

# Khartoum American School

A friendly, student-centered learning environment for the international  
community

## Middle School and High School Student/Parent Community Handbook

2018–2019



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## **KAS MISSION AND VISION**

**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.**

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

### **Character**

By helping students to 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.

## **KAS Philosophy**

The philosophy of Khartoum American School is based on creating and encouraging learners who have a clear understanding of and ownership for their own learning and has a positive self-image and global perspective. Our aim is that students will acquire the behavior and skills to become life-long learners. They should be able to think creatively and communicate effectively and cooperate with others. Our students should be able to take risks to succeed. Each student needs to develop his/her personal knowledge skills and competence to the best of his/her ability, and to learn behavior patterns, which will make each student a responsible member of society. It is recognized that a dynamic and efficient staff dedicated to education is the highest priority. In order to maintain a constantly improving educational program, teaching should be accomplished through the adaptation of teaching styles to the individual learning styles of the students. Finally, we believe the curriculum should include the teaching of the obligations of citizenship in the international context and foster international cooperation, understanding and goodwill, while respecting the uniqueness of the individual in both learning style and culture.

(Khartoum American School Constitution, Article 2)

## **KAS Non-Discrimination Policy**

In its hiring and admissions practices, Khartoum American School does not discriminate on the basis of race, color, religion, national origin or language, gender, sexual orientation or physical disability.

(Khartoum American School Policies 1.11)

## **Class Size**

Bearing in mind the size of the existing classrooms and desirable teacher-pupil ratios, the Board considers that up to 1:23 (depending on grade and classroom size) is the maximum teacher-pupil ratio. For grade levels below the kindergarten grade, the following maximums and adult-to-child ratios follow: grade: preschool - maximum capacity 18 students (one adult per 9 students); grade: prekindergarten - capacity 23 students (one adult per 9 students). Exceptions to these guidelines may be made by the Superintendent, subject to Board approval. (see Policy 3.50.3—The KAS Policies Handbook is available on the KAS website and in the Superintendent's office.

## **Academic Information**

### **Daily School Hours**

School is in session for Pre-Kindergarten through Grade 12 classes Sunday through Thursday from 8:00 am until 2:50 pm except on holidays, which are announced in the school calendar. The Nursery and Pre-School classes are in session Sunday through Thursday from 8:00 am to 12:30 pm. Teachers and staff are on duty from 7:45 am to 3:05 pm, unless they are required to stay later than 3:05 pm, such as for faculty meetings, after school activities, or in-service programs that may require more time. The school will not be responsible for the safety of children earlier than 15 minutes before the beginning of the school day or 15 minutes after the school day ends.

(Khartoum American School Policies 2.20.3).

## KAS 2018-2019 Bell Schedule

HS/MS Periods	Elementary Periods
<b>Advisory</b> 8:00 - 8:08	<b>Block 1 &amp; 2</b> 8:00 – 9:52
<b>1</b> 8:10 - 9:00	
<b>2</b> 9:02 – 9:52	
<b>BREAK</b> 9:52 - 10:07	<b>BREAK</b> 9:52 – 10:07
<b>3</b> 10:09 - 10:59	<b>3</b> 10:09 – 10:56
<b>4 BLOCK</b> 11:01 - 12:16	<b>4</b> 11:01 – 11:45
	<b>5</b> 11:50 – 12:35
<b>LUNCH</b> 12:16 - 1:06	<b>LUNCH</b> 12:35 – 1:06
<b>5</b> 1:08 - 1:58	<b>6</b> 1:08 – 1:55
<b>6</b> 2:00 - 2:50	<b>7</b> 2:00 – 2:50

School is in session Sunday through Thursday from 8:00 am until 2:50 pm except on holidays, which are announced in the school calendar. Teachers and staff are on duty from 7:45 am to 3:05 pm Sunday through Thursday, except for faculty meetings, after school activities, or in-service programs that may require more time. The school will not be responsible for the safety of children earlier than 15 minutes before the beginning of classes or 15 minutes after classes end.

(Khartoum American School Policies 2.20.3).

### Report Cards

Report cards are issued at the end of each semester (approximately every 90 days). Progress reports are sent home halfway between each of those major reports (i.e., at the end of the first and third quarters).

### Progress Reports

Progress Reports are sent for students whose work is not meeting average expectations. These reports are generally narrative in nature and would include information that both assess the issues as well as provide concrete steps for addressing the issues. Progress reports can also be sent home for students that are doing exceptionally well in classes. Progress reports should be signed by the parents within 3 days and returned to teachers.

### Parent-Teacher Conferences

Parent-teacher conferences are scheduled at the end of the first and third quarters of the school year. Parents and teachers may also request conferences any time the need for further communication arises.



## Middle/High School Grading Regulations

Letter grades are given for students in grades 6-12. A schedule will be published at the beginning of each semester giving due dates for grades and narratives. These are entered by individual teachers in an electronic database called Classe365 maintained by the IT staff and are used to generate the actual reports for the parents.

These are the adopted grading regulations for KAS middle/high school. There are differences in the grading percentages based upon the faculty and administration's belief of learning priorities at particular grade levels. The assessment grade will also include "Professional Habits". These "Habits" are necessary for students to have success in school and in their professional careers.

## Khartoum American School Grading Scale

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	0 – 59

## Grade Percentages:

### High School

Assignments 32%      Assessments 43%  
Professional Habits 5% Final Exam/Assessment 20%

### AP Courses

Assignments 32%      Assessments 48%  
Final Exam/Assessments 20%

### Middle School

Assignments 50%      Assessments 30%  
Professional Habits 10%      Final Exam/Assessment 10%

“Professional Habits” grades are included in the course grade and are determined by the teacher.

“Professional Habits” are defined as:

1. **Active participation in learning** - Student supports the learning environment comprised of peers with different backgrounds and abilities by actively listening to the teacher and peers, assisting others when asked, contributing to group work, and staying focused and on task.
  2. **Preparedness** - Student arrives to class with all necessary materials as specified in advance by the teacher. This may include (but is not limited to): textbooks, novels, worksheets, readings, articles, pens, pencils, paper, notebook, laptop, eraser, reusable water bottle, special materials or clothing, etc.
  3. **Punctuality** - Student arrives in class and is seated before the bell rings.
- A minimum of 6 grades per semester will occur that include both grading categories: assignments and assessments
  - Assessments will be varied to permit all students the opportunity to use their learning strengths (ex. oral presentation/response, projects, traditional tests)
  - Homework is considered an **assignment** and will reinforce learning
  - Assignments will be returned to students no later than 1 week after the submission date
  - Returned work will have constructive feedback for the student
  - Students are expected to meet deadlines scheduled by the teacher and submit quality work that meets or exceeds their abilities.
  - In order to support students in developing their organizational skills, students will be able to see major assessment deadlines on their Classe365 calendars.

### **Homework Guidelines:**

Homework is assigned to help students practice class concepts and skills. This timetable indicates the approximate amount of time students will spend on homework each school day.

<b>Grade Level</b>	<b>Approximate Amount of Homework</b>
Advanced Placement Courses	Approximately 1 hour per day, per course
Grades 11 & 12	Approximately 2 hours per school day ( <i>add additional hour per AP course</i> )
Grade 10	Approximately 1 hour 40 minutes per school day
Grade 9	Approximately 1 hour 30 minutes per school day
Grade 8	Approximately 1 hour 20 minutes per school day
Grade 7	Approximately 1 hour 10 minutes per school day
Grade 6	Approximately 1 hour per school day



- Students may receive several days to complete a long-term assignment. Therefore, time spent on long-term assignments needs to be divided among daily time spent on homework to ensure success and completion.
- Project-based courses may have heavier loads of work at different points of the semester. Students must anticipate this and schedule work time accordingly.

### **Late Work/Missing Assignments for High School Students**

Teachers assign homework and classwork to enhance student understanding of class concepts, before a final assessment takes place. Therefore all missing or late assignments are due by the end of each unit for credit. No missing or late assignments will be accepted once a new unit has begun.

Students must submit an Extension Request at least 24 hours in advance to turn in an assignment past the due date. Teachers will decide whether to accept the request.

If an assignment is not turned in on the due date, an “I” will be placed on ClassE365 immediately.

