



High School Rules and Expectations Handbook 2016-2017

CAS Statement of Mission

Casablanca American School provides a challenging and innovative international program within a nurturing environment, motivating and inspiring every student to achieve academic and personal excellence.

CAS Statement of Vision

Casablanca American School strives to be the leading institution in the region for developing successful global citizens.

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Regarding Handbooks

Please note that the information you need as a parent or student at Casablanca American School are contained in the Student Handbook. The high school Student Handbook is divided into three handbooks. These are:

High School Parent-Student Handbook 2016-2017

High School Rules and Expectations Handbook 2016-2017

High School Assessment and Learning Policy Handbook 2016-2017

All handbooks are available for download on the CAS website and through Schoology. Updates may happen throughout the school year. In the case of updates to a handbook, parents and students will be notified by email.

Parents and students are asked to take note of the follow section of the terms and agreements agreed upon between the parent and school:

Compliance with rules & regulations

The Student, and where applicable, the Parents, shall abide by the rules and regulations as set forth in the Handbook, which may be amended by the School periodically, and such other rules as may be promulgated by the School from time to time. The Parents will ensure the Handbook has been read and reviewed with the Student. The Parents further acknowledge that any violation of the School's policies, rules, and regulations may lead to dismissal of the Student, without the refund or reduction of any of the financial obligations owing to the School. The Parents expressly understand and agree, on their own behalf and on behalf of the Student that the decision of the Head of School in regard to any disciplinary matter shall be final, absolute, and determinative in all cases, and expressly and completely waives any and all right to contest such decision for any reason and in any forum whatsoever.

Parental commitment to learning process

A positive and constructive working relationship between the School and the Parents is essential to the fulfillment of the School's educational purpose. It is important for this relationship to work that at least one parent is required to attend teacher conferences, and to follow their child's progress on Schoology. It is also expected of Parents to be active members of the CAS Association, which requires attendance to General Assemblies (one parent may attend and bring a proxy to vote for the other Parent). It is expected that at least one parent speaks English to ensure their child's potential to succeed at CAS. By signing this agreement, parents agree to enter a partnership with CAS to educate their child, to respect all rules and regulations of the school, and to act in the best interest of the community.

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High School Academic Honor Code

We, the members of the Casablanca American School community, recognize that honesty, integrity and trust are vital parts of our lives. We value truthfulness, respect for the property of others, and respect for the work of others as their own. We expect everyone within the CAS community to uphold these standards in order to foster a positive, honest, and safe environment. We will attempt to keep our actions, attitudes, and judgments in accordance with these principles at all times.

The Casablanca American School strives to provide an environment that encourages academic integrity, demonstrated in both the virtual and non-virtual world, and teaches its practice. Cheating in any form is detrimental to such an atmosphere. Students should be aware that the administration, faculty, and staff will neither condone nor ignore any acts of academic dishonesty and that any student discovered acting without academic integrity will be subject to appropriate disciplinary action. Disciplinary measures should support the philosophy that the school needs to provide guidance to students as they learn to act with academic integrity. Consequences should not simply be punitive, but should also provide opportunity for personal growth and development to take place.

Students are expected to do the following:

- Work with academic integrity at all times (in the classroom, at home and on the internet) and refrain from any acts of academic dishonesty;
- Encourage others to act honestly and discourage others from acting dishonestly;
- Refuse to aid others in acts of academic dishonesty;
- Be given a certain degree of clemency should they, of their own accord, come forward to indicate involvement in an act of academic dishonesty.

Academic dishonesty includes but is not limited to the following:

- Changing, altering or fabricating a grade, score, or any other academic record;
- Theft of or gaining unauthorized access to any form of assessment;
- Plagiarism (presenting another person's work, ideas, words, computer programs, or academic or creative work as one's own without giving proper credit);
- Submission of falsified data, written or oral;
- Use of unauthorized materials or equipment, including electronic devices, during an assessment;
- Use of a substitute or agreeing to be a substitute during an assessment;
- Unauthorized communication with any person during a testing situation;
- Stealing or destroying work of another student including work presented electronically

- Copying another student's work or allowing one's own work to be copied;
- Taking credit for group work without actively contributing to the group;
- Deliberately choosing to miss classes through unexcused absences, lateness to school, or early dismissal in order to avoid taking a test or handing in an assignment;
- Falsifying a signature on a school-related document.

