The school reserves the right to make changes, revisions, additions, etc., during the school year as long as it provides advance, written notification.
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High School Academic Calendar 2015-6

Aug. 31-Sept. 1  Mon-Tues  HS Orientation and Registration
Sept. 2  Wednesday  HS classes begin for all students
Sept. 10  Thursday  HS Open House for Parents (2:00 to 4:30 – No Co-curricular)
Sept. 14  Monday  Convocation
Sept. 17  Thursday  PD Day - Early Dismissal (1:00 p.m.)
Sept. 23-5  Wed-Fri  No Classes (Fall Break - Eid Al Adha*)
Oct. 3  Saturday  SAT
Oct. 14  Wednesday  No Classes (Islamic New Year*)
Oct. 21  Wednesday  Harmony for Humanity Concert
Oct. 23  Friday  Ashoura*
Oct. 28  Wednesday  PSAT (Grades 9 through 11)
Oct. 29  Thursday  PD Day - Early Dismissal (1:00 p.m.)
Oct. 30  Friday  HS 1st Quarter Ends
Nov. 4  Wednesday  Grades Due (include Comments and Learning Behaviors)
Nov. 6  Friday  HS 1st Quarter Progress Reports Posted
Nov. 7  Saturday  SAT
Nov. 9-10  Mon-Tues  HS Parent Conferences (1:30-4:00 p.m.) – Early Dismissal (1:00 p.m.)
Nov. 13  Friday  No Classes (Mini-NESA for faculty)
Nov. 14-18  Sat-Wed  ACS Book Fair
Nov. 22  Sunday  Independence Day
Nov. 26  Thursday  Thanksgiving – Early Dismissal (1:00 p.m.)
Nov. 27  Friday  No Classes - Thanksgiving Holiday
Dec. 5  Saturday  SAT
Dec. 11-12  Fri-Sat  HS Fall Play
Dec. 18  Fri  Last day before Winter break (12:00 p.m. Dismissal)

Dec. 19-Jan. 6  Sat-Wed  No Classes – Winter Break (Christmas/New Year)
Jan. 7  Thursday  Classes resume
Jan. 7-11  Thurs-Mon  LB Grade 9 & 12 Mid-Term Exams
Jan. 14-21  Thurs-Thurs  Exams – Semester 1 (Grade 9-11 only - during all core classes)
Jan. 21  Friday  HS – Last day of Semester 1
Jan. 21  Thursday  PD Day – Early Dismissal (1:00 p.m.)
Jan. 22  Friday  Last Day of Semester 1
Jan. 22-24  Fri-Sun  LEBMUN Conference
Jan. 23  Saturday  SAT
Feb. 5  Sunday  Grades Due (include Learning Behaviors)
Feb. 9  Tuesday  HS Semester 1 Report Cards Posted
Feb. 10  Wednesday  HS Parent Conferences (1:30 – 4:00 p.m.) – Early Dismissal (1:00 p.m.)
Feb. 14  Sunday  Commemoration Holiday
Feb. 18  Thursday  PD Day - Early Dismissal (1:00 p.m.)
Feb. 19-20  Fri-Sat  ToK Conference (Grades 11 & 12)
March 5  Saturday  SAT
March 9  Wednesday  No Classes (Teacher’s Day)
March 17-19  Thurs-Sat  IB – DP Art Show (at Beirut Souks)
March 24  Thursday  HS 3rd Quarter Ends
Mar. 25-Apr. 3  Fri-Sun  Spring Break (Easter)
April 4-11  Mon-Mon  IB – DP/Certificate/Honors Mock Exams
April 7  Thursday  Grades Due (include Comments and Learning Behaviors)
April 13  Wednesday  HS 3rd Quarter Report Cards Posted
April 14  Thursday  PD Day – Early Dismissal (1:00 p.m.)
April 15  Friday  HS Parent Conferences (1:30-4:00 p.m.) - Early Dismissal (1:00 p.m.)
April 22-23  Fri-Sat  HS Spring Play
April 28  Thursday  Last classes IB - DP / Honors Grade 12 Students
Apr. 29-May 2  Fri-Mon  No Classes (Orthodox Easter)
May 6  Fri  Last classes for LB Grade 12 Students
<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2-20</td>
<td>Mon-Fri</td>
<td>IB External Exams</td>
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<tr>
<td>May 7</td>
<td>Saturday</td>
<td>SAT</td>
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<tr>
<td>May 7-15</td>
<td>Sat-Sun.</td>
<td>Week Without Walls (Gr 10-11)</td>
</tr>
<tr>
<td>May 11</td>
<td>Wednesday</td>
<td>Last classes LB Grade 9 Students</td>
</tr>
<tr>
<td>May 12-15</td>
<td>Thurs-Sun</td>
<td>Weekend Without Walls (Language Immersion Grade 9)</td>
</tr>
<tr>
<td>May 13-19</td>
<td>Fri-Thurs</td>
<td>Mock Exams – LB Grade 12 Students</td>
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<tr>
<td>May 16-19</td>
<td>Mon-Thurs</td>
<td>ACS MS/HS Art Show and Spring Concert</td>
</tr>
<tr>
<td>May 19</td>
<td>Thursday</td>
<td>PD Day - Early Dismissal (1:00 p.m.)</td>
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<tr>
<td>May 20-26</td>
<td>Mon-Thurs</td>
<td>Final Exams – LB Grade 9 Students</td>
</tr>
<tr>
<td>May 25</td>
<td>Wednesday</td>
<td>Liberation of the South*</td>
</tr>
<tr>
<td>June 3</td>
<td>Friday</td>
<td>HS Graduation</td>
</tr>
<tr>
<td>June 4</td>
<td>Saturday</td>
<td>SAT</td>
</tr>
<tr>
<td>June 6-14</td>
<td>Mon-Tues</td>
<td>HS Exam Week</td>
</tr>
<tr>
<td>June 15</td>
<td>Wednesday</td>
<td>G4 Project IB - DP Grade 11 Students</td>
</tr>
<tr>
<td>June 15</td>
<td>Wednesday</td>
<td>Last day of school for students</td>
</tr>
<tr>
<td>June 17</td>
<td>Friday</td>
<td>Last day of school for faculty</td>
</tr>
<tr>
<td>June 17</td>
<td>Wednesday</td>
<td>Last day of school for faculty</td>
</tr>
</tbody>
</table>
The School Heritage

The school opened on October 23rd, 1905, with eighteen pupils and three teachers. At the time, ACS was first known as the “Faculty School” because the American families of the American University of Beirut established it, then known as the Syrian Protestant College. Classes were held on the first floor of a private home. The Orly Cinema now stands on the site of the original school. At that time, tuition was a mere eighty dollars. There were twelve boys in the school in 1907 and eleven of them were on the soccer team.

Three years after its establishment the school was moved to the A.U.B. Hospital grounds. In 1920, when the student number reached 33 students, it outgrew this building too and moved again, this time to a small one-story building near what is now called the Blue Building (Bliss Street). At this time the Presbyterian Mission joined the college in managing and financing the school, and the name was changed to the American Community School. In 1949, the school moved to its present site near the Mediterranean Sea. Since then the campus has been enlarged to include the academic buildings, gym, tennis courts and playing fields.

ACS Alma Mater by T. Robert Bassett

Praise to thee our Alma Mater,
Praise to thee dear ACS.
Hear each loyal son and daughter,
As we stand thy name to bless;
And with hearts in loving chorus,
We will pledge anew to thee,
Beneath thy banner waving o’er us,
Our love and loyalty.

Where the gold of snow-crowned mountains,
And the deep blue of the sea,
Mirrored bright in learning’s fountains,
Teach us truth and purity,
There our colors fair and glorious,
Purest gold and truest blue,
Call us to noble deeds victorious,
And make our dreams come true

School Colors – The American Community School’s colors are blue and gold.
The ACS Mission Statement

“ACS empowers students to solve problems with creativity and integrity, to lead well-balanced lives, and to serve Lebanon and the world community with understanding and compassion.”

We achieve our mission by:

• setting high expectations for ourselves and our students.
• empowering students to be critical thinkers and independent learners.
• working collaboratively with all members of our community.
• understanding and utilizing innovative teaching and learning.
• creating a safe environment for students to take risks and learn from their mistakes.
• facilitating students’ intellectual, social, emotional and physical growth.
• engaging students in relevant and reflective learning.
• encouraging students to explore different forms of personal expression.
• providing opportunities for students to make choices, to lead, and to demonstrate responsibility.
• supporting students to be caring, empathetic, respectful and tolerant.
• developing student awareness and perspectives through the study of languages.
• involving students in local and international community service projects.
• preparing students to seek admission to the most selective colleges and universities.

IB Learner Profile

The High School at ACS follows the IB Learner Profile for all grade levels. As the IB Learner Profile notes, IB learners strive to be:

• Inquirers
• Knowledgeable
• Thinkers
• Communicators
• Principled
• Open-minded
• Caring
• Risk-takers
• Balanced
• Reflective

For more information on the IB Learner Profile or any other aspect of the International Baccalaureate program, please see the IB website: [www.ibo.org](http://www.ibo.org).
Contact Information

School Administration

Headmaster
Mr. Hamilton Clark
hclark@acs.edu.lb

Deputy Head of School
Mr. Karim Abu Hayder
kabuhayder@acs.edu.lb

Curriculum Coordinator
Ms. Hanadi Dayyeh
hdayyeh@acs.edu.lb

High School Principal
Dr. Robert Evans
revans@acs.edu.lb

Assistant Principal / Dean of Students
Mr. Casey Doumitt
cdoumitt@acs.edu.lb

High School Counselors:
- Grade 9 & Learning Support
  Mr. Jordi Blanco
  jblanco@acs.edu.lb
- Grade 10-11
  Ms. Lucia Mock
  lmock@acs.edu.lb
- Grade 12 & College Counselor
  Ms. Debbie Carreras
  dcarreras@acs.edu.lb

Lebanese Baccalaureate Coordinator
Ms. Nada Chatila
nchatila@acs.edu.lb

IB Diploma Program Coordinator
Ms. Andrea Norman
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I.T. Facilitator
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tlandry@acs.edu.lb

Athletic and Activities Director
Mr. Ryan Naughton
renaughton@acs.edu.lb

Community Service/CAS Coordinator
Ms. Hoda Shatah
hshatah@acs.edu.lb

Nurses
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nhalawi@acs.edu.lb

Admin. Assistant to HS Principal
Ms. Dima El Masri Chaarani
delmasrichaarani@acs.edu.lb

Admin. Assistant to Dean of Students and College Counseling
Ms. Guitta Bayouk
gbayouk@acs.edu.lb

Department Chairpersons

Arabic
Ms. Hanadi Dayyeh

English
Ms. Hayat Shehab

Fine Arts
Mr. James McLean

French
Ms. Joelle Yacoub

Math
Mr. Akram Abdallah

Physical Education
Mr. Andrew Trozzi

Athletic and Activities
Mr. Ryan Naughton

Science
Ms. Dania Maaliki

Social Studies
Mr. Nick Lewis

Lebanese Baccalaureate Coordinator
Ms. Rima Zein

IB Diploma Program Coordinator
Ms. Nada Chatila

Grade Level Coordinators
The grade level coordinators act as advisors for each class. With the counselors, they make sure the academic and social life of their grade level runs smoothly. They are instrumental in ensuring that student concerns are brought forward and dealt with by chairing meetings with all the teachers in their grade level. They also manage the test calendar for each grade level.

