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Dear Middle School Students and Parents,

Welcome to the 2013-2014 school year. We, the faculty, staff and administration of the American Community School at Beirut, are very excited about this school year. We are all looking forward to working together so that we may all reach our highest potential both socially, athletically and academically.

The ACS middle school is a community that is based on cooperation, respect and responsibility. In the middle school we grow and develop together. We build on our knowledge and skills to prepare us to tackle the challenges of the years to come. We strive to build lifelong friendships.

I expect every one of our middle school students to put forth all the necessary energy, effort and enthusiasm to have a successful school year.

Sincerely,

Karim Abu-Haydar
Middle School Principal
American Community School at Beirut
Middle School Administration

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Building for the Future: Educating for a Lifetime
The Academic Heritage
The American Community School at Beirut is incorporated, not for profit, as a nursery through secondary independent, non-sectarian, coeducational, college preparatory school, governed by a self perpetuating Board of Trustees serving the international and the Lebanese Community.

The school opened on October 23rd, 1905, with eighteen pupils and three teachers. ACS was first known as the Faculty School because it was established by the American families of the American University of Beirut, 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 and in 1907, eleven of them were on the soccer team.

Three years after its establishment the school was moved to the A.U.B. Hospital grounds to a building which was later known as the X-ray department. When the student number reached thirty-three students in 1920, it outgrew this building too. Consequently, it moved again, this time to a small one-storey building near the Eagle's Nest Restaurant (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.

Mission Statement
The American Community School at Beirut offers research-based and classroom proven educational practices through an American educational philosophy. The program instills in students the highest academic and ethical standards, preparing them for the successful pursuit of higher education and for responsible effective global citizenship.

Founded in 1905, ACS is an independent, non-profit, non-sectarian, pre-K-12 coeducational day school. It draws students from both the Lebanese and international communities in Lebanon and embraces diversity in race, gender, religion, national origin and economic background. ACS is accredited in the United States and licensed in Lebanon. It offers a rich and balanced curriculum in both the liberal arts and the sciences. Athletics, the visual and performing arts, extra-curricular activities and community service are integral components of an ACS education. In the high school, ACS provides a rigorous college preparatory course of study including the Lebanese and International Baccalaureate Programs. While the language of instruction is English, Arabic is taught at all levels.

ACS encourages students to be open-minded and respectful of the social, political and religious diversity of its community. As it enters its second century, ACS reaffirms its commitment to developing a lifelong engagement in learning as well as the leadership qualities and personal integrity needed to contribute positively in an increasingly complex global society.

Middle School Outcomes
American Community School Middle School is committed to providing a balanced program focusing on the development of the whole student. Our goal is to prepare students to become leaders in meeting the ever changing needs of the world and equip them with the knowledge to face challenges in a cross-cultural environment. We are dedicated to providing our students with high standards of academic instruction and performance, opportunities for service to others, and a well-rounded program of activities directed toward the development of their skills, talents, and self-confidence. Students of the American Community School Middle School will

• acquire an academic foundation which promotes continuing scholastic success and personal growth;
• feel confidence in their learning ability;
• develop problem solving and higher order thinking skills;
• communicate effectively and develop an environmental and global awareness;
• have opportunity to experience foreign language and culture study;
• develop an appreciation for the fine, applied, and performing arts;
• understand and practice sound personal physical health;
• recognize the relevance of current schooling to future learning and living;
• explore a variety of educational, social and personal experiences, and/or interests;
• contribute to the development of an honest and trusting school environment;
• acquire an awareness of technology’s role in their future and develop the skill to utilize and expand that awareness.

Building for the Future: Educating for a Lifetime
ACS Alma Mater

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.

The colors of ACS are blue and gold.

Homework

Homework extends classroom learning and provides students the opportunity to rehearse and refine ideas and concepts presented in the classroom. Students that work at home on a regular basis reviewing classroom instructions and completing academic work will have greater level of success throughout the year.

Every teacher will be expecting you to do a certain amount of homework within a cycle. The ACS Middle School has a rigorous and challenging program. Homework assignment completion is considered to be an integral part of this program. Dates for major tests and cumulative projects are monitored by the grade level teams and the principal.

Students are responsible for finding out what work they’ve missed and make it up promptly if they have been absent.

Students are expected to access their Moodle accounts to check for resources, announcements and major assignments. Access can be done from school or from home. Parents are also encouraged to access their child’s Moodle account.

