

The American School of
Madrid



Middle School Student Handbook

2016 - 2017
Grades 6-8

The American School of
Madrid



COLEGIO AMERICANO DE MADRID

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SCHOOL ADDRESS

Mailing address:	Apartado 80 28080 Madrid
Courier delivery address:	Carretera de Aravaca a Húmera, km 2.2 28023 Madrid
Pedestrian access:	Calle America, 3 28224 Pozuelo de Alarcón

OFFICE HOURS

While school is in session (Sept-mid June):	Monday-Friday 8:30 a.m. to 5:00 p.m.
Summer Hours (after school ends - Sept 1):	Monday-Friday 9:00 a.m. to 2:00 p.m.

TELEPHONE

Receptionist	91-740-1900 (national) 34-91-740-1900 (international)
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MIDDLE SCHOOL SECRETARY

91-740-0515

FAX

91-357-2678 (national)
34-91-357-2678 (international)

TELEPHONE NUMBERS FOR SCHOOL SERVICES 91 740 + extension

Administrative Office	Extension	Administrative Office	Extension
Headmaster	1901	Health Unit	
Secretary Headmaster	1902	Nurse	1909
Director Administrative Services	1919	Department of Physical Education/Sports	
Business Office Secretary	1918	Athletic Director	1915
Cashier	1917	Physical Education Department Head	1915
Director Técnico	0512	Library	
Director of Admissions	1904	Circulation Desk	1914
Receptionist	1900	US/MS Librarian	272
Alumni Coordinator	0519	Technology Team	
Upper School		Helpdesk	202
Director	1921	Technology Head	0510
Secretary	1910	MS/US Technology Integration	212
Dean of Students	0517	AV Specialist	214
Guidance Counselor	1913	Maintenance	
Guidance Secretary	1911	Maintenance Head	1907/206
Middle School			
Director	0516		
Secretary	0515		
Guidance Counselor	0513		

ASM SCHOOL CALENDAR (TENTATIVE)**2016**

September 6	First day Grades 1-12
September 7	First day K1- K3
October 12	NO SCHOOL –Día de la Hispanidad
October 21	MS/US Parent Conf. Day (no school for students)
November 1	NO SCHOOL – All Saints Day
November 4	NO SCHOOL – Staff Professional Development
November 9	NO SCHOOL-Ntra. Sra. De la Almudena
November 24	NO SCHOOL-Thanksgiving Day
November 25	NO SCHOOL-San José de Calasanz
December 2	1st Trimester ends
December 5	2nd Trimester begins
December 6	NO SCHOOL – Constitution Day
December 8	NO SCHOOL-Inmaculada
December 21	Last day of classes prior to vacation

2017

January 9	NO SCHOOL-Staff Professional Development
January 10	Classes resume
February 22	NO SCHOOL-Staff Professional Development
February 23 and 24	NO SCHOOL-Mid-Winter Break
March 23	2nd Trimester ends
April 7	Last day of classes prior to Spring Break
April 17	NO SCHOOL-Staff Professional Development
April 18	Classes resume. 3rd Trimester begins
May 1	NO SCHOOL-May Day
May 2	NO SCHOOL-Comunidad de Madrid
June 23	Last day of school-students dismissed at 12:30

Tentative Academic Calendar

1st Trimester Period	September 6 to December 2
Progress Reports published on ParentConnect	October 19
Report Cards published on-line	December 14

2nd Trimester Period	December 3 to March 23
Progress reports published on ParentConnect	February 6
Report Cards published on-line	April 4

3rd Trimester Period	March 24 to June 23
Progress reports published on ParentConnect	May 17
Report Cards published on-line	July 4

SCHOOL BOARD

The American School of Madrid (Colegio Americano de Madrid) is governed by a twelve member Board of Directors elected for three year terms. Board membership is self-perpetuating.

The School operates under statutes approved by the Spanish Ministry of Education and is accredited by the Middle States Association of Colleges and Schools.

BOARD MEMBERS

Honorary President
The Honorable Ambassador of the United States of America
to Spain and Andorra

Mr. Steven Schaver - Chairman
Mr. Martín Aleñar - Vice-Chairman
Mr. Clifford J. Hendel - Treasurer
Mr. Chresten Christensen
Mr. Charles Coward
Ms. Elena Garrigues
Mr. Frank Gelardin
Mr. Alan Goodman
Ms. Christine Hartstern
Mr. Matthew Mittino
Ms. Corina Piedrahita
Mr. Douglas Ten Hoopen
Mr. Steven K. Winegar

ADMINISTRATIVE INFORMATION

School Administration

Headmaster	Benjamin Weinberg
Upper School Director	Kim Cullen
Middle School Director	Michael Nugent
Lower School Director	David Weiner
Gr. 10-12 Guidance Counselor	Marjorie Southworth
Gr. 9-12 Guidance Counselor	Javier Garcia
Gr. 6-8 Guidance Counselor	David O'Brien
Gr. K-5 Guidance Counselor	Melissa Marsh
Director Técnico	Juan A. Ortiz
IB Coordinator	Dr. Martina Bree
Director of Administrative Services	Jesús Hortal
Head of Admissions	Sholeh Farpour

Welcome from the Headmaster

Welcome and welcome back! The start of every school year is exciting. In so many ways the new year begins on the first day of school rather than on the first of January. Whether you are a returning student or a new student, the new year is a territory of possibilities and challenges, of dreams and opportunities. On behalf of all of us at ASM, I welcome you and invite you to join with us to make this year a time of wonder, imagination and achievement.

Information allows us to participate actively and mindfully as a member of the community. The student handbook has been prepared to ensure that students and their parents have a solid base of information from which to begin. No book can answer every question or cover all aspects of our programs, practices and procedures and no book, on its own, can provide the personal touch that is essential to maintain a thriving partnership. If you have questions, observations, or feedback, we encourage you to contact the divisional office or refer to ASM's Who's Who for further information or assistance. All of us are willing and ready to assist you in any way we can.

Best wishes for a rewarding and enriching 2016-2017 school year.

Ben Weinberg
Headmaster

Welcome from the Middle School Director

Welcome to the American School of Madrid! I am pleased to have you as a member of the middle school student body and sincerely hope your experiences at ASM will be both educationally enriching and socially satisfying.

The curriculum in the middle school at the American School of Madrid is directed to serving those who plan to continue on to higher education. As such, it is a demanding program and requires your very best effort. With hard work and consistent effort, you will develop the skills and acquire the knowledge needed for academic success. Combine your commitment to academic excellence with active participation in the extra-curricular sports and activities programs, and I am convinced your days at ASM will be both rewarding and exciting.

Best wishes in the 2016-2017 academic year. The faculty and I are here to assist you as you pursue your academic endeavors, and we look forward to working with you during this very special and exciting year.

Michael C. Nugent
Middle School Director

INTRODUCTION AND HISTORY

The American School of Madrid is a PK-12 coeducational day school sponsored by the United States Department of State and affiliated with the European Council of International Schools, the National Association of Independent Schools, the Middle States Association of Schools and Colleges, the Spanish Ministry of Education, the Mediterranean Association of International Schools and the International Baccalaureate Organization. Begun in 1961 as an educational service to sons and daughters of overseas Americans, ASM opened at its present site in 1967 with academic and administrative buildings, and subsequently added a gymnasium-auditorium-classroom complex in 1979 and 1982. The library and cafeteria have been expanded and renovated this year. ASM serves students of all nationalities and provides the longest tenured American curriculum in Madrid.

ASM provides a rigorous college-preparatory American curriculum and Spanish program. Founded primarily to serve the educational needs of the American community in Madrid, the Upper School welcomes academically qualified students of all nations and cultures. The addition in 1995 of the International Baccalaureate Program to the high school program of studies further strengthened an already challenging curriculum.

We are eager to provide our students with the opportunity to understand and respect the different life styles and values that surround us. We hope that each student will grow in his knowledge and respect for the customs and traditions of our host country, Spain. It is an objective of the school to provide the curricular experiences necessary to this end. Certainly, it is our hope that ASM will be a working experiment in cultural diversity and international understanding.

It is the purpose of the School to serve the interests and needs of its students as they prepare to further their education and to help our students develop world-mindedness, personal worth and dignity, and a sense of responsibility to themselves and to each other.

Students should expect to work hard in a school that will challenge them to achieve their potential.

PHILOSOPHY

The American School of Madrid, a private, non-profit educational organization, has as its primary responsibility the recognition and development of the intellectual ability of its students. The school also recognizes its responsibility to attend to the emotional, moral, physical,

and social needs of its students. The American School of Madrid provides both quality and continuity in American elementary and college - preparatory education. It makes possible the acquisition of knowledge, skills, attitudes, and behavior that will prepare its students to be critical and concerned members of a changing society, aware of their responsibilities to themselves, to others, and to future generations.

OBJECTIVES

In order to implement this philosophy, the American School of Madrid accepts as its responsibility to develop in its students:

- curiosity and interest in learning
- clear and effective self-expression
- proficiency in the use of academic skills, including observation, comprehension, analysis, evaluation, research and their application
- the ability to function as independent learners and thinkers
- recognition of the need for disciplined work and personal responsibility in the learning process
- self-esteem and self-confidence along with the ability to set personal goals that are ambitious, yet realistic
- personal honesty, integrity, reliability and sportsmanship
- respect for intelligence and achievement
- generally accepted patterns of behavior including respect for the needs, rights and property of others
- concern for and competence in maintaining physical fitness
- understanding of and respect for the cultural contributions and traditions of past and present societies, with particular emphasis on America and Spain.

MIDDLE SCHOOL ADMINISTRATIVE INFORMATION

ADDRESS AND/OR PHONE CHANGE

Notify the ASM Business Office (91-740-1918) immediately of address or phone number changes. It is important for the school to be able to contact you in the event of an emergency.

BUSES

Students taking the bus must take their assigned bus each day. If there is a need to go home on a different bus for a day, a written note or e-mail must be sent into the Middle School Office where an authorization pass for the student will be prepared. **In order to secure a bus pass to take a different bus, students must see the Middle School Secretary by the end of lunch/recess on the day the pass is needed.** Students are to get on their buses immediately after school or their after-school activity. For more information concerning bus rules and conduct on the buses, see the section on Conduct and School Rules.

CAFETERIA CHARGES

Students may charge their daily lunch with signed permission from their parents. Any items purchased after school are on a cash-only basis.

CLASSROOM ASSIGNMENT

Middle School class lists are heterogeneously grouped taking the following items into consideration:

- a balance of boys and girls
- a balance of ESL students and resource support students
- a balance of native English speakers
- a "magical mix" of nationalities
- a balance of academic levels
- matching student learning styles with teachers' teaching styles
- separating students with behavioral concerns

Lists are formulated with great care and consideration. Parents are requested to refrain from making specific class requests, as they cannot be guaranteed. Advisory lists are posted prior to the first day of school.

CLASSROOM SUPPLIES

Students are issued textbooks that belong to the school. Should a student lose a book or damage the text (or other school materials), there will be a replacement or damage charge and another book will be issued to the

student when he/she has paid the fee.

Students are expected to provide materials for personal use (i.e., pencils, notebooks, etc.). A list of supplies is available on the school website and through the Middle School Office. The list indicates many of the supplies that are required by teachers.

