Middle School Handbook
Welcome to the Middle School

Dear Parents and Students,

First and foremost, the Middle School (MS) offers an inviting, safe and supportive environment for students to learn and grow. Students are empowered to explore the attitudes, values, and habits of mind that will allow them to make complex choices both in their learning and in preparation for life.

Middle School is a time of developing independence when students begin to make decisions about their learning and to inquire and explore in ways that enhance their development. Students become more aware of their role in groups, valuing others’ choices and recognizing the strengths in one another. ASB Middle Schoolers realize they have a responsibility to use their knowledge, skills, and understanding, in partnership with others, to make a difference in the world. Collectively, our Middle School represents cultures and nations from all around the world.

Our diversity helps us to learn about perspective, culture, compassion, and consensus. These experiences help us better understand our opinions, values, and goals and also ensure that when we leave Middle School, we are more confident and capable. Through participation in both classroom and co-curricular activities, our students are filled with a sense of hope for what is to come and are tasked with helping create a just and sustainable future.

The middle years are a time of exponential growth, and the talented and dedicated ASB staff work in partnership with parents and students to maximize potential in both academic and social/emotional development at this crucial time. We look forward to getting to know all our Middle School parents and students. Through the information in this handbook, we hope you will get a sense of the increasingly sophisticated thinking and learning students are involved in at the Middle School level.

Please take the time to read through this information carefully. If you have any questions about this or anything during the year, don’t hesitate to ask a teacher, advisor, counselor, or come by the MS office and speak with us. Our door is always open to you. We hope that this school year is a happy one, full of learning, friendships, and personal discovery.

Very best wishes,

Casey Faulknall

Middle School Principal
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Purpose and Values
Purpose and Values

Our Mission
We inspire all of our students to continuous inquiry, empowering them with skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of others.

Core Values
We believe that:

Personal
• Each person has equal intrinsic value
• People are responsible for the choices they make
• All people have potential for growth
• Internal motivation is the most powerful driver of learning and success
• A balanced lifestyle is the essence of well-being

Interpersonal
• Mutual trust and respect are essential for healthy, enduring relationships
• Embracing our interdependence is vital for the community to flourish
• Practice, perseverance, and reflection are integral to a culture of excellence
• We are the trustees of our environment

Profile of a Graduate
An ASB graduate, empowered by dreams, skilled as a lifelong learner, and oriented towards serving others, is dedicated to making a positive impact in the world.

An ASB graduate dreams.
An ASB graduate courageously takes risks and pursues his/her interests and passions. He/she is a critical thinker who approaches challenges with optimism and persists in solving problems. He/she approaches life with imagination and creativity, knowing his/her opportunities are limitless.

An ASB graduate is a lifelong learner.
He/she is knowledgeable in key academic content areas and possesses the skills necessary to be successful in both further studies and 21st-century careers. As a balanced, inquisitive learner, an ASB graduate demonstrates responsibility and a reflective approach to personal growth. He/she works independently and collaboratively, to ethically manage complex systems, information, and problems.

An ASB graduate serves others.
An ASB graduate actively enhances the lives of others, showing integrity in his/her intentions and actions. He/she seeks to understand people and cultures, to empathize with and to appreciate diverse opinions, appearances, behaviors, and beliefs. He/she is globally aware, valuing a world that is just, peaceful and sustainable.

The International Curriculum
We at ASB endeavor to meet the needs of the multinational student body that we teach through the IB Primary Years Program. We believe that the PYP is in line
with our school philosophy and meets the needs of our students and teachers. We have been a PYP authorized school since June 2002. This provides us with a solid curricular framework, while still allowing us to meet the unique needs of our students.

**Governance and Leadership**

The American School of Bombay is managed by the American School of Bombay Education Trust set up under the terms and conditions laid down by the Ministry of External Affairs, New Delhi. The school is governed by a Board of Trustees, which is elected by the parents and faculty for a two-year term. The American Consul General is the Chairman of the Board of Trustees. The Board of Trustees is composed of eleven community members: eight are elected, two are appointed by the Board Chairman. The Board oversees the governance and direction of the school by holding regular meetings, retreats and being actively involved in committee work.

