School:

### Laboratory Rules

1. Students must follow all instructions of the teacher, lab supervisor, or lab specialist and only do activities that they are assigned to do
2. Absolutely no food or beverage is allowed in the laboratory
3. Leave all unnecessary items, such as backpacks, in homeroom classes. Bring only textbooks, notebooks, laboratory manuals, and pens/pencils
4. Begin by putting on lab coats and fastening any loose hair
5. Wash hands
6. Disinfect work area
7. Keep cultures closed whenever possible
8. Keep all chemical or biological substances away from faces
9. Be careful with the position and resting location of glass ware
10. Be alert and aware of what others are doing

### Do Not

1. Eat, drink, or smoke in the laboratory
2. Carry bottles around the room
3. Pipette anything by mouth
4. Put chemicals in the sink or discard them in the trash unless instructed to do so
5. Pour chemicals back into containers
6. Operate laboratory equipment before being instructed in its use
7. Engage in horseplay, pranks, or other mischief
8. Perform unauthorized experiments
9. Leave test tube stoppers in while heating test tubes
10. Leave experiments unattended

### Do

1. Keep work areas clean, neat, and organized
2. Ask for assistance from the instructor when cleaning up breaks and spills
3. Handle hot glassware or substances with clamps or tongs
4. Use great care when working with scalpels, knives, or other sharp objects
5. Wear closed shoes as protection against spills or breaks
6. Follow all instructions and procedures put forth by the laboratory instructor
7. Know the location of emergency equipment such as first aid kits, eye wash stations, fire extinguisher, etc.
8. Report any accidents or injuries, no matter how minor, to the laboratory instructor immediately
9. Report any conditions that appear dangerous or unsafe to the laboratory instructor immediately
10. Clean work areas thoroughly and properly at the conclusion of experiments

Instructors are responsible for providing additional and specific instruction on the use of equipment, laboratory procedures, and safety precautions for individual laboratory periods and experiments.

## Cafeteria and Café

Students can eat in the cafeteria during the designated lunchtime from 12:25-12:50. They may eat or spend time in the café during any free period or between classes. Food and beverage in the café and cafeteria are available for purchase.

The entire student body of European School shares the cafeteria facilities and the café located on the 6<sup>th</sup> floor. It is important that all students are able to enjoy a clean, healthy, and social environment during lunch and break times. Students are expected to exhibit proper table manners in the cafeteria and café. Students must clean up after themselves and discard any uneaten food in the proper receptacles in the cafeteria and café.

**Students are not permitted to have or consume food outside of the café or cafeteria.**

## School Bus

American High School students are entitled to sign up to take European School buses to and from campus on regular school days. Buses leave from the European School campus at 5pm every day.

Students interested in riding the bus must inform their homeroom teachers during the first week of school and provide their address. Students will then be informed of which bus route they are assigned to and what time they must meet the bus in the morning. Students who join AHS after the start of the semester, or move during the middle of the semester can sign up for the bus or switch routes if they live on or near one of the routes, pending availability.

## Student Conduct and Safety Rules

The bus operator is in charge of the bus and all students. It is his duty to identify students getting on the bus as European School students and to maintain discipline on the bus. It is also his responsibility to maintain order and protect students in the event of an accident or medical emergency.

Students must observe the following directions at all times:

- Any directions given by the bus driver.
- Students must remain seated while the bus is in motion
- Avoid making excessive noise, throwing objects, or engaging in any behavior that might distract the driver.
- Students must not throw any items out of bus windows.
- Students must not extend any part of their body outside of the vehicle.

Any act of vandalism to school buses must be reported immediately to the bus driver. The costs of any repairs will be charged to the parents of the student responsible for the act.

If a student must cross the street before getting on, or after exiting the bus, they must cross at designated intersections with crosswalks. It is the responsibility of the bus operator to allow students on and off the bus only in areas protected from traffic.