COMMUNICATIONS

School to Parent

Important school information is communicated to parents through the following school publications. The Flash generally contains the most pertinent, up-to-date information about school events.

- The **FLASH** is a weekly newsletter sent by email to parents on Fridays.
- The **ASM Today** is a quarterly newsletter highlighting programs at ASM.

Families will receive electronic versions of the newsletters to the email address provided by the family on the Student Emergency Health Card that is sent home for families to update at the beginning of the school year.

Teacher to Parent

Teachers communicate academic progress and achievement to parents mainly through two reports: the mid-trimester progress reports and the trimester report cards. Parents are reminded of report issue dates when they are published in the Flash. Teachers may also provide, upon request, updates on student progress by sending home (generally with the student) an additional progress report. Furthermore, students and parents can access and view current grades and course assignments at any time using **ParentCONNECT**. Many teachers use Moodle to communicate important class information like course outlines, homework assignments, and class handouts. Parents and students can access Moodle at home.

ParentCONNECT

Go to myasm.org and enter your password. For inquiries or assistance please go to help@asmadrid.org.

Parent to Teacher

Parents are encouraged to keep teachers apprised of important information or changes that may affect a child's learning. Notes can be sent to the teacher via

the assignment notebook or via the teacher's email (teacher name and school email address: e.g., mikenugent@asmadrid.org) as noted in the ASM Directory. Parents are asked not to call teachers at home except in an emergency.

Channels of Communication

Consistent and timely communication amongst faculty members, parents and students is encouraged and expected. Since both the faculty and parents have the best interests of the students in mind, it is important that communication be open and constructive.

Parents who have questions about their son or daughter must first direct their concerns to the classroom teacher.

To set up an appointment, parents should contact the teacher directly through email. Issues and questions unresolved through a conference with the teacher may be referred to the Middle School Director.

Issues and questions about school policy or issues and questions unresolved through conferences with the teacher or director may be referred to the Headmaster.

Parent Conferences

Formal conferences are scheduled with parents of some students in October after the first trimester progress reports are issued. Parents are notified by letter and/or phone call of the day and time for appointments with their child's teachers and with any specialists who wish to be part of that conference. Students are often asked to participate in the conference. Parents may also request a conference with specific teachers at any time during the school year. Conferences can be arranged by sending a note to the teacher, the Middle School Guidance Counselor or by calling the Middle School Office.

Open House

An Open House will be held during the month of September. This is an opportunity to meet the teachers and learn more about grade level programs and expectations.

New Student/Parent Orientation

For new students in Grades 6-8, a special parent-student orientation is held in late August prior to the beginning of school.

HEALTH SERVICES

There is a school nurse on campus each day. The nurse is a valuable resource to the entire ASM community, providing information on and contact numbers for various doctors and medical services within the Madrid area and information related to infectious diseases and

parasites. Annual vision screening is provided for all new students in Middle School. Scoliosis screening is also provided for students in grades 5-8 through the physical education classes.

Should sudden illness or any other emergency occur, the nurse will take immediate and appropriate action and will advise the student's parents. If the student is on a field trip or the nurse cannot be contacted, the student will be taken to the nearest treatment center after attempts have been made to contact parents for other instructions. Parents are requested to give to the school names of additional persons to contact in case of an emergency, when they themselves cannot be located.

In non-emergency situations, students secure a pass from a teacher before seeing the nurse on duty. Going to the nurse should never be used as an excuse to miss class.

If a student needs to receive medication during school hours, it will always be through the nurse's office. Teachers will not safe-keep or administer any type of medication. Medications will always be supervised and administered by the nurse. Students are not allowed to carry medications at school. They must report to the school nurse who will contact the student's family to verify treatment, dosage, and time of the administration.

In September, parents are requested to fill in a form describing their child's general health. Allergies must be noted as well as suggested measures in emergency cases. Extra medicines and inhalers should be stored in the nurse's office for emergencies.

Parents must communicate with the school nurse if their child becomes ill with any disease or condition listed below so that the nurse may advise them about the extent of any restrictions which may have to be placed upon that child or other children in the family. The nurse also needs this information in order to notify classmates if the disease is contagious.

Chicken pox	Typhoid	Lice
Whooping cough	Meningitis	Pink-Eye
Mumps	Infectious hepatitis	Scarlet Fever
Diphtheria	Impetigo	
Poliomyelitis	Measles (Red Measles, Rubella Measles)	

LEAVING EARLY PASS

Parents must notify the Middle School Office by email, telephone or in writing if their child needs to leave school early (i.e., for a doctor or dentist appointment). Students must report to the Middle School Office to pick up their "Permission to Leave Campus" pass prior to leaving the campus. The authorization pass should be given to the gate guard when leaving the campus.

Without this authorization pass, students will not be allowed to leave campus.

LEARNING COMMONS

The Stanton Griffis Learning Commons is student-centered and promotes inquiry and understanding of the world, its peoples, its cultures, and its possibilities. The Learning Commons is the place where essential questions and enduring understandings of human knowledge are explored, questioned, and discussed.

Learning Commons hours are 8:15 a.m. to 5:30 p.m. Monday through Friday. Books may be checked out for two weeks (renewed as needed) and are available to ASM family members as well as ASM students. We also have many e-books, accessible through our website. Just click the e-book link:

<http://www.asmadrid.org/learningcommons>

Keep up with our library news by LIKING our Facebook page: @ASMLearningCommons.

Print Services

Don't have a printer at home? We offer our students printing services accessible from the school provided computers as well as personal devices. The printer is in the Learning Commons and accessible during all open times.

Our Makerspace

New at ASM, we offer students an exciting space to investigate and create products initiated by themselves or encouraged by a classroom teacher. The Makerspace is available to all students and open during all Learning Commons regular hours.

Study Rooms

New this year is our addition of two study rooms, encouraging collaboration among small groups of students. These rooms are equipped with a mounted television/display and connections for student laptops. Rooms may be reserved at the front desk one day in advance.

OPTIMAL MATCH SERVICES

The American School of Madrid (ASM) has limited resources for children with special needs. Depending on the specific needs, ASM may be able to provide some support in order to assist in ensuring the student with special needs can successfully attend ASM for the duration of the family's expected stay in Madrid. Support is provided mainly for academic and English language learner needs. Minimal support is available for students with behavioral, physical or emotional needs.

ASM has an Optimal Match program designed to provide students who have minor learning differences with an appropriate curriculum which matches his or her demonstrated pace of learning. The Lower, Middle, and Upper Schools each have a Student Study Team (SST) comprised of faculty, teaching specialists, administrators, coordinators, and counselors that meet regularly to help coordinate the resources that are available to best meet student needs. A learner support teacher is assigned to work with teachers to support students primarily in grade 6.

Prior to applying to ASM, parents of children with special needs are requested to submit all pertinent documentation in order that the admissions committee can carefully analyze them to determine whether or not ASM has an appropriate program for their child(ren). Documentation that may be helpful would include Individualized Education Plans (IEPs), educational evaluation reports, 504 plans, evaluations from psychologists, doctor's evaluations, teacher recommendations, testing results, etc.

PARENTAL / GUARDIAN ABSENCE

If the parents / guardians of students at the American School of Madrid must leave their children in the care of another individual due to their absence from the home, we request that they send a letter to the Middle School Director informing them of the following:

- Dates of their absence from the home
- The name and contact information of the individual who is caring for the student during the absence
- The contact information for the parents during the absence

The letter should be sent at least three days prior to the departure of the parents. In the event of an emergency that requires immediate departure, please call the respective Director to inform him / her of the absence and the information listed above. In addition, parents should follow up this phone contact with an email giving this information in writing, too.

TUTORS

The Guidance Office can recommend and arrange tutors. ASM does not regulate fees. **Only tutors who will agree to work with the teacher to ensure success will be recommended.** Teachers at ASM do not tutor their own students outside of the normal school hours for a fee; however, teachers are available to assist students throughout the school day and often at the end of the school day from 3:45-4:45.

VISITORS

Students may not invite friends to accompany them to class, as this tends to disrupt the classroom routine. Former students often return to visit ASM families. **Former students may visit the school for one day only or two half days, and they must receive prior permission at least three days in advance from the Middle School Director.** Visiting students are discouraged from visiting our school during the first and last weeks of school since these are generally

very busy times. Student visitors should bring a notebook and a pencil as they may be expected to participate positively in classes during their visit to school.

WITHDRAWAL FROM ASM

Parents are asked to notify the Middle School Office at least two weeks prior to their planned withdrawal from ASM. This will allow time for final records to be prepared and picked up prior to departure from ASM.

ACADEMIC POLICIES AND PROCEDURES

ASM'S PHILOSOPHY ON ACADEMIC INTEGRITY

Academic integrity is fundamental to the teaching and learning process in any academic institution. The word integrity implies truthfulness, fairness, and the absence of fraud and deceit. Integrity is very closely linked with honor; ASM students are recognized for being honorable in numerous ways. For instance, students can earn a place on the honor roll, be named members of the National Honor Society (in Upper School), be honored through receiving one of ASM's major awards on Prize Day, be honored by induction to the Cum Laude Society (in Upper School), and receive the honor of being chosen team captain or House Council representative. Honor is a key part of the respect earned by ASM students for their accomplishments.

As an institution of learning, ASM holds as one of its highest ideals that of integrity in academic affairs. ASM encourages students to learn and adhere to high standards for ethical behavior both in and out of the classroom. Those found in violation of the school's standards for academic integrity will lose some of the honors accorded them by ASM.

In today's technology-driven world, where people have instant access to information, it becomes increasingly important that students learn how to correctly utilize the wealth of resources they have literally at their fingertips. Plagiarism and cheating have become so easy that they risk becoming the norm, rather than the exception. ASM has made it a priority to address with students the value of original thought and intellectual property, and we are committed to helping students understand what constitutes academic dishonesty.

The infringement of academic integrity can take a variety

of forms. Examples include (but are not limited to) cheating on an examination, providing unauthorized answers to another student, copying another student's homework assignments, copying or borrowing text from a book, article or other published source (even on Internet) without proper recognition. They are, in short, forms of stealing. ASM makes every attempt to teach students how to avoid these infractions throughout the education process at all levels, K-12. It also counts on parents to reinforce the expectations. Parents are encouraged to give support and encouragement to students in the completion of their work; however, they should refrain from taking an active role in the writing of student assignments or homework, or otherwise giving their children an unfair advantage in the completion of their schoolwork by providing teacher resources and materials that are used by the student in classes.

Despite our efforts, infractions will occasionally occur, and when it does, disciplinary action will be taken.

HONOR CODE

In keeping with ASM's philosophy on academic integrity, the Middle and Upper Schools have implemented an honor code. Simply put, an honor code is a code of ethics that is designed to guide our students in making appropriate choices. The purpose of the Honor Code is to communicate the meaning and importance of respect and integrity to all of the students; to express and reinforce the interest of the school in maintaining the highest ethical standards in academic affairs; and to identify, sanction and educate those who violate the expectations of the school community.