The Head of School is also the Chief Executive Officer, directly responsible to the Board of Trustees. The Head of School is aided by the Deputy Head of School, Elementary, Middle, and High School Principals, Chief Operating Officer, and Director of Institutional Advancement. This group forms the Leadership Team at ASB.

The Elementary, Middle and High Principals are the educational leaders in their division and responsible for the short and long-term goals of the school as well as the day-to-day management of the division.

**Child Safeguarding Policy**

ASB is committed to providing a safe environment for its students and all members of the community. To this end we strive to ensure the safety and well-being of every child. For more information, please read ASB’s Child Safeguarding Policy.
Air Quality Practices, Procedures, and Considerations

We believe that:
1. The majority of individuals and families expect that the school delivers a high quality physical education and athletics program to students;

2. Activity is necessary for us all – children, young adults, and adults – and inactivity presents potential behavioral and health related problems;

3. Parents always have the right to request that their child(ren) does/do not participate in aerobic activity, or go outside for recess or classes, and under such circumstances, students will never be penalized for non-participation;

4. We are members of international school athletic leagues – ASIAC and SAISA – and as such, we have commitments to be participatory, contributing members;

5. We wish to remain as active as possible regarding all aspects of our lives in Mumbai;

6. Students exhibiting or complaining of shortness of breath or irritation in the throat are routinely sent into a building with conditioned air until they feel relief.

7. Quarterly readings of inside air quality will help us to ensure that our indoor air quality continues to be excellent.

School administrators will communicate to the faculty and students any need for modification of outdoor physical activity, keeping in mind both the AQI (Air Quality Index) and the multiple other factors influencing the health and wellbeing of students.

The guidelines we use to determine if outdoor physical activity will be modified are as follows:

On days when AQI readings exceed 200 for elementary students and 250 for MS/HS students, we will not have outdoor activities. If AQI levels are between 201 and 250, the ASB PE and Athletics Departments will modify activities in order to keep heart-rates and respiration-rates low, while still providing instruction and movement opportunities for our students. Any activity will be short in duration and of minimal physical demand.

We use the air quality data sourced from the US Consulate and/or data from our handheld device to determine our outdoor activity:

At ASB we are continually exploring how to best protect our students from the effects of poor air quality. This is an ongoing process utilising knowledge and research from around the world.

For questions regarding AQI, please contact the health office: SmithiesA@asbindia.org
Middle School Program
Middle School Program

How do we prepare our students for an exciting and dynamic future in the heart of Mumbai, India? At the American School of Bombay, we believe that young adults love to learn and thrive when challenged. We believe that: when students are suitably challenged, they will rise to the occasion; when students are treated with respect, they will respect themselves and others; and when students are given opportunities to make choices and explore, they will learn about themselves and their role in the world around them.

Our Middle School seeks to provide each student with opportunities to explore, experience and excel. To enter our commons is to experience the noise and energy of early adolescence. To listen in on our conversations and classrooms is to hear healthy debates, inquiry, compassion and exploration.

Our teachers, curriculum, resources and programs all contribute to facilitating a meaningful transition into adolescence. We want every student to leave ASB with the knowledge, self-awareness and self-confidence to pursue their dreams and enhance the lives of others.

ASB’s Middle School provides each student with a rich and challenging academic program in math, science, social studies, language arts and French or Spanish. We seek to develop students’ artistic skills and sensibilities through a program in band or choir, art and drama, and design technology. In PE, students continue to discover and apply their athletic abilities. These experiences are enhanced by our 1:1 laptop program, which enriches and extends learning across curriculum areas.

To balance students’ everyday class experiences, programs are designed to meet the needs of all middle-level learners. In advisory, students build relationships and community. Community and social responsibility (CSR) help students learn about life in Mumbai and the importance of a service-orientation to life.
Our clubs, dramatic productions, bands, choirs and after school activities provide students with appropriate opportunities to participate and learn. Also, students can engage their minds and bodies on Middle School athletic teams in volleyball, table tennis, badminton, soccer, basketball, swimming, track and field, and tennis.

Our Middle School is an active and energetic place that seeks to support every student in the journey towards adulthood. The students, teachers, support staff, counselors, coaches, and principals are all members of ASB's international community of learners.

**Middle School Schedule**

Our school day runs from 8:30am-3:30pm. Students should arrive at school between 8:15am and 8:25am unless a before-school commitment requires them to come earlier.