Consequences for academic dishonesty may include, but are not limited to, the following:

- No credit will be given for the work in question, but the work must still be completed and assessed;
- The administration will notify the parents, place a notation of the honor code violation on the school's database and/or in the student's file, and may assign disciplinary consequences such as short or long-term suspension to the student;
- The student will be removed from elective office;
- The student will be excluded from participation in extracurricular activities;
- Record of severe or repeated incidents will be noted and reported to university, especially if the incident occurs in 11th or 12th Grade;

All incidents of academic dishonesty will be brought directly to the HS Principal or Dean of Students by the teacher for discussion and determination of consequences. While the particular assessment/assignment may not be used as evidence of understanding, the teacher may choose to provide an additional opportunity for the student to demonstrate his/her learning.

More than one occurrence will result in the escalation of consequences, with expulsion being the ultimate penalty.

The Honor Code, when signed, is a pledge that student's work is his or her own. Teachers will use the pledge below (printed or handwritten by student on an assessment page), and students will sign:

I have worked honestly to complete this work and have neither given, nor received, any information to complete it unfairly. Where material has been used from outside sources, it has been acknowledged with proper citation.

Plagiarism Defined

Students are expected to take responsibility for completing their own academic work as defined by individual teachers. It is both the student's as well as the teacher's responsibility to clearly define and understand what constitutes cheating. Students should assume that all work, including homework, is to be done individually unless the teacher states explicitly that collaboration on a particular assignment is permitted.

Plagiarism – The Five Levels

1. Un-credited verbatim copying of a full paper.
2. Un-credited verbatim copying of a large portion (up to half) of a paper.
3. Un-credited verbatim copying of individual elements such as sentences, paragraphs, or illustrations.
4. Un-credited improper paraphrasing of pages or paragraphs (by changing a few words or phrases or rearranging the original sentence order).
5. Credited verbatim copying of a major portion of a paper without clear delineation of who did or wrote what.

*Each year faculty members are expected to provide lessons and resources about how students can avoid cheating and plagiarism. Students will be expected to sign the **Academic Honor Code** in the first week of school and on every major assessment.*

Students and parents are expected to make sure they have a clear understanding of what constitutes plagiarism.

One resource that is suitable is available at:

<http://www.whoishostingthis.com/resources/student-copyright/>

Arrival, Departure and Absences

Arrival at School

Upon arrival, students should enter the school through the designated rear entrance. Bicycles should be parked in the designated area where the racks are located. Students **must** not arrive at school before 7:30 a.m. as no supervision is provided.

All high school students are expected to be in their homeroom by 8:00am. Failure to be there at this time will result in a tardy.

Parents/Drivers are not permitted to park in or drive through the Staff lot or in areas reserved for buses. Double-parking, both angular and parallel, on the streets in front of the school is strictly prohibited as it obstructs the flow of traffic. Parents/Drivers are required to follow the instructions of school employees on duty outside during drop-off and pick-up times. Everyone is asked to observe extreme caution when driving through the school zone. Pedestrians must use crosswalks.

Homerooms

High School students should enter the school and deposit or collect materials from lockers. When the 7:55 a.m. bell rings, students should report to their homeroom class. Homeroom teachers are responsible for taking attendance at 8:00 a.m.

Absences and Late Arrivals

Student Absences

Parents and students are reminded that students cannot benefit fully from their educational program unless they are in school to learn.

Students should not be absent from school for reasons other than those of ill health or a family emergency, but in cases where an absence for other reasons is unavoidable, parents should request authorization in writing from the principal in advance. The principal will inform parents of the action taken on their request.

High school students who miss more than 10 school days per year may not be promoted. (See section on promotion.) Students will receive a letter home upon the fifth and ninth absence in any class. A phone call home or conference with parents may be requested in conjunction with the aforementioned letter.

Exceptions due to medical conditions or other unavoidable circumstances will be considered on a case-by-case basis.

Students who are absent on test dates or major project due dates will not be able to make up that assessment unless a medical note has been provided or the absence has been excused prior to the day.

Faculty members who receive requests from parents regarding planned absences (including early dismissals) should refer parents to the principal.

