



UPPER SCHOOL **STUDENT HANDBOOK**

2017/2018
American School of Kosova



American School of Kosova

Educating the leaders of tomorrow. For a better future.

UPPER SCHOOL STUDENT HANDBOOK 2017-2018

2017-2018

THIS HANDBOOK BELONGS TO:

Name: _____

Class: _____

Homeroom Teacher: _____

Sports and Youth Center,
Luan Haradinaj Str., n.n,
10000 Prishtina, KOSOVA
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Fax: +381 38 228 288
<http://www.askosova.org>

MISSION

To educate the leaders of tomorrow, for a better future.

VISION

To be one of the leading schools in Europe by providing each student with a quality education in a safe and supportive environment in which a variety of learning experiences challenge all students to achieve self-discipline, self-motivation and excellence in learning.

VALUES

- Strives to “Do the Right Thing” (Integrity)
 - Looks at Problems from Different Angles (Innovative)
 - Challenges student to develop essential skills (Quality Education)
 - Seeks “Win-Win” solutions (Empowerment)
 - Advocates for students’ overall well-being (Safe, Caring and Nurturing Environment)
 - Recognizes the importance of personalized communication (Customer Service)
 - Cooperates with parent to enrich learning experiences (Parental Participation)
 - Encourages a growth mindset (Lifelong Learning)
 - Welcomes different cultural perspectives (Diversity)
-

PRINCIPAL'S MESSAGE

Dear Students,

Welcome to the 2017-18 school year at the American School of Kosova. We hope you are as excited to be here as we are to have you. We are optimistic about this year and look forward to supporting you during what we hope will be a challenging and enriching school year.

This manual is designed to help you understand some of the policies and procedures in place on Main Campus for grades 6 through 12. While not every situation or school policy is addressed here, this will serve as a guide that you should refer to periodically so that you can make the most of your academic experience.

We believe that the "job" of every student is very important and meant to be taken seriously. Learning requires hard work by everyone involved including students, teachers, principals, administration, and parents. Each has a specific role and set of responsibilities that must be fulfilled in order for successful learning to occur. This guide outlines many of the requirements and expectations of the student role. Individual teachers, and other staff members that are approved and supported by Student Services may make expectations.

As with any job, we expect you to work hard but also find enjoyment; to reach for success but also make mistakes; to grow and mature through your own effort, but also require help and guidance along the way. Success in the classroom requires hard work. We expect that each student is here at ASK because they want to achieve their personal best. We look forward to meeting you every step of the way and celebrating your growth.

I also hope that you use this agenda as a guide to meet your daily goals and your long-term personal goals. The habits we have today either take us towards our goals or away. When we dream big goals for ourselves, it requires even more focus and self-discipline and organization. Using an agenda such as this will help you to meet important deadlines and keep you on track.

As you encounter challenges throughout the year we hope that you will first speak with your teacher or one of the school counselors. However, if you find that you cannot work through a problem, we hope that you will make an appointment with us in Student Services so we can help. Please do not hesitate to contact our office with any questions or concerns.

Sincerely,

Shannon Bruce Ramaka
ASK Head of School

ASK Student Services on Main Campus

Shannon Bruce Ramaka - Head of School
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ASK Student Services at the Ed Center

Aimee Meditz - Elementary Principal
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And Ministry of Education Liaison
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Toska Begolli - Counselor
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MAINTAINING A SAFE AND ORDERLY SCHOOL ENVIRONMENT

At the American School of Kosova, the entire staff is committed to assisting every student in developing confidence, self-discipline, and the social skills necessary for positive human interaction and effective problem solving. We believe that when there is a safe and orderly environment, great academic learning and achievement can be made. With this in mind, the following guiding principles have been established for students, teachers, and parents.

AT THE AMERICAN SCHOOL OF KOSOVA STUDENTS WILL BE:

- Valued for their beliefs, ideas and cultural background
- Recognized for their individual and collective efforts
- Receive a meaningful education with an appropriate and challenging curriculum
- Learn without disruption
- Free from verbal and physical harassment
- Empowered to make decisions
- Treated justly
- Supported by their teachers
- Well-informed about school and classroom expectations

AT THE AMERICAN SCHOOL OF KOSOVA STUDENTS WILL BE:

- Uphold Academic Honesty at all times
- Take an active role in learning
- Develop the necessary organizational skills to meet deadlines for all assignments
- Practice emotional and physical self-control and self-discipline
- Work cooperatively with others
- Strive to solve problems in a positive and effective manner
- Value the beliefs, ideas, and cultural backgrounds of others
- Maintain regular and punctual attendance
- Come to class prepared with prior homework completed and necessary materials
- Ask for assistance in an appropriate manner when needed
- Understand that learning requires consistent effort, reflection, and perseverance

TEACHERS WILL:

- Treat students with respect, fairness and kindness
- Guide students in the setting and achievement of personal academic goals
- Model and promote high standards of behavior
- Provide a stimulating classroom and school environment
- Teach and model respect for self, others, and property
- Communicate with parents on regular basis
- Volunteer to supervise students outside the classroom in enrichment activities

PARENTS AGREE TO:

- Commit to regular and punctual attendance of their child to school
- Avoid lengthy family vacations during days of school
- Purchase a current student uniform
- Support their child in basic needs of food, hygiene, and rest
- Assist and Encourage their student to be a responsible citizen and community member
- Encourage positive self-esteem
- Teach and model positive behavior
- Teach and model respect for self, others, and property
- Provide fair and consistent discipline
- Meet with teachers on regular basis
- Meet the financial obligations required by ASK as per the contract

CODE OF CONDUCT

To ensure a positive school climate for everyone, each members of the community agrees to say **YES** to:

- Courtesy & Cooperation
- Consideration & Common Sense
- Honesty & Integrity
- Responsibility & Positive choices
- Self-discipline & Self-respect
- Teamwork & Tolerance

ASK members say **NO** to:

- Bullying and Oppression
- Drugs and Stealing
- Sexual and Racial Harassment
- Cheating of any kind
- Vandalism, violence, weapons
- Fighting & profanity

DISCIPLINE POLICY

The behavioral philosophy at ASK is to support students in their learning of responsibility and self-discipline as an educational process rather than as a punitive outcome. We support a model of positive discipline: setting clear expectations for behavior, providing explicit teaching of expectations, and delivering meaningful and timely feedback for appropriate and inappropriate behavior.

