



**American School of Kosova**  
Together educating the leaders of tomorrow for a better future.

**ELEMENTARY  
SCHOOL**

**STUDENT AND  
PARENT  
HANDBOOK  
2019/2020**

[www.askosova.org](http://www.askosova.org)







**American School of Kosova**  
Together educating the leaders of tomorrow for a better future.

**ELEMENTARY SCHOOL**  
**STUDENT AND PARENT HANDBOOK 2019-2020**  
**Preschool-Grade 5**

**THIS HANDBOOK BELONGS TO:**

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

Remzi Hoxha Str., No. 1, Shkabaj  
10000 Prishtina, KOSOVA

**Phone: +383 38 777 277**  
**+381 49 228 288**

[www.askosova.org](http://www.askosova.org)

## **MISSION**

Together educating 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)

**ASK Student Services - Elementary**

**Shannon Bruce Ramaka - Head of School**  
[shannonr@askosova.org](mailto:shannonr@askosova.org)

**Merita Ajdini - Elementary School Principal (PreSchool-Grade 8)**  
[meritaa@askosova.org](mailto:meritaa@askosova.org)

**Gjeneza Maqellara Doli - Elementary School Coordinator (Prek-Grade 8)**  
[gjenezam@askosova.org](mailto:gjenezam@askosova.org)

**Belka Murati Selaci - Nurse & Counselor**  
[belkisam@askosova.org](mailto:belkisam@askosova.org)

**Ardiana Morina - English as a Second Language Teacher**  
[ardianam@askosova.org](mailto:ardianam@askosova.org)

**Albine Bërdynaj - After School Activities Coordinator**  
[albineb@askosova.org](mailto:albineb@askosova.org)

## American School of Kosova EST.2003

### PREFACE

To our Students, Parents and Guardians

This handbook has been designed as a resource for basic information that students and parents need to know during the course of the academic school year. The information presented in this handbook is extremely valuable and should be read by both student and parent. We encourage you to take some time to review each section of the handbook. The Student- Parent Handbook is also available for viewing on our school website in both English and Albanian at: [www.askosova.org](http://www.askosova.org).

This handbook is approved by the ASK Board of Directors. The policies, procedures, and rules contained in this handbook apply to all students, parents, guardians and visitors and have been established as standards that are consistent with a safe learning environment and the school's vision and mission. Policies, procedures and rules within this handbook are intended to promote adherences to campus, classroom and school policies/procedures and remain in effect for the entire campus, facilities and property; before, during and after school hours and during any school sponsored event or activity on or off campus.

The Student-Parent handbook is updated annually in the spring with new policy adaptations and revisions by the student services team in the elementary and upper school and is presented in the fall of each new academic school year to the ASK community. Both parents and students are obliged to sign the last page of this handbook before attending classes. Thank you in advance for your time and attention reading this important information.

## **MAINTAINING A SAFE AND ORDERLY SCHOOL ENVIRONMENT**

At the American School of Kosovo, 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 ARE EXPECTED TO:**

- 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
- Communicate concerns in a respectful manner

**CODE OF CONDUCT**

To ensure a positive school climate for everyone, each members (student, teacher, parent, all staff) of the community agrees to say YES to:

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

ASK members say NO to:

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

## ACADEMICS

### Agenda

At the beginning of the school year, each student will be issued an agenda that is appropriate to their grade level. Proper use of this agenda supports the student in being a successful part of the academic community. Each student is expected to record all of homework, projects and test dates in their agenda.

### Extra Help

Teachers are available most days, after school from 3:00-4:00, to assist students who have trouble understanding the lesson. Wednesdays, teachers will be involved in different school related meetings, and thus will not be available on that day. Teachers are encouraged to provide extra help for students, at least two days a week. Generally, these days are Tuesdays and Thursday. Students are encouraged to seek additional help from a teacher.

### Library

In Elementary, the Charles Lander Library is for grades K-4 through 2nd. Library collections for grades 3-5 will be in the Library in the Upper School building. Students will go to the library every week and are expected to have personal reading material to read every night. The libraries will provide a selection of reading materials for all reading levels. Libraries are open every day when school is in session, from 7:45-3:00pm.

Care and return of books or other materials checked out from the library, are the responsibility of the student. If the student takes a book from the library, he/she takes full responsibility for that book. Replacement cost for lost or damaged books, plus a processing fee, will be charged to the student.

### Curriculum

The American School of Kosova follows standards from AERO International Standards for Social Studies, Common Core for English Language Arts, and Next Generation Science Standards. The curricula used at ASK are based on standards and outcomes that define the skills, knowledge, attitudes, and behaviors that students need to demonstrate in each content area. The curricula are reviewed annually, by the Academic Leadership Team, so that all grades Nursery-Gr 12, will be in alignment. The Academic Leadership Team makes recommendations regarding training that should be offered and coaches teachers in integration, differentiation, use of a variety of assessments, project management, and classroom management techniques. The Academic Leadership Team consists of the Head of School/High School Principal, Assistant Upper School Principal, Elementary N-Gr 8 Principal, Middle School Key Teacher, Elementary School Key Teacher and High School Guidance Counselor.

## Classroom Program

The goal for all ASK students, is to exhibit the qualities of:

- Literacy-Employing critical and reflective thinking in listening, reading, speaking, writing, viewing, and representing with clarity and precision;
- An Inquiring Mind-demonstrating curiosity, asking questions, motivated to understand, engaged in learning, independent self-directed thinkers;
- Applying Skills and Knowledge- in both structured and student driven opportunities;
- Positive Character- respectful, responsible, and involved in improving the world around them.