Teachers will deduct no more than 10% per day from the grade for a late assignment. If the deductions total an amount that results in failing the assignment, and the student’s work meets the assignment standards, the lowest passing grade will be awarded for the assignment.

### **Late Work/Missing Assignments for Middle School Students**

Teachers assign homework and classwork to enhance student understanding of class concepts, before a final assessment takes place. Therefore all missing or late assignments are due by the end of each unit for credit. No missing or late assignments will be accepted once a new unit has begun.

If an assignment is not turned in on the due date, an “I” will be placed on ClassE365 immediately.

Teachers will deduct no more than 10% per day from the grade for a late assignment. If the deductions total an amount that results in failing the assignment, and the student’s work meets the assignment standards, the lowest passing grade will be awarded for the assignment.

Teachers will work with students who have missing assignments during lunch, break time or after school (Homework Help or with the classroom teacher) until the assignment is completed.

If the assignment is still not completed by the extended deadline set by the teacher, the teacher that the work is still missing will inform parents. At that time, the student must stay after school, until a maximum of 3:50pm, for as many days as necessary, to finish the missing assignment. If the student fails to attend the help sessions, the Principal will be informed and further consequences will be put in place

## PRINCIPLES OF STUDENT ASSESSMENT, EVALUATION AND REPORTING

### Purpose:

The purpose of **assessing** (a single or series of “snapshots” of specified learning), **evaluating** (the compiled assessments turned into a global *evaluation*) and **reporting** (interpreting the evaluation according to school reporting procedures) student learning and progress, is to provide accurate and understandable information for students, teachers, parents and administrators. Assessment is done in order (a) to verify learning is taking place, (b) to improve the effectiveness of instruction, and (c) to be a learning process in itself. Assessment is an ongoing process that leads to a quarterly evaluation that is documented in a report card given to each student at the end of the two semesters. The results are also used by individual teachers and the school to improve the instructional program offered to students.

The most common indicators of student learning include developmentally appropriate:

1. **Academic Learning:** What students know, understand and retain over time.
2. **Skills and Competencies:** What students can do as a result of specified learning, such as oral and written communication skills, organizing and analyzing information, research skills, technology skills, or teamwork/social skills.
3. **Work Habits:** What students demonstrate in areas such a completion of work on time, using time wisely, meeting responsibilities, striving for improvement and maximizing product quality.
4. **Attitudes:** What students develop as an observable commitment to learning, to being a responsible citizen, or respect for self and others, and to accepting challenges and meeting them to the best of their ability.
5. **Reasoning/Thinking Skills:** How students develop in areas as logical reasoning, conceptual frameworks, problem-solving, use of the scientific method and construction of academic arguments.

### **The Principles of Assessment at KAS**

1. Any single measure of learning can be unreliable, therefore KAS teachers use several indicators for determining student progress. Teachers assess with an on- going, integrated approach that enhances the learning process.
2. Students are well-informed about the means, methods and specific criteria of assessment.
3. Teachers have consistent, realistically high expectations of their students, and provide clear guidelines and/or models of products that they ask students to create.
4. Student assessments accurately reflect the continuum of learning that has taken place.
5. Teachers provide assessment feedback to students in a timely fashion.
6. Students are involved in goal-setting reflection and peer/self-assessment.
7. Teachers consult with relevant colleagues on student progress when it is apparent that the student is struggling and needs specific modifications or interventions in order to succeed.
8. KAS teachers modify their programs and students modify learning behaviors based on the results of continuous assessment.
9. Relevant, authentic assessment tasks are used. As much as possible, students at KAS are encouraged to choose the product or performance on which they will be assessed.
10. Teachers ensure that the assessment instrument correlates directly with the content and stated outcomes for the unit of instruction. Within a test, a variety of question types and student choice of questions will often be included.



11. Teachers use pre-unit assessment to engage prior understanding, discover inaccurate knowledge and determine the existing knowledge base that can be drawn upon during the unit's instruction.
12. Teachers use formative assessments throughout each unit of instruction in order to check for understanding and guide instructional, remediation and enrichment decisions.
13. Assessment practices are sensitive to differences of gender, language, race, class and religion.
14. Assessment results/analysis are used in preparing Individualized Educational Plans for students in need of them.
15. The school uses assessment results in helping plan Professional Growth offerings, and as a resource to help guide school-wide curriculum reviews.
16. Assessment results/analysis are used when monitoring individual or group progress while at KAS, and in relation to comparable groups outside the school.

### **Academic Honesty Policy**

Optimum learning takes place only when students approach their work with intention and integrity. It is vital, therefore, that students are aware of situations that may arise whereby they are tempted to act dishonestly, and of the consequences that these acts will result in. In order to prevent situations where cheating or plagiarizing may take place; students will acquire skills with respect to documentation of sources (bibliography, endnotes, and quotations) and studying. Academic dishonesty including plagiarism will result in the student receiving a zero for the assignment. Additional issues of plagiarism and academic dishonesty will result in a zero as well as additional consequences, including the possibility of expulsion.

### **Curriculum Overview for Parents**

The curriculum is designed to reflect, in so far as it is practical, American theory and practice in education, keeping in mind the international makeup of the student body. The Khartoum American School offers a co-educational and non-sectarian American education. KAS offers three Early Childhood classes: Nursery, Pre-School, and Pre-Kindergarten, six Elementary classes: Kindergarten and grades 1 through 5, three Middle School classes: grades 6, 7, and 8, and four High School classes: grades 9 through 12.

The subjects included in the KAS curriculum are Language Arts (Reading and Writing), Mathematics, Science, Social Sciences, Art, Music, Physical Education and Health, Information & Communications Technology, French, Arabic, and Library. Art, Music, and Physical Education will be considered a part of the regular school program.

### **Graduation Requirements**

Graduation requires a minimum of 24 successfully completed credits.

1 credit = one year of full time course work earned in grades 9 through 12, which shall include the following:

4 credits of English	2 credits of World Language
4 credits of Social Sciences	1 credit in Fine Arts
3 credits of Math,	1 credit of Physical Education and Health
3 credits of Science	6 credits of Electives

### **High School Electives**

We have structured a highly successful high school elective program that provides a rich and engaging organic curriculum for our students through critical dialog between students and their teachers.

### **Middle School Exploratory Courses**

The MS exploratory classes are non-academic mini courses offered to students in grades 6-8. These courses change quarterly and students have the freedom to enroll in the class of their choice. The purpose of the exploratory classes is to enable the students to discover their own interests, passions, and talents within a guided framework.

### **Extension Activities and Homework Guidelines**

In recognition of the need for children to have a well-balanced variety of experiences academically and socially, the need to have quality family time and the opportunities available to children in the community, Khartoum American School will endeavor to keep extension activities and meaningful assignments reasonable in terms of frequency and quantity at the various grade levels. The length of time spent by students on a specific assignment will vary depending on his/her ability, skills, pace of work and course load.

All Middle and High school students should expect homework, and parents are encouraged to aide in the completion of this work with the establishment of regular study times at home. The student should complete the assignments independently and parents are encouraged to monitor their child's homework and help when it is appropriate. Homework is expected to be turned in on or before the due date assigned by the teacher.

### **Student Support Services**

The Student Support Services (SSS) is comprised of the Learning Center/Special Education, English as a Second or Additional Language (EAL), Counseling, and Nursing services. These services collaborate with parents, teachers and the school's administration to evaluate and determine what service or combination of services a student may need to be successful at KAS. [See Appendix 1 for a detailed overview of KAS Student Support Services.]

### **English Language Support:**

#### **English as a Second Language Program (EAL)**

A special English program is set up for those children with insufficient English-language proficiency. The EAL program includes the study of the four language skills - listening, speaking, reading and writing, with a strong emphasis being placed upon comprehension. The goal of the instruction is to bring non-native English students up to grade level. These students are not fully mainstreamed until, in the judgment of the EAL teacher, classroom teacher and division principal, they are capable of being successful in the regular classroom. A full overview of the KAS EAL Program is available upon request.