As honorable community members of the American School of Madrid, we:

- Recognize that honor is more evident in actions than in words.
- Are committed to sustaining a safe, secure, trusting and respectful environment in which we are intellectually stimulated and socially and emotionally supported.
- Respect one another's different backgrounds, religions, cultures, races, ethnicities, values, intellectual and personal property.
- Understand that academic integrity is demonstrated by students when the ideas and/or writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; students report their research or accomplishments accurately.
- Acknowledge that academic dishonesty (plagiarism and cheating) inhibits a student's academic achievement and compromises the trust between teacher and student, which is fundamental to the learning process.
- Have the responsibility to demonstrate our best effort to prepare and complete academic tasks.
- Are committed to holding ourselves and one another accountable for infractions of academic integrity.

Copies of ASM's Honor Code are posted in each classroom, and students commit to upholding the Honor Code throughout the year in a variety of ways:

- Students will sign two copies of the Honor Code in their advisory groups within the first week of school; one copy will be given to students to take home and the other will be placed in student files.
- Major assessments (tests, quizzes, projects, essays, etc.) are often accompanied by an **Honor Pledge** which asks students to reaffirm their commitment to submitting original work. An honor pledge looks something like this:

On my honor, I confirm that I have neither given nor received any unauthorized assistance on this assessment.

Signature. Date.

On my honor, I guarantee that the work I am submitting represents my own original thought and that I have used only authorized outside sources that have been properly cited.

Signature. Date.

PENALTIES FOR INFRACTIONS OF THE HONOR CODE AS THESE RELATE TO ACADEMIC HONESTY

Students are expected to do their own work at all times.

Teachers will indicate conditions under which parent and/or student assistance is appropriate. **Note that helping someone cheat on an exam, or any other academic work, is considered collusion, and is considered as serious an infraction as that committed by the person who has asked for and received help.** The following actions fall within the realm of academic dishonesty:

- Copying another student's work; giving another student work to copy
- Plagiarizing (utilizing unauthorized sources, not citing properly)
- Giving or receiving unauthorized assistance to/from another on homework and assessments
- Unauthorized talking during a test
- Leaving books, notes or other unauthorized materials out during a test
- Unauthorized use of mobile phones or other electronic devices during a formal assessment, using an unauthorized calculator
- Sharing information about an assessment with a student who has not yet taken the assessment (test, quiz, etc.)
- Taking or photographing assessment materials
- Fabricating data for an assignment

Despite the School's efforts to educate students regarding academic integrity, the school must also anticipate how to deal with infractions. The consequences listed below are intended to be educational, not punitive.

Students should understand that during a formal test, quiz or exam, exhibiting appropriate test-taking behavior is of the utmost importance.

1st offense: For a first violation of the expectations for academic integrity,

- **Exclusion from the honor or high honor roll for the marking period.**
- Student will receive a zero on the assignment.
- Parents may be expected to attend a conference with the student, the teacher of the subject in which the infraction occurred, and the Middle School Director.
- Student will attend an after-school tutorial that addresses definitions of and how to avoid academic dishonesty.

- A record of the incident will be kept in the student's file and removed at the end of the school year only if there is not a second offense.

2nd offense: For a second violation of the expectations for academic integrity,

- All of the first offense consequences will apply, in addition to a one day in-school suspension. A parent conference will be held upon the student's return to school.
- A record of the incident will be kept in the student's file and may be transferred to the upper school.
- Additional consequences may be applied as deemed appropriate by the school administration, including a failing grade in the course for the marking period.

3rd offense: For a third violation of the expectations for academic integrity,

- All of the first offense consequences will apply, plus an out-of-school suspension pending review by the administrative team to determine whether expulsion is warranted.
- A record of the incident will be kept in the student's file and may be transferred to the upper school.
- Additional consequences may be applied as deemed appropriate by the school administration, including a failing grade for the year.

Offenses carry over from year to year throughout the student's career in the Middle School. Chronic cheating is cause for dismissal from the school. Academic integrity is taken into consideration by the faculty when selecting prize winners for the school's major awards and in the writing of student recommendations.

ACADEMIC WARNING

Students who fail one course or have two or more D's in a trimester will be placed on academic warning status. A monitoring plan will be developed to assist the student in improving his/her academic performance. The plan may include some or all of the following:

- An academic contract
- A weekly progress report
- A weekly "check-in" with the Middle School Counselor
- A review of participation in extra-curricular activities and daily privileges
- Required attendance at study hall during recess. Students who are on academic warning during more than one trimester may be required to attend the Middle School noon study hall.

If a student's academic performance does not improve, parents may be asked to seek an alternative educational environment at the conclusion of the school year.

ASSESSMENT AND EXAMINATIONS

The Middle School teachers recognize the importance of assessing cumulative knowledge and skills at key points during the school year. This is an important step in preparation for the examination period held in the high school. The Middle School teachers also recognize that evaluation of learning and understanding of content and skills should take place through a variety of assessment tools. Student progress may be measured with formal assessment tools such as "pen and paper" unit or chapter tests. Alternative assessment tools may include projects, class presentations, research reports, written essays, interviews, and portfolios.

Students may be evaluated for learning and understanding of major content and skills areas at the end of each trimester. Such evaluations may include a mix of traditional and alternative assessment methods and may test cumulative knowledge. For example, students in Algebra I may take a "sit-down" pencil and paper test on major concepts learned during the trimester. Students in English may prepare a formal essay that demonstrates knowledge and application of the writing process. In addition, students in Ancient Civilization 8 may prepare a research report on a major unit of study. This evaluation will account for no more than 20% of the trimester grade.

Measure of Academic Progress (MAP) Testing

In September and April, all Middle School students take the Measure of Academic Progress tests in reading, language, and math. The MAP tests are designed to communicate some specific instructional information about a student's learning in these three areas in order to help his or her teacher design the appropriate 'next steps'. Parents are made aware of the results and are encouraged to discuss these results with their children.

AWARDS AND COMMENDATIONS

Outstanding achievement in academics is recognized at the trimester student assemblies. Awards and commendations are made in many areas, especially at the end-of-year awards program. Major awards and commendations are outlined below. **Please note that the High Honor Roll and Honor Roll is currently under review and may be revised for the 2016-2017 school year.**

- **High Honor Roll:** A certificate is given at the end of each trimester to students in grades 6-8 who have no grade below a B in academic courses with an overall

A- average in all subjects. Students must have no mark below a 4 in learning behaviors.

- **Honor Roll:** A certificate is given each trimester to students in grades 6-8 who have no grade below a B- in all subjects. Students must have no mark below a 4 in learning behaviors.
- **Director's Award:** This award is given at the end of the school year to one or two students in grade 8 who demonstrate excellence in academics, citizenship, and service to the ASM community.
- **Renaissance Award:** The Renaissance Award is given to the grade 8 student who best represents the spirit of the Renaissance. The recipient is a scholar who embraces knowledge and seeks to develop his or her capacities as fully as possible. The recipient is well rounded and excels in a wide variety of subjects and fields, including sports and the arts. The recipient must also demonstrate model citizenship.
- **Student Leadership Award:** This award is given to one student in the Middle School who best demonstrates the quality of leadership. The faculty nominates and votes on this award's recipient. The award is presented once a year at the June awards program.
- **Student Service Award:** This award is given to one student in the Middle School who best demonstrates the quality of service. The faculty nominates and votes on this award's recipient. The award is presented once a year at the June awards program.
- **President's Award for Academic Excellence:** This award is given to grade 8 students who have demonstrated outstanding achievement inside and outside of the classroom. To be eligible for the award, the student must have earned a grade point average of 3.5 or higher during his or her three years in Middle School and receive a recommendation from a teacher in a core subject area that attests to the student's excellent academic work. The students who receive this award must also demonstrate (based on teacher recommendation) at least two of the following: a sustained commitment to community service; a high degree of involvement in co-curricular activities; creativity and achievement in the visual and/or performing arts or technology.
- **Gandalf's Staff Award for Middle Earth Players:** This award is presented to the member of the Middle Earth Players' drama group who has shown the highest level of dedication, discipline, and talent in the preparation and performance of the productions during the course of the school year.

- **House Council Service Commendation:** This commendation is given to students who have demonstrated a firm commitment to service throughout the school year while serving on the Middle School House Council.

GRADES AND REPORTS

The purpose of grading is to provide an accurate measure of achievement. Almost daily, teachers provide feedback on achievement when passing back to students a graded assignment, test, or project. It is the student's responsibility to be aware of his or her grades and progress in each class. In order to avoid any "surprises" at the end of a trimester, students and parents can check ParentCONNECT regularly for an update on current grades and progress.

Progress Reports

Teachers issue to all of their students a mid-trimester progress report every six weeks through Parent CONNECT. The progress report provides an update on progress in the class. The progress report should be viewed as a tool for goal-setting and clarification of areas of weakness and strength with the goal of improving the final trimester grade. Parents and students do not have to wait for the six week progress report time; instead, they should check grades and assignments on Parent CONNECT on a regular basis.

Report Cards

Report cards are issued three times a year at the end of each trimester. The report card reflects achievement over the course of about 12 weeks, or one trimester. These very important letter grades earned in each course studied are a permanent record of achievement. The report card also includes marks in each subject area for the Learning Behaviors.

Learning Behaviors and Indicators

Students are given marks for Learning Behaviors in each subject area on the trimester report card. These important areas of learning are essential for success in any subject area.

- Respectful and Cooperative
- Attentive to Instruction
- Stays on Task
- Prepared for Class

Teachers use the following scale to evaluate students in the above areas:

- 5 – Always
- 4 – Usually

- 3 – Sometimes
- 2 – Rarely
- 1 – Never

Note: To receive an award for Honors or High Honors, students must not receive a mark below a 4 in the Learning Behavior for Respectful and Cooperative.

Students who achieve the honor roll are expected to demonstrate classroom behavior that is "usually" or "always" respectful and cooperative. Students who receive low marks in Learning Behaviors, especially in the area of Respectful and Cooperative, may jeopardize certain privileges like participation on school-sponsored field trips and activities.

Grading Scale

Students will be given letter grades in each subject area using the following scale:

A+ (97-100)	B+ (87-89)	C+ (77-79)	D+ (67-69)	F (59 and below)
A (93-96)	B (83-86)	C (73-76)	D (63-66)	I (Incomplete)
A- (90-92)	B- (80-82)	C- (70-72)	D- (60-62)	P (Passing)

Guide to the Meaning of Letter Grades

An "A" grade (90-100) indicates an excellent/exceptional performance. A student who receives an "A" grade in a course demonstrates a thorough knowledge of concepts and/or techniques and excellent/exceptional skill or originality in the use of those concepts and techniques in satisfying the requirements of the course.

A "B" grade (80-89) indicates a good/very good performance. A student who receives a "B" grade in a course demonstrates good/very good knowledge of concepts and/or techniques together with a fairly high degree of skill or originality in the use of those concepts and techniques in satisfying the requirements of the course.

A "C" grade (70-79) indicates a fairly competent/satisfactory performance. A student who receives a "C" grade in a course demonstrates an acceptable level of knowledge of concepts and/or techniques together with some skill and originality in the use of those concepts and techniques in satisfying the requirements of the course.

A "D" grade (60-69) indicates a poor/deficient performance. A student who receives a "D" grade in a course demonstrates minimum knowledge of concepts and/or techniques needed to satisfy the requirements of the course.

A student who receives an "F" grade (below 59) in a course has failed to satisfy the minimum requirements of the course.