SUBJECTS	K4/5	GR 1	GR 2	GR 3	GR 4	GR 5
Language Arts	X	X	X	X	X	X
Mathematics	X	X	X	X	X	X
Science	X	X	X	X	X	X
Social Studies	X	X	X	X	X	X
Albanian	X	X	X	X	X	X
Physical Ed.	X	X	X	X	X	X
Arts	X	X	X	X	X	X
ASL/ESL	X	X	X	X	X	X

## PERSONAL TEXTBOOKS

This year we are introducing a new program in which students in all grades will be able to buy half of their textbooks in a "class set". These books will be owned personally by the student and be the full responsibility of the student. At the end of the school year, students will also have the option of selling their books to other students who may need them and thus, earn back some of the expense. We believe that in this way we will be able to offer the most current books to every student and each student will be able to take advantage of reading and writing in their book as they need. All workbooks will be purchased by the student as well so that they are "owned" and saved in an organized way.

## ASK TEXTBOOKS

Some textbooks are loaned to students at the beginning of each year provided by ASK. The condition of the issued book is recorded and the student signs for this, on the day the books are issued. All ASK textbooks are to be kept in good condition. When an ASK 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).

## **Assessment and Evaluation**

**Assessment** is an on-going process aimed at understanding and improving student learning. In the classroom there are three types of assessment: diagnostic, formative, and summative.

- Diagnostic Assessment- measures prior knowledge, identifies strengths and weaknesses and provides information for appropriate programming.
- Formative Assessment- provides on-going feedback to students about their progress, encourages students to build on their strengths and remedy their weaknesses, and provides the basis of communication among students, parents and teachers
- Summative Assessment- provides data by which a grade is assigned that reflects the most consistent and most recent level of achievement.

**Evaluation** is a judgment made about the assessments of student learning, based on established criteria.

## **MAP TESTING - “Measure of Academic Progress”**

MAP assessment will take place two times a year—once in the fall, and once in the spring. Individual student scores will be used by teachers for instructional purposes and to identify students who need extra support. Additionally, these scores will be used as part of the overall scheme for scholarships that are given at the end of the year for continuing ASK students in Gr. 3-12. Please see the following website for information:

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

## **Report Cards—Reporting the Achievement of Learning**

Report Cards are issued two times a year: in February and June. This is a picture of how the student is demonstrating understanding of the skills and knowledge outlined in the curriculum expectations. In addition, Homeroom teachers will issue, every seven (7) weeks, a report on each student that will show their achievement of the expectations and learning skills.

## **Achievement of Expectations**

This reporting scale identifies how often a child is demonstrating the learning expectations. The focus of the assessment is to encourage each child to seek ways to demonstrate learning more consistently.

**Kindergarten <sup>4</sup>/<sub>5</sub> - Gr 2 Grading Scale**

- E** - The student is meeting grade level expectations with distinction. Performance is characterized by self-motivation and the ability to apply skills with consistent accuracy and independence, and a high level of quality.
- 3** - The student is consistently meeting grade level expectations, with little or no support. Performance is characterized by thorough understanding of concepts and skills.
- 2** - The student is progressing toward grade level expectations. Performance is characterized by the ability to apply skills with increasing success. Performance varies regarding accuracy, quality, and level of support needed.
- 1** - At this time, the student is not meeting grade level expectations. Performance is inconsistent with guidance and support.
- NA** - Not assessed
- M** - The standards for the area indicated have been modified.  
(Insert Learning Skills)

**Kindergarten <sup>4</sup>/<sub>5</sub> - Gr 2 Learning Skills**

Consistently	Often	Sometimes	Rarely
Follows directions			
Developing self-control			
Demonstrates respect for self and others			
Participates			
Stays on task			
Works and play cooperatively			
Puts effort into work			
Works independently			
Follows classroom rules and routines			

### Grade 3-5 Grading Scale

- EE** - Exceeding Expectations: The student surpasses grade level expectations very consistently and independently. He is able to apply his learning to new contexts to solve problems and makes connections across disciplines.
- ME** - Meets Expectations: The student meets grade level expectations consistently and independently. He often applies his learning to new contexts to solve problems and makes connections across disciplines.
- AE** - Approaching Expectations: The student is close to meeting grade level expectations. His performance is increasingly consistent and independent. With support he is sometimes able to apply learning to new contexts to solve problems and make connections across disciplines.
- BE** - Beginning Expectations: The student is starting to meet grade level expectations. His performance is currently inconsistent, and he requires support in learning tasks. He is not yet able to apply learning to new contexts to solve problems or make connections across disciplines.
- NY** - Not Yet Ready: The student does not yet show readiness for learning and work toward grade level expectations. He requires significant support in learning tasks of prerequisite skills and knowledge that are the foundation for grade level expectations.

### Grade 3-5 Learning Skills:

Habit	Descriptor
Was Proactive	Took responsibility for own life; Didn't focus on things that were out of their control
Began with the end in mind	Knew their mission and goals in life and worked toward those' Stayed focused
Put first things first	Prioritized and did the most important things first
Thought win-win	Had an EVERYONE can win attitude
Sought first to understand, then to be understood	Listened to people well before trying to speak and be heard
Synergized	Worked well with others
Sharpened the saw	Took care of themselves outside of work or school

**Homework**

Homework is an essential part of learning. It is the opportunity to review and practice what they have learned during the day. It is expected that students read a minimum of 20 minutes each night; either with a parent, sibling, or alone. In addition, they may have other tasks to do to prepare for the following day.