The Curriculum

Academics:

One of ACS's purposes is to prepare students to enter quality universities. As a result, the program is both demanding and balanced, accommodating those who seek an American college preparatory diploma, an International Baccalaureate Diploma and/or The Lebanese Baccalaureate. The Middle School is designed to promote a smooth transition between Elementary and High School academically and socially. It is during this time that most students experience dramatic cognitive, social, emotional and physical changes. The Middle School strives to provide a nurturing environment so that students may thrive during this tumultuous time in their development. In support of this goal, a traditional American middle school curriculum is followed, with the addition of Arabic and French. Additionally, in eighth grade, Algebra and Geometry are integrated and provide an important foundation for the secondary math programs. Each year of Middle School, the student is expected to complete the following courses:

- Arabic MSA/AFL
- English
- French
- Math
- Social Studies
- Physical Education
- Science
- Technology
- Fine Arts: Music/Band/Art/Drama/Movement/Digital Photography (grade 8)
Co-Curricular:
All ACS students are also expected to participate in co-curricular, and community service activities. These types of activities are considered to be essential for the development of the whole student. The school has varied interscholastic sports programs as well, and has developed an Outdoor Education program, where instruction will take place away from the Beirut campus for up to a week at a time.

Community Service
ACS's commitment to its community is reflected in the fact that community service is a graduation requirement. The objective behind this requirement is to expose students to the real community that they live in and to learn that being a citizen means accepting responsibilities as well as enjoying rights. Each Middle School student is required to participate in community service projects.

Athletics
ACS offers a strong middle school and junior varsity program for boys and girls. This includes teams in swimming, badminton, cross country, track and field, basketball, volleyball and soccer. ACS competes with schools throughout Lebanon and abroad, this affords students the opportunity to travel and compete with other schools in the region.

Classroom Without Walls
ACS Middle School has incorporated educational travel as part of the curriculum. To add to the dimensions of learning we have expanded instruction outside the confines of the classroom walls. This program changes the dynamics of learning dramatically by changing the learning environment.

Week Without Walls Philosophy
We choose to offer a Week Without Walls program to our Middle School students to meet the following goals:

- New Experience: WWW will visit areas students are unlikely to travel to with family or friends. WWW will offer activities that are either unavailable to or not commonly experienced by students at ACS.
- Curriculum-Based: Make specific and thematic connections to as many areas of the curriculum as possible.
- Inter-Personal Skills: Create opportunities for students to learn how to appreciate others’ differences and develop respectful relationships.
- Team-Building: Improve trust and cooperation within the community by facing challenges and experiences together (problem solving, group planning and cooperation through exposure to new languages, traditions, cultural practices, and physical challenges).
- Inclusion: Include as many students as possible, recognizing that 100% attendance is not likely.
- Confidence-Building: Improve students’ self-esteem by providing physical, intellectual and emotional challenges (new physical activity, exploring a new city, speaking a different language, functioning in an unfamiliar environment, etc.).
- Supporting Middle School Philosophies: Tolerance by exposure to new cultures; living values by promoting responsibility, cooperation and goal-setting.
- Authentic Learning: Provide students with hands-on-learning experiences and real-world connections to curriculum (museums, science centers, environmental education, music, politics, etc.).
Middle School Social Events & Dances
During the ACS school year there are a number of dances and social events.

- Students may not leave early without the permission of the teacher or chaperone in charge.
- All ACS rules are in effect at Middle School social events and dances.
- Dress regulations may vary, depending on the social occasion. Use common sense, in any case.
- ACS Middle School students may not attend High School dances
- Please arrange prompt pick-up after a dance or event. Any student who delays the departure of chaperones jeopardizes the right to attend future events.

Students currently on disciplinary probation are not allowed to attend a dance or any other ACS event without permission of the principal.

After-School Activities
An interesting aspect of ACS social life is that an activity of almost any nature can be formed if enough students are willing to join it and keep it going. All after-school activities and organizations are open to any middle school student who wishes to join. Some of the after-school activities that have been on offer in previous years:

Art    Band    Jazz Band    Choir    Community Service    Chess    Drama
MS Model UN    MS Publication    Technology club    Soccer    Basketball    Volleyball

Grading Policy
Grades are a statement of a student's progress.
Letter grades are issued four times a year, (twice a semester)

Letter Grade Descriptors
What is an “A”?
- Sustained excellence
- Outstanding performance relative to standards
- Excellent work habits
- Exceptional work
- Thorough grasp of content and form
- Superior knowledge and insight on assessments.
- Ample evidence of serious thought and analysis.
- Exhibits constant creativity and initiative