### **Counseling**

#### **School Counselor**

The School Counselor works closely with teachers and administrators to ensure that each student has the educational and emotional support necessary. The Counselor provides school-wide and small-group activities to encourage strong character, leadership and problem solving skills. Students can schedule individual appointments with the counselor in case of need. Parents can also feel free to approach the school counselor should they have any concerns regarding their child's behaviors. The counselor can provide referrals for other health professionals in case of need.

### **Character Program**

It is the goal of Khartoum American School to help each student to develop personal knowledge, skills and competence to the best of his ability, and to learn behavior patterns, which will make each student a responsible member of society. In terms of individual ability, all students should



grow in the following general areas:

- a) Intellectual discipline
- b) Citizenship and political understanding
- c) Physical health
- d) Appreciation of culture, language and lifestyle diversities

(Khartoum American School Policies 4.10)

### **Student Activities**

#### **After School Clubs**

In an effort to broaden the educational opportunities for students, Khartoum American School offers a variety of after school clubs for MS and HS students throughout the school year. These clubs take place on their assigned days of the week from 2:55 pm to 3:45 pm. Students who are not participating in these clubs are required to leave the campus at the regular time.

#### **Field Trips/ Enrichment Opportunities**

KAS actively seeks engaging learning experiences outside of the KAS campus. Fieldtrips enrich our curriculum and give student hands on learning opportunities. Permission slips for Off-Campus Excursions will be sent home in advance. In-school supervision will be provided for those students who chose not to go on field trips.

#### **Sports Teams**

KAS students have the opportunity to join and participate in the sports program to represent KAS as athletes, based upon age: 11 and Under, 14 and Under, 18 and Under. All students - ES/MS/HS - must be in school by 9:00 am of a game/competition day in order to play/compete in the event. If a student is not in school, they will not be allowed to participate. Students on these teams should have timely pick-up from sport events at KAS. If students are continually late at being picked up from KAS sports events, they may be removed from the team.

#### **Student Council**

The MS/HS student council president, secretary, treasurer and representatives (one from each grade) are elected at the beginning of the school year. The MS/HS student council of KAS serves as a communication link between the student body and the rest of the school community. The council meets regularly. Every representative has the responsibility to relay relevant information to and from the council. They participate in the planning and organization of school events and make decisions concerning the well-being of their fellow students.

#### **Expectations of Students**

##### **Student Rights and Responsibilities**

The ultimate goal of this policy is to assist each student to develop self-discipline and to learn to accept responsibility for his / her actions.

(Khartoum American School Policies 4.40)

Each student has a right to:

- a. Be secure and safe in his/her person and property.
- b. Be treated with respect, courtesy and consideration by every student, teacher, administrator and adult in the school.
- c. Know what the rules of student behavior are.
- d. Benefit from and be recognized for his/her own efforts.

- e. Appeal decisions of teachers and division principal in a specific and orderly way:
1. He/she has the right to appeal individually or through his/her parent.
  2. Decisions made by teachers or staff members may be appealed to the division principal.
  3. Decisions made by the division principal may be appealed to the Superintendent, and those made by the Superintendent may be appealed to the Board for final decision.

As a member of KAS community, we have much to be proud of. Our responsibility involves doing our best to maintain this fine campus for future students and to take care of books and equipment in the best manner possible. Khartoum American School is committed to being a substance-free campus. The possession or use of alcohol or drugs on the school campus or at school functions off-campus is forbidden. Violation of this regulation may result in expulsion from school.

### **Break and Lunch Time Guidelines**

During break and lunch time teachers are on duty to supervise activities. Guidelines for recess and lunchtime outdoor activities:

- Closed-toed shoes must be worn when playing sports.
- All games must stop 5 minutes before the end of lunch to give the students time to have a drink of water and go to the bathroom before their next class.
- Frequent water breaks should be taken when the weather is hot.
- If the students do not return the ball that they play with on a given day, they will not be allowed to play at recess or at lunch on the next day.
- Unsportsmanlike conduct or attitude is not allowed and will be dealt with at once.
- High school and middle school students should not play on the basketball court if an Elementary PE class is in session.

### **Dress**

For the personal health and safety of the students, clothing worn should be neat, clean, and in good condition. Students should not wear any dress or garment that disrupts or threatens to disrupt the educational process. T-shirts with slogans advertising alcoholic beverages or tobacco products, sexual connotations, or obscene language must not be worn as well as clothing that is too revealing. Undergarments should not be seen at any time. Shoes must be worn at all times.

### **PE Dress**

KAS students are expected to wear their KAS PE T-shirt, proper pants or shorts (no jeans), proper running shoes and have a water bottle with them for each PE class. Hats are optional but are a good protection from the sun. PE shirts can be purchased from the PE teacher at any time during the year.

### **Telephone Calls/Personal Electronic Devices**

The school phones may be used only for school business. Telephone use by students is restricted to emergencies. Permission from the office staff is to be sought before using the telephones. Students should make after-school plans in advance with their parents and not at the last moment. The school is not responsible for lost or damaged phones or other electronic devices.

### **KAS One-On-One Laptop Program**

All students from grade 3 through 12 purchase a Mac laptop through the school in order to participate in the KAS One-On-One Laptop Program. This program provides a 21<sup>st</sup> Century



technology experience for our students that enhances every aspect of their academic program. [See Appendices 2 and 3 for the KAS Laptop User Agreement and Program Guidelines.]

### **School Liability**

KAS makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service, or acquisition of a virus. Use of any information obtained via the LAN (Local Area Network) and other information systems is at your own risk. Khartoum American School specifically denies any responsibility for the accuracy of information obtained through its Internet services and the school is not liable if users succeed in gaining access to controversial or inappropriate materials. KAS will not be responsible for financial obligations arising through the unauthorized use of the system.

### **Khartoum American School MS/HS Mobile Phone Regulations**

In order to respect the important work of the classroom and the teaching and learning environment, Khartoum American School has Mobile Phone Regulations.

The regulations are:

- Mobile phones can be used before the morning bell rings, recess, lunch and after school (if not in an after school class).
- Mobile phones must be turned OFF before you enter any classroom, office, library or lab (unless directed by the teacher for classroom use).
- Once inside any of the above named locations, mobile phones must not be visible under any circumstances - even though they are OFF.
- If a mobile phone rings, vibrates, is used for any reason, is visible anytime during class time, or a student is caught using it during class time while walking around on campus, that student will be asked to surrender it.
- Refusal to surrender a phone when asked is defiance. Defiance can result in suspension and the parent will be contacted.
- First Offense ~ the mobile phone will be held in the principal's office until the end of the day.
- Second Offense ~ the mobile phone will remain in the principal's office for 7 days. Parents will be contacted.
- Third or more Offense ~ Parents will be contacted and the phone will only be given back to them. The student will have to serve an in-school suspension (duration determined by the principal).

### **Student Attendance Punctuality/Absences**

The school day begins at 8:00am and ends at 2:50pm Sunday through Thursday. Upon late arrival at school, a student must report to the office for a late pass. Unapproved tardiness will be handled with the individual student and/or family when appropriate.

Regular school attendance is essential to the progress and achievement of the student; Students must bring a written explanation from the parent or guardian for any absence from a class, part of a class, or the entire school day. Absences due to official reasons such as transfers, home-leaves, med-evacuations, etc., will usually be approved. No student shall be permitted to leave school before the end of the regular school day without the approval of the principal.

## **Procedures for Recording and Monitoring Tardiness**

Tardiness will be monitored at the front office. Upon late arrival at the school, a student must report to the office. The student will be given a tardy slip, which will then be presented to teachers for admission into class. The frequency and the number of minutes will be recorded and each incident will be acted upon using the following method; in the first instance the response will be Step 1, and each subsequent infringement will result in subsequent steps being given.

Steps are as follows:

**Step 1:** Students will serve a lunch detention on Thursday.

**Step 2:** Student's parent is contacted via telephone and concern regarding student tardiness is raised.

**Step 3:** A parent letter is sent home from the Principal outlining the concern for tardiness.

**Step 4:** An interview between the parents and the Principal will be initiated outlining concerns for continued tardiness.

**Step 5:** An interview between the parents, the Principal and the Superintendent will be initiated outlining concerns for continued tardiness.

If students are late for a class, they must have a note from their previous class teacher. Students who are late for a class (unexcused) will receive a consequence from the affected teacher.