**HOMEWORK ROLES AND RESPONSIBILITIES:**

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

Homework may include:	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5
❖ Pleasurable reading	✓	✓	✓	✓	✓
❖ Practice of reading, writing and/or math skills	✓	✓	✓	✓	✓
❖ Collection of materials and resources	✓	✓	✓	✓	✓
❖ Completing classroom assignments	✓	✓	✓	✓	✓
❖ Maintenance of agenda	✓	✓	✓	✓	✓
❖ Major projects	✓	✓	✓	✓	✓
❖ Preparation of oral presentations		✓	✓	✓	✓
❖ Reviewing work/preparing study notes/studying		✓	✓	✓	✓

## DISCIPLINE

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.

## LEVELS OF INAPPROPRIATE BEHAVIOR

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. *Out-of-school suspension will be documented in the student transcript unless a strong record of improvement can be demonstrated.*

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.

Violent incidents **will not be tolerated** within the school environment. Violent incidents include:

- physical assault
- verbal assault/insult in person or cyberspace
- uttering threats
- Posting on the internet/social media or sending pictures or recording (audio or video) without the teacher or student’s permission
- damage to property
- possession of/assault with a weapon
- sexual assault
- Interfering or accessing other people’s device, account, files or restricted areas of the ASK network
- criminal harassment
- extortion
- mischief
- unauthorized use of an electronic device

The possession of weapons or replicas of any kind, including knives and guns, is not permitted on school property and may result in expulsion from the American School of Kosova.

### Levels of Intervention

The purpose of all levels of intervention is to allow teachers to teach and students to learn. Successful interventions help avoid power struggles, encourage students to follow the rules, and help develop positive teacher-student relationships resulting in a positive learning environment.

BEHAVIORS	CONSEQUENCES
<p><b>Level: Minor - Teacher is expected to address with these behaviors</b></p> <ul style="list-style-type: none"> <li>• Chewing gum or candy</li> <li>• Eating in class without permission</li> <li>• Wearing a hat in school</li> <li>• Throwing objects</li> <li>• Late for class</li> <li>• Students in the hall or lockers when they should not be leaving class without permission</li> <li>• Not following the 'Dress Code'</li> </ul>	<p><b>Teacher uses his or her professional discretion</b></p> <p>May include:</p> <ul style="list-style-type: none"> <li>• Warning by a teacher or supervisor</li> <li>• Loss of student privileges</li> <li>• Repeated misconduct- parent/guardian is notified</li> <li>• Administration is notified of repeated incidences</li> <li>• Parent/ teacher conference</li> </ul>
<p><b>Level: Serious - Teacher sends student to the administration</b></p> <ul style="list-style-type: none"> <li>• Being disruptive in class</li> <li>• Swearing/improper language</li> <li>• Pushing with injury</li> <li>• Skipping class</li> <li>• Opposition to authority</li> <li>• Theft and/ or vandalism</li> <li>• Violation of dress code</li> <li>• Intimidation of another student or person</li> <li>• Harassment: physical, verbal, sexual and/or racial</li> <li>• Disrespectful to a teacher, adult, or guest</li> <li>• Cheating/plagiarism</li> <li>• Unauthorized use of an electronic device</li> </ul>	<p><b>Principal/Teacher use his/her professional discretion</b></p> <ul style="list-style-type: none"> <li>• Referral to the office followed by an "incident report"</li> <li>• Student completes, "reflection paper"</li> <li>• Parent is notified</li> <li>• Loss of student privileges</li> <li>• 1-3 day suspension</li> <li>• Cost of repair</li> </ul>

**BEHAVIORS**

**CONSEQUENCES**

<p><b>Level: Grave - Teacher sends the student to the administration</b></p>	<p><b>Principal uses his/her professional discretion</b></p>
<ul style="list-style-type: none"> <li>• Consistently interfering with the rights of others to learn</li> <li>• Fighting with injury</li> <li>• Leaving school property without permission</li> <li>• Persistent opposition to authority</li> <li>• Theft and/or vandalism</li> <li>• Possession of tobacco, alcohol, drugs or weapons</li> <li>• Tampering with the fire alarm</li> <li>• Bullying</li> <li>• Repeated harassment: physical, verbal, sexual, and/ or racial</li> <li>• Repeated cheating/plagiarism</li> <li>• Interfering or accessing other people's device, account, files or restricted areas of the ASK network</li> <li>• Using a phone/electronic device for the transmission and/or downloading of inappropriate oral or text messages, digital and/or video images of a student, parent or staff member</li> </ul>	<ul style="list-style-type: none"> <li>• Student completes reflection paper</li> <li>• Parent is notified</li> <li>• Loss of student privileges</li> <li>• 2-5 day suspension (days may increase depending on severity of the behavior)</li> <li>• Cost of repair</li> <li>• Police intervention</li> <li>• Expulsion from ASK</li> </ul>

## HOME - SCHOOL COMMUNICATION

### Parent/Teacher Conferences

Parent/Teacher conferences are scheduled twice a year, in November and in March. A form will be attached to the student's report card, indicating the date and time of the interview. Parents are requested to confirm their attendance. In addition to the scheduled parent/teacher conferences, every seven (7) weeks, all homeroom teachers will post comments on all students on PowerSchool. These comments are designed to keep parents informed as to the progress of their child. If, at any time, a parent wishes to meet with a teacher to discuss student progress or other issue, they are advised to call the Elementary School Coordinator, and request a time to meet with the teacher(s). **+383 38 777 277; +381 49 228 288**

### Teacher Newsletters

Each teacher in the Elementary Level, will produce a bi-weekly newsletter for the parents. This newsletter is designed to inform parents of topic of study, up-coming events, important dates and classroom news.

### Telephone Calls to Teacher

To respect the instructional/work day and supervision of students, we request that parents not call or text teachers directly. We encourage them to contact the Elementary School Coordinator, **+383 38 777 277; +381 49 228 288**.