HOMWORK POLICY

Research shows that student achievement increases significantly when students conscientiously complete regularly assigned homework. Homework teaches students to be independent learners. It reinforces concepts learned in the classroom and helps develop responsibility and self-discipline. Moreover, homework helps extend students' learning beyond the classroom by raising additional questions for study.

Students in the Middle School can expect to have homework most nights during the school week. Generally, Middle School students can expect between one and two hours of homework nightly. Despite efforts by teachers to coordinate homework, projects, and tests, there may be times when a student's homework load may exceed or be less than the expected average. Some students may need more time to complete some assignments due to differences in ability. Some teachers will assign homework over the weekends. Reading may be assigned over holiday periods.

Students are given due dates for homework with the expectation that they will complete the assignment and turn it in to the teacher on the due date. If a student misses the due date and there are no valid extenuating circumstances for this (i.e. excused absence), the teacher may allow the student to turn the homework in the next

class period. The teacher will decide what penalty will be given for this. Students who do not complete homework assignments will receive grades of zero for the missed work. Students are expected to complete all assignments.

In the event that a student is absent for an extended period due to illness or family emergency, teachers will work with the student in assigning a reasonable due date for the homework assignments. In the case of a long-term project or paper due on the day a student is absent, such homework is due on the day of the student's return.

In summary, Middle School students are expected to . . .

- Fill in the school-provided homework agenda on a daily basis.
- Submit homework assignments on time.
- Produce complete, neat and organized assignments.
- See their teachers for missing work immediately upon return from an absence.
- Make up missing work within two days of an absence.

If a student consistently fails to turn in his/her homework, the teacher will contact the parent. If the issue becomes a chronic problem, the student will be referred to the Middle School Guidance Counselor and/or Director.

IMPORTANT DAILY INFORMATION

ACCEPTABLE USE / STUDENT ACCESS: COMPUTERS AND INTERNET

ASM has a code of conduct for its students that details appropriate behavior. Because the Internet and related network activities are part of the school's routine, the school's code of conduct applies to all network activities. The Internet Network Use Policy is an extension of the school's policies.

For the network to operate smoothly, the end users must adhere to proper conduct and observe strict guidelines. The following guidelines are provided to make students aware of their responsibilities when using the Internet at school:

Internet Etiquette

All students are expected to abide by the generally accepted rules of Internet network etiquette. These include, but are not limited to, the following:

- Be polite. Do not send abusive messages to others.
- Use appropriate language. Vulgar or obscene language is strictly prohibited.
- Never send or display offensive messages to others.
- Respect the rights of others to have Internet access.
- Respect the privacy of other users.
- Do not use the network in such a way that you would disrupt its use by others.
- Always log off after finishing work.
- Do not deliberately attempt to disrupt computers or network.

Internet Security and Legality

- The school's administration has access to all system usage, including internet access, if there are problems of inappropriate use of the network.
- Usage relating to or in support of illegal activities must be reported to the school administration.
- Users must never reveal their personal address or phone number or those of other people.
- Violating copyright laws or conducting any other illegal activities is strictly forbidden.
- Students may not share user names or passwords. It is a direct violation of the ASM Acceptable Computer and Internet Use Policy to share usernames or passwords.

- All communication and information accessible via the network should be assumed to be private property. Students should not attempt to obtain entry into others' folders, work or files.

Additional responsibilities

- Students have the responsibility to monitor all material received via the Internet and to report inappropriate material to their teachers.
- Students have the responsibility to make only contacts leading to some justifiable educational end.

Sanctions

The preceding guidelines are only representative and illustrative; they are not all-inclusive. Misconduct by a user may result in disciplinary action.

Disciplinary action will be determined on a case-by-case basis and may range from a loss of access privileges to more serious disciplinary measures.

Addendum

School computers (Chromebooks, library, labs, and laptops) are to be used for reasons related to the academic program in the school. In the library, classes visiting the library always have the highest priority. The next priority is for individual students using computers for school projects. Before and after school, computers are available for student use. A student not using the computer for academic reasons must give up his or her terminal if it is needed for educational purposes.

Other uses and prohibitions are outlined below.

- Students may use private e-mail accounts (e.g., Hotmail, Gmail, etc.) on school computers during the school day to send and receive school assignments and projects or materials related to school assignments and projects. Personal mail on school computers, such as those to and from friends or family on topics not related to school assignments or projects, should be restricted to before and/or after school hours.
- The use of personal electronic devices should be limited to academic use during the academic day.
- If a student's behavior requires a staff member to ask the student to log off the terminal, that student will lose his or her computer privileges for the entire school network.
- Do not download anything to the terminals. This

includes but is not limited to: games, software, shareware, freeware, mp3 files, movies and executable files. Use your USB or your student folder to save work.

- Do not change any configurations on a computer. This includes but is not limited to: wallpaper, icons, language, systems settings, display settings, and other computers or device settings.
- Users will not access, change or delete the files that are property of others.
- Student should always log in to start using a computer. Using a computer with someone else's account is a violation of the Acceptable Use Policy, even if the previous user forgot to log off. Any attempt to guess or obtain another person's password(s) for the school network or any other website will result in disciplinary action.

Student Use of ASM's Moodle Site

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. ASM's Moodle is a collection of curriculum websites maintained by teachers. ASM's Moodle is not just a website, but a password protected learning management system used by faculty to supplement their face-to-face courses. Students can login to Moodle to find course syllabi, assignments, readings, resources, message boards, journals, wikis, and a variety of other tools used in each particular course.

Instructions for using ASM Moodle will be provided to students by individual teachers. Some courses have restricted enrollment, but others are available to all ASM students. Courses may require an enrollment key (password) to enter. Teachers will provide the enrollment keys to students. Students should not share enrollment keys with others unless requested to do so by a teacher.

Students must only access ASM Moodle using their own personal ASM username and password. Students should not allow anyone else to use their log-on details. Also, having an email address is a prerequisite for a student to start using ASM Moodle. This allows students to receive message posts and other important communications from teachers and ASM Moodle administrators.

Students are allowed to upload an appropriate image to identify themselves on ASM's Moodle. Consideration should be taken to ensure that this image would not cause offense to other students or staff. Students are reminded that ASM Moodle forums are not like the "social" forums or messaging sites you may use outside school. ASM Moodle is for educational use, not for communicating with your friends about non-school related topics. All student posts should be polite and

show respect for other people's opinions and feelings.

Moodle allows users to message each other. This a great feature to use to discuss work and share ideas or to ask your teacher for help. Email, messaging, or chat must not be used to harass, intimidate, or otherwise annoy another person. In order to use the ASM Moodle, a student must agree to abide by the following rules.

Students will not access, distribute, or place on ASM Moodle material that:

- is offensive, obscene, excessively violent, or pornographic
- aims to encourage discrimination on the grounds of gender, sexual orientation, religion, or ethnic origin
- encourages or facilitates illegal activities
- is in breach of copyright rights, plagiarizes the works of others, or includes any content owned by another that is posted without the correct attribution or without the permission of the owner.

Student use of the Moodle is logged, and records are kept of all activities and contributions to the site. Site administrators and teachers have direct access to their students' Moodle files. Students should not assume that any ASM Moodle activity is private or confidential. ASM faculty may monitor real-time use of the Moodle, examine any and all activity logs either current or stored, and any recorded emails in order to investigate the possible infraction of any of the policies herein stated.

ASSIGNMENT NOTEBOOK

Assignment notebooks (also known as "the agenda") are issued to every student at the beginning of the year and are available for purchase should one become lost. Contact the Middle School Secretary for further information about purchasing a new agenda. **Students are required to bring their assignment notebook to all of their classes** and to use it to record their homework assignments, project planning, and other school activities.

If there is no homework assigned in a class for that day, the student should write "no homework" rather than leave it blank. Assignment notebooks are considered school property, should not be destroyed and are to be made available to school staff for review should they be requested. Students are expected to fully utilize their assignment notebook as an organizational tool for daily assignments, long-range planning for projects, and for any special events. There are many other useful study and organizational tools located in the back of the assignment notebook.

BACKPACKS

Backpacks and large, over-sized bags must be kept in lockers during the school day. Students are encouraged to take home only necessary materials at the end of the school day.

DAILY SCHEDULE

Classes in the Middle School operate on a rotating basis. Students take eight classes, but only four classes meet daily. Classes last for seventy-five minutes. Advisory meets daily between periods 2 and 3 for 15 minutes. A copy of the daily timetable is included in the appendix of this handbook.

LOCKER USE

Students are given a locker at the beginning of the school year. Students are expected to use the locker throughout the school year to store backpacks, books, coats, and other supplies. **The locker is school property and should be treated with care.** The inside of locker doors may be decorated with appropriate decorations, photos, pictures, etc. Students are expected not to share locker combinations with friends or change lockers without first consulting with the Middle School Director.

LOST AND FOUND

The Middle School keeps a chest of lost articles (books, supplies, clothes). From time to time, the chest is emptied, and clothes are taken to the school's lost and found room in the Lower School conference room. Students are asked to label all items of clothing, lunch boxes, notebooks, etc. Unclaimed items are donated to charity at the end of each trimester.

LUNCH AND RECESS

Noon Study Hall

From 12:10-12:30, noon study hall will take place in a designated room. Who goes to noon study hall?

- Students who are sent by a teacher to complete a missed homework assignment.
- Students who need to take a makeup test/quiz after an absence
- Students who need a quiet place to study. This number is limited to available space and on a first come first served basis.
- Students who are on academic warning as determined by the Middle School Director

Lunch in the Cafeteria

Lunch begins at 12:10. Lunches are served daily in the cafeteria. Students have the option to buy the "standard menu" published monthly, or to bring lunch from home. Bocadillos are available for purchase every day.

Middle School students are not permitted to buy anything from the cafeteria vending machines during advisory time or between classes. Students may purchase from the cafeteria snack vending machine during the Middle School lunch period. Snack items may be purchased after school if a child is staying after school for activities. These items are sold on a cash-only basis.

Cafeteria Conduct

The general Middle School rules on conduct apply in all places on campus, including the cafeteria. The following special guidelines were set in place to help make the cafeteria a pleasant place to eat lunch.

- 1- To ensure that rapid movement through the line, students should enter the lunch line from the end near the stairs and exit at the end near the cash register. Students who wish to purchase from the snack line should form an orderly line along the window. **"Jumping" or "cutting" into the food line is not allowed and considered bad manners.**
- 2- **Students should ensure that the table where they eat is cleaned of crumbs, paper, and food before leaving the cafeteria.**
- 3- Students should clear their trays of paper and plastic items and place them in the appropriate recycling bins before depositing trays with the cafeteria staff.
- 4- **During lunch, all conduct should reflect good manners.** Students should speak in conversational voices. Shouting, throwing food, or tossing anything will result in immediate disciplinary action.
- 5- **Students should remain seated at their assigned table throughout lunch except for when they are returning their trays.**

Cafeteria Clean-up Crew

The cafeteria crew will consist of members from the same house. Points will be awarded to the House at the end of the week for a job well-done. One student will serve as the "crew chief" and will complete the cafeteria clean-up log book daily. All students will serve on the clean-up crew for one week approximately two or three times during the school year. Here are some guidelines for students on lunch clean-up duty:

- 1- **Report to the crew chief at 12:30 each day** to receive instructions for clean-up. Jobs include table-wipers and sweepers.