## **Extended Absences**

In cases of planned absences (3 or more school days), parents are required to notify the Principal and make arrangements at least one week in advance. It is the responsibility of the student to make up work that is assigned while absent. Regular school attendance is essential to the progress and achievement of the student and shall be strongly encouraged by the administration and staff. Teachers are authorized to require a satisfactory explanation from the parent or guardian, either orally or by a written note, of any student absent from a class or part of a class during the school day. Within reason, absences due to official reasons (e.g. transfers, home-leaves, medivacuations, etc.) shall be accepted as excused. Students missing 15% or more of a semester course will fail that course unless otherwise determined by the teacher and administrator. In the event that a student's cumulative absences amount to 15% or more of the school year for which they have enrolled, a student will be retained unless it is determined that he/she is prepared for the next school year.

## **Home Alone Policy**

Students shall be living with their parents, legal guardians or a responsible adult designated by the parents. The school administration must be informed when both parents/guardians are leaving Khartoum and verify their emergency contact details. If the parents fail to provide for appropriate and designated guardianship during an absence from Khartoum, this might result in a temporary suspension until clear and legal guardianship is established.

(KAS Policy Manual, 4.20.1, Admission Procedures)

## **Arrival and Departure**

### **Visitors**

Parents are welcome to visit the school during the day. However, whenever possible parents should make an appointment in advance if they wish to have a discussion with a teacher, the



Principal or the Superintendent. All visitors must first check into the office prior to visiting the classroom and receive approval from the teacher. Former students are welcome, however, they should secure permission in advance from the principal or the office for any visit during or after school hours.

### **Morning Drop-Off and School Entry**

Morning drop-off time begins at 7:45 and classes begin at 8:00. Vehicles without the KAS vehicle ID sticker will not be allowed on campus. If you do not have a sticker, please drop your student off at the front gate, park in a parking space outside the gate, and see the front office for a sticker.

### **Afternoon Pick-Up**

Students should be picked up promptly at the end of school (12:30 pm for Nursery and Pre-School students, for all other ECC and ES students 2:50 pm, or 3:45 pm if the student has an after school activity). Students should be picked up no later than 15 minutes after the end of sport practices, games, or activities. Students should be picked up by 11:00 am on an early dismissal day.

### **Behavior**

#### **Purpose**

To create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

#### **Discipline Procedures**

All children are expected to follow the simple guidelines of their classroom and the school. When on a field trip or attending any school-sponsored activity, our students are expected to display proper behavior. If a student has problems following the class expectations and disrupts school for others then he/she will have consequences for his/her behavior. Inappropriate behavior is any behavior that interferes with the teacher's ability to teach or fellow students to learn.

Discipline should be fair and consistent. Teachers will deal with problems as they arise, assign any disciplinary measures, and help students understand where they made mistakes and how to avoid them in the future. In any event, students who have difficulty demonstrating appropriate behavior may have the following consequences:

- Oral Verbal warning.
- Behavioral reflection as a written warning to the student.
- Written notification to the parents.
- Suspension from athletic participation or other privileges.
- At lunch or after-school make up time.
- In-school suspension.
- Short-term (2 days or less) suspension from school.
- Long-term (3 or more days) suspension from school.
- Expulsion from school.

#### **Harassment Policy**

The Khartoum American School prohibits acts of harassment, including but not limited to, intimidation or bullying by any member of the community, student, teacher, administrator, parent,

school or contract staff, or visitor on the premises or at events sponsored by the school. [See Appendix 4 for the full application of this policy.]

### **Bullying prevention**

Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. Bullying involves repeated and consistent negative actions against another, an imbalance of power between the bully and the target contrasting feelings between the bully and the target as a result of the bullying episode (the child who bullies may feel excited, powerful, or amused, while the target feels afraid, embarrassed or hurt).

The four most common types of bullying are:

- Verbal Bullying-name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.
- Social Bullying-mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
- Physical Bullying-hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.
- Cyber Bullying-using the Internet or text messaging to intimidate, put down or spread rumors about someone.

KAS has a zero-tolerance policy when it comes to bullying. Bullying infractions will be taken very seriously and KAS discipline procedures will be followed. Repeated incidences of bullying may result in suspension or expulsion.

### **Suspension**

By deliberately choosing to act in ways not acceptable to KAS expectations, students choose to suspend themselves from our school, which may result in them being separated from their class (in school suspension) or sent home (suspended from classes) for one to three days. After the suspension is served the student must return to KAS with a parent.

- Smoking on school property.
- Theft of private or public property.
- Harassment of peers or intimidation of others.
- Physical aggression towards peers or staff members.
- Vandalism or willful destruction of property.
- Defiance or non-participation in the activities of school.
- Use of obscene language.
- Inappropriate use of technology (please refer to Computer Acceptable Use Policy).
- Bullying.
- Cheating/plagiarism (depending on severity).
- Inappropriate use of cellular phones.
- Frequent non-compliance with dress expectations.
- Leaving school grounds without permission.

### **Expulsion**

While KAS believes that it is more desirable to change the behavior of a student, it may be necessary to deal more severely with problems that arise. Therefore, the following guidelines are established. Again, by deliberately choosing to act in ways not acceptable to KAS expectations, students choose to expel themselves from our school. Administration will



investigate serious accusations thoroughly and objectively. In some circumstances, the student may have the opportunity in the presence of a parent to withdraw from KAS or, the Principal and Superintendent may decide there are sufficient grounds to proceed with expulsion. These more serious infractions include:

- The use, possession, sale, or distribution of illegal substances.
- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse leveled at peers, staff members or others.
- Chronic or severe bullying or unkindness (both verbal and physical) towards peers or staff members.
- Harassment of others.
- Cheating/plagiarism.
- Theft of property may result in the student choosing to be suspended or expelled, depending on the severity of the act.
- Vandalism of private, public or school property.
- Use of/or possession of weapons.
- The involvement in flagrantly immoral or social distasteful acts.

## **Medical Concerns and Emergency Situations**

### **Medical Policy**

Because a child's state of health directly affects his/her happiness and performance in school, the Khartoum American School should be aware of each child's health problems as noted on the application form and should ensure a healthy and safe school environment. At the beginning of the school year, the parent will designate, on the appropriate form, where the child is to be taken for emergency treatment.

(Khartoum American School Policies 4.60.2) [See Appendix 5 for the complete KAS Medical Policy.]

### **Safety**

The school regularly practices emergency drills that include: safe-haven drills, fire drills and lock down intruder drills.

### **Security**

(Evacuation/Closure of school in school and out)

The superintendent shall keep contingency plans for the emergency closing of the school.

These are to be up-dated at least annually or when needed. Contingency plans are kept as an appendix to the KAS policy manual.

## **Communication and Publications**

### **Parent Teacher Association**

KAS has a strong reputation for maintaining a positive and tightly-knit community, a necessity for all our families here in Khartoum. The PTA plays an active role in supporting this school community. A prime PTA goal is to organize activities to bring our school community together. The easiest way to do this is by planning and enjoying activities with our children on our lovely school grounds. The PTA is responsible for organizing activities that are appropriate and in accordance with KAS values and policies.

- All parents/teachers and students are welcome to join the PTA events.
- However, for safety reasons, students will not be allowed to participate in KAS PTA

- events without an adult family member present.
- The school will not be responsible for the safety of children during PTA events. Parents are responsible for supervising their own children.
  - Students are expected to take care of their school grounds and clean up after themselves.

### **Parent Communication**

Should parents wish to communicate with their student's teachers, they may send an email to those teachers' KAS email addresses. Should parents wish to schedule an appointment to meet a teacher in person, they should request a meeting via email, in person, or by contacting the office at 015 5770105.

### **Community Complaints and Grievances**

Parents and others who feel aggrieved on any matter connected with the school should first report the problem to the staff member concerned. If the matter cannot be resolved at that level, then it can be referred to the division principal. If the matter cannot be satisfied at that level, it can be referred to the Superintendent. If the Superintendent is unable to resolve the matter satisfactorily, the matter may be referred to the Board. (See Board Policy 7.80—the KAS Policy Handbook is available in the School Library.)

### **KAS Enews**

The KAS weekly newsletter, Enews, will be sent to parents by email every Thursday. The newsletter will also be available on our website.