Parent/Teacher communication is always encouraged and is an important part of the Elementary School. If a parent wishes to talk with a teacher, they are requested to call the Elementary School Coordinator (**+383 38 777 277; +381 49 228 288**). to make an appointment. Phone calls during school hours will not be transferred to the teacher unless it is an emergency. Parent "Drop in" visits are not permitted during the school day. A scheduled appointment will assure teacher availability and readiness for a meeting.

### Website

The school website contains regularly updated materials dealing with all aspects of student and school life. Check regularly for current news and coming events. **[www.askosva.org](http://www.askosva.org)**

### School Closure

If there is a school closure because of snow, all parents will receive an sms to the phone number they have listed on the last page of this handbook that is recorded with the homeroom teacher. The head of school will also send out an email with explanation for the closing via mail chimp.

## MEDICAL EMERGENCIES

The nurse and infirmary are located in the Early Years building and serves to meet the needs of students on the entire campus. Students must receive a blue hall pass from their teacher, a staff member, or the receptionist in order to visit the nurse.

Additionally, a special recess supervisor assists the nurse and teachers on recess duty during peak times of the day and six members of the Safety and Security Committee are trained annually in CPR and first aid and this includes all physical education teachers.

The main public hospital in Pristina is about 20 minutes away in normal traffic and all children are eligible to be treated immediately without prior payment or insurance. A school van is available at all times to assist with urgent transportation to the public hospital but in very serious situations an ambulance will be called.

So that the ASK safety and security team may best help students in times of need, parents and students agree to the following:

- (a) All students who enroll in ASK must submit a medical report and history and be current with their vaccinations and emergency contact information.
- (b) Vaccinations are required for all students in grades 1,6, and 12 according to the Health Ministry and annual visits occur once a year and student services usually receives a two days advanced notice and will inform parents accordingly.
- (c) To sign an insurance waiver at the beginning of the school year or agree to carry the insurance organized by ASK.

## SCHOOL LIFE

### Extra-Curricular Activities

Through the year, after school activities will be offered to all students. These sessions are meant to supplement student learning and to offer students a different way to explore areas that are generally not covered during a normal school day. All students are encouraged to participate. A calendar of events for the year is posted at the beginning of the school year along with further details of the activities.

### Field Trips

Field trips are a valued part offering experiences for all of our students. They are organized both as an integral part of the academic program, and to afford students an opportunity to visit locations they would not normally go to. For all field trips, a letter will be sent home, information will be published in teacher newsletters, and they will be noted in the child's agenda. All field trip announcements will include: how they are integrated with the program, what the intended activity is and the requirements for the student. All students must have a parent authorization sheet, signed by the parent (guardian) prior to going on the field trip. If a parent does not wish to have a child go on a field trip, we ask that the child be kept at home, as teachers will be supervising the field trip and unavailable

### Parent Events

At various times, throughout the year, parents will be invited to special events linked to their child's program. These events include: Back to School Night, Open House, Concerts, and our Parent Cafés.

### Meals/Recess Break

There are two meals served each day, breakfast and lunch. At lunch, when all the children at a table are done eating, they will be allowed outside for recess (depending on the weather). The amount of time for this recess period will be determined by the amount of time it takes for each child to finish eating. Teachers will be assigned duties both inside the cafeteria and outside during recess. A weekly menu will be shared with parents via email and the school website.

### Emergency Procedure

ASK has procedures in place in case of fire, severe weather, earthquakes and other events. During emergencies, we ask that parents do not try to contact the school, so that lines can be kept open to communicate with the authorities. All information about the nature of the emergency will be sent to parents as quickly as time allows.

### Fire Drill

Fire drill procedures will be introduced to the students at the beginning of the school year, during which time, teachers and students will walk through the entire procedure. During the year, the fire drill will be practiced at various times throughout the school year to make sure that all systems are in place and working.

### School Fees

All parents are expected to pay their school fees by the deadlines stipulated in their contracts. If fees have not been paid by the deadline date, students will not be permitted into the classroom.

## ELEMENTARY SCHOOL POLICIES

### Attendance

In order for all students to experience the best possible academic growth and success, regular attendance is important. It is also important that every student arrive at school on time and prepared for that day's lessons. If a child will be late or absent, parents are requested to inform the teacher or call the Elementary School Coordinator, Ms. Jeta Jusufi Xhelili at: [jeta-j@askosova.org](mailto:jeta-j@askosova.org) or phone: +383 38 777 277; +381 49 228 288 ext. 114

### Vacations

If a parent is traveling out of town and knows the dates that a child will not be in school, we ask that the parent notify the Elementary Coordinator ([jetaj@askosova.org](mailto:jetaj@askosova.org)) in advance so that work can be prepared to keep his/her child up to date with the class.

### Arrival and Dismissal

Schools days begins at 7:45am and end at 3:00pm. Students staying beyond 3:00pm. must be registered for After School Support or After School Activities, under the supervision of an adult responsible for them.

### Absences

While we know that it is often difficult and time consuming having a sick child at home, we ask that parents send an email telling us that a child will be away from school. If a child has a temperature, or is feeling sick, he/she should be kept home.

If a child is at school, he/she will be expected to participate in the entire school day, and all the activities of that day. If a child gets sick, or is hurt at school, our nurse will administer first aid/care, and parents will be informed by telephone. Cases of lice arise each school year, and students found to have lice will be sent home for treatment.