Students and all community members are expected to conduct themselves in responsible, respectful, and honest ways at all times.

If a student fails to achieve these expectations, there are corrective steps that teachers and principals will take to address these behaviors in order to preserve a safe, productive, and orderly learning environment for all students, faculty, and staff.

The expectations and responses described in the following section serve one or more of the following basic purposes:

To protect a member of the ASK community from having his or her rights infringed upon by others;
To teach a student to make responsible decisions about behavior which may affect the student's own welfare and/or the rights of others;

To aid in the effective operation of the ASK community and the school's learning environment; and
To protect the reputation of the school, the students, and the ASK community.

We rely on the professional judgment of our teachers and staff to respond in a fair and consistent manner to misbehavior. We believe that initial responses to inappropriate behavior should help students to learn from their mistakes. When inappropriate or negative behavior is repetitive, serious, or grave, school principals will become involved in the process of determining the most appropriate consequences, as outlined in the following pages.

DISCIPLINE POLICY

Incidences of inappropriate behavior are classified as “minor”, “serious”, or “grave” offenses. Disciplinary consequences may be applied for behavior that occurs on school grounds, at all school-sponsored events, and when traveling to/from school events as a supervised group. Instances of grave behavior committed off campus at any time may also be subject to disciplinary action aligned with established school consequences.

As a community we believe that the development of personal responsibility requires an understanding of the natural consequences of specific actions, and that students should experience these consequences in order for learning to occur and behavior to improve.

Whenever possible, consequences are related to the infraction and should lead to reparation to those who have been impacted as well as recover the student’s standing with the school community. Consequences for students may be adjusted by the school administration according to the specific infraction and developmental level or specific needs of the student.

Students in out-of-school suspension or expulsion may not enter the school campus, attend class, or take part in any school-sponsored activity including but not limited to sports events, trips, competitions, and academic or co-curricular events.

The following lists are not exhaustive and situations not specifically listed will be handled by the school administration in accordance with policy and best practice.

Examples of Inappropriate or Unacceptable Behavior— MINOR (teachers manage)

- Classroom disruption
- Excessive or repetitive talking
- Chewing gum in class or eating food
- Tardiness to class
- Failure to comply with the school dress code or uniform requirements
- Unauthorized use of personal electronic devices
- Being unprepared for class
- Minor damage to the property or belongings of the school or others
- Physical behavior (pushing, wrestling, “playing”) that could lead to injury
- Inappropriate displays of affection at school or during school-sponsored events
- Selling items for personal gain or profit
- Any other improper conduct that interferes with the teaching and learning environment, which is in the judgment of school leadership, is “ Minor”

Possible Range of Consequences for Minor Infractions

For cases within the classroom, the teacher’s word or physical evidence constitutes sufficient proof for determining failure to meet expected behaviors. Minor offenses are cumulative on a yearly basis.

Teacher-assigned consequences may include:

- Completion of Written Reflection
- Parent Phone call, email, or conference
- Brief removal from class
- Change of seat
- Student/teacher conference
- Removal of privileges
- Exclusion from activities
- Reduction in grade
- After school detention
- Assist the teacher within the classroom during lunch or after school

Examples of Inappropriate or Unacceptable Behavior— SERIOUS (Discipline Referrals Written)

- Repetition of “Minor” offenses that have not been improved after teacher or administrator interventions
- Defiance, Refusal, or failure to comply with directions from any teacher, principal, or staff
- Treating any staff member with disrespect
- Lying or intentionally misleading; false testimony, forgery, or fraud; slandering, defaming or Making unfounded complaints/accusations
- Instigating or participating in any act of harassment, slander, intimidation, hazing, bullying, or threatening any community member. Expression of intolerance relating to race, ethnicity, religion, gender, or personal orientation
- Leaving class without teacher permission; “skipping” class or school
- Use of abusive, obscene, or profane language or gestures
- Possession of inappropriate printed material or pornography (magazines, pictures, drawings, etc.);
- Using a phone/electronic device for the transmission and/or downloading of inappropriate oral or text messages, digital and/or video images
- Displaying disrespect for symbols and/or school property
- Reckless endangerment including horseplay and inappropriate physical contact or activity, which could potentially cause injury
- Petty theft (up to 50 euros)
- Indecent exposure
- Smoking anywhere in the building or on campus or during school-sponsored activities
- Any other improper conduct of students, which in the judgment of the school administration, was serious.

Possible Range of Consequences for Serious Infractions

Student reflection
Student and parent conference with the principal
Detention (s)
School or community service including campus clean up
Restorative conference
Anti-harassment contract
Behavior Probation contract
In- or Out-of-school Suspension (up to 5 days)

According to the severity of the case, serious offenses may be judged as grave in nature and thus may warrant consequences, which could include immediate dismissal from the school. Serious offenses are cumulative on a yearly basis. An accumulation of serious offenses may result in the student being refused reenrollment for the following school year.

Examples of Inappropriate or Unacceptable Behavior— GRAVE (Principals Manage)

Using, possessing, under the influence of, or disseminating alcohol and/or drugs or any type of unauthorized substance prohibited by Kosovar law
Committing any criminal acts that entail any sanction in the penal system (as stated by Kosovar law)
Bringing to campus or possessing any ammunition, weapons, i.e., knives, brass knuckles, explosives, firecrackers, flammable materials and/or use of anything that can be considered a weapon.
Assault, fighting or other physically aggressive behavior resulting in bodily injury
Sexual harassment
Performing an act of arson or creating any type of real or potential fire hazard.
Participating in a serious act of vandalism of school property or the willful destruction of belongings of a school staff member or classmate
Committing a major act of theft (above 50 euros) or theft of proprietary information
Repetition of serious offenses
Any other improper conduct of a student, which in the judgment of school leadership, is grave

Possible Range of Consequences for Grave Infractions

Grave offenses result in out-of-school suspension as the minimum consequence and are cumulative for the duration of the student's school career. Principals may also consider a recommendation for dismissal depending on the severity of the student's specific actions.