What is a “B”?
- Solid performance relative to standards
- Strong work habits
- Fine quality work
- Firm grasp of content and form
- Sound knowledge and insight on assessments.
- Adequate evidence of serious thought and analysis.
- Exceeds basic course requirements
- Often exhibits creativity and initiative

What is a “C”?
- Adequate performance relative to standards
- Meets or approaches standards
- Acceptable work habits
- Satisfactory work
- Basic grasp of content and form
- Reasonable knowledge and insight on assessments.
- Exhibits occasional creativity and initiative.
What is a “D”?
- Poor performance relative to grade level standards
- Meets only some of the academic standards
- Work habits need much improvement
- Substandard work
- Minimal grasp of content and form
- Insufficient knowledge and insight on assessments.
- Rarely shows creativity and initiative.
- Barely fulfills requirements
- Minimal evidence of academic growth

What is an “F”?
- Inadequate performance relative to standards
- Fails to meet needed academic standards
- Poor work habits
- Unacceptable work
- Insufficient grasp of content and form
- Lacks knowledge and insight on assessments.
- Fails to show creativity or initiative.
- Does not fulfill requirements
- Little or no evidence of academic growth
- Not passing

All grades are recorded on a school transcript.

Reporting and Parents/Teachers Conference
The Middle School observes two semester grading periods. In order to keep parents up to date on their child's progress, it is the policy and practice of the Middle School to provide report cards at the end of each semester as well as Interim Reports at least once during each semester. Parent/Teacher meetings and/or Student-Led Conferences are held throughout the academic year. Parents are encouraged to contact teachers should any question arise. Our doors are always open to parents. Parents have an opportunity to meet with all teachers to discuss the child’s progress on request.

Promotion Policy:
- A yearly average of a C- or higher is attained in all courses in the middle school.
- A yearly average in the D range (D+ to D-) in no more than two (2) courses will require summer work completion and taking a Threshold Evaluation in those courses.
- A yearly average of D+ or below in any three (3) courses will result in retention of the current academic year.
- Any course with a yearly average of an F will cause the student to be considered for retention for the academic year.

Retention is decided on a case by case basis.

Attendance
The school day begins officially at 8:00 am and ends at 3:20 pm. While on school premises and during these hours students become the school's responsibility and are not allowed to leave without permission from the office. Any student needing to be dismissed early must sign out in the MS office.

Students are expected to attend all assigned classes on time. If for some reason the teacher or substitute has not appeared on time, students are expected to remain in the classroom while one member of the class notifies the office.

Students may not remain on campus after 3:20pm, unless attending a teacher directed and supervised activity.
**Tardiness**

Students are expected to arrive to class on time with all appropriate classroom materials. Arriving late is disruptive to the learning environment. Tardiness will be addressed by the teacher or principal. Students that are habitually tardy will require a meeting with the parents and an action plan will be put in place.

**Absences**

Any pupil whose absences, excused or unexcused, exceed 15 days per year will be promoted only upon consideration and approval by the Principal. Students should be absent only for necessary and important reasons, such as illness or emergencies. The parent or guardian must verify any absence with a written excuse presented to the office. Make-up end of year exams require a medical excuse and can be given only when arranged and approved by the school administration. Absences of three days or more require a written medical excuse. Students are responsible for making up all missed work, whether or not an absence has been excused. The school calendar should be studied carefully as students are not excused from classes prior to or after the announced school breaks. Failure of the parent to get the student to school on time is not a valid excuse.

**Pre-Arranged Absences**

- Students going on school-sponsored trips are required to complete a pre-arranged absence form.
- If a family situation arises that might cause a student to miss school for an extended period, the parents must contact the principal at least one week in advance to discuss the reasons for the pre-arranged absence.
- The decision as to whether or not to grant the pre-arranged absence will be based on the student’s attendance pattern, academics and behavior to date as well as upon the reasons for the absence.

**ACS Rules General Premise**

When a student is accepted to ACS, it is expected that he/she desires to observe the highest standards of personal conduct. Each individual's responsibility is to behave in a manner that reflects credit on him/her and on the school. Failing to make proper use of given opportunities or behaving in a way which is prejudicial to ACS will lead to the curtailing of a student's privileges.

ACS middle school students are expected to behave respectfully and responsibly. These expectations apply on ACS school premises and at any school related/sponsored activities.