Late Arrivals

Students arriving after 8:00am will need to fill out a late slip at the principal's office. The student will be given a note and then may proceed to class.

Each Trimester, high school students will be given two warnings each trimester for being late to school in the morning before a detention is assigned. After that, detentions for being late to school will be assigned regardless of the reason. If a student accumulates excessive tardies, his/her parents will be contacted by the school and may need to come in for a meeting before the student is admitted to class. In cases of excessive tardies, students may

be refused entry from school or class if late. High school students who arrive at school late on days when major assignments are due will also be referred to their principal for possible disciplinary action.

IT IS THE PARENTS RESPONSIBILITY TO ENSURE THEIR CHILD IS AT SCHOOL ON TIME.

Access to School Outside of Operating Hours

Parents and students are not authorized to enter school outside of normal operating hours unless they have obtained prior authorization from an administrator or from a teacher or coach requiring their presence at school. In addition to prior authorization, all campus visitors must comply with the security check-in procedures and parent ID badge requirements.

Parents and students who do receive authorization to enter the school during non-operating hours will be required to swipe/sign in and out, reporting directly to the front office. These parents and students **may not** bring guests with them.

After-school hours

The only students permitted in the school after their dismissal time, 3:30pm at the latest, are those:

Enrolled and engaged in a CAS-sponsored after school activity

All students not enrolled in a rostered CAS-sponsored school activity (Cobra Club, Athletics) must report to the division office to register presence and supervision after school and confirm expected time of departure. This will apply for all students who are . . .

- Working under the supervision of a teacher
- Reading or working in the Library
- Waiting for parents who are engaged in school business

If a student is found in the school, teachers are asked to bring him/her to the division office.

These procedures are to assure student safety and accountability of students on campus in case of emergency.

Cafeteria Operation Hours & Procedures

The cafeteria is open to **High School** students during the following times:

7:30 – 7:50am: breakfast pastries, fruit and juice

Scheduled lunch times: lunch

Students may not purchase food between classes, nor may they bring food or drink into classrooms (except a bottled water).

*Students staying for after school sports/activities may purchase drinks or snacks.

Students may either bring their lunch to school or purchase it from the cafeteria. Fast food is not allowed. Lunch deliveries are not permitted. This is as a security measure, and there will be no exceptions.

MS/HS students must remain in the cafeteria to eat or in the seating area outside the cafeteria extension if weather permits. They are not allowed to remove trays, plates, cups or utensils from the cafeteria.

Students are expected to clean up after themselves at lunch no matter where they eat. If cafeteria property is repeatedly left in other areas of the school, its use will be restricted to the cafeteria. Students who fail to clean up after themselves will be referred to their principal.

Discipline Procedures

High School Rules and Expectations

It is our expectation that our students will try to emulate the behavior traits of our **Dispositions**: creative, community minded, enthusiastic for learning, ethical, reflective, respectful, and responsible. “Our goal is to create a community of learners who feel bonded and connected; such a community exhibits self-discipline and perseverance and takes responsibility for learning.”

Discipline Referrals

Assigning Detentions and Dean of Student Referrals

When assigning a detention or making a disciplinary referral, please use the online disciplinary form. This form can be found in the high school folder of Google drive.

When referring a student to the Dean of Student's office, it is important to think about the desired outcome. A teacher must fill out a disciplinary referral form using the online form. The following inform should be provided

- Describes the incident
- Explains the action taken by the teacher
- Provides a suggestion for action to be taken

The Dean of Student will deal with the situation as soon as possible and inform the teacher of the action taken.

Sending Students Out of Class

Teachers are encouraged not to send a student out of class for disciplinary reasons unless necessary. The Dean of Students should mostly deal with discipline referrals after school.

If a situation arises where a student must be sent from class, they should be sent to the **principal's office** with a brief note explaining the reason. If appropriate, the student should be sent with work to complete. Students will not be returned to class for the period and will be referred to the Dean of Students at the end of the day.

Dean of Students Actions

In addition to following the Discipline Guidelines, the following is a list of responses you may expect from the Principal:

First time - Counsel with the student and suggest other ways the student could have handled the situation.

Second time - Hold a parent conference to discuss the problem. Ask parents to support the school's efforts by taking away privileges at home.