Grade 9 – Rebecca Naughton & Jordi Blanco
Grade 10 – Vivian Khoury & Lucia Mock
Grade 11 – Susan Larson & Lucia Mock
Grade 12 – Nadine Hage & Debbie Carreras

Important Phone Numbers/Codes

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Phone Number</td>
<td>[+961] 1 374370</td>
</tr>
<tr>
<td>Principal's Office Extension</td>
<td>2401</td>
</tr>
<tr>
<td>Dean of Students / College Counseling Extension</td>
<td>2402 / 2404-2406</td>
</tr>
<tr>
<td>School Fax Number</td>
<td>[+961] 1-366050</td>
</tr>
<tr>
<td>School e-mail</td>
<td><a href="mailto:acs@acs.edu.lb">acs@acs.edu.lb</a></td>
</tr>
<tr>
<td>College Board Code</td>
<td>685100</td>
</tr>
<tr>
<td>ACS SAT Test Center</td>
<td>54-310</td>
</tr>
</tbody>
</table>
## High School Faculty E-mail Addresses

<table>
<thead>
<tr>
<th>Arabic</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanadi Dayyeh</td>
<td>Hayat Shehab (Head of Dept)</td>
</tr>
<tr>
<td>(Coordinator)</td>
<td><a href="mailto:hshehab@acs.edu.lb">hshehab@acs.edu.lb</a></td>
</tr>
<tr>
<td>Nahla Al Zougbi</td>
<td>Michelle Grant</td>
</tr>
<tr>
<td>Rana Aleywan</td>
<td><a href="mailto:slarson@acs.edu.lb">slarson@acs.edu.lb</a></td>
</tr>
<tr>
<td>Reem Ariss</td>
<td>Todd Campbell</td>
</tr>
<tr>
<td>Hassan Saidoun</td>
<td>Kevin Shea</td>
</tr>
<tr>
<td></td>
<td>Loraine Playfair</td>
</tr>
</tbody>
</table>

### Fine Arts

- **James McLean (Coordinator)**: jmclean@acs.edu.lb
- **Robert Fedorak**: rfedorak@acs.edu.lb
- **Mary Mckone**: mmckone@acs.edu.lb
- **Nadine Mobayed**: nmobayed@acs.edu.lb
- **Ingrid Thornton**: ithornton@acs.edu.lb
- **Nicholas Thornton**: nthornton@acs.edu.lb
- **Lynn Salha**: lsalha@acs.edu.lb

### French

- **Joelle Yacoub (Coordinator)**: jyacoub@acs.edu.lb
- **Rana Accawi**: raccawi@acs.edu.lb
- **Victoria Raad**: vraad@acs.edu.lb

### Math

- **Akram Abdallah (Head of Dept)**: aabdallah@acs.edu.lb
- **Lina Daoud**: ldaoud@acs.edu.lb
- **Joseph Feia**: jfeia@acs.edu.lb
- **Tarek Hakim**: thakim@acs.edu.lb
- **Rima Halabi Abou Rafeh**: rhalabi@acs.edu.lb
- **Thomas Pederson**: tpederson@acs.edu.lb

### Physical Education

- **Andrew Trozzi (PE Coordinator)**: atrozzi@acs.edu.lb
- **Hassan Orfali**: horfali@acs.edu.lb
- **Rima Rahawi**: rrahawi@acs.edu.lb

### Science

- **Dania Maaliki (Head of Dept)**: dmaaliki@acs.edu.lb
- **Nada Afra**: nafra@acs.edu.lb
- **Sirine Alameh**: salameh@acs.edu.lb
- **Nadine Bou Rached Hage**: nbourachedhage@acs.edu.lb
- **Talar Partiyan**: tpartyian@acs.edu.lb
- **Rana El Masri**: relmasri@acs.edu.lb
- **Viviane Khoury Saab**: vkhoury@acs.edu.lb
- **Samer Madbak**: smadbak@acs.edu.lb
- **Suheir Sleiman**: ssleiman@acs.edu.lb

### Social Studies

- **Nicholas Lewis (Head of Dept)**: nlewis@acs.edu.lb
- **Timothy Eddy**: teddy@acs.edu.lb
- **Rebecca Naughton**: rnaughton@acs.edu.lb
- **Else Saoud**: esaoud@acs.edu.lb
- **Gregor Nizarian**: gnnizarian@acs.edu.lb
- **Kathryn Jones**: kjones@acs.edu.lb
- **Rima Zein**: rzein@acs.edu.lb
ACS Promotion and Graduation Requirements

The American Community School at Beirut offers a high school program of studies designed to prepare students for selective universities. ACS offers three rigorous options for our students to pursue: the International Baccalaureate’s Diploma Program; the Lebanese Baccalaureate Life Science stream; and an Honors Program. International Baccalaureate and Lebanese Baccalaureate diplomas are awarded following successful completion of all program requirements including external examinations.

The American Community School diploma is based on the American model and is awarded after successfully meeting all graduation criteria. Students accumulate credits toward graduation and credits are earned based on final grades and meeting the seat-hour threshold in the class. A student must complete all graduation requirements in order to graduate with his or her class.

- A minimum of 26 credits are required.
  - Transfer students will have their official transcripts reviewed and individual programs of study will be developed when deemed necessary
- Students must earn a minimum grade point average of 2.00 (on a 4-point scale).
  - Students with individualized learning support plans, developed by ACS, must meet all of their objectives to fulfill graduation requirements

Graduation Requirements:

Total Carnegie Credits Needed*

<table>
<thead>
<tr>
<th>Group 1 Courses:</th>
<th>English</th>
<th>4 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 2 Courses:</td>
<td>World Languages</td>
<td>4 credits</td>
</tr>
<tr>
<td>Group 3 Courses:</td>
<td>History/Social Sciences</td>
<td>4 credits</td>
</tr>
<tr>
<td>Group 4 Courses:</td>
<td>Experimental Sciences</td>
<td>4 credits</td>
</tr>
<tr>
<td>Group 5 Courses:</td>
<td>Mathematics</td>
<td>4 credits</td>
</tr>
<tr>
<td>Group 6 Courses:</td>
<td>Fine Arts</td>
<td>2 credits (DP &amp; Honors Program)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 credit (LB students)</td>
</tr>
<tr>
<td>Additional Courses:</td>
<td>Health &amp; Physical Education</td>
<td>2 credits</td>
</tr>
</tbody>
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* Specific courses, requirements, and prerequisites are outlined in the ACS Program of Studies Guide.

Additional Graduation Requirements

- Passing grade in “Senior Seminar” for students in the Honors Program OR passing grade in “Theory of Knowledge” for IBO Diploma Program candidates
- 100 hours of community service, adjusted for students entering after 9th grade
- Successful participation in Week Without Walls program in grades 10 and 11

Additional Grade Level Promotion Requirements

- Freshmen must have completed at least 25 hours of community service prior to the start of their sophomore year, sophomores must have completed at least 50 hours of community service prior to the start of the junior year, and juniors must have completed at least 75 hours of community service prior to the start of their senior year.
- Freshmen, sophomores, and juniors with overall GPAs below 2.0 will be placed on Academic Probation prior to the start of the next academic year.

Students in the Class of 2016 who fall below the revised graduation requirements, but were on-track under the previous guidelines will have their transcripts reviewed to set individualized targets that must be met.
CRITERIA FOR PASSING/FAILING A HIGH SCHOOL COURSE

Final grades are determined through a combination of the scores earned in both semesters and cumulative exams.

Students will have passed a course and receive credit for the class if they earn any final grade other than an F. It is important to note that while students may earn credit for a course with a final grade of D, students are required to maintain an overall average of C- or better in order to graduate from ACS.

In order to have earned a passing mark for a year-long course, students must earn a passing grade in the second semester. If a student earns a failing grade (F) for the first semester of a year-long course, the student must earn at least a C- during the second semester to earn a passing mark for the year.

At the end of first semester, any high school student who is already in jeopardy of failing a class or the entire grade-level will be scheduled for a mandatory conference with his or her teachers and the school administration.

Only final grades are used to calculate a student’s GPA for the year.

CREDIT RECOVERY FOR STUDENTS RECEIVE FAILING GRADE WITH END OF COURSE SCORES ABOVE 55%

High school students who do not pass one or two credit-bearing classes, as defined by the previously mentioned criteria, but whose end of year score is above a 55%, will be required to enroll in and successfully complete a pre-approved summer school course or an online credit recovery program in order to earn promotion to the next grade. This option is not available to students below the 55% threshold or if the student failed three or more classes.

Online Credit Recovery Option

Credit recovery is an option available to high school students who did not earn a final, passing grade in one or two courses. The intent of the program is to provide these students with further instruction, more practice, and additional time to learn the required course standards that were missed the first time. Credit recovery cannot be used to earn credits in classes that the student was not already enrolled in at ACS.

The online program used by ACS is “Penn Foster Virtual High School.” All costs associated with this option are the responsibility of the student. Students who need to enroll in an online course will be notified as soon as possible; however, it is often the case that the need is not clear until after final exams have been completed.

Students must successfully complete all course requirements in order to earn the needed credit. Please note that it is a requirement of our school that all of the exams for the online course be taken at ACS under the supervision of one of our staff members. The credit recovery course must be successfully completed prior to the first day of school.

Upon receipt of the official transcript from Penn Foster indicating a passing mark, which is at or above a C-, the student’s end-of-year ACS grade will be adjusted to a C- and credit conferred. The student's ACS transcript will indicate that credit recovery was utilized for that class.

Also, students in DP level courses needing to use credit recovery are still required to meet all external requirements set by the IBO in order to earn course certificates or to be eligible for the IBO’s full diploma.

Summer School Option

In order to use this option, the student must have written pre-approval by the high school principal. Only courses offered by schools fully accredited from a recognized accrediting agency in the United States will be allowed. All costs associated with this option are the responsibility of the student. Students must earn passing marks in the summer school course to receive the necessary credit. Upon receipt of the official transcript from the summer school indicating a passing mark, which is at or above a C-, the student’s end-of-year ACS grade
will be adjusted to a C- and credit conferred. The student’s ACS transcript will indicate that summer school was utilized for that class.

**PROBATION**

Academic Probation is a temporary status incurred by a student based on his or her most recent progress report and/or report card. A student will be placed on academic probation if he or she is not in good academic standing at the end of the quarter. Reasons may include the following.

- The student is currently failing 2 or more classes.
- The student’s GPA for the semester is below 1.75 on a 4-point scale.
- The student is not on track to meet promotion/graduation criteria.

An academic action plan will be created to find all possible means to increase the student’s success in school. An academic action plan may include tutoring, supervised study, reorganization of athletic or social schedules, and/or courses.

A list of students on academic probation is compiled after each term and shared with teachers in order to more closely follow each student’s progress and provide extra support. In all cases, the parents will be notified so they are aware of their child’s situation.

If at the end of the next quarter a student has returned to good academic standing, he or she will be removed from Academic Probation. However, students who remain on Academic Probation through a school year are in jeopardy of having their automatic re-enrollment option rescinded.

**Academic Probation and Team Eligibility**

- Students on Academic Probation are not eligible to travel.
- A student on Academic Probation must meet with the Athletic Director, Principal or Dean of Students, the appropriate grade-level Counselor, and the parents or guardian to review his or her obligations and to make a collaborative plan that will enable the student to meet his or her academic and co-curricular commitments.