Each student has eight classes (noted on our timetable as A-H), each lasting 75 minutes.

We use an eight-day rotating schedule (Days 1-8). Students have their A-D block classes, in a rotating order on odd days and their E-H block classes in a rotating order on even days.

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<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
<th>DAY 4</th>
<th>DAY 5</th>
<th>DAY 6</th>
<th>DAY 7</th>
<th>DAY 8</th>
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<td>8:30-9:45 (75 mins)</td>
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<td>E</td>
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<td>C</td>
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<td>9:45-10:00 (15 mins)</td>
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<td>10:00-11:15 (75 mins)</td>
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<td>11:15-11:20 (5 mins)</td>
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<td>11:20-12:15 (55 mins)</td>
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<td>ADVISORY/COMMUNITY</td>
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<td>12:15-12:50 (35 mins)</td>
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<td>LUNCH</td>
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<td>12:50-2:05 (75 mins)</td>
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<td>E</td>
<td>B</td>
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<tr>
<td>2:05-2:15 (10 mins)</td>
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<td>BREAK</td>
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<tr>
<td>2:15-3:30 (75 mins)</td>
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Week Without Walls
Students in each grade-level have the opportunity to experience the world outside classroom walls through the Week Without Walls program. Week Without Walls provides students with educational experiences within India that develop knowledge, skills, environmental awareness, cultural sensitivity and opportunities to have meaningful participatory experiences. It allows students to grow as individuals through learning and reflection.

Community and Social Responsibility
The Community and Social Responsibility (CSR) program supports our Mission and Core Values by providing students the opportunity to learn about their communities, serve others in those communities, and learn from those experiences. Throughout the school’s history students have learned about our ASB core value: “Embracing our interdependence is vital for the community to flourish.”

It is our hope as well that students at all levels of the school learn that through selflessness they can build their sense of self. Serving others fosters individual growth and awareness of civic responsibility. Grade-level teams facilitate the CSR experience for students. Students often take part in field trips on CSR days so that they might learn through their experiences in the community.

Our belief statements for CSR are as follows:
• Service is any deliberate action which seeks to improve the situation of another or enhance our environment.

• Through CSR, we not only benefit others and/or the earth, but we also learn about ourselves as well as our global, national and local communities.

• At each grade-level, students should demonstrate their growing sense of community and social responsibility by participating in the planning, organization, and implementation of authentic service-related projects.

• Students should have the opportunity to reflect on and discuss community issues in their classrooms.

• Community service fosters character development and positive values such as respect, empathy and responsibility for oneself, others and our world.

• As students get older, CSR activities should be increasingly self-directed and integrated into their daily lives.

Field Trips
Field trips are a part of many school programs. Parents are expected to sign a general release form for all CSR and other school field trips at the beginning of the year. Parents will be informed about each field trip and provided with the contact details of the teacher-in-charge. Parents and students are encouraged to speak with the teacher about upcoming field trips should they have any questions.
Academics
Academics

The ASB Middle School curriculum addresses the intellectual, social, physical and emotional needs of international Middle School students who typically maintain a long-term goal to attend a college or university. In Middle School classes, students will be challenged to do the very best they can. Enrichment and extension opportunities serve to stretch their academic abilities and meet their academic needs. Class engagements and assessment activities are varied and rich.

Online Grade book (PowerSchool)

At ASB, teachers maintain grade books online. These can be viewed by students and parents at anytime and is accessible via PowerSchool. The purpose of this openness is to enhance communication between students, parents, and teachers.

Teachers regularly update their grade books. Students should use the online grade book to check their progress and verify assignment status and proficiency. The online grade book keeps parents informed about student progress for encouragement and support. The grade book provides reliable information regarding the status of students’ assignments.

Parents should rely principally on their children to keep them informed about school assignments and progress, and the school office will provide periodical prompts to encourage students and parents to check their results after significant learning has occurred. The grade book is a way to monitor growth and progress - it does not take the place of the formal report card.