- 2- **Students on lunch duty must stay until the crew chief and teacher on duty are satisfied that the cafeteria is cleaned adequately.** Once this has been determined, the crew will be dismissed to recess.
- 3- Students who miss their lunch duty for academic reasons like taking a test or tutoring during lunch **must present a teacher note** to the teacher on lunch duty. The student will be marked as excused in the cafeteria log book.
- 3- Students who skip their lunch duty or do not have a teacher note will be marked as absent unexcused in the log book. Missing lunch duty jeopardizes one's House from earning valuable House points and may also result in additional lunch duty or other consequences.

Recess Guidelines

Recess begins at 12:25. The following recess guidelines are designed to ensure that students enjoy their free time and, at the same time, to maintain a safe and orderly atmosphere. To keep our campus clean, **food and drink (including water bottles) are not permitted outside the cafeteria.** All middle school students remain in the cafeteria until 12:25. At this time, students may do the following:

- 1- **Play in the upper field athletic areas, including the soccer field, the tennis courts, and the baseball field.** Also, students may sit at the benches and picnic tables on the patio near the stairs to the upper field. Areas designated as off limits are the following: the gym, the grassy area between the school building and the upper field, the Lower School building, and the front of the school. Students are encouraged to play games and sports during recess. However, **games deemed as potentially dangerous like tackle football are not permitted.**
- 2- **Visit the learning commons for academic reasons.** Remember, school computers can only be used for academic reasons.
- 3- **Return to the second floor during lunch/recess only to meet with a teacher.** Otherwise, the second floor is also off limits to all Middle School students. Students should bring with them at the beginning of lunch any study materials, coats, and other items needed during lunch/recess.
- 4- On indoor recess days, students may go to one of the designated rainy day rooms on the second floor, remain in the cafeteria, or visit the library for academic reasons.

MORNING ANNOUNCEMENTS

Morning announcements are read during advisory on Monday through Friday. Students are responsible for knowing the information in the announcements that is significant to them (this may include a change in the daily schedule of classes, organizational meetings, etc.)

PHONE CALLS

The use of personal cell phones is prohibited anywhere on campus from 8:55 a.m.-3:45 p.m. Cell phones should be turned off and kept in lockers during this time. Students are not to use the school telephone in the Middle School Office during the day except in case of an emergency. All after-school social arrangements should be made prior to the student coming to school, with parents sending a written note to the Middle School Office with the appropriate bus transportation changes so that an authorization pass may be prepared, as required.

PHYSICAL EDUCATION CLASS UNIFORM

Students in grades 6-8 are required to change for Physical Education class. The students are required to wear the school PE uniform. Students should wear clean socks and sturdy sports shoes for class. Street clothes, street shoes and/or sandals are not permitted when participating in P.E. class.

Failure to change for class or wear the P.E. uniform affects a student's performance and grade. All students are encouraged to purchase a small sports bag to hold the PE uniform and shoes. Please clearly print the student's name on the names tags of the uniform. The P.E. uniform may not be worn into the regular classroom. Time for changing clothes is incorporated into the class schedule.

Medical Excuse for Physical Education Class

Parent excuses from P.E. for health reasons are accepted by the Physical Education teacher under the following conditions:

- 1- Students must present a written note from a parent or doctor describing the illness or physical condition before the beginning of the class or the parents may send an email communication at the beginning of the school day to the P.E. teacher. Students are required to remain with the supervised P.E. class at all times.
- 2- Any illness developed during the school day which might restrict participation from P.E. class requires a written note from the school nurse.

- 3- A physician's note must be presented to the P.E. teacher with a copy for the nurse for any extended period longer than 3 days.
- 4- Long-term medical excuses from P.E. class require an official written physician's statement. When scheduling permits, the student will be provided with an alternative class or supervised activity. Upon return to the normally scheduled P.E. class, the student must present a written statement from his/her doctor giving consent for the student to return to the class.

Our general policy is that if a student is well enough to attend school, he/she is well enough to participate in physical education class. Students must participate in P.E. class to be eligible for an after-school sports practice or activity.

CLOSED CAMPUS AND USE OF SCHOOL GROUNDS

ASM maintains a closed campus. Students are not permitted to leave the school grounds except when specific permission is granted. Written parental permission should be given to the Middle School Secretary who will prepare the necessary gate pass to leave the campus. No student will be permitted to leave campus between the time of his arrival to ASM and 3:45 p.m. without the appropriate authorization (gate pass). Once a student is on campus grounds, his/her "school day" has begun.

Students may not leave the ASM campus after school and return to campus between 3:45 and 5:15 unless they are accompanied by a parent.

After-school Procedures:

All students are required to be in a supervised location after school. Students who are not in a sports practice, after-school activity, private music lesson, or tutoring, should go home at 4:00 p.m. Middle School students who stay to do homework or who have late sports practices or music lessons have three options. These students must go to the . . .

- 1- Learning Commons:** Students who are going to the learning commons must arrive by 4:05 p.m. Once there, students need to stay there until 5:00. Only students with a signed note from a private music teacher, coach, or teacher will be allowed into the commons after 4:05 p.m. or to leave before 5:00 p.m.
- 2- Middle School Computer Lab:** Students may work quietly in the MS computer lab if available.
- 3- MS/US Study Hall:** Students may go to study hall. The locations are published at the beginning of each school year.

Students who are found unsupervised on campus after 4:05 p.m. will be sent to the office and parents will be contacted. Disciplinary measures may include a detention.

SCHOOL ATTENDANCE

Students are expected to attend school on every regular day and to arrive to school and class on-time. **Frequent absences, early departure, and tardies can seriously affect the academic standing of a student.** Any absence from school may involve the child missing several, if not all, of the following activities: important classroom instruction, discussion and participation, projects, laboratory work, audio-visual presentations, written assignments, reports, quizzes and major tests. We know that the probability of academic success increases as attendance improves, and many of the activities and situations for learning that occur in the classroom cannot be "made up."

Although ASM recognizes and appreciates the value of activities that take place outside of formal education, parents and students are asked to take advantage of these opportunities during the time of the year that school is not in session. **Parents are encouraged to not take their children out of school one or two days prior to vacation or to extend a vacation beyond the school's established vacation periods.**

SCHOOL HOURS

Students should arrive to school between 8:30-8:45 a.m. Middle School students may go directly to their lockers on the second floor to prepare for the school day. A warning bell sounds at 8:55 a.m. and classes begin promptly at 9:00 a.m. Classes end at 3:45 p.m. and the busses depart campus at 4:00 p.m. Students who are to be picked up by parents will meet their parents at the pedestrian gate. **Students must leave campus at the conclusion of the school day unless they are involved in a supervised after-school activity, working on assignments in the Library Commons, or attending the supervised study hall.**

ABSENCE FROM SCHOOL

When a student is absent, parents are requested to call or send an email to the Middle School Office prior to 9:30 a.m. to inform the school and to give the symptoms if the child is ill so that a report can be made for the school nurse. Homework assignments should be on Moodle which the student can access from home.

Following any (non-school related) absence from school, students must provide the Middle School Office with a written note signed by a parent explaining the reason for the absence. The absence is classified as unexcused until the note is received. After 48 hours from return to school, if a written note has not been provided, zeros may be assigned for all work missed.

Students who leave early or return late from vacations will receive **unexcused absences** unless special arrangements following the school's **approved absence policy** have been agreed upon in advance. Teachers are not obliged to give extra assistance for instructional time lost for absences which are designated as "approved" or "unexcused," but they are encouraged to do so if their schedule permits it.

Absences are:

A. Excused: Absence from school due to personal illness, death in the family, emergency dental or medical treatment, religious holy day, renewal of residency or passport, attainment of documents, or other necessary reasons if approved by the Middle School Director.

Work missed due to an excused absence should be made up as soon as is possible on a reasonable schedule that takes into account the nature and duration of the absence. Work assigned well before the absence may not be given further extensions by the teacher. Students absent on the day when long-term assignments are due are expected to send in the assignment. A parent call or email to the school or the teacher is required if delivery of the assignment is impossible. The student must assume full responsibility for making proper arrangements. Students absent on the day of a quiz or test are expected to make it up immediately upon return to school.

B. Approved: Absence from school with parental permission to engage in activities such as personal or family business or vacation.

Only absences requested through the timely completion of a **"Request for Approved Absence Form"** and approved in advance by the Middle School Director will be classified as approved. **No more than four days of approved absence will be granted during the school year** unless there are highly unusual circumstances which warrant the absence. Extension of vacations for more than the permissible four days will not be authorized. Tests, quizzes and homework may be made up. Teachers are not obliged to give extra assistance for instructional time lost for approved absences but are encouraged to do so if their schedule permits.

C. Unexcused: Unapproved absence from school or class includes truancy, cutting a class or absence for vacation without previous administrative approval.

Students who have unexcused absences forfeit their right to receive faculty assistance for instruction lost or the right to make up tests and quizzes administered. Work missed for unexcused absences will be recorded as zero. Unexcused absences inevitably affect class marks negatively due to missed quizzes, tests, and participation opportunities.

- **Cutting class:** No student will be absent from class during the school day without having obtained permission from the school administration. After a student's arrival on campus, an unauthorized absence from any class will result in a minimum disciplinary action of zero for the work missed and up to 3 days of detention.
- Involvement in school activities does not excuse students from their academic responsibilities (homework, papers, tests, etc.) in their classes. When class time will be missed, the Middle School Director will notify the teachers of all those students involved in the activity.

Excessive absences from class or school

A student who has excessive absences from school or a class shall meet with the Middle School Director to discuss the matter. The student's parents will also participate in this meeting. A student absent from school or a class for seven days or more (excused or unexcused) during the trimester will receive credit for the trimester only upon review of the circumstances of the absences and final level of achievement in his courses. After seven absences from school or a class in a trimester, credit may be suspended pending further review by the Middle School Director (unless the absences are due to major illness or highly unusual circumstances). After a review, the Middle School Director shall exercise one or more of the following options:

- specify conditions relative to make-up work
- assign social probation (that is, no participation in extra-curricular activities including athletics)
- specify attendance probation (the attendance required for the remainder of the course would be specified in order to retain credit)

TARDY POLICY

Students in our school receive maximum opportunities for learning when they are engaged in the learning process in classrooms with minimum disruptions. When students arrive late to classes, they create disruptions that interfere with their learning and the learning of the other students in the classroom. One of the most important responsibilities of a student is to be on-time for class. Students who arrive after the start of class often miss important announcements, miss important classroom instruction, and may lose valuable time to complete tests

or quizzes. **Being on-time means being inside the classroom and seated when the bell rings.**

The following information describes consequences that the Middle School follows when students are tardy to class:

- A student who receives **five unexcused tardy notices** during a trimester marking period will be assigned an after-school detention, and the student's parents will be informed. The student will also have a conference with the Middle School Director to discuss the problem in order to resolve it.
- A student who accumulates **eight unexcused tardy notices** in a trimester marking period will be assigned another after-school detention, and the student's parents will be contacted. The student will have another conference with the Middle School Director to review the problem.
- If a student accumulates **more than ten unexcused tardy notices** during a trimester marking period, the student will be assigned a full week of lunch/recess detention. A parent conference that includes the student may be held to ensure that the problem does not continue.