**GRADE RETENTION**

If at the end of the academic year a student fails three or more year-long courses, the student will either be required to repeat the current grade or will be dismissed from ACS. Students may repeat a maximum of one grade level in the upper school (grades 6-11); however, there is no guarantee that any individual student will be permitted to repeat. The student’s senior year may not be repeated.
Current Grading Scale

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Range</th>
<th>Letter grade</th>
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<th>Letter grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>B-</td>
<td>80-82</td>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>C+</td>
<td>77-79</td>
<td>D</td>
<td>65-66</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>C</td>
<td>73-76</td>
<td>F</td>
<td>Below 65</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>C-</td>
<td>70-72</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Course grades are issued four times per year and reflect academic progress.
- Progress reports at the end of the first and the third quarter. Progress reports serve to inform students and parents about a student’s progress in each class and are issued for any student with a C- or below. The grades on progress reports are not recorded on report cards or transcripts.
- Semester report cards at the end of the second and the fourth quarter.
- First and second semester grades are averaged for the year-end grade.
- Semester grades and the final course grade are recorded on a school transcript. This transcript accompanies college applications.
- A student who has an F for the year in a required course must make up the credit.

Learning Behaviors and the Learning Behavior Rubric

Learning Behaviors has replaced the Effort grade on the ACS report card. Each quarter students are assessed in each class not only on their academic performance, but on their “learning behavior”. However, unlike the effort grade, Learning Behavior grades will have a much greater impact on student report card and on their behavior in the classroom. With Learning Behavior there is a clear criterion of performance that ACS students should seek to achieve – clearly communicated to each student so they can improve. Learning behavior is assessed under four (4) categories:

1. Independent / Self Managing
2. Attitude / Relating to Others
3. Participating / Contributing
4. Resourceful / Responsible for Their Learning

Under each category, teachers consider 3-5 “performance indicators”, and students receive marks of “consistently”, “sometimes”, or “rarely” depending on how they are meeting the learning behaviors indicators.

Example of Rubric → see next page.
ACS Learning Behaviors RUBRIC

<table>
<thead>
<tr>
<th>Behavioral Category</th>
<th>IB Learner Profile - Trait Reflected</th>
<th>ACS Social Emotional Standard</th>
<th>Performance Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent / Self-Managing</td>
<td>• Knowledgeable • Inquirer • Balanced</td>
<td>1.B – Recognize one’s own personal qualities and external supports. 1.C – Demonstrate skills related to setting and achieving goals. 1.D – Develop one’s own sense of personal responsibility and integrity.</td>
<td>• Comes to class on time and is prepared • Brings necessary materials to class • Shows initiative and establishes goals in their learning • Remains on task</td>
</tr>
<tr>
<td>Attitude / Relating to others</td>
<td>• Open-minded • Caring • Risk-taker</td>
<td>1.A – Identify &amp; express one’s emotions, feelings and needs appropriately. 2.A – Recognize the feelings and perspectives of others. 2.B – Recognize individual and group similarities and differences. 2.C – Use communication and social skills to interact effectively with others. 2.D – Demonstrate an ability to prevent, manage, and resolve interpersonal conflicts in constructive ways.</td>
<td>• Takes an active and positive role in group activities • Respects the opinions and feelings of others • Demonstrates care and kindness to others • Accepts constructive criticism and responds appropriately • Collaborates with others in a positive manner</td>
</tr>
<tr>
<td>Participation / Contributing</td>
<td>• Communicator • Thinker</td>
<td>2.A – Recognize the feelings and perspectives of others. 2.C – Use communication and social skills to interact effectively with others. 3.C – Contribute to the well-being of one’s school and community</td>
<td>• Follows the instructions of the teacher • Listens attentively and recognizes appropriate times to talk • Helps the positive development and progress of classroom learning • Offers constructive opinions in class • Contributes to an attentive, focused, learning environment • Demonstrates a positive attitude towards activities and learning</td>
</tr>
<tr>
<td>Resourceful / Responsible for their learning</td>
<td>• Principled • Reflective</td>
<td>3.A – Consider ethical, safety, and societal factors in making decisions. 3.B – Apply decision-making skills to deal responsibly with daily academic and social situations.</td>
<td>• Turns work in on time and meets deadlines • Is prepared thoroughly for assignments / activities / projects / presentations • Conducts their learning in an ethical manner and respects the ACS honor code • Shows respect for learning resources (school instruments, furniture, equipment, cameras, etc.)</td>
</tr>
</tbody>
</table>

While Learning Behaviors assessment is designed to guide students towards improvement, students who receive a total of FOUR “Rarely” (R) marks from one or more class(es) may face the following consequences:

- Entered in permanent student record
- Included in college transcripts
- Jeopardize entry to the IB program.
- Jeopardize participation into the following student-led organizations: Honor Council, NHS, Student Council, and MUN
- Senior Privileges revoked (succeeding quarter)
- Jeopardize participation in school sponsored trips and placed on a Traveling Hold List barring travel and participation on sports and other teams (ISAAC, Arts, Theater, WWW, MUN, etc.)

If a student is placed on a Traveling Hold List, he/she will be denied participation or attendance in all school sponsored trips, athletic teams, or activity clubs until the following grading period. (Semester or Mid-term)

- A student may appeal this placement by submitting the following to the Dean of Students and the Athletic and Activity Director within one week of notification:
A typed contract signed by each teacher in which an “R” was issued with specific rules and stipulations that the student will complete during the appeal time line.

The appeal timeline is 4 cycles from the date submitted.

During the appeal the student may continue to participate at the discretion of the parents, coaches, and administration.

If at any point the student is not compliant with the contract or fails to complete the contract during the 4 cycle limit; the student’s appeal will be denied and the student will be returned to the Traveling Hold List and be removed from all athletic teams or activity clubs.

Additional criteria that will be considered at the time of the appeal will be current and past GPA, history of Learning Behavior outcomes, attendance, and tardiness.

Participation in international trips that have already been confirmed during the first 3 cycles of a semester will be decided by the administration.
ACS teaches each student to accept responsibility for his or her own academic readiness. Homework is a necessary element in both academic achievement and the development of that sense of responsibility.

Students need to be prepared for class. Preparation develops a sense of obligation; it imparts the belief that the lesson is important, and it makes the student an active participant in the lesson just as the teacher is.

Homework is an essential part of the educational program at ACS as it provides the student with the opportunity for independent practice, skills reinforcement, and research while also promoting time management and individual responsibility. Homework is included in the assessment of Learning Behaviors.

Homework must become a habit similar to the other healthy habits that people learn through proper guidance early in their lives. The process of self-regulated study is the discipline necessary for every student to be successful at university.

Grade 9 students can expect to work an eight-hour day. For the five to six hours spent in class, a student is expected to spend two to three hours per day on school homework outside of class.

1. "Preparation" is the physical and mental act of being ready for a lesson or series of lessons. It implies a range of actions from the most simple of tasks, such as having one's books and other materials ready, to the more self-directed "reading ahead" before the teacher actually gives the lesson. Preparation also implies a proper mental state of awareness and understanding for taking an examination, giving an oral presentation or seriously adding to the class discussion.

2. "Homework" is that a regular time devoted in one's home to the preparation necessary to perform well in class.

3. "Assignment" is a task set by a teacher to help a student prepare or review for work being done in class.

4. Homework or preparatory tasks are ongoing. No one should believe that the only time to do homework is the night before an assignment is due or before a test.

The Role of Teachers and Parents
Homework is important for students; therefore it will be treated as such by teachers and parents.

- All assignments will be corrected in a timely way.
- Assignments may be included in the overall grading of students.
- After correction, assignments are returned to students for purposes of self-correction, study, review and improvement of future assignments.
- Students will see in concrete ways how careful attention to assignments will aid them in achieving good results on tests and other classroom work.
- When assignments, homework, or preparation are not being done, teachers have an obligation to inform parents. Parents also have a responsibility to inform teachers when an unforeseen emergency prevents a student from following the regular homework schedule.
- Parents have a responsibility to help their child with homework but not to do it for them. If help received at home is too explicit, then homework becomes a misleading indicator of progress.
Assessment Policy

Assessment chronicles a student’s academic development over time and evaluates subject mastery through a variety of methods. ACS maintains the following grading protocols:

- Report card grades are based primarily on summative assessment.
  
  o Formative assessment is sometimes known as “assessment as learning” or “assessment for learning.” Formative assessments are intended for students to prepare themselves for summative assessments. Formative assessed assignments help teachers determine next steps during the learning process as the instruction approaches the summative assessment of student learning.
  
  o Summative assessment is sometimes known as “assessment of learning.” After students have had a chance to develop their knowledge and skills through formative assessments, teachers use summative assessments such as quizzes, tests, projects, and essays to evaluate their learning.

Turning-in Assignments

The expectation in the High School is that all assignments, including formative assignments, will be turned in on time.

- If a student has any concerns about a deadline, he/she must speak with the teacher in advance to discuss those concerns.
- Summative assignments that are not submitted on time risk earning a late penalty or a zero.

For the IB assessment components that require drafting (Ex: Extended Essay, ToK essay, Historical Investigation, etc.), missing the deadline of a draft results in the following:

- Instead of receiving oral and written feedback, the student receives only one form of feedback.
- If the draft is more than five days late, no feedback will be given to the student.

Legitimate Absence:

- Work handed in late because of an absence is governed by the following rules:
  
  1. Work due on the day of the absence must be turned in on the first class meeting time after return.
  2. Classwork, homework, quizzes or tests assigned or given during the absence must be completed as soon as possible by arrangement with the teacher. It is the student’s responsibility to make these arrangements.
  3. Extended legitimate absences will be treated on a case-by-case basis.

- When an absence is due to a pre-arranged or school-sponsored trip, all work must be completed within one cycle of the day of return. However, teachers do not need to give this extension for long-term assignments. If an assignment was given at least two weeks in advance, the student may be required to submit it on the first day back from the pre-arranged travel. The student needs to check with his/her teacher to confirm the due date for any long-term assignments.

- For school-sponsored trips that extend over a weekend, the student is excused from taking in-class tests or quizzes during the first two days upon return, but must reschedule these assessments. This does not apply to assessments that do not require prior preparation at home.

- Individual extra credit work will not be given. However, corrective instruction and enrichment opportunities for all students can be given when warranted.

Test Accommodations for Students with Identified Learning Needs

Students with diagnosed learning needs are eligible for accommodations including additional time on tests and testing in an alternate environment. Students who want to take advantage of their accommodations must make arrangements with their teachers and book time with the Learning Support Specialist. These arrangements must be made at least 24 hours in advance.
Test Calendar
The Grade level teams maintain a test calendar for each grade. The purpose of these calendars is to help the faculty distribute the due dates of major tests, assessments and projects.

- Students can expect to have up to 6 assessments/week (one assessment per subject per week), however,
- A student should not have more than two of those assessments on any given day.
- Grade 9 Lebanese Baccalaureate students cannot have more than 4 assessments in a typical week including quizzes and major assessments
- Teachers will also input the due dates of projects/essays on the calendar.
- Students who feel that they have been assigned too many assessments in a given week should attempt to resolve the issue politely with their teachers. If that is not possible, they should see the Grade Level Coordinator.

IB Diploma and Certificate Protocols
Honors/LB students continuing in IB 12 courses should register as certificate students and fulfill the IB requirements for the course including sitting for the official exams.

- The learning behavior of HONORS students in IB 12 courses will be monitored throughout the year. As of the end of the first semester, any IB certificate student who has R’s in an IB class will be subject to the following consequences:
  - Loss of the “IB designation” for the course.
  - Removal of any GPA “boost”, if applicable, with retroactive measures on Semester one report card
  - Immediate notification to the universities that the student applied to explaining the reason for the change of designation
  - Continuing the course as an HONORS student without sitting for the IB official exams.
    Instead, the student will sit for a school final exam during the final exam week for seniors.

Any IB 12 certificate student who shows inappropriate learning or disciplinary behavior during the IB “Language Written Assignment” external assessment, IB orals, or during the mocks will be subject to the measures listed in the above bullet.

