

# KAS Admissions Handbook 2018–2019



## School and Community

Khartoum American School was founded in 1957 with a mission to educate children of US diplomats and other foreign nationals residing in Khartoum, Sudan. KAS has a suburban location, three miles from downtown Khartoum and is housed in an air- conditioned, beautiful campus built to U.S. standards.

KAS has 4 sections, which are the Early Childhood Center, an Elementary school, a Middle school and a High school. The Early Childhood Center is comprised of the Preschool and Prekindergarten classes. The Elementary school starts from Kindergarten up to grade 5. Middle school goes from grade 6 to grade 8. The High school division embraces grades 9 to grade 12. The curriculum at KAS is based on U.S. Common Core and AERO standards aligned to reinforce concepts from Early Childhood to grade 12. In High school courses become increasingly demanding and students may take Advanced Placement courses which are designed to offer rigorous university level work.

KAS has 30 classrooms, including a science laboratory, library, and a computer lab staffed with technology experts. It also houses art, music and audio-visual rooms, dedicated English as an Additional Language facility; a Student Support Services center and teacher/support staff offices. KAS has an exceptionally green garden area used for plays and ceremonies, a large playing field, a covered basketball court and grass volleyball fields. There is also a healthy food oriented kiosk and an aquatic complex that includes a 25-meter swimming pool built to international standards that are integral parts of the campus.

## Mission Statement

Khartoum American School provides an outstanding learning environment to promote an open, inclusive, and student centered program. We are devoted to fostering educational growth and development for our internationally diverse student body. Additionally, we strongly believe in working towards the vision of the four C's embedded in our mission statement: curriculum, character, citizenship, and community.



# The Mission is supported through the KAS Vision of building the 4 Cs of:

## **Character:**

By helping students develop self-discipline and a positive self-image, Khartoum American School encourages students to explore their potential and to develop a rich and broad understanding of today's world. Khartoum American School fosters in students a strong sense of personal commitment and dedication to their own learning.

## **Curriculum:**

Khartoum American School follows an American Curriculum based around internationally recognized standards. Our student-centered program offers a technology-rich and inquiry-based approach. Khartoum American School offers a program of study that allows all students to reach their potential.

## **Community:**

Khartoum American School actively pursues a sense of community characterized by students who are cooperative, communicative, productive and responsible. Students are encouraged to view themselves and their school as integral parts of the global community. Our community is a partnership of stakeholders who are actively engaged in the school and collectively shape its direction and ethos.

## **Citizenship:**

We promote global citizenship and the expectation of our students is to reflect upon their own world and the world around them and to develop the skills required to make positive changes worldwide. We encourage students to embrace the diversity present at Khartoum American School and to celebrate the fact that it makes us a richer school community.



# Global Citizenship

The Khartoum American School maintains Global Citizenship to be the responsibility of all of its members. Every person will develop an awareness of themselves and an understanding of their own impact on both their community and the broader global reach. As Global Citizens, KAS expects and accepts that all people are different with unique experiences, customs, and values. We are interconnected and strive to better understand global issues. KAS embraces difference and takes a stand against social injustice. We at KAS know we are the caretakers of the earth and are committed to taking action and persevering in our service to others. We embrace the unknown with a sense of humor and an adventurous heart knowing that through our dedication as global citizens, we will make a positive global impact for future generations to advocate for others who cannot advocate for themselves.

## Enrollment at KAS

We accept applications from students of all nationalities who would benefit from our educational program and whose parents share the School's philosophy and objectives. Admission is granted to a student when it has been determined that the School has an appropriate program and resources to meet that individual's learning needs. Applications for both immediate and future entry are considered at any time throughout the year. If a waiting list for any grade is necessary, qualified applicants will be admitted according to established policies on priority. The school has limited resources for students who have physical or learning difficulties and the curriculum may not cater to their needs; admissions in such cases is determined by the school on a case-by-case basis.



The school reserves the right, following admission, to discontinue the enrollment of a student at any time if it becomes evident that the school was misinformed regarding any application documentation or it becomes evident that the school does not have the resources to address successfully the individual needs of that student.

## KAS Enrollment Procedure and Checklist

- I. Parents of students who are candidates for enrollment into Preschool through to grade 12 may pick up the admissions packet from the Admissions office or download the application packet from the KAS website. Upon receiving this admissions packet, parents assume responsibility for understanding its content and for completing all its requirements.
  
- II. The following items must be submitted in full to complete the application. Eligibility cannot be assessed until all items are received. **Please note we are unable to admit any child who is not toilet trained.**
  1. Completed **Application for Enrollment** form;
  2. **Copies of academic records from each school attended during the past 24 months**; translated into English if necessary:
    - Individual Education Plans (IEPs) and/or EAL testing results if applicable; and
    - Any other standardized testing information from the current school e.g. MAP, ISA
  3. Completed **Medical Information and Health History** form along with the **Vaccination Records**
  4. Signed **Parental Swimming Authorization** form;
  5. Signed Computer Lab/Laptop **Acceptable Use Policy** form
  6. Copy of the data page of the **student's passport**
  7. Two (2) current passport size **photographs** for applicants and one (1) for each parent.

**8. The following items must be submitted directly to KAS by the current or most recent school:**

- **Confidential Recommendation** form completed and returned to [admissions@krtams.org](mailto:admissions@krtams.org)
- **Official High School Transcript** to be submitted for students applying to grades 9-12, sent to [admissions@krtams.org](mailto:admissions@krtams.org)

**III.** Once the above paperwork has been received and reviewed, an Application Fee Form will be issued.

**IV.** Parents pay the application-processing fee at the Accountant's Office.

- Payment should be made at least a day before testing.
- **This payment is non-refundable. It does not guarantee admission into KAS.**
- The receipt of payment must be presented to the Admissions Director in order for the admissions process to continue or for the testing to begin.

**V.** The Admission Test will be administered (**MAP** –English Language, Reading and Math and/or **WIDA** for all English Language Learning Students)

**VI.** The Admissions Committee members review all applications.

**VII.** The Superintendent finalizes all enrollment decisions.

*N.B All enrollments are considered conditional.*

## Grade/Year Placement

KAS receives students from many different countries and schools and it is important to note that not all school systems label their grades in the same way. The most common difference is between the “American” system used in many American/International schools and the “British” system used in British/International schools or in national school systems (e.g. Sudan, India, Turkey, Pakistan, etc.) established along British lines.

## Grade/Year Placement Chart

Age of student (By Sept. 30th)	North American System Grade Level (USA, Canada)	British System Grade level (Sudan, India, Turkey Pakistan, etc.)
3 years	Pre-School (3)	Nursery [Sudan: Kindergarten]
4 years	Pre-Kindergarten (4)	Reception [Sudan: K-Reception; India: Kindergarten]
5 years	Kindergarten	Year 1
6 years	Grade 1	Year 2
7 years	Grade 2	Year 3
8 years	Grade 3	Year 4
9 years	Grade 4	Year 5
10 years	Grade 5	Year 6
11 years	Grade 6	Year 7
12 years	Grade 7	Year 8
13 years	Grade 8	Year 9
14 years	Grade 9	Year 10
15 years	Grade 10	Year 11
16 years	Grade 11	Year 12
17 years	Grade 12	Year 13

Please note that at Khartoum American School, the decision of grade placement for students is made by KAS administration after a review of student records, placement examinations, interviews, and an assessment of English-language proficiency. The above chart only serves as a guide. Final placement decisions are sometimes at variance with the norm. KAS Superintendent makes the final decision on all grade placements.