### **KAS Website and Classe365**

Parents are encouraged to check the KAS website regularly and they are required to set up an Classe365 account with the KAS ICT department. These technologies help improve home-school communication.

### **Emergency School Closure**

In the event of an emergency school closure, parents will be contacted by the school via email and Classe365

### **General Information**

#### **Library Information**

- The purpose of the KAS Library is to provide a quiet place to study, do schoolwork, and read for pleasure.
- Operating hours are 8:00 am - 3:50 pm on school days EXCEPT Tuesdays when the Library closes at 2:50 pm to allow Library staff to attend weekly staff meetings. These hours may be modified, without notice, for other events.
- Downloading and game playing on Library computers, when allowed, are severely limited. When directed to stop downloading or playing games, students must do so immediately or risk suspension of computer account
- Classes may be scheduled in the Library during the entire school day.
- Individual students are admitted to the Library on passes as long as they do not interfere with/disturb scheduled classes. Scheduled classes have first priority. Upon arrival at the Library, the passes will be presented to a librarian at the front desk. Students without passes will be sent back to class to get a pass.



- The Library is a place where students can study and read for pleasure quietly. Disruptive behavior is not allowed. No food items or drinks are allowed in the Library. Upon entering the Library, any bottles or food items must be put on the counter by the sink.
- Books and magazines can be checked out for a period of 14 days. Elementary students can check out 1-3 books and/or magazines, depending on the grade level.
- EACH item that is damaged (even if damage is unintentional) or lost will be billed at 180 SDG. Acquiring library books from the U.S. is extremely time-consuming and expensive. It takes at least one year to replace a lost book.

### **School Textbooks**

Students are expected to treat textbooks and classroom resources with care. Textbooks are loaned to students by the school as required for individual courses. Textbooks must be returned in good condition to the teacher at the end of each course. Parents will be contacted if a student damages resources. Students will pay for any lost or damaged textbooks.

### **Food**

Lunch is available to purchase to ES students through the school kiosk. A lunch menu will be given to students at the beginning of every month. Lunch orders are taken in classrooms at the beginning of each school day. Some items such as grilled cheese sandwiches, yogurt, muffins, fresh fruit, milk, juice and water are available daily. Water can be bought at any time. Ordering of lunch by students from outside vendors is not allowed during the school hours. Food may be ordered from outside vendors only after school if students are staying for a supervised class, activity or game. Teachers may order food from outside vendors on behalf of their students for special celebrations.

### **Reconsideration Policy**

The Superintendent of Khartoum American School has the responsibility for oversight of books and materials used at the school both in the Library and for direct instruction in the classroom (Policy 2.10.1b). While books and materials are selected in accord with sound educational principles and practices, it is the right of KAS community members to voice concerns or complaints regarding the implementation of a particular curriculum or instructional material. Should a member of the KAS community wish to challenge the appropriateness of materials either in the Library collection or in classroom use, they should follow the school's "Reconsideration Process" which is available in the school office or in the Library. The "Reconsideration Process" shall be followed in all such cases.

(Khartoum American School Policies 3.90)

### **Lost and Found**

Personal valuables are the responsibility of individual students.

Pocketbooks, watches, money, lunch boxes, water jugs, and other valuable items should never be left unattended. The school cannot be responsible for lost or stolen items of any kind. The lost and found box is located in the main office building. If you have lost a personal item please report it to a teacher or to the division principal.

## **Appendix 1**

### **KAS Student Support Services**

#### **Mission**

Student Support Services will support teachers and students in the development of students' professional habits, skill development and the ability to self-assess in an inclusive environment. (Revised April 2015)

#### **Vision**

Students will have the professional habits, problem solving skills and self-awareness to create success in life. (Revised April 2015)

#### *Professional Habits:*

1. Punctuality
2. Active Participation in Learning
3. Preparedness

#### *Problem Solving Skills Cycle:*

1. Identify the problem
2. Create a plan to address the problem
3. Execute the plan
4. Evaluate the plan's effectiveness
5. Back to #1

*Self-Awareness:* the ability to identify personal strengths and weaknesses and understand the rationale behind one's decisions.

#### **Philosophy**

The SSS philosophy is to equip students with the skills, supports and strategies that address their unique needs so they can successfully pursue their life goals using Response to Intervention (RTI) techniques in the Least Restrictive Environment (LRE). The goal is to minimize or eliminate services when the student shows that he/she can be successful independently.

*Response to Intervention (RTI)* – is a multi-tier approach to the early identification and support of students with learning and behavior needs.

*Least Restrictive Environment (LRE)* - means that a student who has a disability should have the opportunity to be educated with non-disabled peers, to the greatest extent appropriate. They should have access to the general education curriculum, or any other program that non-disabled peers would be able to access. The student should be provided with supplementary aids and services necessary to achieve educational goals if placed in a setting with non-disabled peers.



## STUDENT SUPPORT SERVICES ENTRY AND EXIT CRITERIA

KAS seeks to assist students identified with specific learning disabilities using the Least Restrictive Environment (LRE) and Response to Intervention (RTI) approach. The Student Support Services (SSS) program uses guidelines such as those used under the U.S. Individuals with Disabilities Education Act (IDEA) as described below.

### Identification of Learning Issues

Student must have one or more of 13 disabilities identified by IDEA. (Individuals with Disabilities Education Act)

- Autism
  - Deaf-Blindness
  - Deafness
  - Emotional Disturbance
  - Hearing Impairment
  - Intellectual Disability
  - Multiple Disabilities
  - Orthopedic Impairment
  - Other Health Impairment
  - Specific Learning Disability
  - Speech or Language Impairment
  - Traumatic Brain Injury
  - Visual Impairment Including Blindness
- 
- The recognition of a discrepancy in the student's academic, social/emotional, behavioral, and/or physical ability and his or her age may signal the need for additional academic or behavioral supports.
  - Is the issue a recurrent problem or new?
  - Is the issue constant?
  - Is the issue appropriate for children of this age?
  - It is possible that the problems that are being exhibited by the student may be "solved" with the careful execution of a cooperative plan of action between the teacher and the parents. The teacher and the parent should document their plan of action, strategies utilized with the student, and progress. The teacher should continue to collect student work samples and keep assessment data relevant to the student's unique needs. It is critically important that the teacher document all actions and strategies used in the classroom and the impact on the student.
  - The student's *parents/guardians should be kept informed of any changes in the student's progress*. If the teacher, after a period of time, determines the problem cannot be controlled with simple classroom interventions, then the teacher should notify the parents/guardians that they will be asking for outside help from a school-based, Students of Concern team consisting of the teacher, the parents/guardians, an administrator, other general education teachers, nurse, guidance counselor, ESL teacher(s), Special Education teacher and Student Support Services Coordinator.
  - Using the RTI approach the general education teacher provides background information regarding the problem exhibited by the student and the team works together to provide interventions that will help the student achieve success without entering special education. However, if these interventions do not improve the student's performance, then the student will be referred for an assessment to determine possible eligibility for special education services.

### **Referral for Support Services Evaluation, RTI**

If, after interventions in the general education classroom, the student continues to experience difficulty, school personnel may refer the child for a support services evaluation. Referrals for determination of eligibility for support services may be initiated by:

- School personnel (including general education teachers, Learning Support teachers, EAL teachers, counselors, administrators, etc.);
- Child's parent(s) or legal guardian(s);
- Any other person involved in the education or care of the child.

The official referral begins the formal process of determining eligibility for support services. Once a referral is provided, the school must obtain consent from the parent(s) or legal guardian(s) to begin the evaluation phase of the referral process.

### **Results of Support Services Evaluation**

Based on the results of the support services evaluation, the Student of Concern team will reconvene and recommend strategies and services appropriate to address the student's identified challenges.

The Student of Concern team will have regular, on-going meetings to assess the effectiveness of interventions and problem-solve any issues which arise.

### **Outside Evaluation and Student Learning Plans**

In some cases, students will be referred for external diagnostic psychoeducational assessment. This must be completed by an outside assessment center to determine the exact nature of the academic, cognitive, language processing, motor, and/or social/emotional challenges the student has. The Student of Concern team will meet with the parents to explain the referral and assessment process and will be given a list of suggested assessment centers known to do quality evaluations in nearby countries.