### Visitors

The ASK facility has 24 hour security. All visitors are to check in with the guard at the front of the school. Visitor passes will be issued, and visitors are expected to wear the pass at all times when they are on campus. In keeping with our Safe and Orderly School initiative, students are discouraged from bringing guests to school. In order to bring a guest, the parent of the host student must contact the Elementary School Coordinator Ms. Jeta Jusufi Xhelili at: +383 38 777 277; +381 49 228 288 [jetaj@askosova.org](mailto:jetaj@askosova.org) and receive permission at least 24 hours in advance of the visit. No visitors will be admitted to any classroom without written permission of the Principal. There are visitor days planned each school year and are indicated on the school calendar.

### Birthdays

Each child's Birthday is special, and parents are welcome to celebrate this day with their child's class. Birthdays may be celebrated at lunch/recess time, and cupcakes are recommended as they are easy to manage. Parents are kindly requested not to send birthday party invitations to school unless all the children in the class will receive one.

### **Food: breakfast and lunch**

Each child is served both Breakfast and Lunch each day. However, if a child does not eat what is served, we encourage parents to send a HEALTHY lunch from home. We ask that parents do not include snack items (store bought, processed foods) in these lunches or allow a child to bring snack foods to school. We provide a healthy menu for each meal and ask that parents review the menu each day to determine if the food selected for that day suits their child's needs. We do not allow children to eat chips, cookies, candy or cola at school or on field trips.

### **Nap Time**

Children in classes N2-3, K-4 and K-5, are encouraged to take a nap each day. We realize that each child will not necessarily nap, but we do ask them to rest quietly or browse a book. If a child has a favorite pillow or blanket that offers them comfort, they may bring that item with them to nap time.

### **Photographs**

From time to time, we like to take pictures of our students as they are involved in different activities. The photographs might be posted around the classroom and in the newsletters. All photos are for school use only and will not be published in any other form. If a parent feels that it is not proper for us to use photos of his/her child in this manner, we request that the parent inform the school at the start of the school year.

### **Engagement in Activities**

Upon arrival at the school, each child is expected to participate in all school activities. Parents are requested to inform us before the start of the school day if for some reason a child is not able to participate in physical activities. Written notification will assist in this. Our daily routine includes recess after each lunch. All children will be asked to go outside during this time, depending on the extremity of the weather, and all children will be encouraged to take part in recess. During the winter months when air quality reaches unhealthy levels (AQI 151 or above), students are encouraged to wear breathing masks, and those with colds or respiratory sensitivity will be kept indoors.

### **Toys**

Children should not bring toys from home to school, as this could cause problems of competition and sharing. If toys are brought to school, they will be collected and held in the office until a parent picks them up.

### **Dress Code**

All students are required to wear the uniform to school every day. The school uniform is required to be worn by all students on every school day. They are not allowed to wear make-up or expensive jewelry, smart watches, etc. Each child in Elementary should bring a pair of "indoor" shoes that will be worn when the child is inside the school. 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" but jeans and clothing must not be offensive or provocative.

The **uniform** includes:

**GIRLS**

- Navy blue uniform pants/uniform skirt
- 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

**Additional Clothing**

Each child should bring a change of clothing in case of accidents or bad weather. All clothing should be kept at school and have the child's name written on the inside. It is important that children dress appropriately for the weather. Shorts are not allowed, and hats and gloves are appropriate for the colder weather. We ask that all outdoor shoes have closed toes so children can be safe at PE or recess.

**Telephones & Electronic Devices**

The use of cellphones while at school is a privilege; not a right. We appreciate the support of parents who guide their children in the proper use of cellphones at school. Phones are not allowed in the Elementary School, at any time. At the beginning of each day, all children will be requested to place their phones in a box, which will be secured. Phones will be returned at the end of each day. Parents must understand that the school will not be held accountable for lost or damaged phones or other devices. Electronic devices are not allowed in the Elementary School unless there is written approval from the teacher for a special project or activity.

**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. For additional information and guidelines, please, see the ASK's Acceptable Use Policy appendix.

## BRING YOUR OWN DEVICE (BYOD)

The American School of Kosova is committed to working with students and staff members to create a 21st century learning environment. To support this goal, students and staff members are able to access our wireless network with their personal devices (laptops, netbooks, tablets, etc. Staff will be allowed to use their smartphones during the school day, but students are required to check in their smartphone into their teacher at the beginning of each class. ASK has implemented a self-registration process that auto-directs devices to a secure, pre-determined network during the registration process. Once connected, students will have access to ASK resources on their personal devices. Students who need help to register their device should see their school technology support team.

With classroom teacher approval, students may use their own devices to access the Internet and collaborate with other students. By allowing students to use their own technology on campus, we are hoping to increase access so that all students have to the technology they need to learn in new ways and to nurture higher-level thinking. Student participation in BYOD is governed by the Student Rights and Responsibilities stated at the (ASK Student Handbook) document. Parents and students are required to read and accept the acceptable use policy for student network access within the ASK Student Handbook document. BYOD permission is now acknowledged by signing the parent or guardian signature sheet.

### **During the School Day**

Students will use their registered devices to complete in class activities, complete homework, collaborate in real time, complete research for projects, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved instructional activities.

Students should only bring personal devices for a specific use in classes where the teacher has permitted them. Unless otherwise noted, devices are not to be used in open areas (hallways, cafeteria, locker rooms, bathrooms, stairwells, etc.)

### **Security, Theft, or Damage**

Devices are the sole responsibility of the student. ASK accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device. Teachers and other staff members will not store or hold onto devices. School technology support or teachers will not support, repair, or troubleshoot student devices.

### **Policy for Charging Personally-Owned Devices During the School Day**

It is recommended that personally owned devices come to school with a full charge. Students should be made aware that the school is not responsible to provide an opportunity or the necessary power to charge their device during the school day.