Tutoring for IB and other ACS Students
Students who need extra help are encouraged to speak with their teachers. Teachers are available after school until 4:00 p.m. to provide extra help; it’s a good idea to arrange with your teachers in advance to ensure that they do not have another commitment. Students who require additional support outside of school are encouraged to speak to their counselor before employing a tutor. There are some well-respected professional learning centers that work collaboratively with the school to support students with learning needs. If students choose to employ a tutor from outside the ACS community, it is important that this person be in contact with the ACS teacher(s). Tutoring of ACS students by ACS teachers is discouraged because it is a conflict of interest. However, if there are no other options this should be arranged through the counselor and requires permission from the Principal.
**Academic Integrity**

Academic integrity is the foundation of an effective school. The core premise of academic integrity is that the work a student turns in is the product of his or her own thinking. Academic dishonesty infractions are cumulative throughout a student’s high school enrollment and each infraction will be documented and placed in the student’s permanent file.

Academic integrity violations occur, primarily, are defined as the following:

- **Collusion** is supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another student.
- **Cheating** is the use or attempt to use unauthorized materials, assistance and/or aids in an effort to gain an unfair advantage.
- **Plagiarism**, a specific form of cheating, is the presentation, in whole or in part, of another person’s words or ideas as one’s own without properly acknowledging sources.

**Collusion**

Collusion is a form of cheating. It is not to be confused with collaboration. Some assignments may entail collaborative work where students work together in groups on a shared goal and participate equally to achieve the assigned task. Collaboration occurs when group members work to locate and share sources of information and discuss issues related to the assignment. However, the final work presented by each student must be produced independently in his/her own words.

For example, when collaboratively working on a science lab, students work in groups to conduct, collect, and record the same data from an experiment. However, in writing the laboratory report, each student must work on his/her own. The layout of the report, the presentation of the raw data, the processing of the data as well as the formulation of the conclusion and evaluation is the individual student’s own work.

Teachers will let students know when collaboration is acceptable on schoolwork. If a student is unsure if collaboration is allowed for an assignment, he or she must check with the teacher for clarification.

**Cheating**

Cheating is defined as using another person’s work to gain an unfair advantage. Cheating also refers to actions that compromise a teacher’s ability to get accurate assessment information:

Examples include, but are not limited to, the following:

- Copying and presenting the work of another student as one’s own
- Providing answers (allowing another student to copy homework, test, quiz, project, presentation notes, math problems, portfolio entries)
- Receiving answers
- Fabricating data in a lab or other academic discipline setting
- Having concealed notes or unauthorized electronic devices during an assessment

**Plagiarism**

Plagiarism, or academic dishonesty, is defined as “submitting as your own work that which is not your own” — in other words, stealing someone else’s “intellectual property.” Plagiarism is a specific form of cheating and is a serious and punishable academic offense. To ensure this, all ACS high school students will sign a pledge that holds them responsible for turning in work that is their own and for properly citing work that is taken from another source.

As part of the high school curriculum proper research skills are taught and reinforced. ACS subscribes to turnitin.com, a web-based site that scrutinizes submitted documents for plagiarism. All students have access to this site and are expected to submit drafts and final papers to this site before turning them in. ACS teaches students standard research methodology so as to complete academic research properly. However, it is the responsibility of each student to see that his or her work is done in an honest fashion. All academic dishonesty issues will be investigated and reviewed thoroughly and balanced with evidence to support the claim.
Academic Integrity and IB assessments

Students in the IB diploma program are held to the same standard as outlined above and most cases of malpractice by IB diploma students will be referred to the Honor Council as with all other incidents. Below are the consequences for malpractice on the official submission of any IB internal or external assessment, including the extended essay. IB students should also refer to the “ACS IB Academic Honesty Policy” to learn about the different aspects of malpractice.

- **Official submission** is “when a student submits the final version of his/her work to his teacher or to the IB coordinator for an internal or external assessment together with a signed coversheet” (IBO, 9). This submission is according to the school internal calendar and not to IBO external deadlines.
- When a teacher believes there has been malpractice on any internal or external assignment that has been officially submitted, the incident **will not be referred to the Honor Council**. Instead, the teacher, principal, and IB coordinator will follow up on the incident as explained in the ACS IB Academic Honesty Policy. The incident will be reported to IBO and an investigation will be initiated. If the IBO “decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. No diploma will be awarded to the candidate, but a certificate will be awarded for other subjects in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which the malpractice was established.” (IBO, 24)

Please note the IB policy states that plagiarized work **cannot** be submitted to examiners. This results in an **N** (no grade awarded) for the subject or requirement) and consequently ‘no diploma awarded’.

Honor Code and Honor Council

**Honor Code** - “An ACS student will not lie, cheat or steal.”

The ACS Honor Code and Council have been created in support of what the school’s Mission Statement. The Honor Council is student-led and assumes responsibility for encouraging positive learning behavior and for evaluating alleged honor infractions and recommending consequences when appropriate. Its make-up and processes are premised on the assumption that a community functions best when its members assume responsibility for its well-being. By empowering students to uphold and enforce the values of personal integrity necessary for a healthy community, the Council will promote mutual respect and trust among students and faculty, and a heightened understanding of the importance of personal integrity among all sectors of the community.

**The Honor Council**

The members of the Honor Council will include at least 3 sophomores, 4 juniors, 5 seniors, and 2 faculty members. Each Honor Council hearing will generally include 3 student representatives and 1 faculty representative. The Dean of Students will keep minutes of the hearings.

Students are selected as Honor Council members in the spring.

**Honor Council Hearings**

When a faculty/staff member or a student believes there has been a breach of the Honor Code, he/she will notify the Dean of Students. The Dean of Students will conduct a brief investigation of the incident to determine if it should be taken to the Honor Council. **Cases in which extreme consequences seem quite likely will be referred directly to the principal.** In most situations, cases will go to the Honor Council.

During an Honor Council hearing, all documents submitted, and the Honor Council, both teachers and students, will hold statements made during a hearing in total confidence. The Honor Council will be presented with the evidence leading to the allegation. “Evidence” does not need to be physical evidence, but can include what a teacher or student saw or heard.

The Honor Council will hear testimony from the teacher and the student in question. Council members may ask questions of all parties. A student called before an Honor Council hearing may have an “ally/advocate” in the room with them; that person must be either a member of the faculty/staff or a student at ACS. The
advocate may not interrupt the proceedings and is present for moral support only. Parents may not attend the hearings.

After hearing from all relevant parties, the Honor Council will deliberate. During deliberations, the Council will address two questions:

- Did the accused student break the Honor Code?
- If the student did break the Honor Code, what consequences are recommended by the Council?

The Dean of Students will provide the Honor Council with the precedent set by similar cases in the past as a guide for their deliberations. The consequences recommended by the Honor Council will be largely based on the precedent for similar instances.

The recommendations of the Honor Council will go to the Principal. Unless there are compelling reasons to amend the recommended consequences, the Principal or Headmaster will approve the recommendations of the Council. If the Principal or Headmaster amends the recommended consequences, he/she will inform the Honor Council.
Attendance Policy

Regular school attendance is essential to the progress and achievement of the student. In-class work and discussion are as important to a student’s education and understanding of the curriculum as the completion of homework or the passing of a test. A student should make every effort to attend school regularly and to limit absences as much as possible.

A student’s attendance record is included in his or her permanent file and transcript, and is also a factor in determining any awards.

Parents are responsible to ensure regular attendance. Medical and other appointments should be arranged outside of class time.

- ACS’s school day begins at 8:00 a.m. and ends at 3:20 p.m.
- ONLY the high school office and upper school nurse have the authority to send a student home.
- All students departing from school before 3:20 p.m. must sign out at the Principal’s office and get a signed note from the office. The purpose of this is to enable the school to accurately track whether a student is in or out of school.
- Students are expected to attend all assigned classes on time, including Advisory and Co-Curricular.

Tardy to school

- Students who arrive on campus between 8:00 and 8:15 a.m. should go directly to class. They will be marked as tardy by their teacher.
- Students who arrive on campus after 8:15 a.m. may be sent home and thus will not attend classes or activities for the remainder of the day.
  - Any assessments that are missed must be completed on the day of return.

Tardy to class

- Tardiness is disruptive to the educational process and has an adverse effect on the academic performance of the tardy student.
- If a student is 15 minutes or more late to a class, he or she will be marked “Absent – Tardy.” Even if a student has been marked absent, he or she must go to and remain in class; failure to do so will be considered skipping class and will result in suspension.

Excessive tardiness is considered:

- Four (4) times in any week, (adjusted for shortened weeks) and/or
- 15 tardies for any quarter

Students with excessive tardies will be reported to the Dean of Students:
  - Parents will be notified of the tardiness.
  - Students who are repeatedly tardy will be subject to suspension.
  - A record of the tardiness will be placed in the student’s permanent file and will be one factor in determining any awards or honors.

Absences

ACS believes that in order for a student to get credit for a course, he/she needs to be present in the class. ACS does not have “excused” and “unexcused” absences. A student is either physically present or not regardless of the reason. This includes school sponsored activities.

- Absence Notification - On the day a student is absent from school it is expected that a parent will telephone (+961-1374-370 x170) or email (delmasrichaarani@acs.edu.lb) the High School office before 8:15 am
Excessive Absence Protocols:
The faculty and administration may withhold academic credit from any student who is absent more than:
- **16 times over the course of the school year (8 per each semester).**

The administration reserves the right to refuse credit or re-enrollment based on excessive absences.

The timeline for making up missed coursework differs for legitimate and illegitimate absences. Legitimate absences are limited to the following: student illness; family emergency; a death in the family; visa issues; school-approved travel. See Assessment Guidelines section for more information. **Parents or guardians are required to call (+961-1374-370 x170) or email (delmasrichaarani@acs.edu.lb) the high school office by 8:15 a.m. if a student will be absent.**

Guidelines for student absences under the following conditions:
- Any student ill for one or two days must return with a note from parents or doctor explaining the absence.
- Any student absent for illness three or more days must return with a note from a doctor.
- For any other absence, a note from a parent or guardian is required, giving the reasons for the absence.
- Once a student reaches eight (8) absences, parents may be notified and a conference may be held. If excessive absences continue, disciplinary consequences will escalate.
- Students are responsible to arrange for any make-up work or tests missed due to a legitimate absence (see Assessment Guidelines above).
- Students who are absent for the day or under suspension are not allowed to attend any after-school functions that day, including but not limited to games, dances, rehearsals, and athletic practices.
- Each teacher’s attendance record will serve as the record of attendance in the course.
- Total absences will be reported on the student’s transcript.

If a student will need to leave campus during the school day for any reason, the parents should notify the high school office in advance.

Attendance During Final Exams
**Attendance during final exams is mandatory for all students.** In the case of illness, a medical certificate or report is required. If a student submits a medical report after missing an exam, he or she may have the opportunity to make up the exam at the discretion of the principal. Any questions about attendance during final exams must be referred to the principal.

Pre-Arranged Absences
- Parents must notify the school the day before by phone (+961-1374-370 x2400) or email (delmasrichaarani@acs.edu.lb) if students must leave the school during the school day. **Medical and other appointments should be arranged outside of class time.**

- **School Sponsored Trips** - Students going on school-sponsored trips are required to complete a pre-arranged absence form. PLEASE REFER TO THE ATHLETICS AND ACTIVITIES HANDBOOK SECTION FOR RULES GOVERNING PRE-ARRANGED ABSENCES.