First Hour Class Tardy Admit Pass

Students who arrive late to school (after the 9:00 a.m. bell) must check in at the Middle School Office and receive a **tardy admit pass** before going on to their first hour class. Students who come to school by private transportation and arrive late because of "traffic reasons" will not be excused except in unusual circumstances. Students who take the school busses and arrive late (after 8:55 a.m.) will be given a **late bus pass**.

Students who are tardy to classes during the school day (not including first hour) do not obtain a tardy admit slip from the office. The classroom teacher will record the tardy in his/her register and determine if it is excused or unexcused. To be excused, a note should be presented from the office, counselor, or other staff member with whom the student had legitimate business. Students who need to speak with a teacher after class should make arrangements to meet at lunch or before or after school.

Participation in Activities and Middle School Programs

A student must be in school on the day of the activity or program in order to participate in any after-school activity or program. Additionally, to participate in a sport or practice for a sport, the student must have participated in PE class.

CONDUCT AND DISCIPLINE

Students are expected to respect the rights of others and to follow the school rules to ensure a safe and productive learning environment. The Middle School Director or classroom teacher will deal with incidents of inappropriate behavior on a case-by-case basis. The primary responsibility for student behavior rests with the individual student, and students in the Middle School will be held accountable for their behavior by the school faculty and administration. Teachers set clear guidelines for behavior in their individual classrooms and develop procedures for dealing with infractions. When students continually violate classroom rules or are involved in minor school policy infractions, the normal procedure for progressive discipline will be as follows:

Level I	1 st Offense	After-School Detention / Letter / Conference
Level II	2 nd Offense	Two After-School Detentions / Letter / Conference
Level III	3 rd Offense	Suspension / Letter / Conference / Probation Contract (Review of student's privilege to participate in after-school activities including field trips, sports, and drama)

These infractions include but are not limited to the following:

- Activity / Spectator Problems
- Lunch / Recess Problems
- Lack of Cooperation with School Personnel
- Property Damage
- Dishonesty
- Minor Harassment of Another Student
- Inappropriate Dress
- In-Class Disturbances
- In-School Disturbances
- Use of Profanity
- Failure to complete homework in a timely manner

Consequences will be appropriate to the specific incident and based on the circumstances and information obtained. Common to the process of every case is the understanding that individuals will always be fully and respectfully heard and that information will be appropriately shared with those best able to support the learning of those involved.

CONDUCT OUTSIDE OF SCHOOL

The American School of Madrid, with over 50 nationalities represented among approximately 875 students spanning the grade levels from kindergarten to 12, is a unique international community. Being part of such a community is truly a privilege and we are all served by the occasional

reminder that such privilege is accompanied by great responsibility. In many ways, ASM students serve as ambassadors – of their grade, class, community, school, countries and families – within the larger community. We expect students to conduct themselves in a manner that is respectful, considerate, dignified, and responsible. Furthermore, misconduct that takes place off campus can often spill over into the school community and have a significant impact on both school programs and the teaching and learning process. Student behavior that falls into this category may be treated as **gross misconduct** (see behavior chart).

HABITUAL MISBEHAVIOR

Students who accumulate during the school year three detentions for violation of school behavior rules will meet with the Middle School Director to discuss the misbehavior so that future occurrences are avoided.

If a student accumulates during the school year six detentions for violation of school behavior rules, the parents and the student will meet with the Middle School Director. The student may be placed on a behavior contract which may include regular meetings with the counselor. Participation on school field trips and other Middle School activities will be assessed and restrictions will be determined.

Continued violation of school behavior rules may lead to recommendation for out-of-school suspension and/or expulsion.

MIDDLE SCHOOL BEHAVIOR CHART

ACTION	DEFINITION	CONSEQUENCE
<p>Academic Dishonesty</p> <p>Cheating Copying Plagiarism</p>	<p>The following actions fall within the realm of academic dishonesty:</p> <ul style="list-style-type: none"> • Copying another student's work; giving another student work to copy • Plagiarizing (utilizing unauthorized sources, not citing properly) • Giving or receiving unauthorized assistance to/from another on homework and assessments • Unauthorized talking during a test • Leaving books, notes or other unauthorized materials out during a test • Unauthorized use of mobile phones or other electronic devices during a formal assessment, using an unauthorized calculator • Sharing information about an assessment with a student who has not yet taken it • Taking or photographing assessment materials • Fabricating data for an assignment <p>Inappropriate testing behavior may be treated as cheating.</p>	<p>Teachers will report all incidents of academic dishonesty to the Middle School Director. Consequences are detailed in the Handbook for Academic Integrity and the Honor Code at ASM, but may include any of the following, depending on the severity of the infraction:</p> <ul style="list-style-type: none"> • Zero on the assignment; • Parent conference; • Depending on whether the incident is a first, second or third offense: after school detention or out of school suspension or review by the administrative team to determine whether expulsion is warranted; • Exclusion from the honor or high honor roll for the marking period; • A failing grade in the class for the marking period or school year.
<p>Use, possession, or distribution of inappropriate substances (alcohol, drugs, tobacco)</p>	<p>This includes consuming, ingesting, having on your person, clothing, locker, or in other personal effects as well as giving these items to others.</p>	<p>Students will receive an out-of-school suspension and be placed on disciplinary probation. A second infraction will involve request for student withdrawal.</p>
<p>Arguing</p>	<p>Arguing or not following the first request of a teacher, staff member, or school employee</p>	<p>Level I discipline for 1st offense followed by Level II and Level III for subsequent offenses.</p>
<p>Arson</p>	<p>The malicious burning of or attempt to burn property.</p>	<p>Student will receive a suspension and be placed on disciplinary probation. A second infraction will involve request for student withdrawal.</p>
<p>Bullying</p>	<p>The abuse, annoyance, or harassment of another by means of unwanted and deliberate banter, ridicule, or criticism. Bullying may be verbal or physical.</p>	<p>Level II discipline for 1st offense followed by Level III for subsequent offense. Students will be requested to withdraw if behavior continues.</p>
<p>Dress Code Violation</p>	<p>Wearing clothes / shoes that do not follow the dress code as described in the Student Handbook</p>	<p>Verbal warning for the 1st offense. Student changes clothes for that day. Level I discipline for the 2nd offense followed by Level II for the 3rd offense with Level III for the 4th offense.</p>
<p>Fighting</p>	<p>To engage another individual through physical contact or altercation. All who participate, regardless of who initiates contact, bear responsibility for the fight.</p>	<p>Level II discipline for the 1st offense followed by Level III for subsequent offense. Students will be requested to withdraw if behavior continues.</p>

ACTION	DEFINITION	CONSEQUENCE
Forgery	Falsifying or fraudulently making or altering school-related documents such as progress reports, report cards, hall pass, or fabricating notes from parents, teachers, or staff signatures.	Level III discipline for 1st offense. Student will be requested to withdraw if subsequent offenses occur.
Gross Misconduct	The act of deliberate or willful conduct (physical, verbal, or through technological means such as internet, text or social media) that is detrimental or disruptive to normal functions of school programs or academic process. This includes misconduct that takes place off campus.	Level III discipline for 1st offense. Student will be requested to withdraw if subsequent offenses occur.
Inciting disorder	Any behavior that detracts from the calm nature of the school (i.e. inappropriate yelling, chanting, clapping, pushing, jumping on others, or tripping others).	Level I discipline for the 1st offense followed by Level II for the second offense and Level III for the third offense.
Insubordination	Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and / or academic rules.	Level I discipline for the 1st offense followed by Level II and Level III for subsequent offenses.
Internet Acceptable Use Policy Violation	Failure to comply with the acceptable use of the internet policy as outlined in the Student Handbook.	Level I discipline for the 1st offense followed by Level II and Level III for subsequent offenses.
Obscenity	Use of obscene or vulgar language by students, in verbal or written form, or in gesture or in pictures or caricatures on school property.	Level I discipline for the 1st offense followed by Level II and III for subsequent offenses.
Physical assault or threat of assault	A violent physical or verbal attack or the threat to do harm to another without doing any harm.	Level III discipline for 1st offense. Student will be requested to withdraw if a subsequent offense occurs.
Tardy Policy Violation	Failure to arrive to class on time.	Level I discipline after the first five tardies in a trimester followed by Level II after 8 tardies are accumulated during the same trimester and Level III discipline after the 10th tardy in the same trimester is accumulated.
Theft	To take or assist someone in taking or attempting to take the property of another without permission with the intent to keep, sell, or make use of the property.	Level III discipline for the 1st offense with request for withdrawal if subsequent offense occurs.
Truancy	The act of unauthorized absence from school or class for any period of time.	Level I discipline for the 1st offense followed by Levels II and III for subsequent offenses.
Weapons or look-a-like weapons, knives, or any other dangerous objects	Threatening to use or actually using a weapon or look-alike weapon or having such an item on your person, clothing, locker, or with other personal effects.	Level III discipline for the 1st offense with request for withdrawal if subsequent offense occurs.

GENERAL MIDDLE SCHOOL RULES OF CONDUCT

BUS BEHAVIOUR

Inappropriate behavior on the bus is reported to the Head of Transportation Services and the Middle School Director. Students will be warned and parents will be notified of the inappropriate behavior. **If the inappropriate behavior continues, bus privileges may be suspended.** The following bus rules apply:

- Eating and drinking are forbidden on the busses.
- Remain seated at all times.
- Keep voices low.
- Respect and obey the monitor as the final authority.
- Students must be seated with seat belts fastened when the bus is in motion.

PERSONAL ELECTRONIC DEVICES

Students are encouraged not to bring personal electronic devices to school. However, the Middle School recognizes that some students do indeed use these devices as part of their daily routine.

Personal electronic devices (personal computers, mobile/cell phones, music devices, portable game devices; etc.) can be used before school until 8:55 a.m. and after school beginning at 3:45 p.m. They are not to be used at any other time and must be kept in locked lockers. Students who do not follow these guidelines will receive a detention.

On occasion, students will be allowed by a teacher to bring a personal electronic device such as a phone, an iPod, or personal computer to class. In this case, students should return the device to their lockers immediately after the class.

FOOD AND DRINK

To maintain a clean campus environment, food and drink are not permitted any place outside of the cafeteria. Students may consume bottled water in the classroom and the hallways. On occasion, a teacher may allow food and drink for a special class activity that is held inside of a classroom.

GUM CHEWING

Chewing gum is not appropriate in a school environment. Often, the gum ends up on the floor, under desks, or on the playing field. **As a result, gum chewing is prohibited**

on campus. Students who are found chewing gum on campus will receive a detention.

SKATEBOARDS AND ROLLERBLADES

The use of skateboards or rollerblades is not permitted on the ASM campus. Skateboards or rollerblades are not to be brought on campus for any reason.

HARASSMENT AND BULLYING

Harassment and bullying are forms of unwanted, deliberate, or offensive behavior that someone has asked another to stop. Both exist in three forms: verbal, social, and physical. Students who engage in behavior that can be classified as harassment and bullying will be referred to the Middle School Director for appropriate consequences. Students who are victims of harassment and bullying should know that they have the right to report incidents of harassment and bullying to teachers, the Middle School Counselor, or the Middle School Director.