**General Offenses**

The following behaviors are not tolerated at ACS, they include but are not limited to:
- Fighting
- Theft
- Truancy
- Smoking or use of alcohol and/or drugs
- Possession of a knife, mace, pellet gun, firecrackers or stink bombs, etc.
- Malicious injury (physical or verbal) to another person
- Racial or religious slurs
- Foul or abusive language
- Abuse of school or other property
- Gambling
- Leaving campus without permission
- Intimidation: verbal or physical
- Refusal of a reasonable faculty/staff request.
- Play fighting, rough housing, and hurtful games.
- Sexual jokes, contact, gestures and drawings.
- Cyber bullying
Interventions
Disciplinary measures related to the above mentioned list and other disruptive behaviors can range from verbal warning, parent conference, suspension and/or expulsion. The severity and frequency of the infraction will determine the severity of the disciplinary measures taken.

Student Intervention:
Taking responsibility for behaviors
Taking responsibility for school success
Meeting with teachers, counselor or principal to address concerns
Making plan for improvement if needed

Teacher Intervention:
Set and reinforce class and school expectations
Understanding and getting to know students
Meeting with students on one-on-one basis
Anticipating student needs
Meeting and communicating with colleagues, counselor, principal and or parents as needed
Referral of students to principal

Principal Intervention:
Set and reinforce class and school expectations
One-on-one meetings with students
Meeting with teachers, counselor and parents
Setting implementing consequences for behaviors

In-School Suspension: Students remain in a controlled environment and cannot participate in after school events, such as dances and sporting events: Mandatory notification of parents by principal. Students may be placed on disciplinary probation.

Out of School Suspension: The student stays away from school and all school related events for a specified period and will be responsible for making up all work missed. Student will be placed on disciplinary probation.

Expulsion: Very serious and/or chronic offenses may lead to expulsion after consideration by the Middle School Principal and the Head of School, with consultation with the student, parent(s) or guardian(s) and all involved individuals.

Disciplinary Probation
When a student is consistently unable to be respectful and responsible he/she is placed on disciplinary probation at the recommendation of the Principal. Disciplinary probation means that the student will not participate in extra-curricular activities nor exercise any school privileges.

In all cases, parents are informed and/or called in to meet with the parties concerned

Fighting Policy
Fighting is not tolerated under any circumstances during school or school sponsored activities or on the way to or from school or school sponsored events. Fighting may result in a suspension for the first offense; and a long-term suspension or expulsion on the second offense. Students are expected to use all possible means to avoid physical violence including:
• Avoiding a situation where physical confrontation is likely.
• Alerting a counselor, advisor, or administrator to circumstances which could lead to physical confrontation.
• Seeking advice/protection from a faculty or staff member.

Students who represent ACS on teams are expected to exhibit the highest standards of decorum and sportsmanship. Any team member involved in fighting before, during, or after a game or event will be immediately removed from the team for the balance of the year, suspended and placed on disciplinary probation. Parents’ support for the efforts of our staff and administration at the Middle School at ACS is essential. It will make our school a safe and nurturing educational environment.
Harassment / Anti- Bullying Policy
The Middle School is committed to create a harassment-free learning environment, a safe, non-threatening environment in which students can learn and teachers can teach.

Harassment includes:

**Physical Contact:** hitting, punching, kicking, invading another's personal space. An act of violence against a person is the ultimate form of harassment.

**Verbal Harassment:** being aggressive, intolerant, teasing and taunting, making degrading comments (racial, sexual, religious or personal), swearing, spreading rumors, or bullying (a conscious effort to hurt, threaten, or frighten someone).

**Body Language:** using unacceptable body gestures and mannerisms towards others.

**Sexual:** jokes, unwanted contact, leering, gestures, drawings.

**Cyber Bullying:** internet, text messaging, emails, social networks, and other technologies.

Every member of the ACS community has the right to feel safe, respected, and free from any form of 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 characteristic or grade in school. Spreading rumors, malicious whispering, defamation and non-verbal aggression are all forms of harassment. Sexual harassment is particularly offensive and unacceptable. The fact that a comment or act is labeled as humorous does not make it acceptable.

Students who intervene to stop bullying or harassment, walk away and refuse to participate in such behavior, and report incidents of such behavior are of good character and are helping to create a healthy environment. 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.

No real or toy weaponry is allowed on school premises. Possession is considered a major offense that may result in suspension and/or expulsion.