Following the suspension, the school administration may impose additional sanctions and/or follow-up responses involving one or more of the following:

- Student and parent conference with the principal
- Restorative conference
- Anti-harassment contract
- Behavior Probation contract
- Notification of legal authorities (if warranted)

Detentions

Detentions are assigned by teachers and principals, for a variety of infractions, and are served after school from 3:00-4:00 on days selected by the Student Services Team. Students are expected to come prepared with enough independent work to do for the entire time. Food and drink is not permitted. Failure to attend a detention will result in the doubling of the consequence. In the event that a student receives 5 Detentions in one semester for any accumulation of infractions, the next disciplinary action will be considered "Serious" and a Discipline Referral to the Principal will be made.

Search and Seizure

Personal Searches: A student's person and/or personal effects (i.e. purse, book bag, locker etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized items that are not their own. In addition, the administration may conduct monthly "Locker Searches" of all lockers for the prevention and protection against drugs and alcohol.

CONDUCT AND RESPONSIBILITY COMMITTEE (CRC)

The CRC committee is composed of 7 members representing: teachers, parents and principals and are asked to serve on an annual basis, which is determined at the beginning of each year. The role of the CRC committee is to:

1. Ensure that students take responsibility for their education and behavior;
2. Uphold the discipline policy of the American School of Kosova;
3. Serve in an advisory role to the principal;
4. Address reported concerns, i.e.: disturbing patterns in student academic performance or behavior to the principal and the committee with the intent to identify positive solutions;
5. Provide guidance and direction for student self improvement;
6. Meet with the student and his/her parents to express concerns and or committee decisions;
7. Monitor academic and behavior concerns of identified students on a regular basis;
8. Develop a student profile including an action plan, developed by the student for self improvement;
9. Participate in new teacher orientation program to acquaint new staff with procedures;
10. Oversee the Student Recognition Committee for the scholastic excellence, and Respect the rights of confidentiality for all students, teachers, and parents.

ACADEMIC HONESTY POLICY

Fair assessment and grading of student work requires a commitment to personal effort and responsibility. Faculty, students and administrators all have an obligation to establish and promote standards of "Academic Honesty" and each member of the school community has the responsibility to understand, support, and practice it. When standards of Academic Honesty are followed, teaching and learning can proceed in an environment of trust. When such standards are violated, teaching and learning are in doubt. Therefore, it is in the best interest of our educational community that cases of alleged academic dishonesty be addressed seriously and equitably.

Examples of unacceptable behavior include: copying text from another source; plagiarism; the use of other students' work as if it were one's own; submitting work completed by tutors, family members or friends; cheating; asking others for answers; or helping others cheat by lending them one's own work.

Consequences for academic dishonesty are:

- Earning a "0" for the assignment or test.
- Mandatory Parent Conference.
- A second violation will result in a suspension from school
- A third violation may result in expulsion; to be determined by the convening of the CRC Committee.
- All acts of Academic Dishonesty will be recorded in the "Power School" administrative database.

STUDENT SENATE PARTICIPATION AND ELIGIBILITY

At the beginning of each year, the Student Senate elects the President, Vice-president, Treasurer and Secretary, which create the Executive Branch. The student Senate meets a minimum of twice per month and is guided by the student government constitution and a teacher advisor. They are expected to represent the ASK community positively and should act and speak in a way which brings pride to the entire community. He/She should be a model for positive behavior and inspiration for learning, self-discipline, and respectful communication with everyone. Each member of the Senate must meet the following requirements in order to be eligible for their position. In addition, they may be given a "warning" or asked to step down from their position at any time if the following guidelines are not being met:

1. Maintain "Good Academic Standing Status" (See page 18).
2. Uphold the discipline policy of the American School of Kosova.
3. Communicate in a timely and regular manner with the Teacher Advisor and Principal;
4. Accept and support the final decision of the school Principal on all concerns or matters discussed.

DRESS CODE

The school uniform is required to be worn by all students on every school day. If a student is not in full uniform at ANY time of day he/she will be automatically assigned a detention or held from class until they obtain the appropriate pieces. Students may wear items under their uniform; however, the outer layer of all clothing must be the ASK Uniform. If they are wearing a "hoodie" they are expected to lower it immediately when entering school. Hats or caps are only allowed during special activities, such as "Sports Days" out of school, or field trips. All hats must be removed when entering the school. Students will be permitted to wear "Professional Jeans" every Friday for "Casual Friday".

The uniform includes:

GIRLS:

- ANavy skirt (should be four fingers above the knee) or uniform pants
- White long or short polo
- Red zipped Sweatshirt
- PE- Grey shorts or pants, long-sleeved grey sweatshirt
- Optional- Navy blue zipped jacket
- Optional- Hooded Sweatshirt

BOYS:

- Navy Blue Uniform pants
- White long or short polo
- Red zipped Sweatshirt
- PE- Grey shorts or pants, long-sleeved grey sweatshirt
- Optional- Navy blue zipped jacket
- Optional-Hooded Sweatshirt

CELL PHONE USAGE

Middle School students may bring their personal cell phones to school; however, they will be collected at the beginning of the day and returned at the end of the day. If they need to make an emergency phone call during the day they should ask permission from their teacher to make a call from the Student Services Office. In addition, the school will assume no responsibility for any damage or loss of a phone.

High School Students may bring their personal cell phones to school; however, they may not use them during class time. At the beginning of each class the teacher is obliged to collect all cellphones and each student is expected to calmly place their phone or personal device into storage until the end of the class period. In addition, the school will assume no responsibility for any damage or loss of a phone.

Consequences for cellphone usage violations:

First offense: The phone will be taken, labeled, and given to the Student Services Office and available to be picked up at the end of the day. In the event of a phone being used anytime after lunch, the phone will be kept until the next morning.

Second offense: Phone will be kept for 2-4 days.

Third offense: The phone may be picked up only by the parent after one full week and a parent meeting with the principal must occur before the student is allowed to have the phone at school.

Fourth offense: Student will earn an In School Suspension (ISS) or Out of School Suspension

ARRIVING TO CLASS ON TIME

ALL STUDENTS WHO MAY ARRIVE LATE TO SCHOOL ARE OBLIGED TO "SIGN IN" AT THE FRONT RECEPTION DESK.