Third time - In-school suspension. The student does schoolwork outside of the regular classroom in a closely supervised environment.

Severe – Refer to disciplinary committee.

Disciplinary Committee

CAS high school will have a disciplinary committee that will meet to review and update disciplinary guidelines. The disciplinary committee will also meet when necessary to review and make recommendations on serious disciplinary infractions when referred to by the Dean of Students or principal (these include level 3-6 infractions). The disciplinary committee will be comprised of:

- The IB Diploma Coordinator

- The college counsellor
- One department head
- Two faculty members
- AA student representative of the Discipline Committee.

Discipline Guidelines for Grades 6-12

Level	Behavior	Consequence
1	<ul style="list-style-type: none"> · All minor misbehaviors including, but not limited to: · Interfering with the learning of others · Dress code violations · Inappropriate language · Inappropriate public physical contact · Littering ⇒ Use of iPod, cell phone or any similar electronic device without permission 	<p>1. Teacher action(s) as indicated by Classroom Rules</p> <p>⇒ Confiscate and leave with the Principal or Principal's Assistant</p>
2	<ul style="list-style-type: none"> · Chronic Level 1 behavior · Unexcused absence from class · Tardiness to school 	<p>1. School detention</p> <p>2. Parent conference</p>
3	<ul style="list-style-type: none"> · Repeat of Level 2 behavior · Direct defiance of staff request · Inappropriate language to staff · In school after hours without permission · Leaving campus without authorization · Unexcused absence from school 	<p>1. Weekend Detention or Short-term suspension</p> <p>2. Loss of extra-curricular activities including dances, sports clubs, etc.</p>
4	<ul style="list-style-type: none"> · Repeat of Level 3 behavior · Smoking on school grounds or at school functions · Plagiarism · Cheating · Violations of Academic Honor Code · Theft or destruction of property, physical or electronic · Physically threatening comments and/or gestures at school or in cyberspace (as per "Cyber-Bullying Policy") · Making verbal or written statements which insult or demean others with reference to ethnicity, religion, race, gender and/or sexual orientation at school or in cyberspace · Taking photos or videos of a person without their knowledge and consent. 	<p>Referral to the disciplinary committee</p> <p>Short-term suspension (and perhaps additional consequences as regards the Academic Honor Code)</p>
5	<ul style="list-style-type: none"> · Repeat of Level 4 behavior · Cyber-bullying (see Cyber-bullying Policy) · Fighting · Altering or tampering with school records 	<p>Referral to the disciplinary committee</p> <p>Long-term suspension</p>
6	<ul style="list-style-type: none"> · Repeat of Level 5 behavior · Physical attack of staff member or student · Possession or use of a controlled substance on school property or at a school-related function 	<p>Referral to the disciplinary committee</p> <p>Expulsion</p>

Dress code

CAS has a NO UNIFORM-NO CLASS policy. If a student is not in the correct uniform they will not be allowed to join class. Parents are to ensure that students have sufficient uniforms available so that this is not an issue.

The PE uniform is not considered proper classroom attire, and students are expected to change in and out of the PE uniform for PE class.

If students attend school without the correct uniform, the school may:

Provide a temporary uniform for the day

Require the parents to deliver a uniform to school

Provide the student with a new uniform that will be billed to the parent

CAS Uniform

CAS uniform is comprised of:

CAS white polo shirt

CAS logo pants, shorts, or skirt

Blue or Red hoodie or jacket (Does not have to be CAS)

CAS logo hoodie

No flip-flops are allowed

CAS PE uniform is comprised of:

CAS sports shirt

CAS Sports shorts

CAS tracksuit

Sports shoes

Hats and caps may not be worn in class.

Dress Down Days

It is expected that CAS students will dress in good taste on “dress-down” day. Ripped clothing, scanty clothing (e.g. tops and/or pants or skirts baring the midriff or otherwise revealing underwear, backless tops, low necklines, “spaghetti” straps...), obscene or vulgar illustrations or sayings, references to controlled substances including cigarettes and alcohol are not acceptable. The administration reserves the right to provide a more appropriate article of clothing, send students home if they are dressed inappropriately or have students call home to have a change of clothing delivered.