Academic Integrity Policy
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 integrity violations occur, primarily, in two areas:

**Cheating,**

**Plagiarism.**

Each year, in every class, teachers will review the concept of plagiarism. They will explain rules of citation, paraphrasing and what constitutes common knowledge and the public domain. If students are unsure about whether the use of material would be plagiarism, it is their responsibility to ask for clarification.

The school’s definition and handling of each situation follows:

**Cheating:**
Using another person’s work to gain an advantage without the express permission of the instructor. 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 the work of another student,
- stealing test materials,
- providing answers,
- receiving answers.
School Response:
Automatic zero for the work in question.
Informing parents of the infraction.

Plagiarism:
The wrongful act of taking the product of another person's mind and presenting it as one's own. It is false assertion of authorship.
Plagiarism may take the following forms:
Repeating another's sentences as your own,
Adapting a particular idea or phrase as your own,
Presenting someone else's line of thinking as your own.
Plagiarism applies to ideas in written, verbal or electronic form. Although a writer may use another's words and thoughts, they must be acknowledged as such by footnotes or bibliographic entries.

The first time a student plagiarizes will be viewed as a teaching opportunity and carry a lesser penalty. Successive instances will be subject to progressively stronger sanctions, up to and including a recommendation of expulsion. Any instances of plagiarism will be considered to be cumulative; that is, they will remain on a student's record throughout their time at ACS.

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<th>First Offense</th>
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<tbody>
<tr>
<td>The first time a student plagiarizes will be viewed as a teaching opportunity for the student to understand what he or she did incorrectly. The assignment in question will receive a zero, but the student will have the opportunity to rewrite the assignment using a different topic and a new grade is assigned.</td>
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<tr>
<td>The teacher will address the concern as a learning opportunity and will inform other parties (parent, counselor, advisor, principal).</td>
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<th>Second Offense</th>
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<tr>
<td>The second case of plagiarism will result in a zero on the assignment in question. A call home from the Principal and the student will be put on Academic Probation immediately and through the following term. The student will also be given an in-school suspension.</td>
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<th>Third and subsequent Offense(s)</th>
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<td>A third instance of plagiarism will result in a zero for the assignment, a conference with the principal, parents, and counselor to review the student's broader academic and social standing, and academic probation for one full year. In addition, the student will receive two days of in-school suspension. A student may be expelled at this point depending on the circumstances.</td>
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The Library Media Center
The Upper School Library Media Center occupies the full top floor of the middle school building and is a completely wireless facility. The twenty computers, with printing capability, a multi-purpose room and several seating areas provide teachers with areas for teaching and students with space to study independently. Using a web browser-based library management system, the library can be accessed wherever Internet service is available. While maintaining a core print collection of 34,000 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 from:
Monday-Thursday 7:15 am – 5:30 pm
Friday 7:15 am – 4:00 pm

Middle school students may borrow up to ten items for a four-week period. Borrowed materials may be renewed one time if they are not reserved by another patron. There are no fines on overdue materials, but students are responsible for all materials checked out under their name and must reimburse the library for any lost or damaged items; students are charged the price of the book plus shipping and handling fees. All accounts will be clear of overdue materials and replacement costs before students receive their report cards.
Photocopying facilities are available to students with the use of a magnetic card which can be purchased from the library. The card provides the student with 100 copies and costs 8,000 LL.

To safeguard library materials, food, drink and gum are not to be consumed in the facility. While in the library students 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.
Acceptable Use Policy for Computers
Computers at ACS are intended for educational use.

Any use that interferes with a computer's normal operation or another user's ability to use a computer are a violation of this policy and will result in disciplinary action, including, but not limited to, loss of all computing privileges at ACS. Students are on their honor, and are required to report knowledge of another user's misbehavior on computers to a teacher immediately.

Unacceptable computer use includes:

Vandalism or hacking, i.e. putting foreign objects into CD or disk drives; deleting or altering another user's files, or using another student's profile; releasing a virus into the computer network; attempting to gain access to computer files or directories for which you are not authorized; or making any changes to the computer's settings or operating system.

Installing or downloading software from the Internet without the permission of the network administrator. Computers are equipped with software that automatically scans for computer viruses. Any attempt to uninstall this software will be treated as an act of vandalism.

Repairing computers, printers, or photocopiers without the permission of your teacher. If you encounter any technical problem with a computer, please inform a teacher or staff member immediately.

Deliberately accessing pornographic or offensive Internet sites. While it is rare to stumble upon such sites accidentally, tell your teacher immediately if this happens so that they can inform the computer network administrator and have the record of this access deleted from your profile.