### **Applications (Apps) and Software Used in the Classroom**

ASK does not provide or require apps or software for personally-owned devices. Classroom lessons will be tailored for the technology that all students have access to. If possible, a student may choose to complete the same lesson on their personal device. The Internet browser built into the personally owned devices can be used to access the ASK Google Apps for Education application.

### **If a Device is Damaged at School**

The student will put the device away and take it home at the end of the school day where the student and parent can troubleshoot the device. ASK has limited resources and cannot provide comprehensive support for a wide variety of devices allowed under this program.

### **Internet Content Filtering**

To facilitate instruction and practice internet safety, ASK Internet connection is protected by an Internet content filter. Cellular data plans do not use ASK Internet connection and therefore do not use ASK Internet content filter. Students should only use the ASK WiFi Internet connection with their BYOD device while on ASK property.

### **Activity Monitoring of BYOD Devices**

The BYOD wireless system, ASK WiFi, is used solely for device registration, not device management and, therefore, doesn't provide ASK the capability to monitor activities on BYOD devices. The purpose of the system is to provide an easy-to-use mechanism to register BYOD devices to allow students and employees the ability to use their own device on the ASK wireless network and Internet.

During the registration process, information such as IP address and MAC address are collected and logged. This information would be used to locate a device if it is misplaced or if inappropriate activity, in possible violation of the Acceptable Use Policy (AUP), was traced back to a particular device on the network. It is not the intention of ASK to actively manage, monitor, or access BYOD devices. In situations where there is a potential an AUP violation, ASK does reserve the right to investigate all devices and activities on the ASK network, including BYOD devices, to determine if any wrongdoing occurred.

### **Purchasing a Device for Your Child**

Personally owned devices are a supplement to the equipment already in use in the classroom. BYOD is an optional program and parents are not required to purchase a device for their child. While ASK does not recommend specific technology products, we encourage you to contact directly with the authorized partners for details regarding the technical specification and model.

Students Should:

1. Read and accept the acceptable use policy for student network access within the ASK Student Handbook document.
2. Charge their device overnight before bringing it to school.
3. When at school use ASK WiFi only.
4. Keep your device with you. Don't lend it to anyone.
5. Get your teachers' permission before using your personal device.
6. Know which apps will work for which purposes. Teachers will not suggest apps.

## **APPENDIX: Acceptable Use Policy**

### **A. Respect & Maintenance of School Property**

Having access to a world of technology resources is a tremendous privilege, which comes with responsibilities to ensure the technology will always work when you need it.

What this looks like:

- Devices are loaned to students while enrolled at ASK and are school property.
- Each student is responsible for the borrowed device, and should treat and use it responsibly and appropriately.
- Students are responsible for taking care of the device while using it all times.  
Keep food and drink away from the device.
- Students are responsible for damage, theft or loss for all loaned equipment which occurs as a result of negligence or carelessness on the part of the student.

### **B. Maintaining Bandwidth & Battery Power**

Bandwidth & battery power are necessary for all students and faculty to have equal access to technology resources. We expect all students take personal responsibility for having a charged battery and use the network bandwidth appropriately.

### **C. Maintaining Integrity & Lawfulness**

The behavior of all ASK students reflects on the school. Students are expected to ensure that the integrity and the reliability of the ASK network is maintained at all times.

What this looks like:

- To maintain the integrity of the school and continued access to licensed software, students may not use the school's network, hardware or software for illegal purposes.
- Students may use laptops in supervised areas including classrooms, hallways with designated furniture for laptop use and the library.
- Laptops may not be brought to the cafeteria, gym, theatre, playgrounds or playing fields.
- Downloading music, videos, and software from the Internet is prohibited at school at all times.

### **D. Respecting Privacy**

We expect all ASK students to respect the privacy of other students, faculty and staff as well as other users of the Internet.

What this looks like:

- Students are responsible for keeping their password secret and students will not use anyone else's username & password.
- Sending email or creating documents in on another person's name is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail or other electronic documents of other users without permission or deliberate interference with the ability of other users to send/receive email is prohibited.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.

### **E. Appropriate Usage of Internet & School Tools**

Students are expected to use technology tools in a way that actively supports the ASK School Mission.

What this looks like:

- Educational technology tools provided by ASK should always be used to support learning.
- Students will take responsibility for all emails sent in their name.
- Derogatory, obscene, or otherwise inappropriate email exchanges, including those that harass or annoy, are prohibited.
- A good rule of thumb is if you are doing or looking at something which would make you uncomfortable if it were shared in your name with a teacher or parent, you are making inappropriate use of your computer.
- Do not alter the setup of the computer, including removing program files disabling programs, services, hardware or deleting desktop items.

### **F. Monitoring Personal Usage**

We expect students to monitor their own usage and use technology appropriately.

What this looks like:

- Email and personal folders are not private. Any electronic documents stored on or sent through the ASK network can be monitored at any time by designated staff to ensure appropriate use of technology resources.
- Students should be aware of the signs of internet addiction, such as avoiding family, friends and school work to participate in online activities and seek help if they find they are behaving in this way. The school will monitor this very closely. Recreation is not technology time. By using any ASK school device or bringing any of your own devices requested by your teacher for class or project, you and your family agree to and understand the Responsible Use Policy and the Insurance Policy . Failure to follow the Responsible Use Policy may result in loss of network and/or computer privileges, suspension from school and in the case of extreme and repeated behaviors, expulsion.