Students are expected to arrive to every class on time, every day in order to show respect for others and to optimize learning. Students are expected to be in class, in their seat, and prepared for learning when the bell rings. If he/she is late for any reason, he/she should show a pass from the teacher, counselor, or administrator they were with. If the student does not have one they will be marked "tardy" in the PowerSchool database. They will not be allowed to return to the teacher, counselor, or administrator to get a pass after they have already entered the class. Frequent truancy is considered a serious discipline issue and parents will be called for a mandatory meeting with their teachers and principals until the situation is resolved.

ATTENDANCE

Regular and consistent attendance is extremely important for the individual student and for all the students who are in the classroom. It is expected that every class period students will actively participate in the lesson in order to build and demonstrate their learning. Learning at ASK is a multi-dimensional process which can only occur when students are consistently present.

Each student may miss up to 5 days only of school during a semester to remain in "Good Academic Standing". It is expected and appreciated that for each absence, the parent notifies Student Services directly at +381 38 227 277/228 288 or in an email to Shpresa Hana in the morning that a child is sick and unable to come to school. In an emergency, parents may request that their student be dismissed from school during the day; however, the office may deny a request from a student to leave campus (even with parent permission), if the Principal, Coordinator, or Dean, believe that the student is trying to skip class.

If a student is absent more than 15 days during the semester, they may be required to repeat the course.

Homeroom Teachers are expected to communicate weekly to parents, by email or phone about students with poor attendance and academic challenges.

PRE-PLANNED (EXCUSED ABSENCES)

In the event of a special activity or circumstance, a student may request an "excused absence" by completing a special form obtained in Student Services at least one week prior to the absence. This completed form must be approved by administration in Student Services. A parent meeting may be required.

BATHROOM PRIVILEGES

Students are expected to manage their personal needs for the restroom during their lunchtime or during class passing time as much as possible. They should use their student agenda page "hallway passport" to obtain permission to use the bathroom during class time. Frequent requests to use the bathroom during class time is considered a serious discipline issue and parents will be called for a mandatory meeting with their teachers and principals until the situation is resolved.

LATE WORK

Students, who are absent from school for any reason, are expected to make up work missed due to the absence in a timely manner. In the event that a student misses a deadline for an assignment, the assignment will be marked down one letter grade for each day after the deadline. After five days, the highest grade that can be earned will be 50%. The teacher will enter a "0" in PowerSchool until the assignment is completed. Beyond five days late, a teacher may accept work from a student; however, the most that can be earned is 50% per assignment. No more than three late assignments will be accepted for credit by the last ten days of the term. If it is learned that a student is intentionally absent from class in order to miss a quiz, test, or exam, this will be considered a Serious Discipline Concern and will be handled as per the section on page 9.

Parents may not negotiate or pressure teachers to change a student's grade when these requirements have not been met. We kindly request all parents who have concerns at any time to make a formal appointment with the receptionist so that teachers may be prepared and respected for their time and all students may have the best opportunity for learning.

HALL PASSES

Students are expected to have a Teacher's HALL pass (lanyard given to the teacher) with them whenever they are out of class. The student is responsible for showing the pass to any ASK faculty, if asked.

Students who may need to leave the class for any reason (sickness, visit the counselor or AAC, to see the principal, talk with someone in Student Services, etc), should wear the HALL pass.

If the student is sick or needs to leave the building, a parent or guardian will be called and a suitable option for the student will be determined.

ACADEMICS

COURSE SELECTION - REQUIRED FOR GRADUATION = 26 CREDITS

- Languages
 - English – up to 4 credits
 - Albanian – 2 credits
- Natural Science – 4 credits (General Science, Biology, Chemistry, and Physics)
- Social Science – 4 credits (Albanian History, World History, American History, US Government - Psychology/Sociology)
- Mathematics – 4 credits (Algebra I, Algebra II, Pre-Calculus, Calculus)
- Health – 1 credit
- Electives
 - Foreign Language – 2 credits (German or French)
 - Other – 3 or more credits

REQUIRED COURSES BY GRADE

	9 th Grade	10 th Grade	11 th Grade	12 th Grade
1	English	English	English	English
2	General Science	Biology	Chemistry	Physics
3	Algebra 1	Algebra 2	Pre Calculus	Calculus
4	IT	World History	US History	US Government
5	Geography	Albanian Language and Literature 1	Albanian Language and Literature 2	Adv. Science or Alb. Culture
6	Health	Albanian History	Foreign Language 1	Foreign Language 2
7	Elective	Elective	Elective	Elective
8	Elective	Elective	Elective	Elective

TOTAL Credit Possible: 32

TOTAL Credit to Graduate: 28

Required Classes/Credits:

English – 4 credits

Natural Science – 4 credits

Social Science – 4 credits (Geography, World History, American History, American Government)

Math – 4 credits

Albanian – 2 credits

Foreign Language (German or French) – 2 credits

Albanian History – 1 credit

Health– 1 credit

ELECTIVES 2017-2018

- Global Perspective
- Graphic Arts Design
- Photography/Yearbook
- Accounting & Finance
- Business Entrepreneurship
- Gym/Fitness and Nutrition
- Art
- Journalism
- Film

AFTER SCHOOL SUPPORT CLASSES

One day a week each department will provide a special learning session after school from 15:00-15:45. Students who want more challenge or support are encouraged to attend. Students, who are not in "Good Academic Standing" or have excessive absences, may be required to attend in order to earn credit for a course.

Mondays-English

Tuesdays-Math

Thursdays-Science/Foreign Language

Fridays-Social Studies/Albanian Language

Required Courses by Grade for Middle School

	6 th Grade	7 th Grade	8 th Grade
1	English/ESL	English/ESL	English
2	Math	Math	Math
3	Science	Science	Science
4	Social Studies	Social Studies	Social Studies
5	Albanian/ASL	Albanian/ASL	Albanian/ASL
6	PE	PE	PE
7	French	French	French
8	Art/ Graphic Arts	Art/ Graphic Arts	Art/ Graphic Arts

AFTER SCHOOL SUPPORT FOR MIDDLE SCHOOL

Teachers are available every day from 15:00 – 15:45 to assist students (unless they are attending staff meetings). Students are encouraged to ask for help and attend extra classes given by their teachers. Teachers are encouraged to set up academic support classes in all subjects twice a week Tuesdays and Thursdays.

Assessment

Teachers use a variety of assessment strategies (e.g. tests, essays, projects, class work, etc.), to gather data on how students are acquiring the skills and knowledge in given courses. These assignments are weighted in the following manner.