Personal email or computer games. Permission for use of email must be given by a teacher, and is given only when the email is directly related to schoolwork. Downloading or playing computer games is not allowed.

Awards
ACS shows its appreciation for outstanding students in an annual awards celebration. At all grade levels, awards are given for academic excellence, athletics and art. One student at each level will receive the Renaissance Award that is presented to one student at each grade level. The recipients are multi-talented individuals who excel not only academically, athletically and artistically, but have a strong commitment to public service.

Dress Code
ACS middle school students are expected to abide with the following dress code:

- Clothing must cover the thighs (male and female).
- Shirts must cover the shoulders, mid-riff, back and cleavage.
- No tank tops, spaghetti straps, or anything similar.
- Clothing should not be see-through; undergarments should not be visible.
- Pants must be in good condition (free from rips, holes and tears) and worn from the waist; oversized pants are not allowed.
- Clothing may not contain references to profanity, alcohol, criminal activity or illegal narcotics.
- Clothing may not contain slogans or writing that violates the school's harassment policy.
- Hats are not to be worn in ACS buildings.
- At formal functions, jeans are not permitted.

For team travel or performance activities: Students will be expected to wear an ACS blazer, navy or gray dress slacks, white dress shirts, and for boys the school neck tie. (For more information see Athletic and Activities Handbook).

Parents will be contacted if their children are dressed inappropriately.

Students are expected to change into athletic attire for physical education and health classes, sports shoes are required.
Lockers and Book Bags
Middle school students are assigned a locker and a combination lock. The 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 resulting in the loss of locker privileges and, possibly, other disciplinary measures.

The loss of a lock should be reported immediately to the office. Students will be charged $10.00 for lost or damaged locks. Do not share the combination to your locker with anyone.

Use of Electronic Equipment
Personal electronic devices such as cell phones, MP3, iPads and hand-held games, are not to be used at school during school hours without prior teacher approval. Items confiscated will be turned in to the middle school office (phones will remain in the office safe for 3 school days). There are many telephones available for students to use to call home.

Theft
ACS considers that taking property that does not belong to you a very serious act even if done as a prank.

To prevent the loss of personal property the following is recommended:
• Students should not bring large amounts of money or expensive items to school. If these items are brought to school it will be the sole responsibility of the owner.

• Keep your possessions in your locker and keep your locker locked. Do not leave money, phones, MP3, etc. in your book bag unattended.

Character Development Program
The MS Character Development Program is an ongoing concept that transcends instruction of a given program and associated activities.

The House concept combines social and academic development for the MS students. The aim is to involve all MS students in meaningful experiences that are connected to their day to day interactions in school and in their greater community. All MS teachers serve as advisors/house parent. They work with their students on skills related to learning. They build and model proper interpersonal relationships through caring and trust. An important aspect of our program is the inclusion of all MS students and having them work across grade levels. The aim is to create a collective with common understanding and goals.

Various topics addressed throughout the year are:
Tolerance, Acceptance, Respect, Responsibility, Service to our community, Cooperation, Study Habits, Goal Setting, Dealing with change, Conflict Resolution, Eating Habits, Prejudice, Making Friends, Taking care of our environment, Helping others, ….

We want students to learn to take an informed active role in their school culture and learn that they are directly implicated in helping insure a better environment every day.
Health Information
The school 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.

Students who need to leave school early because of illness can only do so after checking with the nurse. The nurse informs the MS office then the student is signed out. Parents are asked not to make medical appointments for their children during the school day.

Preventing Spread of Disease
- A “go home stay home” policy will be enforced for all employees and students experiencing symptoms of a communicable disease. The infected persons will go home and 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/employees for return to school/work.
- Students or employees deliberately ignoring the “go home stay home” policy will be subject to temporary suspension.

Reducing Chances of Infection
- Soap and paper towels will be provided in all bathrooms and sinks all the time.
- Tissues will be provided to all classrooms and offices, checked frequently, and resupplied as necessary.
- Students are advised to bring and keep a small plastic bottle of hand sanitizer with them (for lower school students, this bottle can be given to their homeroom teachers.)
- Students and employees will be advised regarding frequent hand washing/sanitizing and other hygienic practices. Reminders are posted in all bathrooms and high-traffic areas.
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*Dates of holidays based on the Muslim Lunar Calendar are tentative and will be confirmed.

Building for the Future: Educating for a Lifetime