- **Extended Absences** - If a family situation arises that might cause a student to miss school for an extended period, the parents must first contact the Principal at least one week in advance to discuss the reasons for the pre-arranged absence. A pre-arranged absence form, authorized by the Principal first, must be completed in the same manner as if the student were going on a school-sponsored trip.
Cutting Class (skipping)

- Students are expected to attend all scheduled classes.
- Students who have arrived at ACS for the school day, but do not attend a class will be considered skipping.
- Any student who skips a class will **automatically** serve an out-of-school suspension the next day.
- If a student skips a class and has any projects, presentations, tests or exams during that period(s), *he/she will not be able to make up the work for the class skipped*. Parents will be notified at each offense.

Free Periods

During free periods, students are expected to use their time for reading, studying or quiet conversation.

- Students who have a free period during the first block of the day may arrive at school by 9:10 a.m. with parental permission.
- Students who have a free period during the last block of the day may leave at the start of the lunch break with parental permission.
- All students who arrive late or leave early must sign in/out at the high school office.

Senior Privilege

Senior privilege is **not automatic** and does not begin at the start of the year. Senior privilege is granted after a given period to any senior who shows responsible behavior and is not on disciplinary or academic probation. Senior privilege commences under the following conditions;

- Written parental approval
- Good academic standing
- A review of the student’s Learning Behavior Rubric from the latest report card or progress report

Students granted senior privilege are allowed to leave the school campus during free periods and breaks; they are required to **sign in and out** when they leave and when they return to campus during regular school hours.

Expectations and Conditions for Senior Privilege:

- Senior privilege is, as the name implies, a privilege, it is not a right. It may be revoked for academic, disciplinary, or attendance issues.
- Student academic performance and learning behavior will be reviewed at the end of each quarter to determine a student’s continuing eligibility for senior privilege.
- Students on academic or disciplinary probation are not eligible for senior privilege.
- If seniors have a first block free they must sign in before attending their first class.
- Students who have the last block free can sign out for the day at the start of lunch break.
- **Grade 12 students who are off campus during a regularly scheduled class (skipping a class) will be suspended and will lose their senior privilege.**
**Dress Code**

Dressing for school is not the same as dressing to work out, dressing to root for your favorite team, or dressing for the beach. ACS students come to school dressed to learn, and need to look professional.

ACS students are expected to abide by the following dress code:

- Shirts must be collared and may have small logos no larger than a shirt pocket. T-shirts are also permitted, but must be free of all logos or writing larger than a shirt pocket.

- Shirts must cover the shoulders, mid-riff, and back.

- No tank tops, spaghetti straps, or anything similar.

- Clothing may not be see-through; under garments may not be visible.

- Pants must be in good condition, free from any rips, holes, or tears, and worn from the waist.

- Shorts may be worn to school if they are not athletic shorts, but school shorts, skirts, and dresses must be longer than the students’ fingers when the student is standing with the arms extended at his or her side.

- Athletic attire, including athletic shorts, team shirts, sweat pants, and sweat shirts with large logos or lettering are not permitted to be worn to school. The only exception is that students may wear ACS athletic shirts and shorts to school.

- Tights and leggings, as long as they are opaque and not see-through in nature, may be worn to school. Leggings, panty hose, and/or stockings that are made of a sheer material must be covered by an appropriate top or skirt that is longer than students’ fingers when the student is standing and the arms are extended at her or his side.

- Footwear can be sneakers, boots, sandals, or shoes. Flip flops are not permitted.

- Students must wear appropriate footwear for PE and recess.

For team travel or performance activities students are expected to wear an ACS blazer, navy or gray dress slacks, white dress shirts and for boys the school necktie. For more information see Athletic and Activities Handbook Section of this handbook below.
ACS Digital Citizenship
Respect and Protect

A. Resources
Students should respect all technological resources including all equipment - their own, that issued by the school, and that of other students; bandwidth which is an expensive and limited resource. It is intended for educational use only, not for social, recreational, or personal purposes.

Care and security of family owned devices are the sole responsibility of the user.

Students will:
- handle, store, and secure devices carefully.
- properly maintain hardware and software on their own devices.
- label their own devices. (This will include their first and last names, grade, and contact number.)
- refrain from lending their devices.
- refrain from checking out equipment for others.
- bear the costs for lost or damaged equipment.
- only stream or download files (documents, music, video, images, apps, or software) directly related to their coursework.
- not game online.
- not use a VPN or a proxy server.
- think before they print and share electronically when possible
- refrain from environmentally unfriendly color or mass printing.

B. Principles of Community
The American Community School at Beirut promotes an online environment of honesty, individual privacy, respect towards others and accountability of all users. In particular, ACS finds all forms of cyber-bullying to be unacceptable. Openness, not secrecy, is the expectation. Students are expected to acknowledge their mistakes, report any problems or issues to faculty or staff, and to change their behavior.

Students will:
- turn off and store all personal technology unless the teacher has initiated usage.
- conduct all school communication via the school assigned e-mail.
- communicate in an appropriate and respectful manner.
- not get involved in any online conversations that are unkind, mean or bullying.
- report the above types of communication or any disturbing material they may encounter on the web or in e-mail to any adult member of the ACS community.
- not make multiple postings or mass mailings (spam).
- not forge documents or attempt to impersonate others online.
- not “hack” or otherwise try to gain access to another person’s or organization’s computer system.
- report unsecure user information and equipment immediately to any adult member of the ACS community.
- not access, store, share, or display through any online medium content that contains:
  - pornography, gambling, extremist/militant material, hate speech, prejudicial or discriminatory attacks on students, teachers, or the school - all of which are inconsistent with our mission.
  - advertising, political, or religious lobbying.
  - is not age appropriate.
C. Intellectual Property
Information about fair use, Creative Commons, and royalty-free material can be acquired from teachers, librarians, or tech. office staff. For any applications used by ACS faculty, staff and students, the school follows the security and privacy policies as stated by each provider for their users.

Students will:
- Demonstrate integrity and academic honesty at all times.
- Follow copyright and fair-use guidelines for all resources including multimedia.
- Properly cite all work that is not their own.
- Present only their own original work and credit all sources and collaborators.
- Not download or share media obtained illegally.
- When posting material outside of our ACS community choose the appropriate level of copyright.

D. Privacy of Self and Others
In the 21st century it is important for students to manage their digital presence. Students should remember that what is shared online may also be viewed by people they don’t know. And once it is online, it could be there forever. So think before you post.

Students will:
- behave safely at all times while online.
- keep their personal details private, not share personal or family information (full name, addresses, phone numbers, photographs, etc.) without school or parental permission.
- not share their passwords to any accounts or allow other students to use their account to access the Internet or school network
- only invite people they actually know in the real world to be their friends in the online world.
- never agree to meet someone they have only met online without parent or school permission.
- set privacy settings so that only the people they know can see them and their personal information.
- choose online names that are suitable and respectful.
- think before posting. Once posted, it can be difficult to remove and can leave a long and lasting impression on many different audiences.
- not post things that they don’t want others to know about or that they would not say to their face.
- show respect for other’s privacy by:
  - not logging on to someone else’s account or attempt to access another user’s online spaces.
  - not sharing their classmates, faculty or staff information.
  - not record and/or post any audio, video, or still images of any ACS community member without their knowledge and prior approval.
  - not reading, deleting, copying, or modifying the electronic documents of other users.
  - not electronically stalking others.
ACS Social Media Acceptable Use Policy

The American Community School at Beirut’s policy for acceptable use of social media is designed to ensure honesty, individual privacy, respect towards others and accountability of all users. ACS students, faculty, and staff will keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to ACS policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, tweets, Instagram or other social media for classroom or for personal use, ACS community members are expected to follow the guidelines outlined below. For the purpose of this policy, “ACS community members” include faculty, staff, and students. Failure to meet or follow the guidelines may result in disciplinary action.

Because social media reaches audiences far beyond the immediate ACS community, members must use social sites responsibly and be accountable for their actions.

1. ACS community members should always keep in mind that social media venues are public and any information provided to such venues can be shared beyond their control. Members should be conscious of what they post online as it can leave a long-lasting impression on many different audiences.

2. ACS community members may not record and/or post any audio, video, or still images of any ACS student, faculty, staff, parent or relative within the school environment without knowledge of and prior approval of the person being recorded.

3. ACS community members may not use social media to defame any student, faculty, staff, parent, or relative of the ACS community. This includes posting or linking photos, videos, web pages, audio files, forums, groups, fan pages, etc. that defames any student, faculty member, staff, parents, or relative.

4. Any official school documents, (for example: correspondence, emails, transcripts) posted without permission of ACS will be removed from the internet and the person posting such documents will be subject to disciplinary action.

5. ACS community members should refrain from comments that defame, humiliate, or are otherwise hurtful, and when referring to the school or any member of the ACS community, will not use profane, obscene, or threatening language. Such behavior will be considered cyber-bullying.

6. Any act of cyber-bullying or harassment via social media will result in disciplinary action.

7. ACS community members may not misrepresent themselves by using someone else’s identity or a false identity.

8. Use of ACS logos or images on one’s personal social networking sites without the school’s approval is prohibited. ACS community members who wish to promote a specific ACS activity or event may do so only by means of a link to the official ACS Facebook account or through submission to the ACS webpage.

9. Social networking websites can have personal and educational benefits for students and employees. However, it is important to maintain a professional relationship between employees and students. Therefore, ACS employees may not “friend” current ACS students on social networking sites.

Violations of this policy may result in disciplinary actions.
Student Behavior and Disciplinary Safety Net

The aims of the ACS disciplinary safety net:

Related to the student community:

- To uphold a student’s right to a safe and secure environment
- To uphold a student’s right to be treated with respect by everyone in the school
- To uphold a student’s right to a classroom environment that is conducive to learning.

Related to the offender:

- To foster responsible, respectful and caring behavior in ACS students and an awareness of how one’s behavior affects others.
- To engage students in their own problem-solving to find solutions for unacceptable behavior
- To look for solutions rather than place blame
- To examine the beliefs behind the behavior and not just the behavior itself.

Student Behavioral Expectations

When students are accepted to ACS it is expected that they will observe the highest standards of personal conduct. Each individual’s responsibility is to behave in a manner that reflects positively on the school and on him/herself.

School rules enforce a positive and supportive learning and social environment in the community. By themselves, however, rules are not sufficient, and without an underlying spirit of cooperation, consideration, and respect for others, no community will be truly productive.

The behavior expected from a student rests on three basic points: respect for self, respect for others, and respect for all property.

ACS expects that all students will follow both the letter and the spirit of the following standards of behavior:

- **Honesty** - Personal honesty is essential to preservation of trust in a community and is expected at all times.
- **Respect** - towards persons and property is expected at all times. Vandalism, theft, harassment, physical violence, or any form of disrespect is not permitted.
- **Integrity** – displays qualities of honor and virtue with schoolwork, on the athletic field, and in socialization.

Violations of Behavior Expectations:

- Possession or consumption of alcoholic beverages or any other controlled substance (including tobacco products) while on school premises or under the jurisdiction of the school.
- Student behavior, must reflect favorably upon themselves and the school -- both on and off campus.
- Students are accountable for their actions during school-sponsored events off campus and towards school personnel or school property.
- NOTE: Student actions in the community – even outside of school hours – that reflect negatively upon ACS or the individual student are subject to review and possible disciplinary action.

Disciplinary Responses – Definitions:

**Warning** – Students who break a school rule may be given a warning from the Dean of Students or Principal. This warning will clarify the concern and possible future consequences if the behavior continues.

**Suspension** – Suspension is a disciplinary measure that separates the student from his/her classmates for a specified period. When a student is suspended, he or she may not come to ACS during or after the school day. All schoolwork must be completed on the day of return and tests made up by arrangement with the teacher.