Once the outside evaluation is received, a Student Learning Plan (SLP) will be developed to identify the necessary accommodations and goals for the student that year. There will be a team meeting to go over the SLP and get parent approval. SLPs are updated and approved annually.

Progress towards SLP goals are discussed during regularly scheduled Student of Concern meetings and will be included in regular school progress reports throughout the year.

### **Conditional Enrollment**

Each student requiring Special Needs Support has to be thoroughly assessed before enrollment can be determined. In some cases, even after information has been collected and analyzed whether KAS has the support services, the school may ask to have a conditional enrollment for a student. In this case, both parents and the Student Support Services team will agree on the conditions of enrollment.

### **Termination of Services**

For services to be terminated, the school:

- Conducts a review of available assessments including observations and teacher reports.
- The re-evaluation shows the student is no longer a student needing specialized services.



- The parents are notified in writing that the school seeks to change the student's placement by terminating services.
- The school must hold a Student Learning Plan (SLP) team meeting to discuss the change in placement.
- Final determination of exit from the SSS program is that of the school administration.

## **Appendix 2 KAS Laptop User Agreement (Middle & High School)**

### **Technology Mission Statement:**

Khartoum American School envisions the use of technology to enrich and foster a learning environment where students:

- ✓ Are engaged in their learning process through a challenging curriculum that focuses on inquiry-based learning and promotes critical thinking.
- ✓ Are being prepared for their next level of education.
- ✓ Are achieving the skills of competence that are required for today's and future workforce.

### **Technology at KAS**

At KAS we follow the International Society for Technology in Education (ISTE) standards. Technology at KAS is used for more than increasing productivity; it is embedded in the curriculum and integrated into classroom practice. Our goal is for students and teachers to be active users of technology in order to transform education using the framework of the ISTE standards for learning, teaching, and leading in the digital age.

We have built systems and purchased equipment to provide a balanced learning program and provide meaningful opportunities for inquiry, differentiation, achievement and positive contributions to society. Laptops can be purchased through the school. If you already have a Mac Laptop that meets the school specifications, you can use it after you get approval from KAS ICT Team. Please check our link on the school website under Sections/Information Technology.

We are pleased to offer this program and are grateful for your support in helping us educate our students in caring for and utilizing technology appropriately. The following are our Technology Guidelines:



## Acceptable Usage Policy (AUP)

I understand that my computer, email account, and all other KAS ICT services and resources are to be used for educational purposes, this means that:

- I understand that streaming videos or music, accessing social networking sites, engaging in instant messaging and chat and playing video games are not allowed while I am the KAS campus.
- I understand that creating, accessing, displaying, producing, storing, circulating or transmitting pornographic or offensive material in any form or medium is against school rules and in some cases against the law. This includes sending, posting or displaying offensive images, and using offensive language or any other type of offensive content including the bullying, harassment or intimidation of others.
- I will not give out my password to anyone nor use someone else's password or log-in identity.
- I understand the dangers of giving out personal information on the Internet.
- I will not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file, or deliberately circumvent any precautions taken by the school to prevent this from happening.
- I understand that peer-to-peer, file sharing or torrent software is strictly prohibited, excluding the Air Drop for sharing school's materials.
- I understand that electronic communication and computer use may be monitored at all time while on campus.
- I understand that students are not allowed to use any VPN software at school or using any other Internet devices to bypass the school network.
- I understand that students are not allowed to access social media websites such as Facebook, Twitter, Google+, Skype, YouTube, etc. while on campus.
- I understand that KAS restricts online gaming sites unless permitted by a teacher.
- I understand that KAS may limit, suspend or revoke access to the school's technology systems, services, or network upon violation of the Responsible Use Agreement.
- I agree that I'm responsible of coming to school with fully charged laptop every day.
- I will not try to bypass the school filter in any way, including but not limited to the use of proxy sites.
- I am not allowed to use my laptop in the waiting area or in the soccer fields and swimming pool area.

## School Liability

- KAS makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for any damage users of technology on the KAS campus may incur, including but not limited to, loss of data, interruptions of service, or acquisition of a virus. Use of any information obtained via the KAS LAN (Local Area Network) and other information systems is at the user's own risk. Khartoum American School is not responsible for the accuracy of information obtained through its Internet services and the school is not liable if users succeed in gaining access to controversial or inappropriate materials. KAS will not be responsible for financial obligations arising through the unauthorized use of the system.
- Under NO circumstances, should parents and/or students take laptops to outside service providers for repair without first consulting the KAS IT System Administrator.

- All middle and high school students are required to have their laptop available each school day in order to prevent any disruption of their learning process.
- In case of any hardware/software problems the school may provide a temporary laptop for a period of up to two weeks (subject to availability).
- Abuse of this Acceptable Use Agreement may lead to the suspension and/or termination of the student's laptop use.

***Consequences of Inappropriate Use:***

The use of any KAS technology is a privilege and not a right. Students are expected to use their computers in accordance with this Acceptable Use Policy agreement that they and their parents have signed. Failure to use the computer in an appropriate manner will result in the following consequences:

- First Offense: Loss of laptop for 24 hours
- Second Offense: Loss of laptop for five consecutive school days
- Third Offense: In School Suspension; parents will be required to meet with middle and high school principal, and an official school letter describing the offense may be placed in the student's school file.

*This document is to be read in conjunction with the KAS One to One Laptop Program Guidelines.*

**Acceptable Use Policy Signature Form: Student**



I have read and agree to the KAS Laptop Regulations. I understand my responsibilities as a student. Violation of these regulations will be subject to disciplinary consequences, which may include suspension of laptop usage.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acceptable Use Signature Form: Parent/Guardian**

I have read and agree to the KAS Laptop Regulations. I understand my responsibilities as a parent/guardian. Violation of these policies could result in the loss of the laptop or other disciplinary measures for my child.

If there is any damage to my child's laptop caused intentionally or by negligence or if there are multiple occurrences of damage to the laptop, I understand that I may be held responsible for the total cost of repair or replacement of any software or hardware damaged and that such repair or replacement will be done within 30 days of the damage so as not to impact my child's participation in the laptop program.

I understand that the warranty covered by the supplier only applies on laptops that are purchased from the school and only covers manufacturing defects. It doesn't cover any damages caused by negligence or misuse.

- I give my child permission to receive his/her laptop
- I will collect the laptop myself on behalf of my child

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note:**

To keep our laptop program technology from becoming obsolescent and to keep our students up to date with new technology, it is highly recommended to upgrade their laptops every 4 years.

**KAS Administration reserves the right to modify this agreement at any time.**

*Updated: August 2016*



## **Appendix 3**

### **KAS One to One Laptop Program Guidelines**

#### **Information and Communication Technology (ICT) at KAS**

At KAS we follow the International Society for Technology in Education (ISTE) standards. The six ISTE Standards for Students are:

- Creativity and Innovation
- Communication and Collaboration
- Research and Information Fluency
- Critical Thinking, Problem Solving, and Decision Making
- Digital Citizenship
- Technology Operations and Concepts

#### **KAS 1:1 Laptop Program – Student Agreement**

In order to retain the privilege of having a laptop at school, it is important that I...

##### **Respect My Technology**

I will keep my laptop safe at all times by keeping it with me or storing it in designated safe locations. I will not leave my laptop in an automobile. My laptop bag will contain only my laptop, charger, headphones, and mouse if desired. I will use my laptop on a clean, stable surface and never near food or liquids. My screen is an important part of my computer and I will not touch the screen. If there are smudges, I will use a soft dry cloth to clean it.

##### **Use My Technology Appropriately in Class**

I will carry my laptop in a designated laptop-only case or bag with an identification tag that clearly states my name and grade. I will bring my laptop to school fully charged each day. I will use headphones or speakers in class only if directed by a teacher. I will conduct myself in a socially acceptable manner at all times while using the KAS network and the Internet. The use of my laptop in class MUST support instructional activities currently occurring in the classroom and not be used for any other purpose IN CLASS.

In order to be a responsible digital citizen all the time it is important that I...

##### **Respect & Protect Myself**

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider what I post online ensuring that the information, images, and materials I post will not put me at risk. I will consider carefully what personal information about my life, experiences, or relationships I post. I will not publish contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources, and never share passwords with other students, even friends.