Students’ proficiency results in each class are based on how well they have met the subject area standards and benchmarks. Results are reported as proficiencies. Students and parents receive official report cards three times a year, and these dates are listed in the published calendar.
Levels of Achievement for the Academic Standards and Approaches to Learning (ATLs)

<table>
<thead>
<tr>
<th>Levels of Achievement for the Academic Standards</th>
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<tr>
<td><strong>Exceeding the Standard (EX)</strong>&lt;br&gt;Assessment evidence has been collected this reporting period demonstrating work that exemplifies this grade level standard.</td>
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<tr>
<td><strong>Meeting the Standard (ME)</strong>&lt;br&gt;Assessment evidence has been collected this reporting period that demonstrates this student has met the standard for this grade level.</td>
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<tr>
<td><strong>Approaching the Standard (AP)</strong>&lt;br&gt;Assessment evidence has been collected this reporting period that demonstrates this student is approaching the standard for this grade level.</td>
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<tr>
<td><strong>Beginning to Meet the Standard (BE)</strong>&lt;br&gt;Assessment evidence has been collected this reporting period that demonstrates this student has not met the standard for this grade level.</td>
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<tr>
<td><strong>Incomplete Evidence (IN)</strong>&lt;br&gt;The teacher has insufficient or incomplete evidence and is unable to determine if the standard has been met.</td>
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**Approaches to Learning**
Approaches to Learning (ATLs) are integral to student learning at ASB. We believe that students who consistently demonstrate these ATLs are developing habits that support metacognition and life-long learning. We report ATLs on each trimester report card and provide feedback throughout the year in our online grade book. The ASB ATLs are listed opposite.

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<th>Descriptors for Approaches To Learning (ATLs) Consistently, Sometimes, Rarely</th>
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<tr>
<td><strong>ATL Standard 1</strong>: Managing Complexity</td>
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<td><strong>ATL Standard 2</strong>: Collaboration and Social Skills</td>
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<td><strong>ATL Standard 3</strong>: Critical Thinking</td>
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<tr>
<td><strong>ATL Standard 4</strong>: Creativity and Innovation</td>
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Homework Guidelines
Homework enables students to learn through further practice and application of the
textbook. Independent study habits, enable students to complete assignments, and
preview new units of study.

Grade 6: An average of 1 hour per day.

Grade 7: An average of 1 to 1 ½ hours per day.

Grade 8: An average of 1 to 2 hours per day.

Homework will not be given over long holiday weekends (more than three days) or over
school vacations. Tests will not be given, nor long-term assignments due, on the first day
of school after a long holiday weekend or school vacation. Teachers will collaborate
together so that students do not have more than two major assessments on any given
day. Students are always encouraged to read for fun. Homework should be completed on
time and on the very night that it is assigned. Students should expect regular homework
assignments from most teachers, and they should ask if they are not sure about what is
expected of them.

Taking advantage of the Homework Club and seeking extra help are key strategies if a student
is unclear about concepts or assignments. The homework guidelines are based on the
assumption that students strive to be organized. Reviewing for major assessments and
working on long-term papers or projects should be paced to avoid doing last-minute work.

If students are absent, they should make every effort to obtain & complete missed assignments.

Academic Probation
If a student earns “Beginning to Meet the Standard” in two or more subjects in any
trimester, he/she may be placed on academic probation until such time as his/her
performance improves. After consultation with teachers, parents and activity sponsors,
the Associate Principal/Principal may decide that the student may not participate in
extracurricular activities, social events or travel to sports tournaments. Students on
academic probation may be required to attend Homework Club for additional support.

Alternative Grading
Report cards may also use the following abbreviations to discuss the circumstances of a
particular child's learning experience.

MD This child's curriculum has been modified to allow the child to demonstrate success.
Students with a modified curriculum are generally receiving learning support. The report
card comments should adequately explain modifications and how the child has met the
adjusted expectations.

NE To be eligible for a “New to English” (NE) grade, a student must be a “beginner” on the WIDA
testing scale. “New to English” grades may also be assigned at the discretion of the Associate
Principal/Principal. NE indicates that the child has had modified curriculum and/or assessment
experiences. EAL students who are in the Intermediate or Advanced range may have
accommodations made so that they can demonstrate their understanding, but they will be assessed against the regular standards and benchmarks at that grade-level.

Academic Integrity
In a learning community, each one of us seeks to learn, to be understood, to be treated fairly, to treat others fairly and to be honest in our relationships with people and with our school work. Integrity is one of the single most significant character traits for happiness and success. Below, we have detailed elements for consideration with respect to academic integrity.