**Disciplinary Probation** – Disciplinary probation is a measure that is a warning to the student and his/her parents that any further breach of discipline within a defined period will result in prolonged suspension or
possible recommendation of expulsion. While on disciplinary probation a student cannot travel outside Lebanon as a member of any ACS sport team or other school-related group.

**Expulsion** — Expulsion is the most severe disciplinary measure. The student is no longer enrolled at the school. Expulsions occur only after careful consideration by the Principal and the Head of School. **Level three and/or chronic offenses may lead to expulsion.**

Offenses belong to one of three levels. Below is an overview of these levels and their consequences:

**Level One Offenses**
Include (but are not limited to) the following offenses:

- Being late to class
- Disruptive behavior in class
- Dress violation
- Potentially unsafe behavior (anywhere)
- Littering
- Inappropriate public displays of affection
- Use of electronic devices in class without teacher approval

Who gets involved?
- The teacher who notices the offense

What will happen?
- The student will be warned and dealt with by the teacher who notices the problem (possible development of a classroom management plan).
- Any documentation will be sent to the office and placed in the student’s discipline file.

**Level Two Offenses**
Include (but are not limited to) the following offenses:

- Persistent pattern of level one offenses over time
- Rude behavior to any person in school
- Cutting class or “skipping”
- Off campus without permission
- Smoking on or within sight of campus
- Profanity
- Continual disruption in class
- Insubordinate behavior to any adult (arguing with a teacher, leaving class without teacher’s permission, etc.)
- Unauthorized recording (audio or visual) of an adult or student
- Abuse of technology policy

Who gets involved?
- The teacher who notices the offense, the counselor and the Principal/Dean of Students

What will happen? (One or more of the following consequences will occur)

- Out-of-school suspension
- Parent called/warning letter sent home
- Documentation sent to permanent folder
- Disciplinary probation (repeat offences could lead to expulsion)
- Improvement plan that may include a contract
- Student-generated plan to alleviate unacceptable behavior
Level Three Offenses
These are gross violations of school rules that demonstrate a severe lack of respect for the school community and also include any repeated level two offenses:

- Fighting
- Intimidation
- Harassment
- Bullying
- Stealing
- Vandalism
- Pulling of fire alarm
- Use of incendiary or explosive device.
- Dangerous behavior anywhere
- Use of any type of projectile
- Abuse of technology
- Possession of any weapon – either real or toy
- Possession of alcohol, drugs or any controlled substance

Who gets involved?
- The teacher who notices the offense, the Principal and the counselor

What will happen?
- The Principal will meet with the student’s parents as soon as possible
- Suspension from school until the investigation is completed
- A contract between the school and the student and the parent
- Psychological counseling may be recommended
- The formation of a discipline committee to make recommendation to the administration.
- Possibility of immediate expulsion from school

Types of Violations:

Dress Code
Students who are not in compliance with the dress code will be asked by faculty members to change their clothing. If no change of clothing is available, they will be sent to the high school office and required to wear a large T-shirt for the remainder of the day. In matters of dress, the Principal or Dean of Students’ judgment will be final.

Off Campus without Permission
For reasons of safety and accountability, high school students who are off campus without permission during the school day will receive an automatic suspension. Being off campus without permission is a level two offense, and repeated offenses could lead to expulsion.

Fighting / Physical Engagement
Fighting is not tolerated under any circumstances during school, at school-sponsored activities or on the way to or from these locations. This policy extends to the streets surrounding ACS that are in view of the guards and security personnel. The fact that actions are meant as humorous or just “fooling around” does not make them acceptable. Fighting will result in a suspension for the first offense and a suspension or possible expulsion on the second offense. Students are expected to use all possible means to avoid physical confrontation including:

- Avoiding a situation where physical confrontation is likely
- Alerting a counselor, teacher, advisor, or administrator to circumstances which could lead to physical confrontation
- Seeking advice/protection from a faculty or staff member

ACS students are expected to exhibit the highest standards of decorum and sportsmanship. Any member of the ACS community involved in fighting before, during, or after any event will be suspended and removed from representation if applicable.
Harassment
Harassment and bullying are an indication of a disregard for the school’s mission and values. Parents and students are responsible both at school and in their daily lives for living within the mission and values of the school as shared, read and agreed upon.

Harassment or bullying is defined as any inappropriate gesture, or written, verbal, graphic or physical act (including any electronically transmitted act – i.e. internet, cell phone, or wireless hand held device) directed at an individual or group that could be based on, but not limited to gender, ethnic origin, religious belief, age, physical characterisic or grade in school. Harassment includes, but is not limited to: spreading rumors, malicious whispering, defamation and non-verbal aggression. Sexual harassment is particularly offensive and unacceptable. The fact that a comment or act is labeled as humorous does not make it acceptable.

ACS students will not participate in bullying and harassment of others. Students are further expected to intervene to stop bullying or harassment and report incidents of such behavior.

The school prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The school also prohibits any person from falsely accusing another of harassment or bullying; false accusations will lead to a range of responses from positive behavioral interventions to disciplinary action up to and including expulsion.

If a student believes that he or she has been a victim of harassment, he or she should contact any adult member of the ACS Community as soon as possible. Offenders face a range of responses from positive behavioral interventions to disciplinary action up to and including expulsion.

Substance Abuse
Smoking or the use (or possession) of alcohol or drugs on school grounds or in the immediate environs, at school functions, on school sponsored trips, or on school buses is forbidden at any time of the day or night. Offenders face disciplinary action up to and including expulsion.

Vandalism
The damage or defacement of school property is a serious offense and will lead to serious disciplinary consequences. In addition, students will be required to make financial restitution for any damaged property. Offenders face disciplinary action up to and including expulsion.

Public Displays of Affection
ACS high school students are expected to exhibit appropriate in-school behavior. Holding hands and giving hugs or quick greeting kisses are appropriate ways of showing affection. Prolonged embraces, kissing, sitting or reclining in compromising positions or other such actions are inappropriate public displays of affection. Offenders will be referred to the Counselor to discuss their behavior. Parents will be contacted if behavior is repeated.

Cell Phones – Unauthorized Use
Students are expected to be responsible with their cell phone use while at school. Students must ask their teachers for permission before using their phones for any reason (including checking the time) while in class.
  • Students who misuse their phones will have them taken away.
  • If the misuse is repeated, the phone will be confiscated for a longer period of time.
Parents and guardians who wish to reach their children may call the high school office and a message will be relayed to the student. Calls from parents to students during school hours are discouraged.
Student Benefits & Privileges

Lockers
- Students in grades 9-12 are given locker privileges and a combination lock or key.
- Students are responsible for the physical condition of their lockers.
- They should be kept tidy and clean, and no food is to be left overnight.
- Graffiti, abuse of lockers, or opening another student’s locker are offenses that can result in the loss of locker privileges and further disciplinary measures.
- The loss of a lock should be reported immediately to the office.
- Replacement of the lost lock will be at the student’s expense.
- All valuables should be locked in lockers.
- The school is not responsible for any lost articles.
- The school reserves the right to search lockers or school bags if the safety of individuals is at risk.

Senior Lounge
The Senior Lounge is a privilege and not a right. Behavior expectations in the senior lounge are based on a spirit of cooperation and trust. The Principal’s judgment will be final in terms of whether or not the expectations are being met.

Visitors
Students who want to host a visitor during the school day must get prior approval from the Principal. Visitors are not allowed in the first or last week of the quarter or during exam periods.

Disclosure to Universities

As a member of the National Association for College Admission Counseling (NACAC) the American Community School adheres to NACAC’s “Statement of Principles of Good Practice” that specifies all members should “…report any significant change in a candidate’s academic status or qualifications, including personal school conduct recorded between the time of recommendation and graduation.” ACS will also report poor conduct that occurs after graduation. This includes, but is not restricted to: a major drop in grades, changes in course designations, honor violations such as plagiarism, probations, suspensions, and expulsion.

Furthermore, the Common University Application asks the student and the school to report “If the applicant has ever been found responsible for a disciplinary violation at school, whether related to academic misconduct or behavioral misconduct that resulted in the applicant’s probation, suspension, removal, dismissal, or expulsion from the institution?” This refers to the four years of high school. Consequently, ACS will report suspensions and incidences of academic dishonesty and will expect students to also respond honestly to these questions when asked.

While ACS prides itself on advocating for students, it is duty-bound to uphold the school’s and prospective universities’ integrity. The college counselor is always available to assist in the process of notification and will work closely with any student in reporting to colleges any change of status.
Student Support and Services

The Counseling Department
Guidance counselors are available for every grade level. One counselor also serves as a learning specialist for all high school students, and the grade 12 guidance counselor also serves as the director of college counseling. This team of counselors provides necessary academic and personal support to students, parents, and faculty. They work together in a holistic approach to provide academic, social/emotional, and health support through direct service to students and parents, and indirectly through the curriculum.

Advisor-Advisee Program
The advisory block is dedicated to the social, emotional and academic skills of students through activities and conversations with their advisor. The advisory program helps students build solid and positive connections with other students and with their faculty advisor, who has the special responsibility for being a "student advocate."

Advisory groups are limited to ten students per faculty advisor. While the advisor does not take the place of the counselor, they do offer academic guidance and social-emotional support.

Health Information
ACS has two full-time registered nurses, one for the upper school and one for the lower school. In the event of an emergency the nurse is contacted immediately, along with the parents and the Principal. Students are insured against accidents during any ACS sponsored activity or event. This insurance also includes a consultation with a specialist and any follow up treatment.

Every student should have an updated and complete medical history form on file with the nurse. Parents whose children have special medical concerns should notify the nurse at the beginning of the school year, as well as place all special medication in the nurses’ care if it is to be administered during school hours. The nurse has minor medication available for all students. When students feel unwell, they can rest at the infirmary.

The nurse must examine students who are ill and need to leave school early. The nurse informs the HS office who then sends the student home after signing out. Parents are asked to not make medical appointments for their children during the school day.

Employees and students experiencing symptoms of a communicable disease are expected to follow school policy to “go home, stay home” until symptoms have subsided. The school nurses will assess symptoms on a case-by-case basis, determine enforcement of the policy, and clear all affected students and employees for return to school/work. Students or employees deliberately ignoring the “go home, stay home” policy will be subject to suspension.

The Library Media Center
The Upper School Library Media Center is located in the Middle/High school building. Twenty computers, with printing capability, and a private conference room are available for student use. In addition to a print collection of 35,000 volumes, the library also delivers full-text electronic resources, periodicals and audio-visual materials and equipment, providing for the research and recreational reading pleasure of students, staff and parents.

The Library Media Center is open Monday through Friday from 7:15 a.m. to 5:30 p.m.

Juniors and seniors may borrow up to fifteen items for thirty-five days. Freshmen and sophomores may borrow up to twelve items for twenty-one days. Borrowed materials may be renewed once if there is no other reserve on them. There are no fines on overdue materials, however report cards and transcripts will be withheld until all borrowed items are returned or paid for. Students are responsible for all materials checked out under their name and must reimburse the library for any lost or damaged items. For these items, students are charged the price of the book plus shipping and handling fees.
Photocopying facilities are available to students. To use copiers, students must purchase a magnetic card from the accounting office. The card provides the student with 100 copies and costs 8,000 LL.

Students in the library are expected to behave in a manner that does not interfere with the rights of other users to study, learn and enjoy the facility and its materials.