HIGH SCHOOL

Assignments	Percentage %
• Attendance and participation	10%
• Home work	10%
• Class work	10%
• Tests	25%
• Quizzes	10%
• Projects	10%
• Presentations	10%
• Final test	15%
Total	100%

MIDDLE SCHOOL

Assignments	Percentage %
• Participation	20%
• Class work	15%
• Projects	25%
• Homework	15%
• Test	25%
<hr/>	
Total	100%

LEARNING SKILLS

These are the skills needed to be a successful student. For every course, the teacher will identify how each student is demonstrating each one.

- Listens Attentively
- Completes Tasks
- Participates Actively in Class
- Shows Respect
- Follows Expectations
- Works Independently
- Works Cooperatively

HOMEWORK

Homework is an essential part of learning. It is the opportunity to review and practice what has been learned during the day. By doing homework on a regular basis, students will be prepared for the next day's lessons and receive the greatest benefit to their learning. Teachers will set timelines that are reasonable and take into account homework from other courses. It is expected that students do homework every day.

HOMEWORK ROLES AND RESPONSIBILITIES

TEACHERS	PARENTS	STUDENTS
<ul style="list-style-type: none"> • Assign work that is relevant and purposeful. • Provide clear guidelines, expectations and evaluation criteria. • Ensure the students have the skills and understanding to do the work. • Set timelines that is reasonable and take into account other homework, as well as the scheduling requirements of home life. • Teach students how to set up and maintain their student agenda. 	<ul style="list-style-type: none"> • Provide a quiet place and designated time to do homework. • Show an interest in their child's academic progress. • Monitor the student agenda. • Ensure homework is returned. • Respond to teacher communications, when requested, and/or initiate communication, as necessary. 	<ul style="list-style-type: none"> • Complete the assigned work to the best of their ability. • Meet deadlines for homework completion. • Develop a homework routine. • Take home needed materials and bring back what is required. • Ask for clarification or assistance from the teacher as required. • Let parents know what is happening at school. • Maintain the student agenda. • Do not take class time (school) to complete homework.

EXAMS/NATIONAL EXAM

Exams are given, in all courses, at the end of each semester (January and June).

The National Exam, is given by the Ministry of Education in Kosova, to freshmen and seniors at the end of the year. The specific date is not known until the spring. It is a requirement for graduation for all students.

MAP TESTING- "MEASURED ACADEMIC PROGRESS"

As a pilot project this year, ASK will be assessing selected grade levels of students to participate in English and Math using MAP testing. Please see the following website for information:

<https://www.nwea.org/assessments/map/>

REPORTING

Teachers enter student grades from selected assignments into their PowerSchool grade book that can be viewed at any time via the Internet. Students will receive their login codes from their homeroom teacher in September of each year. If a student loses this code they may talk with their homeroom teacher or Student Affairs Officer.

The report card informs the student and parent about the skills and knowledge necessary to be a successful student (e.g. grade/GPA achievement, absences, tardies and Learning Skills). As well, it outlines the total number of credits achieved in the semester, the total GPA and whether the student has achieved honors.

Every seven weeks, (as indicated on the school calendar as "target dates"), all grades and information about skills achievement will record for viewing in PowerSchool. Formal paper report cards are available at the end of each semester (February and June) and parents may pick the report cards up from the Student Affairs Office. At any time, during the semester, teachers or parents may request a meeting to discuss the progress of a student.

GRADING SCALE

Letter Grade	Raw Score	GPA	Explanation
A+	97-100	4.00	Excellent
A	93-96	4.00	Excellent
A-	92-90	3.70	Excellent
B+	87-89	3.30	Very Good
B	83-86	3.00	Very Good
B-	82-80	2.70	Very Good
C+	79-77	2.30	Average
C	76-73	2.00	Average
C-	72-70	1.70	Average
D+	69-67	1.30	Pass
D	63-66	1.00	Pass
D-	62-60	1.00	Pass
F	59 and below	0.00	Fail

* GPA: Your grade point average is a weighted average based on the grades you receive and the number of credit hours you take. It identifies your academic standing.

* CGPA: A student's cumulative grade point average is the weighted mean value of all grade points he/she earned by enrollment in ASK courses.

PROMOTION/COURSE FAILURE - OPTIONS FOR FAILED COURSES

Upon successful completion of the course requirements, the student will be promoted to the next level in a subject area. If a student is not successful, the course will be recorded as a failure. The student has the following options to successfully complete the failed course.

1. **Redo the Course** – Enroll in the failed course the following year as one of the 'elective' subjects. Depending on the pre-requisites for the course, students may be allowed to take two courses in one subject area at the same time (e.g. Chemistry and Biology – Science). Refer to 'Required Credits' for pre-requisite courses.
2. **Summer School** – 0.5 credit courses are offered in English and Mathematics during summer school. Only students that have failed these courses are eligible for enrollment.
3. **After school Support Program** – Attend the after school support program consistently with 80% rate of attendance for an entire semester and achieve a final grade of "C" in the second semester class.

Good Academic Standing Status

The combination of Attendance and GPA determines a student's "Academic Standing Status". This status will be determined by the homeroom teacher and added to comments at every 7 week reporting period using the following guideline:

Good Academic Standing- 0 to 5 day absent and 3.0-4.0 GPA

Average Academic Standing- 6-10 days absent and 2.0-2.9 GPA

Poor Academic Standing 11-15 days absent and 1.0-1.9 GPA

STUDENT AWARDS

STUDENT OF THE MONTH

The candidate for Student of the Month should exemplify the characteristics listed below. It is expected that the person nominated should meet all of the daily school requirements as well as demonstrate the characteristics of a well-rounded individual. Each month the SRC with the Principal evaluate the nominations and select one award for each grade level.

- **Academics** - Hard-worker in all aspects of academics. At least a 3.0 current total GPA.
- **Attitude** - Demonstrates a positive attitude and approach towards their classmates and teachers.
- **Behavior** - Demonstrates respects to others in all of their words and actions.
- **Responsibility** - Demonstrates accountability in their work and behavior.
- **Attendance** - Maintains excellent attendance.

CITIZENSHIP

The Citizenship award is presented to students who have been nominated by the ASK faculty. To be selected to receive this honor, each nominee must demonstrate outstanding qualities in the following categories. Each month the SRC with the Principal evaluate the nominations and select one award for each grade level.