Technology Acceptable Use

- Only use computers for school related business (no gaming or chatting.)
- Deliberate access of inappropriate sites is not allowed such as games, pornography, and social networking sites.
- The school reserves the right to monitor students' communication and accounts.
- Interfering or accessing other people's account or restricted areas of the CAS network and computers is prohibited.
- Software installation by students is forbidden.
- Students should only save files into their accounts or on removable media.
- CAS lab equipment should be treated with the utmost respect.
- Any violations of the **Casablanca American School Acceptable Use Policy** will result in loss of in-school IT use privileges and school disciplinary action and/or appropriate legal action may follow.

Computers and Devices in the Classroom

Computers, smartphones, and tablets are an important part of a 21st century education. It should be recognize, however, that these devices can also be distractions in the classroom and be detrimental to a students learning. At CAS, students must follow the following guidelines:

-It is the teacher who decides if a device should be used in class or not.

-Devices may only be used for work relevant to the lesson the student is in.

-Teachers may confiscate devices that are not being used properly in class. These will be locked up in the principal's office and either returned directly to the student or the parent depending on the situation.

-Devices used for inappropriate material and cyber-bullying will be confiscated. Students can be required to provide passwords to the administrations and will face severe consequences.

-Students are responsible to make sure their device is charged before they come to school.

-Students are responsible for leaving their devices locked in their locker when not in use.

And the beginning of the school year, students and parents will be required to read and sign a digital citizenship agreement.

All teachers will post digital rules for their classroom on their classroom walls.

Expectations for CAS athletes

Eligibility for Participation

Student academic performance is reviewed prior to the beginning of each extra-curricular season and at each of the times when reports are sent home. Five to ten days prior to each extra-curricular season, grades of D or F will be reported for students wanting to participate in the season. Students with a satisfactory academic record will be “cleared” for extra-curricular activities. In order to participate in extra-curricular activities, a student must maintain a satisfactory academic record. In addition, any time a student plans to participate in extracurricular activities where a student will be absent from school for more than one day, student participation in such activities is subject to review and requires approval by the Principal, in consultation with student’s teachers.

The following criteria will make a student ineligible for extra-curricular activities

- } A 1 or 2 grade in any course
- } Two or more BE (Beginning Expectations) in any course
- } Poor participation, behavior or lack of commitment in previous extra-curricular activities
- } Serious illness
- } Disciplinary Infraction of Level 3 or above

Students who are cleared for participation in a season of extra-curricular activities are subjected to removal from the activity(ies) if the grades decline and meet the ineligibility criteria above.

Students ineligible to participate in extra-curricular activities will be able to appeal to the principal. The decision of the principal is final.

Attendance to Practices and Meetings

Students wanting to be a member of extracurricular teams or clubs are expected to attend all scheduled practices and meetings as set forth by the coach or sponsor.

Any absence from a scheduled practice for a reason other than sickness or an emergency, without prior approval from the coach or club sponsor will be considered unexcused. Unexcused absences will be a reason to dismiss the student from the team or club.

In most cases, you will be able to address your academic needs without missing practices and meetings. If this is not possible, it is your responsibility to talk to the relevant teachers/coaches/club sponsors to resolve the situation. You are encouraged to have these conversations as soon as you discover the conflict. Retesting or receiving special help from a

teacher, school activity, or an avoidable reason **without prior approval from the coach/club advisor**, shall be counted as an unexcused absence.

Examples of reasonable absences are:

- Sick from school
- Doctor's appointment (try to schedule around practice/meeting)
- Religious holiday
- Appointment at embassy

Non-Excusable absences are:

- Homework (you must learn to manage your time well)
- Attending a concert or sporting event
- Birthday
- Didn't have a ride (plan ahead for your transportation)

Representing CAS

Student athletes are representing the school and have chosen to do so. As students of CAS, student athlete behavior is subject to the same expectations as if at school. **Therefore, at all times student athletes are expected to behave in a mature, courteous, and respectful fashion to those around you.**

Whether on or off the court/field, everything a player does will reflect not only upon him/herself, but on the school as well. Players are encouraged to make this reflection a positive one.

Players who fail to behave accordingly will forfeit their position on the team and are liable to further disciplinary action back at school.

Adapted from the American International School of Abuja "Secondary Extracurricular Activities Handbook"