**Student Life, Activities, and Service**

**Week Without Walls – High School**

**Statement of Purpose:** The primary goal of the American Community School’s High School Week Without Walls program is drawn from the ACS Mission Statement:

“ACS empowers students to solve problems with creativity and integrity, to lead well-balanced lives, and to serve Lebanon and the world community with understanding and compassion.”

**Week Without Walls Courses will:**

- Promote experiential learning and educational opportunities for students to develop stronger connections and understanding between the classroom and the wider world
- Provide opportunities for students to develop the attributes of the ACS High School IB Learner Profile

**Week Without Walls Courses May Do One or More of the Following:**

- Foster physical, empathetic, academic, and personal growth
- Reinforce self-esteem and provide a sense of achievement
- Offer opportunities to engage in service learning
- Encourage the conservation, preservation and appreciation of nature
- Cultivate respect for local communities and international mindedness
- Allow for positive interactions/relationships among their fellow students

**Student Expectations for WWW Courses:**

- Attendance is mandatory and WWW courses are regarded as being in school and on campus and therefore all school rules and regulations apply to the students
  - Exceptions to dress code and other rules may apply
- Successful completion of a WWW course is a graduation requirement
  - (Grades 10 and 11)

**Criteria for WWW Courses:**

- Any WWW course shall contain at least two of the following:
  - Experiential Learning
  - Cultural Interaction / Immersion
  - Service Learning
  - Link to the ACS Core Curriculum
- Wide range of course offerings for all budgets
- International and local courses
- Daily course program throughout the week (some courses may extend longer than the school day)
- Small class size of approximately 20 Students.
Co-Curricular Activities
The ACS co-curricular program provides a sense of well-being and belonging through diverse activities that encourage individual participation and generate a climate of interest, cooperation, acceptance, respect, and enthusiasm. An interesting aspect of ACS social life is that a co-curricular group of almost any nature can be formed with a faculty advisor if enough students are willing to join it and they inform the Principal of their intention. The high school encourages a diversity of clubs and the starting of new ones, as long as there is sufficient interest and support for the new activity. All clubs and organizations are open to any student who wishes to join. Many interest and service groups run during the co-curricular block to encourage students to try new activities. In addition, some activities also run after school. Students may choose to switch to a new co-curricular activity each semester.

ACS Community Service

Mission Statement: The aims of ACS Community Service to develop caring young people who help to create a better and peaceful world through intercultural understanding and respect to other. Service at ACS extends beyond the immediate school community and includes the world beyond our walls. This encourages students to become active, compassionate and lifelong learners who understand other people differences.

Service hours must be charitable work where the student’s efforts are undertaken in order to better our community and give a helping hand where it is needed. Service can include working with NGO’s projects, elderly homes, orphanages, hospitals, Summer camps for refugees, and SOS villages; students are encouraged to contact local village municipalities or environmental organizations to work on cleaning or repairing the environment — the list is endless.

ACS Community Service Support: Community service at ACS is focused on the empowerment of the student; it includes a social component, so students can develop into more than just a “vessel of knowledge.” ACS encourages students to initiate community service projects on their own with the guidance of the Community Service Coordinator and teachers.

Students should not rush through their hours accumulating as many as possible because they think it “looks good on paper.” Instead, students should look into what they have learned from the process and reflect on the efforts undertaken, and contribution made through community service project. With this in mind, students are expected to write a reflection within two weeks of having completed their project. These reflections are submitted to the Community Service Coordinator who works with and guides the students in developing a value in the quality of their project rather than quantity of hours they accumulate.

Working together, with parents support, the student’s appreciation of community service is developed and celebrated.

ACS Community Service Requirements: ACS requires a minimum of 100 Community Service hours to graduate. In order to create an ongoing personal commitment to service, the 100 hour minimum is spread across the four years of high school experience, with 25 hours of service required per year. (This requirement is pro-rated: students coming in Grade 10 need 75 hours, those in Grade 11 need 50 hours, and those in Grade 12 need 25 hours). At least 50% of a student’s hours must be earned in projects based outside of ACS. Many ACS students undertake community service that far exceeds the 100-hour minimum, of which we are justifiably proud.

It is the student’s responsibility to ensure whether certain activities meet ACS criteria for service. In order to ensure consistency, students need to discuss and get the pre approval of the project from the Community Service Coordinator, Ms. Hoda Shatah, before they start.

If you have any questions, please do not hesitate to call or stop by to see her. Ms. Shatah’s office hours are Monday through Friday 10:00AM - 2:00PM.
**Athletics**

ACS offers varsity and junior varsity programs for males and females. For complete information, please refer to the “Athletics and Activities Handbook Section” below.

**Student Council**

Student Council at ACS recognizes that student decision-making is an important part of the educational program. It encourages students to become more involved in the life of their school community by:

- Providing a forum to express opinions relating to issues that directly impact students.
- Enabling students to participate in the process of democratically selecting leaders and accepting responsibility for the leadership demonstrated.
- Participating in the consultation and decision making processes that relate to the High School student body.
- Participating in the planning and provision of student-focused social, recreational and service-oriented projects.
- Recognizing students who represent the student body outside of ACS.

The Student Council represents the students, receiving its authority from a constitution adopted by the student body. The officers of the Student Council are a president, vice-president/treasurer, and secretary. The other members are the student representatives from each grade level and one or two faculty advisors. Elections of officers for the Student Council usually take place near the end of the school year. To run for office, students cannot be on Academic Probation or Disciplinary Probation.

**National Honor Society**

The National Honor Society is one of the most prestigious societies found in the US and international high schools. The Phoenician Chapter at ACS was established in 1958 and reactivated after the civil strife in 1999. Membership is selective and is more than an honor roll. A student’s outstanding performance in the areas of scholarship, service, leadership and character are the criteria used for selection, and the foundation upon which the organization and its activities are built. The ACS chapter is very active.

Currently, students must hold a 3.3 cumulative GPA to be considered for selection into the NHS. However, the cumulative GPA requirement has been raised to 3.5 for the incoming freshmen, 2013-2014, (i.e. class of 2017). Additionally, students must exceed the ACS service requirement for their grade level by the time of selection.

**Awards**

Each June, outstanding students are recognized in an annual awards celebration and an athletic ceremony. In the senior year, the most coveted awards are the **Walter Prosser Award** for the student who exhibits outstanding citizenship and academics, the **Blair Harcourt Award** for academic and athletic distinction, the **Outstanding Senior Citizenship Award**, and the **ACS Fine Arts Award**. These awards are given at graduation.

**Cultural and Artistic Events**

ACS hosts a number of major events during the school year including art shows, drama productions, concerts, and tournaments. Co-curricular and after-school activity groups also plan and sponsor events throughout the year.
Athletics and Activities Handbook Section

Athletics and Activities Office
The Athletic and Activity Office now offers eleven sports, thirty different teams, nineteen different clubs, productions, bands, or organizations, and almost one hundred different after-school activity offerings. The Athletic and Activities Office will continue to create programs that build for the future and provide students the opportunity to learn outside the classroom, to solve problems with creativity and integrity, to lead well-balanced lives, and to serve Lebanon and the world community through athletics and activities.

Athletic and Activity Offerings:

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Some local leagues or competitions may run into the following season

Athletics and Activities Participation Guidelines:
Participate in Athletics and Activities is earned by meeting or exceeding the criteria below and a student can be removed from a sport or activity at any time:
- Student will be actively enrolled in ACS.
- Student will not be on Academic Probation.
- Student will not be on the Traveling Hold List.
- Students will be able to participate on the Varsity Teams while in grades 11 and 12, not be over 19 on September 1st of the participating year, or have the physical and social skills to be successful. Students will be able to participate on the Junior Varsity Teams while in grades 9 and 10, not be over 16 on September first of the participating year, or have the physical and social skills to be successful. Other age requirements may apply to specific tournaments.
- Middle School students can participate in High School teams and clubs if they have the academic, behavioral, and physical ability to perform at that level. This practice is discouraged and the student will need the permission of the Middle School Principal.
- Coaches and sponsors reserve the right of final selections for all High School teams and clubs. Middle School teams and clubs operate under a no cut philosophy.
- Students and parents will fill out the on-line form which includes:
  - The Knight Code of Conduct, Hosting Requirements, Medical Form, and Travel Documentation.
- Student will attend all practices unless specifically excused by the coach.
- Student can participate in club sports during the season but ACS athletics and activities take priority over club participation.
- Students not attending school on a particular day may not practice or play on that day, students not attending school on Friday may be excluded from practices, matches, or games over the weekend.
- Students unable to fully participate in PE are not allowed to practice or play in games.
- Parents are required to cover the costs associated with a traveling event once they have signed the Statement to Travel. This holds true even if your student is not able to travel with the team for reasons such as academic concerns, family emergencies, or illness.
- Students are expected to attend school the day following their return from any international or local event.
- Elementary Students cannot participate in Middle School or High School teams or clubs.
- Students are eligible to participate on more than one team or activity at a time provided that the following criteria are met:
  - G.P.A. of 3.0 or higher.
  - Full agreement of the activity leader or sport coach, and the Athletics & Activities director.
  - Players MUST ATTEND ALL PRACTICES AND GAMES of both teams/activities.

**Athletics and Activities Housing Guidelines:**

Students participating in any ACS Athletic Team or Activity Club must be prepared to meet the following conditions. If you are unable to fulfill these requirements your student will not be eligible to participate or travel in any ACS sponsored events nor will your student be allowed to be a member of a team, club, or activity.

- To fulfill the financial and time commitments associated with the A.C.S. Athletic and Activity Housing Program.
- To host at least two (2) students for at least two (2) weekend tournaments throughout each school year.
- To ensure that a responsible adult is with the ACS Student and the visiting students at all times.
- If I am unable to host I will recruit a replacement family to take my place.
- That the use of tobacco, alcohol, or use of illegal drugs will not be allowed while hosting.
- That hosting arrangements will not be changed without permission of the Coach/Sponsor and the Athletic and Activities Director.
- That all students including ACS students will adhere to the curfew set by the ASC Athletic and Activities Director.
- That any unusual circumstances or problems will be reported as soon as possible to the Athletic and Activity Director and the host student’s coach.
- That all Lebanese laws and social/cultural norms of the host student’s country will be obeyed.
- That no parties will be attended unless school affiliated and chaperoned by the both an ACS and host student’s school representative.
- That all cultural and social activities will be prearranged, no sightseeing or travel outside the scheduled events.

**Parent Housing Suggestions**
Parents, in agreeing to host, you have made it possible for your student to participate in athletics and activities and our conferences to continue to grow without additional financial burdens. ACS’s regional reputation depends on the ability to host as well as to participate and win.

**A Few Suggestions:**
- Accommodations do not need to be fancy: sleeping bags or cots are also feasible. Just make sure the visiting students have a place to sleep
- Please allow visiting students a quick phone call home on their first night.
- Remember that ACS Beirut sets the curfew. This curfew will NOT be altered by anyone except the tournament director and must be adhered to.
- Expect the individual coaches to call to check on their players every night. This is their professional responsibility to their students and to the parents whose students are being hosted by you.
- Help in enforcing the rules set for the event is crucial. If there is any problem please call the coaches or the Athletic Director immediately.
- One responsible adult needs to be at home when the students are home. You would want the same when your student is hosted.
- Unless at the event/tournament, the guest must be with the hosting student or parent.
- Please provide breakfast, a packed lunch, and a dinner.
- Please allow your visitor to use your washing machine, particularly if it is a sports event.
- Tobacco and alcohol are strictly forbidden at all Oasis/METS events.
- Any transgression of the Oasis/METS regulations by any participant will result in those involved being immediately removed from housing with host families. The student will either be placed in the care of the coach for the duration of the event or will be sent home.
- If you have any concerns during this event, do not hesitate to call the Athletic Director.