##### **Respect & Protect Others**

I will show respect to others. I will not use electronic media to flame, bully, stalk, or in any other way harass anyone. I will show respect for other people in my choice of websites: I will not visit sites that are degrading, pornographic, racist, or inappropriate in any other way. I will not abuse my rights of access and I will not enter other people's private spaces or areas. While on campus I will use the school network and systems in a responsible and educationally-appropriate manner. I will protect others by not forwarding them inappropriate or illegal materials or communications and by reporting abuse when I observe or know of it.

##### **Respect & Protect Intellectual Property**



I agree to comply with trademark laws, copyright laws, data protection laws, and computer misuse laws, and to give credit to all sources (websites, books, media, etc.) used in my work, and do so in an appropriate manner as prescribed by my teachers. I will use and abide by international fair use rules. I will receive permission to use the software and media others produce. I will act with integrity.

### **Intellectual property: Code of Best Practices in Media Literacy Education**

The following principles will guide best practice for the use of digital media in teaching and learning at KAS. These principles are to help educators and students using media literacy concepts and techniques to interpret the copyright doctrine of fair use.

1) Because media literacy education cannot thrive unless learners themselves have the opportunity to learn about how media functions at the most practical level, educators using concepts and techniques of media literacy should be free to enable learners to incorporate, modify, and represent existing media objects in their own classroom work. Media production can foster and deepen awareness of the constructed nature of all media, one of the key concepts of media literacy. The basis for fair use here is embedded in good pedagogy.

2) Students should work with teachers to make a reasoned decision about distribution that reflect ethical values. In some cases, widespread distribution of students' work (via the Internet, for example) is appropriate. If student work that incorporates, modifies, and re-presents existing media content meets the transformative standard, it can be distributed to wide audiences under the doctrine of fair use.

3) Students publishing digital media to public sites as part of the curriculum should strive to ensure that they have the permission to share the content of their work and can apply a Creative Commons License to the work under an Attribution—Non-commercial—Share Alike license.

### ***Daily Requirements and Expectations for Use***

1. Students are required and expected to take home and bring their computers back to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
2. Laptops can be fragile, and if they are dropped they may break. Therefore laptops should only be used while they are on a flat, stable surface such as a table.
3. Laptops will be kept in the bags at all times. The bags are designed for laptop usage as well as carrying the laptop.
4. Bags will be carried messenger style to best keep the laptop protected.
5. Teachers will determine whether or not the laptop should be opened or closed during each class period.
6. Power conservation must be practiced during the school day. This is done by closing the lid when the laptop is not in use, keeping the brightness dimmed when possible, and by students not listening to music during the school day.
7. KAS laptops contain all necessary hardware and software. It is not permissible to add or change your laptop's hardware (memory, hard drive) or installed software under any circumstances.
8. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
9. Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.
10. Students may not download illegal content such as pirated music, videos, games, etc. onto the laptop.

11. Students may not stream music, videos, or any other type of files at any time while on school property. This slows the network significantly impacting every user's experience. These types of files are also very resource-intensive and may take a heavy toll on the laptop itself as well as the school's network.
12. The use of laptops is not permitted during lunch time in order to prevent any accidental spills.
13. The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, etc. is strictly prohibited.
14. Sound must be turned off except when it is being used as part of a class.
15. Headphones are prohibited except when they are being used as part of a class.
16. Instant messaging is allowed at the discretion of the classroom teacher using the KAS-approved iChat server.
17. Data stored on students' laptops will be automatically synchronized with the server for a safe copy of their data. This does not include video files.
18. Students are allowed to access only those files that belong to them or which they are certain they have permission to use.
19. Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
20. Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Remember that privacy does not exist in the digital world.
21. Rude, abusive, threatening, or otherwise inappropriate language is not permitted under any circumstances.
22. Be patient. Sometimes computers and networks require time to do their jobs.
23. When transporting the laptop make sure it has been securely stored in the laptop bag.

### ***Privacy***

All communications and information transmitted by, received from, stored within, or that passes through KAS's facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the Technology Center. Students should not believe that they have a right to personal or confidential electronic information or communications that are exempt from this guideline. KAS also reserves the right to investigate suspected inappropriate uses of its resources, or systems using its resources.

### ***Security Procedures***

1. Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.
2. Laptops should be in a student's possession, or secured in a designated secure area, at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. If a laptop is lost or stolen, parents or guardians should immediately report the loss or theft to a school staff member and to the police.
6. Laptops will be checked periodically to ensure they do not contain any unapproved software or files. District-wide filtering is in place while at school only, therefore, Internet histories may also be checked.
7. Students may NOT clear their Internet history at any time.
8. Students may not bypass the school's network at any time while on school property. Use of outside proxy servers or wireless connections is prohibited.



9. Students are to ONLY use the KAS wireless network for connecting to the Internet while at school.
10. Laptops are never to be left unattended.
11. Parents/guardians can request the child's login name and password so that they can supervise the student's use of the computer.

### ***General Care Procedures***

1. Students are expected to treat their laptop with care and respect. The computer and bag are the property of KAS and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving, or otherwise defacing the laptop or bag is not allowed and will result in loss of privileges. If damage occurs, the student will receive a bill for repairs.
2. When transporting the laptop to and from school, students should always be sure it is placed in the laptop bag and that the bag is securely closed.
3. Students should protect their laptop from extreme heat or cold. Laptops should not be left in a car, even if the car is locked.
4. If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.
5. Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
6. Computers should be protected from the weather, water or other liquids, food, pets, and younger siblings.
7. Students should never eat or drink (including water) while using their laptop, or use their laptop near others who are eating or drinking.
8. No object should ever be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
9. Students should use care when plugging in their power cords.
10. Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately.
11. Do not use laptops on a bed or soft surface that could interfere with the cooling system.

### ***Cleaning your Laptop***

Dust, pet hair, and other particles can accumulate on or inside a laptop. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the laptop can extend its life by getting rid of this potentially damaging buildup. The Technology Center will clean the laptops during normal maintenance times.

Students may clean the display or keyboard by following the following guidelines.

#### ***To Clean the Display***

Turn off the laptop. Dampen a clean, soft, lint-free cloth or paper with water only. Wipe the screen. Do not spray liquid directly on the screen. You may also use a mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for this purpose. Apple has tested a product called Klear Screen made by Meridrew Enterprises (<http://www.klearscreen.com>) and found it does not cause any harm to the plastics.

#### ***To Clean the Keyboard***

If a small vacuum cleaner with a brush attachment is available, use it to clear the keyboard of debris. A can of compressed air can be used to blow out particles that get in between the keys.

## **Appendix 4**

### **Application of the KAS Harassment Policy**

#### **Introduction**

Students and teachers come to the Khartoum American School from many different countries and ethnic backgrounds, races, and religions. The school will treasure this unique opportunity for learning that enriches each individual in the school community. Khartoum American School is therefore committed to ensure a safe environment and tolerant atmosphere, where there is trust and respect so that everyone feels free to take risks.

#### **Definition**

Harassment, intimidation, or bullying refers to any gesture or written, verbal, or physical act that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender, or disability. Harassment may be subtle and ambiguous or overt and direct. It may arise between students; between a student and a teacher, parent, or visitor to the school; or between adults. **Harassment involves the creation of a hostile or offensive environment and thereby interferes with the goals of the Khartoum American School.**

#### **Examples of harassment that are prohibited by this policy:**

- Persistent and unwelcome requests for a personal or physical relationship, including a dating relationship.
- Unwelcome and offensive jokes, remarks, or epithets based on race, color, religion, ancestry, national origin, sexual orientation, gender, physical appearance, or disability.
- Unwelcome physical contact, including, but not limited to, violence, patting, pinching, hugging, or kissing that is either persistent or intentional.
- Speech or display of materials that is considered to be demeaning or degrading.
- E-mail, SMS, or written notes that are annoying or offensive.