- Attitude: The student is goal-oriented, enthusiastic and respectful of school policies.
- Character: The student performs random acts of kindness, maintains a friendly rapport with peers and faculty, and is a positive role model.
- School Spirit: The student participates in extracurricular activities and exhibits pride in being an ASK student
- Community Service: The student invests time and helps members of the community.

DEPARTMENT AWARDS

At the end of the school year, each department will meet to nominate and determine an "Award of Excellence" in their department to the one student who has demonstrated and/or developed their talents and skills the most during the course of the year."

EFFORT AWARDS

This is awarded to one student at the end of the year, in each grade who, in the opinion of the staff of the school, have shown commendable effort towards improvement in overall academic performance during the course of the year."

INTERNATIONAL UNDERSTANDING

This is awarded to one student at the end of the year, in grade 11 or 12 who, in the opinion of the staff of the school, "Is a good representative of his/her own country, with a positive attitude towards the life and culture of others, able to converse in at least two languages, a contributing force in the life of the school, with the ability to bring differing people together into a sense of community, thus furthering the cause of international understanding."

HONORS

Honor students will be recognized with a certificate at the end of each school year. These students receive special honors certificates to recognize their achievement.

High Honors – GPA is between 3.50 and 4.00, with a normal course load.

Honors - GPA between 3.00 and 3.49, with a normal course load.

ASK MERIT SCHOLARSHIPS

The American School of Kosova is committed to the positive development of educating students and believes that merit scholarships serve as a stimulation and inspiration for all students to make their best effort to learn all that they can in school. In addition, they can provide some financial support to parents. Merits scholarships are award to currently enrolled ASK students are based on their academic achievement and service to the community and are determined annually by the Student Service Team. The amount given annually may fluctuate according to the financial needs of the school. The criteria is as follows:

1. Strong academic standing
2. MAP Testing Scores
3. Class attendance
4. Active class participation
5. Participation in school activities and outdoor activities
6. Social conduct (behavior toward the school teachers and the staff)
7. Respecting the deadline of tuition payments

HIGH SCHOOL- EXISTING STUDENTS

1st Place	100%	11th Place	10%
2nd Place	90%	12th Place	10%
3rd Place	80%	13th Place	10%
4th Place	70%	14th Place	10%
5th Place	60%	15th Place	10%
6th Place	50%	16th Place	10%
7th Place	40%	17th Place	10%
8th Place	30%	18th Place	10%
9th Place	20%	19th Place	10%
10th Place	10%	20th Place	10%

MIDDLE SCHOOL SCHOLARSHIPS

During the month of March a scholarship test is scheduled for all students in grades 5,6 and 7. The results of this test, along with grades earned throughout the year, and good attendance, allow the top 5 students to gain a partial scholarship for the next academic year.

1st Place	50%
2nd Place	40%
3rd Place	30%
4th Place	20%
5th Place	10%

CREATIVITY ACTION SERVICE (CAS)

In addition to receiving the ASK Diploma in Grade 12, students have the opportunity to show how they have made the most of their learning opportunities and service to others by completing 100 hours of additional hours in the area of Creativity, Action, or Service, over the 4 years of their high school. For each year that a student completes 25 hours of CAS with an essay reflection of their experiences, they will be awarded a certificate. They will be asked to prove their learning and hours at the end of the year and may use this form below to help record their activities.

CREATIVE HOURS - By participating in an activity outside of class time which challenges you to explore something new and stretches your ability to be creative. (Film or drama club, art or music class, participating in poetry clams or writing competitions, etc.)

ACTION HOURS - By participating in activities outside of school such as "Sports Day" or community running events, or sports team.

SERVICE HOURS - By participating in humanitarian activities, which serve, ASK, Prishtine, or Kosova, such as the Charity Club, Down Syndrome group, etc.

STUDENT LIFE

HOMEROOM

All students are assigned to homerooms and a homeroom advisor. Students are required to attend homeroom for the purpose of conducting school business and participating in community building activities and character development. Homeroom teachers act as a communication bridge with all other faculty members and parents and make additional communication with parents about the social and academic development of their child.

SCHOOL DAY

It is expected that students be in their first period class beginning at 8:00 a.m. The school day ends at 14:55. Homeroom will take place after 2nd period on Mondays, Wednesdays, and Fridays. Clubs will take place on Tuesdays and Thursdays. We alternate days with 80-minute periods as in the table below. In the event of a holiday or break we continue with the following day.

	A DAY	B DAY
8:00 – 9:20	Period 1	Period 1
9:25 – 10:45	Period 2	Period 2
10:45 – 12:05	LUNCH/CLUBS/HOMEROOM 9th & 11th Grade 10:45 – 11:25 – Lunch 11:30 – 12:05 – Clubs/Homeroom 10th & 12th Grade 10:45 – 11:25 – Clubs/Homeroom 11:30 – 12:05 – Lunch	
12:10 – 13:30	Period 3	Period 3
13:35 – 14:55	Period 4	Period 4

MIDDLE SCHOOL DAY

Students who would like a quick breakfast should arrive to school at 7:45 and pick up a complimentary breakfast before heading to their first period class. All Students should be in class on time at 8:00.

	A DAY	B DAY
7:45-8:00	Check in/Breakfast	Check in/Breakfast
8:00 – 9:20	Period 1	Period 1
9:25 – 10:45	Period 2	Period 2
10:45 – 12:10	Period 3	Period 3
12:15 – 12:55	Students Life	Character Education
12:55 – 13:30	Lunch/Recess	
12:55 – 13:30		
13:05 – 14:55	Period 4	Period 4

AGENDAS

Proper use of the agenda helps the student to be successful. Each student is expected to record homework, project and test dates daily. Parents are encouraged to review the agenda with their child on regular basis.

EXTRA HELP

Teachers are available to assist students after dismissal. Students are encouraged to ask for help and attend extra classes given by their teachers. Teachers are expected to identify and assist students when they are not being successful in their course studies.

LIBRARY

American School of Kosova Library is open daily from 07:30 AM to 4:00PM. The library provides multi-user Internet access, small group study areas, individual study desks, and reading areas. It is intended to be a quiet study area at all times. Students can use the library for printing their assignment up to 5 pages per day. Care and return of books and materials are the student’s responsibility. If the student takes a book from library, he/she takes full financial responsibility for that book. Replacement cost plus a processing fee are charged for any book or material damaged or lost. See the school financial contract for details.