Cheating
• Using any notes, study aids or information on a test or quiz without the teacher's permission.
• Changing graded work after it has been returned, and then submitting the work for regrading (unless the student has been specifically asked to complete revisions).
• Allowing another person to do one's work.
• Turning in the same papers for credit in more than one course without permission from the course instructors.
• Allowing another person to copy one's work or sharing work with another person when they have the same assignment.

Plagiarism
• Turning in material that, in part or whole, is not written by the student or is not appropriately cited.
• Using photographs or other digital media without appropriate citations.

Fabrication
• Making up information and presenting it as fact.

Obtaining an unfair advantage
• Stealing, reproducing or circulating any information about tests and quizzes.
• Stealing, destroying, defacing or hiding iCommons materials with the purpose of keeping it from others.
• Working with other students on any assignments without the teacher's permission.
• Retaining, possessing, using or giving away exam materials without the teacher's permission.
• Intentionally interfering with another student's work.
• Doing anything with the purpose of creating or obtaining an unfair academic advantage over other students or their work.

Helping others be dishonest
• Helping others to do any of the things mentioned earlier.
• Changing documents and permission slips
• Changing any school papers concerning the student’s results.
• Forging anyone’s signature or giving any false information of any kind including permission.

Looking at or tampering with any official school documents
• Viewing or altering computer records.
• Modifying or deleting files from assignments or transferring folders without permission.
• Modifying computer programs or systems.
• Interfering with the use or availability of computer systems or information.
A possible set of consequences would be:
The First Incident will be dealt with at the teacher level and reported to parents as well as the Associate Principal/Principal. This is considered a “teachable moment” where the teacher will work with the student to help them recover from their mistake, and learn the content and skills of their subject area.

The Second Incident will result in a conference with student, teacher, parent, and Associate Principal/Principal. This conference will determine the consequences and supports that need to be put into place to help the student correct the misbehavior and avoid future instances of academic integrity.

The Third Incident will result in the student not earning a grade for the plagiarized work, Values Learning plan, and a letter will be placed in the student file. Future incidents could result in suspension and/or expulsion.

Student Recognition
Recognition of student success and achievement is done daily in classes, on the courts and fields, in advisories, assemblies, and in exchanges throughout the school. It is focused on the growth of the individual. These regular forms of recognition are most significant to the development of a student’s self-confidence and self-awareness. We also believe that formal recognition can play a positive role in helping students recognize particular qualities in themselves and in others.

Mission Awards and ASB Award
There are three categories for this award. Students who receive this award demonstrate through words and actions key elements of our Mission. Students can receive an MS Mission Award in any one of three categories and must be nominated by both a peer and a teacher:
• Continuous Inquiry
• Courage and Optimism – “The Ameny Sichinga Award for Courage and Optimism”
• Enhancing Lives of Others

The ASB award is the highest honor that a student can receive. Students who receive this prestigious award demonstrate through words and actions all aspects of the ASB mission. A select few students each year are recipients of this award. To be eligible for the ASB Award, a student must have been nominated by both a student and teacher for all three Mission Awards.

Subject Area Awards
For distinction and excellence in academic work, students may also receive awards in the subject areas of: Art, World Language, Language Arts, Mathematics, Music, PE, Science, Social Studies, Design Technology and Theatre. Subject area teachers assess student achievement in four areas: “Performance,” “Motivation and Passion,” “Effort and Self-Awareness” and “Leadership and Cooperation.”
School Routines
School Routines

Campus Hours
Upon completion of scheduled classes and after school activities, students are expected to leave the campus promptly. Students are not permitted to leave campus and return unless accompanied by an adult or with parent permission to the middle school office.

Students may stay after school to:
• Meet with a teacher with whom they have an appointment
• Attend after-school tutorials or Homework Club.
• Attend after-school activities/sports.

It is expected that students be picked up within 15 minutes of the conclusion of any activities. In the event that further use of school facilities is necessary, a student must be supervised by a parent or obtain permission from the appropriate school Principal. ASB campus closes at 5:15 pm. Tuesday afternoons are reserved for faculty meetings and there are no supervised activities at the school. Students should depart campus by 3:45 pm on a Tuesday unless they are directly supervised by a parent or teacher.