Throughout each year, we work with teachers, coaches, students, and parents so that they will know and understand our definition of bullying, how to deal with it appropriately, and how it is different from the typical conflicts that all young people face. Bullying can be physical (e.g., pushing, hitting, kicking), verbal (e.g., teasing, insulting) or social (e.g., excluding, humiliating, spreading of rumors, telling lies about someone). It can be direct (to one's face) or indirect (behind one's back or through third parties).

Bullying is inappropriate, hurtful behavior that is:

- Deliberate (on purpose)
- Repeated (happens more than once over a long period of time)
- Power imbalanced (unequal power)
- Unwanted (the victim has asked the bully to stop repeatedly)

In the Middle School we work with all students to develop the skills and strategies they need to recognize and deal with bullying behavior. One of the most important skills that we want students to develop is the ability to speak up about problems they are having with other students. It is also important that students develop an understanding of the difference between tattling and reporting. These skills are taught during advisory time and during regular school assemblies. Depending on the need, we may

create small groups to help bullies, victims, and/or bystanders. Students are introduced to a range of strategies for both the victim and the bystanders in a bullying situation, including the following:

- 1 Ignore the bully as long as this does not jeopardize your safety.
- 2 Firmly say, "Stop!" Do not bully back! Two wrongs don't make a right.
- 3 Walk away from the situation, if this is possible.
- 4 Think: Is this a problem I can solve on my own using one of the strategies I've learned, or do I need an adult's help?
- 5 Get help from an adult you trust.
- 6 Seek help from a trusted friend.

Friends of a victim often play an important role in reducing the power of the bully. At ASM, friends of the victim should get involved and report bullying matters to a trusted adult. Confidentiality is an important factor in reporting bullying matters; students should never feel intimidated by reporting this information to the school administration.

DRESS POLICY

ASM is a private, independent school where expectations in all areas including academics and conduct meet high standards. Although Middle School students are not required to wear a uniform, **the ASM community believes that dress should be neat, clean, and appropriate for a school environment.** Appropriate dress for school is required in school and at all school-related events, including field trips, activity nights, and weekend events.

Students who do not follow these guidelines may be asked to call home for replacement clothing. If a student is unable to get replacement clothing, the office will provide something appropriate to wear. **After the second instance of not following the dress policy, the student will be assigned a detention.**

The following standards for dress must be followed by all students at school and at on campus school-related events:

- 1 **Hats** are to be worn outside and never inside the building.
- 2 **Shirts:** Students should be aware of the following policy regarding shirts:
 - a Shirts should not have inappropriate sayings or logos on them. This includes references to alcohol, drugs, smoking, or sexually suggestive material.

- b Shirts must be sufficiently long that they cover the body's midsection at all times even when the arms are held over the head or when bending over.

- c Shirts worn by girls and boys must cover their entire shoulders. Tops with straps are unacceptable attire and may not be worn. Sleeveless tops are acceptable as long as the shoulders are covered.

- d Shirts that are transparent and/or have very wide and/or low necklines may not be worn.

- 3 **Shorts and skirts** should be of an appropriate length for school. Shorts and skirts must have a hem (that is, edges may not be frayed) and **must be four inches (10 cm) above the knee.** Students who wear shorts that are too short (more than 4 inches above the knee) will be asked to change.

- 4 **Extremely tight-fitting pants like** tights and jeggings may be worn at school only when shorts or a skirt is worn over the tights. The shorts or skirt must be four inches (10 cm) above the knee.

- 5 **Pants** must be neat and clean for school; that is, they must have a hem (edges may not be frayed), be of a safe length (edges must not drag on the floor), and must not have visible rips, tears, or holes in any part. Pants must not sag and must be worn around the waist (above the hips). Underwear must not be visible whether standing or sitting.

- 6 **Body piercing** of any type, except ears, is discouraged and not appropriate for school. Only earrings can be worn in school. Other objects inserted on any other parts of the body, including nose rings, studs, and lip rings, may not be worn in school.

- 7 **Hairstyles** should be neat, clean, and of a "natural" color. Unusual hair styles are not appropriate for school.

- 8 **Other: bathing suits** are not to be worn at school; undergarments, including boxer shorts and bra straps, should not be exposed; **PE uniforms** and sweat pants are not to be worn to class; **chains** on clothing are inappropriate and not to be worn; **sandals** may be worn; however, beach-style flip flops are not appropriate and should not be worn.

DETENTION

One of the consequences for misbehavior at ASM is a detention. In detention, students often provide service to the school community by cleaning litter on school

grounds, washing desks, or assisting teaching in the classrooms. Sometimes in detention, students sit quietly in a classroom where they reflect about their behavior. Students may be assigned an after-school detention for violation of any school rules, including tardies. The detention room is located on the second floor of building A and takes place from **4:00-5:00 p.m on Wednesdays.**

When a teacher or staff member issues a detention, the student will receive a Detention Form. **The student must have a parent sign the Detention Form and return it to the teacher the next day.** Students who miss or skip an assigned detention will be assigned two detentions.

Detention must be served on the day it is assigned. Serving a detention takes precedence over any other school activity or event including individual tutoring with another teacher, sports games and practices, and participation in the after-school activities program. Parents are asked not to schedule medical appointments or other activities when a student has a detention. In the event that the student has an appointment that is long-standing such as a doctor's appointment, the parent must inform the Middle School Director in writing of these circumstances on the morning when the detention takes place. An alternative time and day for the detention will be assigned.

COUNSELING, ADVISING, AND HOUSE PROGRAM

SCHOOL COUNSELING

The main purpose of the counseling program at ASM is to support the emotional, social, and academic functioning of students within the ASM program so that students can achieve the greatest amount of personal success. The Middle School Guidance Counselor meets individually with students who wish to discuss personal concerns of any nature in a confidential setting. The counselor also consults with parents and teachers informally to promote student success. Students who need substantial counseling or psycho-educational testing are referred to local professionals.

The Guidance Counselor also facilitates the Student Support Team (SST), assists with New Student Orientation activities, organizes transitional activities for students who are leaving the ASM community or moving from Grade 5 to Middle School, assists teachers with selecting activities that relate to the monthly advisory themes, and meets regularly with the Middle School Director to help shape the direction of the Middle School program.

DAILY ADVISORY

The ASM Middle School has a regularly scheduled advisory period during which Middle School teachers meet with a small group of students throughout the year to help monitor and assist with students' academic and personal growth, provide information about school events, promote the development of positive personal character, and encourage school unity and team building.

Each Middle School student is assigned to an advisory group that meets from 10:25-10:40 a.m. on Monday through Friday. Advisory groups are generally small (10-14 students) and made up of students in the same grade.

Weekly Advisory Schedule

- **Monday: Character Building**

Discussion and/or activity related to a school-wide character theme will take place. Our theme for September, for example, is *Responsibility*. Activities related to goal-setting and organization will take place.

- **Tuesday: Unity Building – Meeting Day** (*all school, House, class*)

On alternating Tuesdays, students meet in all-school assemblies in the auditorium, House meetings in House meeting rooms, and class meetings. Activities may include announcements, a special focus on a school issue, sporting news, House Council

announcements, mini-House challenges, etc.

- **Wednesday: Advisor Selection**

Activities may include peer tutoring, progress report or report card review, homework completion, or discussion of an important school issue.

- **Thursday: Advisor Selection / Buddies**

Students in grades 6 and 7 participate in an activity selected by the advisor in the advisory room. Grade 7 and 8 advisory groups participate in the Kinder Buddies Program.

- **Friday: Determined by the advisor.**

MIDDLE SCHOOL HOUSE PROGRAM

The Middle School House Program was started during the 2005-06 school year. Four houses were created – **Fuego, Tierra, Agua, and Viento**. The House program is an exciting program that unites our school and is a source of school spirit. The House that earns the most points during the school year will receive the House Cup at the end of the school year.

House Mission Statement

Houses are a means for building middle school community. The House Program in the ASM Middle School has four goals: to foster positive intra-grade level relationships; to promote a sense of belonging in a smaller school community; to promote positive interaction between staff and students; and to foster student leadership potential.

House Point Earning Opportunities

Houses can earn points in many ways. The following is a sampling of ways to earn points during the first trimester: win a Thursday intramural house competition, make the honor roll, complete a school service project, or construct the best-decorated Halloween Carnival game booth. There are many more ways, and each year the House program coordinators come up with new and exciting ways for each House to demonstrate its leadership and spirit.

Trimester Winners and the House Cup

Each trimester, the House that earns the most points will be rewarded with a special event, mostly likely a pizza and/or movie party held during lunch or after school. The House that earns the most points for the entire school year will get their House name engraved on the House Cup and will have a special treat during the last week of school.

House Cup Winners

2005-2006	Fuego	2011-2012	Viento
2006-2007	Tierra	2012-2013	Agua
2007-2008	Tierra	2013-2014	Fuego
2008-2009	Tierra	2014-2015	Fuego
2009-2010	Fuego	2015-2016	Viento
2010-2011	Fuego		

Thursday House Recess Intramurals

Almost every Thursday during recess from 12:30-12:58 p.m., Houses compete against each other in organized activities. Activities have included kickball, soccer, volleyball, racquet baseball, and basketball. The activity will change each trimester.

STUDENT LIFE

The middle school years at ASM are busy and full of activities that challenge students in many ways. This section contains a sampling of the many activities offered to students by the Middle School staff.

ACTIVITY NIGHTS

The popular activity nights are held for students in Grades 6-8 and organized by the House Council. Held in the evening hours on a Friday night once a trimester, students participate in lip-synch contests, dance, play ping-pong and board games, and eat lots of pizza.

AFTER-SCHOOL ACTIVITIES

ASM offers numerous after-school activities for students in Grades 1-12. Activities run from October through May. At the end of the activity, students will take the 5:15 p.m. bus home or parents must pick the students up by 5:15 p.m.

Many activities are paid for by the school, but there may be a charge for materials. Activities may include, but are not limited to the following: ceramics, computers, drama, drawing and painting, gymnastics, tennis, photography, and student government.

Other activities are paid for directly by the parents to the teacher. These might include private dance, voice, and instrumental lessons. School facilities are also available for scout troops and seasonal sport activities sponsored by ASM parents.

AFTER-SCHOOL INTERSCHOLASTIC SPORTS PROGRAM

The athletic program provides an opportunity for Middle School students to become members of school-sponsored sport teams. The teams which represent ASM participate in a local league. The season beginnings in October and ends in May. Students must complete the registration process on MOODLE/ASM SPORTS page, a medical

examination and the athletic registration parent permission form. Students will not be eligible for practices or games without successfully completion of the registration process.

Although students are encouraged to participate in the school-sponsored athletic program, such participation is a privilege and not a right. Once a student becomes a member of a team, he/she assumes added academic and social responsibilities. A team member must be a dedicated, disciplined and responsible athlete.

Dependent on the number of students interested, teams may be formed in the following sports: boys and girls soccer, boys and girls basketball, girls volleyball, coed golf, and girls gymnastics.

According to a student's birth year, students are eligible to play on a sports team in the Alevin, Infantil and sometimes Junior Varsity categories.

Players practice twice a week after school from 4:00-5:00 p.m. and have games on Saturday mornings. Students participating in the after-school sports program must take the 5:15 p.m. bus or be picked up by the parent or authorized driver promptly at 5:15 p.m.