#### **Education, Training, and Prevention**

The prevention of harassment requires a thoughtful educational program. At the beginning of each school year, the Superintendent and staff will conduct training on how to deal with harassment, bullying, and intimidation. Age-appropriate methods will be developed to discuss the meaning of the policy with the students. The intention is that everyone in the school community is aware of the contents of the policy, knows how to report incidents, and understands the possible consequences of policy violations. Therefore, copies of the policy shall appear in staff and student handbooks, as well be distributed to parents and other school community members. Reflecting their joint responsibilities, parents are urged to support school efforts by discussing the issues covered by this policy at home and to address any questions to the administration or Superintendent.

Staff members, students, parents, or other community members who witness or are informed about conduct that may constitute harassment must take action to stop it and must report it to the Superintendent.

#### **How to report harassment?**

Reports may be written or oral. An oral report shall be considered official. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

1. Students: the school encourages students who have been the target of harassment and students who have knowledge of incidents that occurred, to report these incidents.



Students may report to any teacher, guidance counselor, the school administration, or the Superintendent directly.

2. Staff members and other school employees: any employee or staff member who is a victim or who witnesses, overhears, or receives a report of any kind of harassment shall report it to the Superintendent. However, if the incident involves the Superintendent, the case is to be reported to the School Board.

A prompt and thorough investigation will follow each report of harassment, bullying, or intimidation.

### **Confidentiality**

Reports of harassment will be treated confidentially as far as possible. The incident will be reported to others within the school community only on a need-to-know basis. In most cases, however, the alleged offender will have to be informed so that the relevant facts can be gathered. The school reserves the right to bring any complaint to the attention of parents and guardians of the student(s) involved at any stage.

### **Procedure and Consequences**

The Superintendent, or School Board in case of the involvement of the Superintendent, will investigate all complaints regarding harassment promptly. All involved individuals will be interviewed and the Superintendent will write a report of these interviews and the case in general.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The behavior need not be intended to be harassment to constitute harassment. It is considered to be harassment if one knows or ought reasonably to know that the behavior is offensive or unwelcome. Many factors will be considered during the investigation of harassment, including: the developmental and maturity levels of the parties involved, the levels of harm caused, the surrounding circumstances, the nature of the behaviors, past incidences, the relationship between the parties involved, and the context in which the alleged incident occurred. A person who knowingly makes a false report of harassment also may be considered to have violated this policy.

If the Superintendent comes to the conclusion that harassment took place, parents or guardians will be notified, a written report will be placed in the student's or employee's file, and appropriate action such as counseling, detention, suspension, or probation will be taken. As well, there will be follow up to ensure that the behavior has ceased. If expulsion or dismissal is deemed appropriate, the Superintendent will make a recommendation to the School Board for final decision.

### **Appeal**

A person judged to be in violation of the policy and subjected to action under it may appeal to the Superintendent in the first place. If the person, after a discussion with the Superintendent, still feels he or she has been dealt with unjustly, he/she may make a written appeal to the School Board. The decision of the School Board is final.

### **Retaliation**

No member of the community should be afraid to make a complaint for fear of reprisal or getting another person in trouble. Any individual who retaliates or threatens retaliation against any employee or students reporting, testifying, assisting, or participating in an investigation or hearing relating to a harassment complaint is in violation of this policy.

## **Record Keeping and Notification**

A record of any complaint and investigation as well as the disciplinary action taken will be maintained in a confidential file and may be erased or purged after a minimum of one year.

Cases leading to the termination of an employee's contract may be reported to search agencies and educational authorities.

## **Appendix 5 KAS Medical Policy**

It is recommended that all children entering Khartoum American School have a physical examination by a medical doctor. Parents should be able to provide current immunization records for measles, mumps, rubella, tetanus, polio and tuberculin BCG or TB tine test within the last year. (Amended May 2011)

It is recommended that all children have a physical examination during the summer holiday. The school must be notified of any actual or potential health problems of any individual child.

In the event of a health emergency occurring during school day, school personnel will attempt to reach the child's parents by telephone or radio. If this is unsuccessful, school personnel will then take the child to be treated at the health facility designated by parents at the beginning of the school year. Any student for whom no health facility has been designated will be taken to a local clinic or hospital at the discretion of the school. All costs for treatment will be the responsibility of the child's parents.

When the child returns to school after an illness he/she should have a note from a parent or guardian stating the nature of illness and any restrictions or modifications in activity which are recommended.

Whenever possible, the school will have someone to fill the position of **Volunteer Health Consultant**. This person will be a medical professional who can serve as a health consultant to the school. This person could do health related in-service education with the teachers as necessary and be a community liaison with parents.

Because of the number of children in close contact with one another, schools are routinely plagued by a variety of problems of a very contagious nature. We feel there is a need to address the issue of contagious diseases including *conjunctivitis*, *head lice* and *impetigo*. Any student with an illness that may be considered contagious must remain out of school while infectious or until there are no further evidences of the problem. The Superintendent shall have full responsibility to determine in each case when a student is healthy enough to return to school without jeopardizing the health of any other students. This policy is not meant to be punitive to any child, but a protective measure against school-wide epidemic. (Amended May 2011)

Any child who is vomiting or running a fever will be sent home as soon as parents can be notified to pick the child up.

A child with a skin rash will be sent home and asked not to return until a physician has examined him/her to determine that the rash is not of a contagious nature. A written note from the physician will be required before the student is re-admitted.



The school will, if a trained person is available, test all students' vision, hearing, teeth, etc. each spring and make recommendations for further professional follow-up based on these results.

The school also recognizes the impact that HIV and AIDS has on Africa as a continent and the potential impact that this could have upon our school community. To this end AIDS and HIV awareness are incorporated into our health program and this in turn contains components that deal with issues of discrimination and acceptance of those people living with this disease. In practical terms all blood related injuries that happen at KAS will be treated using gloves and all care will be taken to ensure that blood does not come in contact with other members of the school community including care givers.

Amended May 2011

## **Appendix 6**

### **KAS Pool Use Regulations and Pool Kiosk Guidelines 2016-2017**

- Pool use is exclusively for KAS students, direct family members, and school staff. No guests are allowed unless a KAS-sponsored special event is held and guests are invited.
- The pool's hours of operation shall be published and strictly followed by everyone.
- Sundays after school the pool is open to women only; Tuesdays after school the pool is open to KAS staff only.
- A lifeguard ("pool coach") will be on duty during all pool hours; the lifeguard / pool coach has the right to dismiss anyone endangering the health and safety of others and has the right to refuse inexperienced swimmers access to the deep end of the pool.
- A teacher or TA must be with students who are swimming in the pool during school hours. S/he doesn't have to be in the water with the students unless s/he is directly instructing the students in pool activities. Otherwise, s/he must be near the pool, supervising instruction if this is being conducted by a pool coach.
- A pool coach may supervise students involved in a school-sponsored swimming activity, such as Swim Team practice, without the presence of a teacher or TA outside of school hours (i.e., before 8am and after 2:50pm).
- Any school-sponsored pool activity taking place after 4pm must be approved beforehand by the division Principal.
- KAS parents must present their school identity card and print their name and sign in with the guard at the pool gate upon entering the pool area.
- Parents must be responsible for the proper behavior of their children at the pool during non-school hours. Every parent is allowed to supervise up to 4 children at a given time, including their own children and those entrusted to them by other KAS parents.
- Food and drinks are permitted only in designated places in the pool area.
- No running or rough play (e.g., pushing, pulling, shoving, dunking, or throwing of swimmers) is allowed in the pool or pool area at any time.
- No diving is allowed in the pool's shallow area.
- Taking photos or videos in the pool area is strictly forbidden.
- Smoking is strictly forbidden on campus including in the pool area.
- Misuse of pool or school property will result in the loss of privilege to use the pool.
- Any injury occurring in the pool must be reported by the teacher, TA, or pool coach in charge to the administration immediately.
- KAS is not responsible for stolen or missing personal items lost in the pool area.

### **Pool Kiosk Guidelines**

- Students can only visit the pool kiosk after school.
- ECC & ES students are only allowed to visit the pool kiosk if accompanied by a parent or nanny (not driver).
- Boys should not go to the pool kiosk after school on Sundays (Women-only Day).



- Students are not permitted to purchase tea, coffee or sodas.
- Senior Privilege: Gr. 12 students are allowed to visit the pool kiosk and buy tea or coffee in the morning before classes start. However, they are not allowed to buy coffee or tea at any other time during the school day.

Revised May, 2016