Lunchtime
At lunchtime, students may:
• Play inside and outside in supervised areas according to ASB OCC and MPH Free Time Expectations described in posters located in those locations. Eat and talk in the cafeteria or MS commons areas. Work with a teacher and/or other students in a supervised classroom.

• Visit the iCommons. Students may not use their laptop or mobile device during their lunch break unless under teacher supervision. We encourage students to eat, refresh, socialize and have fun during this time.
School Attendance
Students are expected to attend school every school day. Simply being present is one of the best predictors of success in school. We can best help educate students when each student meets this expectation. Parental contact is required when a student will be absent from school.

Absence Procedures
If students are sick or must miss school for some other reason, parents or guardians should do the following:

Absence
Notify the MS Office before 8:30 am on the day of an unplanned absence. If the school has not been notified by then, every effort will be made to call the parents for confirmation of absence. Absences due to reasons other than illness or family emergencies are discouraged. If a student is absent five times in a trimester for health related reasons, the school will seek a clear understanding of health concerns through school-home communication. After the eighth absence in a trimester, a meeting will be convened with the student, parent or guardian and the Associate Principal/Principal or Counselor to assure on-going support for the student's health concerns.

Illness
Because the well-being of students is our highest priority, an ill student should not be sent to school later in the day because they are feeling better. If a student is too ill to attend their first period class, they should remain at home the entire day.

Getting Missed Work
Powerschool is the most reliable source for families to keep up with assignments in Middle School classes. In addition, students should also email their teachers to ensure that they get the most up-to-date information. Students may contact a peer to get any important notes and assignments from classes missed. Parents may email teachers directly.

Late Arrival
Students who arrive late to school should check in at the Middle School Office and get a pass to enable us to record their attendance.

Early Departure
Students who must depart early from school for personal reasons must have permission from a parent or guardian and must receive a pass from the MS Office to exit the premises. Students who depart early due to health concerns must see our school nurse, and parents and the MS Office will be notified by the nurse prior to departure. A pass to exit the school premises will be obtained from the Health Office.

Planned/Extended Absence for Family Reasons
We discourage students from taking leave from school during the academic period. Learning opportunities in the classroom are often difficult or impossible to make up due to the collaborative and/or performance nature of the work students are involved in to demonstrate their learning.
Students are encouraged to make use of the holiday periods to take part in other activities outside of school. We do understand that in an international community a family may decide that a particularly important occasion takes precedence over attendance at school.

In these events, teachers will do their best to keep students informed of the work that is going on in class so that the child may complete it independently. If students plan to be away for a day or two, they must inform the MS Office in advance and contact their teachers for their assignments.

For all absences, parents need to fill out a planned “Absence form” in advance before the intended absence. It is at the teacher’s discretion to provide homework in advance. However, students are responsible for checking PowerSchool and communicating with their teachers about assignments and completing all work they have missed.

**Planned/Extended Absence for School Reasons**
If a child is absent on a school trip such as ASIAC, they are encouraged to plan ahead so that they are able to keep up with their homework. A child will have an additional day to complete the homework for each day they are absent. A child on academic probation may not be eligible to attend a school trip.

**Extended Absence Due to Illness/Emergency**
Parents will notify the MS office when an absence due to illness or emergency will prolong a student’s return to school. Teachers will make every reasonable effort to provide learning materials, assignments and assessments to students faced with this challenge.

A student's assessments and proficiency results may be adjusted at the teacher and Principal's discretion to reflect what the student was reasonably able to accomplish.
Student participation in ASAs
ASB Middle School students are not permitted to participate in or attend a Middle School activity on a day they are absent from school. In order to participate in an activity, Middle School students must be present all day or, if late to school, should arrive by 12:15 pm on the day of participation.

If a student cannot participate in PE, he/she should not participate in after school athletics. The only exceptions to this procedure can be made by the MS Principal. Absent students should not contact any other students during the school day by phone, SMS, email or any other electronic means. All messages to the school should come through the MS Office by 9 A.M.

School Trip Late Arrivals
Students arriving in Mumbai or at the Mumbai airport after 10pm as part of a school-related trip/flight are excused from class for the following 10 hours after arrival.