### **Guidelines for Technology Use at School**

1. Your device is a learning tool, not an entertainment system.
2. Your teachers ultimately decide when you need to use technology and when you do not.
3. Teachers will confiscate devices that are not being cared for properly.
4. A student who – in any way – abuses the privilege of the device in school will lose that privilege.
5. Any student who does not respect classroom expectations with regard to technology use will be subject to disciplinary measures.

## School Trips, Activities & Athletics

As general policy, students may not take their device on school trips, unless it is specifically required for the learning purposes of the trip.

- Middle and High School students may take their laptops on sports trips if it is deemed necessary for school work purposes. Students must ensure that devices are with them or stored in secure locations.
- Unless required by the school, students may not take their devices on a field trip.
- For athletics or other school activities on campus (after school) your device must be securely stored in your divisional building or securely locked in the changing room lockers (with your own padlock).
- Students who know they may have to leave their device locked in school for security reasons should plan in advance to deal with this situation, either accessing Google Drive on a home computer or having printed work for homework, for instance. There may be some exceptions to this policy when a divisional key teacher may give permission for a student to take a device on a trip in exceptional circumstances. This will only be when the safety of the device can be guaranteed. For instance, if a student is travelling to a sports tournament and the student's parents are also travelling with the student and can therefore safeguard the device, permission may be given. If permission is not sought, insurance is not provided.

## Guidelines for Technology Use at Home For Parents and Students

1. When students are using the computer at home for educational purposes, we encourage them to attend to one task at a time. While having multiple programs open at the same time may facilitate learning, all open programs should serve the same purpose with respect to task focus and accomplishment.
2. At home, families should set up work routines within which family time, homework, play and socializing take place at separate and distinct times. While recognizing the value and necessity of multi-tasking, we recommend that the potential distractive power of doing so be an ongoing family conversation.
3. We encourage a work environment at home that promotes trust, responsibility, and accountability. Given the safety and family values concerns of some internet content, we suggest student work station placement provide all family members a direct line of sight to their computer monitor and have ongoing family discussions about appropriate internet use. We advise that student passwords be written in a safe place and that parents have access to passwords.
4. We strongly recommend that students disable/turn off chat programs or other default communication programs while they are working on the laptops at home. At school, chat programs are used appropriately only as part of a class lesson. If used at home, chat program preferences should be set so that they are turned off during the school day.

## Keeping Yourself Safe on Social Networks

With technology use, comes an expectation of responsible use. The vast majority of ISB students use technology wisely and appropriately. We need to ensure you understand the consequences of making poor choices. In order to empower you with the freedom to use the power of technology for learning, we expect you to respect these guidelines:

### Using Social Networks Wisely

- Put everything behind password protected walls, where only people you select can see you.
- Keep your password safe and secure.
- Be your own person. Don't let anyone pressure you to be someone you aren't.
- Think carefully before you post.
- Don't post anything you wouldn't want your parents, principal or teachers to see.
- Protect your privacy and your friends' privacy too. Get their okay before posting something about them or their picture online.
- Never assume that you are anonymous online, even on platforms that claim to be anonymous.
- Your social media profile reflects who you are; always post with your future in mind.

## Reminders About Phone & Laptop Use

- Students are not permitted to have inappropriate images or videos on any of their devices at any time.
- Any student who receives an inappropriate image should speak to their counsellor.
- There will be significant disciplinary consequences for any student who shares, sends, or distributes an inappropriate image.
- Sharing an inappropriate image of another student, or of yourself in an inappropriate context, is against Belgian Law and may be subject to police investigation or legal action.
- The school reserves the right to monitor network activity within the school's Google domain and school infrastructure, including laptops.
- Any student who fails to use technology respectfully will have their device privileges suspended.
- We trust students to use technology wisely and will actively support you as you learn. Always speak to a trusted adult at home or school if you are worried about any online activity. We are here to support you and to help you make wise choices.

## For Parents:

- Maintain open lines of communication and trust with your child.
- Ask your child to show you what they are doing on social media. Use this as a way to begin the conversation and discuss any concerns you may have.
- Kids can interact safely online. We teach them how to do this at school in the context of the technology that we use for learning.
- When students make mistakes, and some do, we deal with those mistakes as learning opportunities.
- Most kids simply use social networks to communicate with their friends.
- Be sure that the information you are reading about teens and technology is from a credible source.
- Avoid sweeping generalizations about young people, even if you hear the words, "everyone does it".
- Remember, you have the right and responsibility to make the technology use policies in your home. If your child does not follow your rules, you should apply appropriate consequences.

Always communicate directly with the school if you are worried about any online activity. We are here to support you in confidence and with understanding. Your child's counsellor is usually the best place to start.

At any time, principals may measure the severity of an action and assign consequences according to the Discipline Policy in this handbook.

## Resources For Parents

*Elizabeth Gilbert, "The Kids Are All Right."*

*"Yalda T. Uhls, "Parents, Chill. Technology Isn't Destroying Teens' Brains."*

*UCLA Newsroom, December 2, 2015. Yalda T. Uhls, Media Moms and Digital Dads: A Fact Not Fear Approach to Parenting in the Digital Age. Amanda Third, Damien Spry, Kathryn Locke, Enhancing Parent's Knowledge and Practice of Online Safety.*

*Elizabeth Perle, 5 Myths about Teens and Technology Every Parent Should Know.*

*Gwenn Schurgin O'Keeffe, Kathleen Clarke-Pearson.*

*The Impact of Social Media on Children, Adolescents and Families.*

*Danah Boyd, It's Complicated: The Social Lives of Networked Teens.*

*Common Sense Media, Social Media, Social Life: How Kids View Their Digital Lives*

*American Academy of Pediatrics, Talking to Kids and Teens About Social Media.*

*American Academy of Pediatrics, Talking to Kids and Teens About Social Media and Sexting. Scott McLeod, "Extracurricular Empowerment", TED Talk.*