### 2015-2016 Major Events Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Sport or Activity</th>
<th>Location</th>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 16</td>
<td>Swim Meet - Local</td>
<td>ACS/IC, Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>Oct. 28</td>
<td>Swim Meet - Local</td>
<td>ACS/IC, Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>Oct. 29-31</td>
<td>Rugby</td>
<td>New Cairo, Egypt</td>
<td>METS</td>
</tr>
<tr>
<td>Oct 29- Nov 1</td>
<td>MUN</td>
<td>Istanbul, Turkey</td>
<td>MUN</td>
</tr>
<tr>
<td>Nov. 5-7</td>
<td>Volleyball - Local</td>
<td>ACS/IC, Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>Nov. 5-8</td>
<td>Swim Meet</td>
<td>New Cairo, Egypt</td>
<td>METS</td>
</tr>
<tr>
<td>Nov. 11-15</td>
<td>Cross-Country</td>
<td>Kyiv, Ukraine</td>
<td>CEESA</td>
</tr>
<tr>
<td>Nov. 11-15</td>
<td>JV Volleyball</td>
<td>RVIS, Manama, Bahrain</td>
<td>OAC</td>
</tr>
<tr>
<td>Nov. 11-15</td>
<td>Varsity Volleyball</td>
<td>AIS-E, Cairo, Egypt</td>
<td>OAC</td>
</tr>
<tr>
<td>Nov. 11-15</td>
<td>MS Theater Festival</td>
<td>Zurich, Switzerland</td>
<td>ISTA</td>
</tr>
<tr>
<td>Nov. 19-22</td>
<td>Academic Games</td>
<td>Amman, Jordan</td>
<td>OAC</td>
</tr>
<tr>
<td>Dec 2</td>
<td>Fall Sports Awards</td>
<td>Main Gym</td>
<td></td>
</tr>
<tr>
<td>Dec 10 -12</td>
<td>Varsity Soccer - Local</td>
<td>ACS/IC, Beirut, Lebanon</td>
<td>METS</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Location</td>
<td>Organization</td>
</tr>
<tr>
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<tr>
<td>Dec 11</td>
<td>Movie Night at AUB</td>
<td>Hostler Auditorium</td>
<td></td>
</tr>
<tr>
<td>Jan 21-23</td>
<td>Debate</td>
<td>BBS, Kuwait City, Kuwait</td>
<td>OAC</td>
</tr>
<tr>
<td>Jan. 22-24</td>
<td>LEBMUN</td>
<td>AUB Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>Feb. 3-7</td>
<td>JV Soccer</td>
<td>UAS, Dubai, UAE</td>
<td>OAC</td>
</tr>
<tr>
<td>Feb. 3-7</td>
<td>Varsity Soccer</td>
<td>AISA, Abu Dhabi, UAE</td>
<td>OAC</td>
</tr>
<tr>
<td>Feb 10-14</td>
<td>Varsity Basketball</td>
<td>ABS, Amman, Jordan</td>
<td>OAC</td>
</tr>
<tr>
<td>Feb. 18-20</td>
<td>TOK - Local</td>
<td>AUB, Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>Feb. 25-28</td>
<td>JV Basketball</td>
<td>RC, Istanbul, Turkey</td>
<td>OAC</td>
</tr>
<tr>
<td><em>Feb. 26-27</em></td>
<td>MS Soccer</td>
<td>Dubai, UAE</td>
<td>MEUC</td>
</tr>
<tr>
<td>Mar 2</td>
<td>Winter Sports Awards</td>
<td>Main Gym</td>
<td></td>
</tr>
<tr>
<td>Mar 3-5</td>
<td>MUN</td>
<td>Riffa Views, Bahrain</td>
<td>OAC</td>
</tr>
<tr>
<td>Mar 10-13</td>
<td>HS Theater Festival</td>
<td>Geneva, Switzerland</td>
<td>ISTA</td>
</tr>
<tr>
<td><em>Mar 10-13</em></td>
<td>MS Track and Field Meet</td>
<td>New Cairo, Egypt</td>
<td>METS</td>
</tr>
<tr>
<td>Mar 17-19</td>
<td>MS Basketball</td>
<td>ACS/IC, Beirut, Lebanon</td>
<td>METS</td>
</tr>
<tr>
<td>Mar 18</td>
<td>Movie Night at AUB</td>
<td>Hostler Auditorium</td>
<td></td>
</tr>
<tr>
<td>Mar 18-20</td>
<td>Debate</td>
<td>Bratislava, Slovakia</td>
<td>BSDA</td>
</tr>
<tr>
<td>Mar 19</td>
<td>Track Meet - Local</td>
<td>ACS Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>April 16</td>
<td>Track Meet - Local</td>
<td>ACS Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>April 22-25</td>
<td>Tennis - Local</td>
<td>ACS Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>April 22-25</td>
<td>Badminton - Local</td>
<td>ACS Beirut, Lebanon</td>
<td>Local</td>
</tr>
<tr>
<td>April 27-1</td>
<td>Badminton</td>
<td>BBS, Kuwait City, Kuwait</td>
<td>OAC</td>
</tr>
<tr>
<td>May. 5-8</td>
<td>Track and Field Meet</td>
<td>UAS ABS, Amman, Jordan</td>
<td>OAC</td>
</tr>
<tr>
<td>May 18</td>
<td>Spring Sports Awards</td>
<td>Main Gym</td>
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<tr>
<td>*</td>
<td>Tentative</td>
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</tbody>
</table>

**Athletic Awards**

**Middle School Participation Patches** are sport specific and given to students who complete the Middle School Athletic Season as a member of the team.

**Grade 9 – Graduation Year and Participation Patches** are sport specific and given to students who complete a season as a member of an athletic team during their 9th grade year.

**Grade 10 and 11 – Participation Patches** are sport specific and given to students who complete a season as a member of an athletic team during their 10th and 11th grade year.

**Grade 12 – Senior Medals** are sport specific and given to students who complete a season as a member of an athletic team during their 12th grade year.

**Varsity Athletes – Varsity Letters** are given to athletes that complete a season as a member of a Varsity Team.

**The Spirit in Sports Award** is awarded a male and a female middle school athlete for outstanding school spirit, sportsmanship, and participation in athletics.

**The Junior Knight Award** is awarded to a male and female athlete in the 9th or 10th grade who excels in more than one sport and demonstrates outstanding dedication, leadership, and sportsmanship.
The Knight Award is awarded to a male and female athlete in the 11th or 12th grade who excels in more than one varsity sport and demonstrates outstanding leadership, dedication, and sportsmanship.

The Blair Harcourt Award is an award given by the Harcourt family in honor of their son who attended ACS in the 1970’s. The award is given at graduation to a senior who shows athletic and academic distinction. Academic Distinction – GPA of 3.5 (to be reviewed) or higher in the first semester of the senior year. Athletic Distinction – The recipient must be an athlete and be actively involved in a varsity team; the sport need not be school based only. The recipient must demonstrate leadership skills, good sportsmanship, and athletic talent and have a courteous and genteel attitude.

The Farah Award is awarded to a senior with athletic distinction that excels in the athletic program at ACS, demonstrates sportsmanship, leadership, and commitment to athletic accomplishments and uses those skills to better the school and in the community.

The All-Academic Team certificate is awarded to high school students that maintain a 3.3 G.P.A. or higher in core academic classes during their athletic season.

Travel Policies
Students may have the opportunity to travel with athletic teams up to three times per academic year if their parents sign the Statement to Travel Form.
- This form includes trip destination, dates and estimated total cost of the activity. All arrangements are made based on these signed commitment forms (housing, hotel, plane bookings, visas, team rosters, etc.).
- Withdrawal from this commitment two weeks or less from the dates of travel may result in a one year travel ban from the date of the trip
- Students on Academic Probation or the Traveling Hold List will not be permitted to travel

Standard Statement of Travel
The following statements are to inform ACS parents of the expectations and consequences of behavior during school sponsored travel.

- If for any reason my student is unable to attend I will be responsible for all incurred cancellation costs or the full cost the purchased reservations or fees that cannot be recovered.
- I will be responsible for all travel documentation including passport renewals, visas, and residency documentation. A.C.S. will attempt to help with the process when possible.
- My student will follow the rules and regulations of the A.C.S. Student Handbook and adhere to the laws of the host country. Please note that the behavioral expectations outlined in the Student Handbook apply to all school events in which your student is representing A.C.S.
- My student, while traveling will wear an ACS track suit or a blazer, dress slacks, or appropriate length skirt, white dress shirts, and necktie for males.
- My student, if being hosted, will bring an appropriate expression of gratitude for the host family along with a pre-purchased calling card in case the need arises to make an international call.
- My student will not use tobacco, alcohol, or illegal drugs regardless of the social norms.
- My student will not leave the hotel or host’s home, sightsee, or travel in the host city without permission of the coach/sponsor.
- My student will follow all curfew rules. Coaches/sponsors will make curfew checks **NIGHTLY**. Recommended curfew times: MS = 9:30pm, JV = 10:00pm, V = 10:30pm
- My student, under no circumstances, will change their housing arrangements without permission of the activity host director and the coach/sponsor.
- My student will report any unusual circumstances or problems that occur during travel as soon as possible to the coach/sponsor or Activities and Athletic Director.

Consequences for rule violations may include but are not limited to the following:
- The student may be removed from the sport or activity, sent home at the parents’ expense, and or excluded for more than a calendar year from all school sponsored events

**Each student will be issued travelers insurance while traveling as part of a school activity. This plan covers only emergency medical expenses and does not cover “high risk” activities, which are expressly excluded in the insurance plan. Details of the plan can be obtained through the Business Office. If a student experiences a medical emergency while engaged in a “high risk” activity not covered by our insurance, parents will be responsible for his or her medical expenses. ACS reserves the right to demand the clearance from a medical professional before a student can depart on school travel.**

**Dress Code**
When traveling as an ACS representative, sloppy dress is not tolerated. Students are expected to wear a clean zipped up ACS Track Suit or a blazer, navy or gray dress slacks, and appropriate length dark skirts for females, white dress shirts, and school necktie for males. Sandals or flip-flops are not acceptable while traveling. When not competing, students must be dressed appropriately, as they would at ACS.

**Etiquette**
A gift from Lebanon is an appropriate expression of gratitude for your host family. Each parent is encouraged to purchase a calling card for his or her student in case the need arises to make an international call. The host is not obliged to provide long distance calls.

**Discipline / Rules of Travel**
When participating in any ACS-sponsored trips ALL ACS or conference rules apply, including meeting curfews and even if social norms allow certain behaviors.

**General**
All ACS students traveling on school-sponsored trips will travel to and from the trip destination with the group. Any exception to this practice must have the approval of the Principal and the Athletics and Activities Director. Students traveling on school-sponsored trips must have their tickets booked with the group. Requests for student’s tickets to be booked independently by parents in order to take advantage of free tickets, frequent flyer schemes, courtesy discounts, etc. will not be accepted.

**Financial Obligation**
Students are responsible for the cost of airfare, visas, hotel (if not housed in hosting school homes) and the entry fees for some of the individual events. Payment shall be made out to American Community School at Beirut in the form of a check or money order in US dollars. All moneys must be turned in to the business office cashier by the stated deadlines. Once the deadline has passed, NO REFUNDS will be given.

**Pre-Arranged Absence**
Students are expected to be in class each school day. When traveling on a school trips students must communicate with their teachers and principal at least 2 cycles in advance with the Pre-Arranged Absence Form. This form can be obtained in the Athletics and Activities Office. Students are responsible for making up all missing work within one cycle due to a pre-arranged absence.