TEXTBOOKS

Textbooks are loaned to students at the beginning of each year. The condition of the issued books is recorded and the student signs for this, on the day the books are issued. All textbooks are to be kept in good condition. When a textbook is lost or damaged, the student is expected to pay for the cost of replacing the book. The Parent/Guardian is responsible for compensation of damaged or lost books if the student intentionally or accidentally the damaged book. They may either replace it with a new one or pay the amount of the damaged or lost book (s).

TEST SCHEDULE

A monthly calendar of quizzes and tests are posted regularly on the Student Services front door. In the high school we aim to give only two tests in one day if at all possible. Quizzes are not counted in this.

INTERNET USE

The Internet is to be used as an educational tool for learning purposes only. All students must have an Acceptable Use Policy signed by a parent/guardian to use the computers. Inappropriate use of the Internet will result in cancellation of privileges. No student may publish any material on websites that references or identifies ASK without the permission of the principal. Refer to the Acceptable Use Policy for all the guidelines related to use of technology. We will use technology protection measures to block or filter, to the extent it is practical, sites and resources that are deemed harmful to ASK students. Only current students, parents or employees are authorized to use the network.

ASK Reserves the right to monitor users' online activities. Users should have no expectation of privacy regarding their use of ASK property, network and/or Internet access or files, including email.

COMPUTERS AND PRINTERS

Students may use the computers and printers with permission from the teacher of the current class, using a HALL Pass, during the school day. Before homeroom and after school hours students may use the computer in the administration area. All users are to use restraint by printing single copies of files and using recycled paper for 'rough copies'.

TRANSCRIPTS

Transcripts will be given upon request from the Student Affairs Office. To request a transcript, call the Student Affairs Office (+381 38 227 277/228 288).

COLLEGE GUIDANCE

Students are encouraged to see the Guidance Counselor for assistance with personal, career development, or educational concerns. The Guidance Counselor is available for meetings each day. Students may schedule appointments with the Student Affairs Office.

LOCKERS

One locker is assigned to each student at the beginning of each school year along with the responsibility of returning the key at the end of the year. The replacement fee for a lost key is 10 euros. It is the responsibility of the student to keep the key secure and the locker clean and hygienic.

MORNING BREAK

(9:20-9:30 Daily) Middle School Students may eat a "healthy snack" during this time and/or place their order for "Special Lunch" by visiting the cafeteria; however, they should still be on time for their next class.

LUNCH

There are two lunch periods occurring between 10:45-12:05 for the High School. Middle School lunch is from 12:55-1:30. Students are not permitted to leave the school premises during the lunch break. Ordering food from outside is not allowed. It is permitted only if parents bring the food from outside and on a special rare occasion and with approval from Student Services.

VISITORS DAY (for potential Students)

Visitor Days are identified on the school calendar and students who are interested in visiting for the purpose of possible enrollment are invited on these days. If you are unable to attend during this time, please contact Student Services at least 2 days in advance with a written request. In order to increase security and maximize student learning, "drop in" visitors are not allowed.

HIGH SCHOOL AFTER SCHOOL ACTIVITIES

All extracurricular activities are organized and supervised by teachers and the school. All students are encouraged to participate.

Clubs/Sports

A calendar of events for the year is posted at the beginning of the school year. Students may sign up for the ones in which they are interested.

Student Government

Members of the student body government are elected directly from the student senate each year in September. The student senate is composed of two representatives from each homeroom class, elected by In order to participate in the SG; the student has to meet the following criteria:

- Has teachers' support, showing acceptable progress in all courses;
- Has no suspensions and/or few detentions;
- Is active and ready to work outside school hours.

School Dances

These are often organized by the Student Government and supervised by ASK faculty. All students who have permission from their parents may participate. They are expected to follow all school guidelines of behavior which include: not smoking, drinking, or consuming alcohol and no intimate public displays of affection such as: kissing on the mouth, and hugging for a long time. No students from outside the school may attend. This includes siblings or past students who left in "Poor Academic Standing". Alumni or other students who once attended ASK may attend with prior approval by a Principal.

MIDDLE SCHOOL AFTER SCHOOL ACTIVITIES

In September of each year a complete listing of After School Activities will be announced during the Orientation days. Parents and students may select and participate in these for an additional cost. This program is organized to promote skill building, emotional, physical and social development. The program is designed to run every day, Monday through Friday, from 15:00 to 17:00 hours and courses offered may depend on numbers of students enrolled and interested. Part of that time will be devoted to assisting students with homework. Transport home, after the activity is over, will be offered to those students who are already enrolled in the transport program

SPECIAL SENIOR PRIVILEGES

Grade 12 "Senior" may leave campus for lunch on Fridays by signing in and out at the receptionist and being on time for their class when returning. A student loses this privilege immediately, and for the remainder of the year, if they are found "skipping" a class at any time or for any other behavior consequence that is deemed necessary by the Dean or Principal. This opportunity is a "privilege"; not a "right".

"FIELD" TRIPS

Day trips may be organized and supervised by a classroom teacher for the purpose of enriching learning that is happening in the classroom or to give students the opportunity to explore Kosova with their class. Permission and information forms may be sent home via email and need to be returned accordingly. Some trips may require additional documentation and students are required to meet deadlines set by the teacher in order to participate. In the event a day trip is planned and not all of the class is prepared to go, a special schedule will be made for the remaining students and it is expected that they attend class.

END OF YEAR CLASS TRIPS

The week of May 15 has been selected as the time in which all high school class trips will be arranged. In order for a student to participate they must have all debts paid with the school first. Secondly, they cannot have received an Out of School Suspension during the current academic year. No other overnight trips will be arranged during the year. In the past students have travelled to Boge, Ulcinj, Montenegro, Germany, Dubai, Prague, London, and more. We work with a professional student tour group so that daily activities are interesting and safe. Teachers supervise students in groups with a ratio of 10 to 1. Middle school students will be invited to participate in special day trips during this time.

All students who participate must be in "Good" or "Average" Academic Standing. Students with "Poor Academic Standing" may not participate. This will be determined by the most recent 7-week homeroom report before the final deadline of the trip for payment.