# 2019/2020 Academic Calendar

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Eid al-Adha *No School*  
26 Teachers Begin Work

## September

2 & 3 Student Orientation Days  
4 First Day of School *Transportation Begins*  
6 Back to School Night (18:00)  
20-21 Freshman Class *Trip to Boge*  
24 Parent Café/Open House (17:30)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

2 PD day for teachers  
*½ day for students*  
18 Student Progress Report (Gr. 6-12)  
22 Parent café & College Info Night  
31 Halloween Parade

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

1 MAP Testing Begins  
6 Parent Team Conferences  
*½ day for students*  
13 Parent Conference  
*No school for students*  
TBA USA Alumni Fair  
26 Parent Cafe & College Info Night  
28-29 Thanksgiving & Flag Day  
*No School*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

6 Student Progress Report (Gr. 6-12)  
9-13 Spirit Week for HS  
13 Winter Dance  
20 ES Winter Show  
*½ day for students*  
23-Jan 7 Winter Break  
*No School*

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January

8 Classes Resume  
28-31 Semester I Exams for HS  
29 Parents Café & College Info Night

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

3 Semester 2 Begins  
14 Semester 1 Reports  
17 Independence Day  
*No School*  
25 Parent café & College Info Night

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## March

2 Dr. Seuss Reading Day  
6 ES Mother's Day Show  
7 National Teachers' day  
11 Parent Team Conferences  
*½ day for students*  
18 Parent Conference  
*No school for students*  
23-26 Visitors Week  
27 PD day for teachers  
*No school for students*  
27-30 ASK MUN Conference

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April

3-13 Spring Break  
9 Constitutional Day *No School*  
13 Easter Monday *No School*  
14 Classes resume  
20 Orthodox Easter  
*Monday No School*  
22 Earth Day  
TBA Ed USA University Fair  
28 Parent café & College Info Night

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May

1-4 May Labor Holiday *No School*  
5 MAP Test Begins  
7 Visitors Day  
8 Student Progress Report (Gr. 6-11)  
11-15 Final Exams for Seniors  
18 - June 5 HS Matura test Prep.  
*Senior Summer School*  
25 Eid-al Fitr *No School*  
26 Parent Café & College Info Night  
29 Teacher PD afternoon  
*½ day for students*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## June

TBA HS Matura Test  
Senior TBA with MEST  
5 Graduations Ceremony  
12 Liberations Day *No School*  
16-19 HS Final Exams  
23 End of Year Awards (Gr. 6-12)  
23 K5 Graduation 12:30 p.m.  
23 Last Day of School for students  
*½ day for students*  
24 Last day of school for teachers  
25 Eid al-Fitr *No School*  
29 Summer camp begins

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Half Day

No School

No School for students

Exams

Event

Important dates

School Starts

[www.askosova.org](http://www.askosova.org)



**American School of Kosova**  
Together educating the leaders of tomorrow for a better future.

## STUDENT AND PARENT HANDBOOK AGREEMENT 2019/2020

*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/Date

---

Student Name/ Signature/Date

## Emergency Information for the Homeroom Teacher

*Please make sure to keep this information updated with your homeroom teacher when it changes so we may always get a hold of you in case of an emergency*

---

Student Name/ Signature/Date

---

Birth date (DD/MM/YYYY):

---

Student Address:

---

Father's Name:

---

Mother's Name:

---

Cell Phone:

---

Cell Phone:

---

Home Phone:

---

Home Phone:

---

Work Phone:

---

Work Phone:

---

E-mail:

---

E-mail:





# American School of Kosova

Together educating the leaders of tomorrow for a better future.

[www.askosova.org](http://www.askosova.org)

<b>Achievement of Expectations</b>		
<b>ESL/ASL</b>	No Grade (sem. 1) receiving additional support of English/Albanian proficiency	
<b>Letter grade %</b>	<b>Raw Score</b>	<b>Explanation</b>
<b>A+</b>	<b>97-100</b>	Excellent; demonstrates required knowledge and skills.
<b>A</b>	<b>93-96</b>	Excellent; demonstrates required knowledge and skills.
<b>A-</b>	<b>90-92</b>	Excellent; demonstrates required knowledge and skills.
<b>B+</b>	<b>87-89</b>	Very Good; demonstrates most of the required knowledge and skills.
<b>B</b>	<b>83-86</b>	Very Good; demonstrates most of the required knowledge and skills.
<b>B-</b>	<b>80-82</b>	Very Good; demonstrates most of the required knowledge and skills.
<b>C+</b>	<b>77-79</b>	Average; demonstrates some of the required knowledge and skills.
<b>C</b>	<b>73-76</b>	Average; demonstrates some of the required knowledge and skills.
<b>D+</b>	<b>67.69</b>	Demonstrates some of the required knowledge and skills in limited ways. Below standards.
<b>D</b>	<b>63.66</b>	Demonstrates some of the required knowledge and skills in limited ways. Below standards.
<b>D-</b>	<b>60-62</b>	Demonstrates some of the required knowledge and skills in limited ways. Below standards.
<b>F</b>	<b>59 &gt;</b>	Has not demonstrated the required knowledge and skills. Extensive remediation is required.

The reporting scale in the Nursery and Kindergarten Levels is based on a letter system. Each child is assessed on the development of the required skills.

<b>DEVELOPMENTAL SCALE</b>	
<b>C=</b>	consistently and independently demonstrated
<b>O=</b>	often demonstrated
<b>S=</b>	sometimes demonstrated; emerging
<b>R =</b>	rarely or never demonstrated, requires further development