Team uniforms: A team uniform will be assigned to each player to be used exclusively for weekend games. Uniforms (clean and in good repair) must be returned the last week of practice in May. Students who fail to return the uniform will be charged for the price of the uniform. Report cards and or other papers will be withheld until uniform or payment is received.

DRAMA

Students in Grades 7 and 8 can audition for roles in one major production that takes place in the second trimester. Students who are selected for roles must be prepared to dedicate lots of time and effort in preparing their roles. Past productions include *The Mousetrap*, *The Good Doctor*, and *Our Town*.

JUNIOR EMBAJADORES

Students who wish to serve their school community can join the Junior Embajadores (JA) service organization. Members of this organization are asked to help out in the Central Office and Middle School Office, often during lunch, with mailings and other clerical tasks. Teachers often recruit members of JA to help out with classroom tasks such as putting up bulletin boards and organizing paper work and files.

END-OF-YEAR ACTIVITY

In June, the whole Middle School takes one day to celebrate the end of the school year. The activity may

involve student participation in a field day program such as one of our House Jamborees.

FIELD TRIPS

Throughout the year, field trips are arranged to local places of interest. A permission form is signed by a parent or guardian at the beginning of the school year that allows students to participate in all field trips taken during the academic year. Parents are notified in advance of each field trip.

Sampling of Middle School Field Trips Taken in the Past 5 Years

- Grade 6 overnight trip to Gredos (2 nights)
- Grade 7 overnight trip to Merida (2 nights)
- Grade 8 overnight trip to Gredos (3 nights)
- House team-building excursions
- Guadarama Nature Train
- Madrid Planetarium
- ABC Newspaper
- Madrid theater productions
- Mountaineering outings
- Natural Science Museum
- Pinto Archeological Site
- Segovia day trip
- Toledo 3 Cultures day trip

Field Trip Eligibility Policy

Field trips in the Middle School are an important part of the overall academic program. Learning opportunities outside the school walls serve to enhance the learning that happens inside the classroom. Student participation and proper/acceptable behavior are essential for the success of the field trip. All students are expected to participate on field trips. However, students whose social and academic records are problematic may not be permitted to participate on field trips.

Student participation on school-sponsored field trips (one day or overnight) may be in jeopardy for the following reasons:

1. Accumulation of an excessive number of tardies
2. Instances of disrespect toward other students or staff
3. Violation of school rules, including disobedience
4. Excessive absences from school

5. Failure to turn in official school material (signed progress reports, signed report cards, excused absence forms, field trip permission slips, etc.)
6. Academic warning status
7. Accumulation of three or more detentions for any reason.

Students whose participation on school-sponsored field trips is in question will be notified by the Middle School Director. Students who do not participate on school-sponsored field trips are expected to attend school on the day of the field trip. Teachers will provide school work that reinforces other concepts being learned in class.

FOOD DRIVE

Middle School students collect food items each year to donate to the Madrid Chapter of the Salvation Army. The food drive usually takes place in December. The food drive is an opportunity for houses and advisories to provide a service for needy people outside of our school community.

HALLOWEEN CARNIVAL GAME BOOTH

In preparation for celebrating Halloween, the Middle School students plan, build and run game booths for the ASM Halloween Carnival. Houses compete against each other and vie for points in the following categories: most money earned, best decorated booth, best organized booth. In the past, booths have included mini-golf, ping pong toss, ring toss, hole-in-one, face painting, and boogie bowling.

HOUSE COUNCIL

Middle School students participate in a very active House Council program. Selections for house representatives are held in September. House Council generally meets weekly after school and sometimes during advisory or lunch. House Council members work hard to organize events like the activity nights, the school-wide food drive, the December door decorating contest, and the school recycling campaign.

MAIS HONORS CHOIR

The MAIS (Mediterranean Association of International Schools) Honors Choir is one of the Middle School's outstanding musical groups. Middle School students audition for parts in the choir in the fall and travel to a MAIS site for a series of concerts. MAIS venues have included Rome, Italy; Rabat, Morocco; Paris, France; and Lisbon, Portugal.

AMIS HONORS BAND

The AMIS (Association for Music in International Schools) Honors Band is a select opportunity for outstanding Middle School musicians to perform in a musical group with participants selected from band students from Europe and the Middle East. Middle School students audition by submitting a recording to a panel of judges as part of the competitive selection process.

MATH COUNTS CLUB

Students who wish to pursue extra opportunities in mathematics are encouraged to join the Math Counts Club. The club meets once a week for one hour. Some team members may be selected to participate in the International Math Counts competition in a European city in the spring time.

MIDDLE EARTH PLAYERS (MEP)

Grade 6 students who are interested in developing their theatrical skills can audition for parts in one of the MEP productions that take place during the school year. There are two MEP productions each school year. Past productions have included *Wiley and the Hairy Man*, *Bad Day at Frog Creek*, *The Falling Moon*, *James and the Giant Peach*, *The Hobbit*, *Law and Order Western Style* and *The Sleeping Beauty of Loreland*.

MODEL UNITED NATIONS (MUN)

The MUN activity develops leadership skills and the art of diplomacy. Students research issues of current importance, write proposals, and conference with other delegates. Students who participate in this activity may be selected to attend the Valencia MUN conference (VALMUN) and the Madrid MUN conference (MADMUN).

ORCHESTRA AND CHOIR

There are many opportunities for Middle School students to show off their musical talent by taking part in either the Orchestra or Choir. Both are full-year courses. The students in the Orchestra and/or in the Choir perform at special school events during the school year including a Halloween concert and a spring concert held in the evening.

SERVICE AND LEADERSHIP IN THE MIDDLE SCHOOL

Many of the awards and commendations presented to Middle School students require that students demonstrate service and leadership to the ASM community. Students often ask, how can I demonstrate service and leadership?

Finding ways to demonstrate service and leadership is easy. A few examples are listed below:

- Participate actively as a member of *Junior Embajadores*, the school-wide service to the community program. This is one of the best ways to demonstrate service at ASM.
- Actively participate as a house representative to the *Middle School House Council*. This is one of the best ways to demonstrate leadership at ASM.
- Help organize fundraising events like "jar wars" and bake sales.
- Assist your house representative to House Council in planning House events.
- Volunteer to assist in the computer labs when needed.
- Participate actively on sports teams and become a leader by demonstrating sportsmanship in games and practices.
- Join the Middle Earth Players or the Middle School Drama Program and take on a leadership role in making the productions successful.
- Become a peer tutor in advisory for students who have difficulties in certain subjects.
- Assist in creating and working at the grade level booth for the Halloween Carnival.
- Participate actively in the KII and KIII buddies program.
- Volunteer to help organize the grade level end-of-year outing.
- Volunteer to assist in set up and clean up at the Middle School Activity Nights.
- Volunteer to assist teachers with bulletin boards and clerical work.
- Attend House Council meetings to present your ideas and offer service.
- Volunteer to assist at Middle School events like drama presentations, awards programs, talent show, and Middle School dances.
- Participate in the grade 5 orientation to Middle School program held in June.
- Participate in the new student orientation to Middle School program.
- Volunteer to become a "buddy" to new students who enter ASM.

SPELLING BEE

The annual Spelling Bee is held in June each year. The Spelling Bee in the Middle School has a long tradition

and is one of the Middle School's most exciting events. Students compete in classroom competitions to become eligible for the whole Middle School Spelling Bee. Cash prizes are awarded to the first three places.

SPIRIT DAYS/WEEKS

The Middle School House Council promotes school spirit by organizing spirit days and spirit weeks. Each day of the week is designated as a special day. For example, Monday may be hat day and Tuesday might be mismatch

day. Prizes and house points are given to students who are deemed by the House Council as having the most spirit.

TALENT SHOW

The annual Talent Show takes place at the end of the school year. Auditions are generally held in May, and the show takes place in the evening. Acts have included skits, musical demonstrations, juggling, monologues, dance routines and many more.

APPENDICES:

1. Daily Timetable in Middle School 2016-2017 School Year
2. Sample Middle School Request for Approved Absence or Excused Absence
3. Sample Admission Slip and Sample Detention Form

Middle School Daily Timetable "BLOCK SCHEDULE"

	A		B		C		D	
9:00-10:20	1		5		4		8	
<i>5 min passing</i>								
10:25-10:40	ADV		ADV		ADV		ADV	
<i>5 min passing</i>								
10:45-12:05	3		7		3		7	
<i>5 min passing</i>								
12:10-12:55 13:00 (US)	MS L	US 2	MS L	US 6	MS L	US 2	MS L	US 6
13:00-13:30	MS 2	US 2	MS 6	US 6	MS 2	US 2	MS 6	US 6
13:30-14:20	MS 2	US L	MS 6	US L	MS 2	US L	MS 6	US L
<i>5 min passing</i>								
14:25-15:45	4		8		1		5	

AMERICAN SCHOOL OF MADRID – MIDDLE/UPPER SCHOOL
**REQUEST FOR APPROVED ABSENCE OR EXCUSED ABSENCE FOR A SCHOOL
 SPONSORED ACTIVITY/TRIP**

TO BE COMPLETED BY PARENT:

I request an approved/excused absence from school for my son/daughter, _____ Gr. _____, for the purpose of _____ for the dates of _____.

I understand that in order for the absence to be approved/excused, my son/daughter must obtain the necessary makeup work from all his/her teachers, obtain their signatures on this form and return it to the Upper School Director for final approval **at least two full school days prior** to the planned absence from school.

Parent Signature: _____ Date of Request: _____

TO BE COMPLETED BY OFFICE:

Date Request Received: _____ Date Process Must Be Completed: _____

Student has had _____ APPROVED (maximum 4 per year)
 _____ EXCUSED
 _____ UNEXCUSED
 _____ TOTAL ABSENCES THIS YEAR

ABSENCE DATES WILL BE CLASSIFIED AS: _____ APPROVED _____ EXCUSED _____ UNEXCUSED

INITIAL APPROVAL OF ABSENCE: _____

TO BE COMPLETED BY STUDENT:

I understand that it is my responsibility to obtain assignments from each of my teachers and return this form to the Upper School Director **at least two full school days prior to my absence** in order to have the absence approved/ excused and receive credit for work missed.

I HAVE MADE THE NECESSARY ARRANGEMENTS WITH TEACHERS LISTED BELOW:

Period	Subject	Teacher Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
	Library (for clearance of overdue reference materials)		

Student Signature: _____

APPROVAL: _____
 (Middle/Upper School Director)

DATE: _____

**AMERICAN SCHOOL OF MADRID
MIDDLE SCHOOL DETENTION NOTICE**

Student Name:	Grade:
Today's Date:	

Name of Teacher/Administrator issuing detention:	Day of Detention:	Detention Date(s):	Time:
	M TU W TH F		Room:

Detention has been issued for the following reason(s):

- Disobedience / Disruptive Behavior Inappropriate behavior / language School rule infraction
 Disrespect Repeated failure to bring materials to class Dress code violation
 Excessive talking Repeated failure to complete / turn in assigned work Other

Comments: _____

This form must be signed by a parent or guardian and returned to the TEACHER WHO ISSUED THE DETENTION on the day after the detention is assigned. Failure to return this form and failure report to detention will result in further disciplinary action.

Parent Signature _____ Date _____

White copy
Pink copy
Yellow copy

Students/Parents
Teacher/Administrator Assigning Detention
Student File

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