COMMUNICATION

Newsletters

Letters, programs, and information will be shared with parents through emails. Please make sure you have your current email on file with the office so you don't miss any important information.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled in November and March. Special "Team Conferences" will be arranged on one of the conference days and it is extremely important that you notify the Student Services Office if you cannot attend at least one day before. These conferences require groups of teachers to come together to discuss and create a plan with a student for their improvement and success. Individual parent/teacher/student conferences are also scheduled through the Student Services Office. Please bring your child with you for the conference, unless you are asked otherwise. In addition to scheduled parent teacher conference days, you may contact Student Services at any time during the year to make an appointment with the homeroom teacher, a specific teacher, or to inquire about your child's progress. We ask that you please do not contact teachers during the school day without an appointment, as this can be very disruptive to all of the other students and their learning.

Telephone Calls to Teachers

Parent/teacher communication is always encouraged. If you need to talk to a teacher, please call the Student Affairs Office to make an appointment. Phone calls, during the school day, will not be transferred to the teacher. The parents should not call nor disturb the teaching staff during the weekends and family time.

Website

The school website contains regularly updated materials dealing with all aspects of student and school life. www.askosova.org

SCHOOL LIFE

Transportation

ASK provides its students transportation from home to school and back. Students are expected to observe all rules, regulations, and directions from the bus driver. For information regarding busing, contact the school and ask to speak to the Operations Manager.

Bus Rules

- Riders are to stay seated, facing the front, at all times while the bus is moving.
- Riders are to abide by the ASK 'Code of Conduct' and 'Discipline Policy' at all times.
- Riders are to abide by the instructions given by the bus driver (e.g. remain absolutely quiet while the bus is stopped at a railroad crossing).
- Riders are to keep the aisle of the bus clear.
- Riders are not to eat on the bus.

School Fees

All families are expected to pay their school fees by the date(s) stipulated on their contract. If fees have not been paid by the date, students will not be allowed to attend classes. In addition, no documents will be issued such as letters, transcripts, report card and diploma until all school fees are paid.

Emergency Procedures

ASK has an emergency plan in place in case of fire, severe weather, earthquake etc. We ask that parents not attempt to call the school to keep the lines open for communication with the authorities. We will send you updating information, as soon as it is possible via email.

Fire Drills

The fire drill will be reviewed with the students at the beginning of the year. There will be four practice drills throughout the year.

School Closure

If it becomes necessary to close schools, for any reason (e.g. power failure), announcements will be carried on local radio and television. The school will send a letter to parents/legal guardians, if time permits, or call by telephone. Parents should make emergency closing child care arrangements at the beginning of the school year, so that students know what to do and where to go if such arrangements become necessary.

Visitors (Adults)

All visitors are to check in at reception and wear the VISITOR badge given. All visitors will be escorted to the administration area. In keeping with the Safe and Orderly School Initiative, students are discouraged from bringing guests to school. In order to bring a guest, a parent of the host student must call the Student Affairs Office, 24 hours in advance of the visit. No visitors are to be admitted to classes without the written permission of the administration.

Security

The facility has 24-hour security.

ACCEPTABLE USE POLICY (AUP)

Technology is critically important to the learning environment of the American School of Kosova (ASK). It opens the door to a wealth of information, necessary for the 'leaders of tomorrow' as well as the tools needed to manipulate and communicate their knowledge. With this requirement comes the responsibility of the learner, to use this information and these tools in acceptable ways. It is the purpose of the ASK's Acceptable Use Policy (AUP) to articulate what is meant by 'acceptable'. This AUP applies to any 'user' accessing equipment (network) provided by ASK.

As a 'USER' of the ASK 'NETWORK':

1. I will engage in safe Internet practices:
 - o reveals no personal information (e.g. name, telephone number, photographs) about myself or other persons;
 - o not meet in person anyone I have met only on the Internet;
 - o abide by this Acceptable Use Policy and the ASK 'Code of Conduct' and 'Discipline Policy';
 - o Students should not allow Department computers to save their passwords.
2. I will NOT cause harm to others or damage to property:
 - I. NOT use impolite or threatening language; make hurtful statements about anyone;
 - II. NOT access other users' names, emails, files, USB, social media account or data including cloud data *Dropbox ,Box ,Google Drive; disguise my identity, impersonate other users, or send anonymous email;
 - III. NOT damage computer equipment, files, data, or the network in any way, including downloading computer viruses or Malicious tampering, phishing or hacking activities;
 - IV. NOT access ASK shared folders that are restricted/confidential,
 - V. NOT using any ASK computer to pursue "hacking," internal or external to the ASK, or attempting to access information protected by privacy laws.
 - VI. NOT using any other ASK user accounts to harm/abuse the ASK internet policy.
3. I will NOT engage in unauthorized access into others' accounts or other computer networks:
 - o NOT use or access another's (teachers ,Admin staff and students) account password(s) or identifier(s);
 - o NOT access Social networking sites (e.g. Facebook, Instagram).
 - o Accessing, copying, or modifying another user's files without authorization
 - o NOT access another's Power school account.

4. Monitoring and Privacy

Users have no right to privacy while using the ASK Internet Systems. The ASK IT Department monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on IT Department-provided devices, such as files, e-mails, cookies, and Internet history. The ASK IT Department will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the ASK Information Technology Systems.

5. I will NOT use the network or Internet for commercial or criminal purposes (e.g. selling or purchasing illegal items or substances).

The use of the ASK network is a privilege, not a right, and misuse will be subject to the ASK Discipline Policy. I (We) have read and understand the ASK Acceptable Use Policy and agree with the responsibilities.

6. Violations of this Policy:

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable Chancellor's Regulations. The ASK, including IT Department, reserves the right to terminate any user's access to ASK Internet Systems - including access to ASK user/ accounts - at any time



American School of Kosova

Educating the leaders of tomorrow. For a better future.

STUDENT AND PARENT

HANDBOOK AGREEMENT

Student: I have read completely and understand the rules and procedures described in this handbook, and agree to abide by all school policies and expectations.

Parent: I understand the rules and procedures described in this handbook and agree to support my child and the school in ensuring that these expectations are met.

Parent Name/ Signature

Student Name/ Signature

We welcome any feedback or suggestion you might have. You can use the following space or email us.



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www.askosova.org