Student-athletes are not excused from class the day after a tournament and are expected to attend class after this excused period of 10 hours. As on other occasions, student-athletes are responsible for their transportation to and from school.

Tardiness
Beginning school and classes on time is essential to guarantee to each student full access to all of the educational opportunities that ASB has to offer. Students are expected to arrive at school and to be in class on time. Five minutes before class starts, students should be heading to class so that they are in their seats and ready to learn at the start of class. When arriving late in the morning, students are expected to have a note from parents, and report to the MS Office for a tardy pass so that we may remove their name from the absentee list.

At all other times of the day, teachers will report tardiness to the MS office. When a student is frequently tardy to school or class(es), there is a series of progressive consequences for these choices, as follows:
• a discussion between the student and the Associate Principal about their tardiness and strategies to get to class on time
• a call or email home to parents to discuss the tardiness and strategies to get to class on time
• a lunch time reflection session with the Associate Principal
• a conference with parents, the student, and the Associate Principal to create a behavior plan concerning tardiness.

Temporary Guardianship
From time to time, it may be necessary for parents to travel while their child(ren) remain in Mumbai. Parents should inform the school if this is the case and must complete the temporary guardianship form and notify the MS office as to the identity of the person who will be legally responsible for the safety and care of their child if both parents will be out of town.

Student Guests
If a student has a guest/friend who would like to spend a day at ASB, we welcome the opportunity to share our school. Please let the MS Office know of this plan at least one week in advance by completing this form. The guest should expect to participate in classes
as a student. The host should be sure that the guest knows our general expectations of students. The host should check in at the office on the day(s) of the visit. The host should also introduce the guest to each teacher before class begins. The host and guest must stay together throughout the day. Guests may visit for one school day only. Returning student guests may spend two days at the school. Please note that during the first two weeks of school we cannot accommodate guests in our classes as the establishment of routines and relationships with current students takes precedence.

**PE Clothing**

Students must come to school on PE days with their PE uniform and wear the uniform during PE class only. Students are encouraged to shower after PE classes for health reasons and out of courtesy to others.

**School Buses**

Our buses operate for your safety and convenience. Please familiarize yourself with the bus schedule at the beginning of the school year. In order to ensure the smooth running of our transportation schedule, we rely on your support and cooperation. Please stay familiar with ASB's School Bus Handbook. ASB's school vehicles are extensions of the ASB campus. All expectations, unless otherwise noted, apply to school transport as well. Please review and abide by the general guidelines below for bus riding.

The same expectations and responsibilities that apply at school apply to time spent waiting for and riding on the bus. Similarly, disciplinary concerns relating to the buses will be handled as they would be if they happened at school. Be on time for the bus. Wait at designated spots and off roadways for the bus. Board the bus by taking turns. Take a seat immediately once you have boarded the bus. Use a seat belt once seated. Stay seated at all times with head and arms inside the bus at all times. Be courteous at all times to the driver, attendant, your ASB peers and all passers-by outside of the bus. When exiting the bus at your drop-off point, be safety-conscious about traffic and obey all local street-crossing.

For full bus policy and consequences of misuse, please see the policy statement.
Student Support Services
Student Support Services

Individualized Learning Services (ILS) & Philosophy
We are committed to appropriately planned and managed programs for students attending ASB. Using a multi-tiered system of support, ASB recognizes that some students may need small group or individualized learning services in order to work toward, meet or exceed grade-level proficiency. Others may need a modified program that runs alongside that of their peers. ASB believes in the importance of a collaborative approach to best serve students. It is essential to include parents/guardians, classroom teachers, ILS service providers, and administrators in implementing and monitoring for growth/success.

Inclusion at ASB
At ASB, inclusion is both an attitude and approach. It is an ongoing commitment to valuing, empowering, and supporting the individual learning needs of all students. We aim to provide students access and engagement in our inclusive environment through the removal of barriers that may lead to exclusion; assuring that all viable support systems are available, provided, and maintained.

Servicing Definition
ASB utilizes programmatic characteristics, categorical definitions, and related needs qualifiers consistent with individualized learning support plans and diagnostics, based on current research.

Generally, ASB provides a student with an individualized learning support plan based on the student’s current and/or historical performance at school, the student’s patterns of strengths and/or weaknesses, and/or the student’s diagnosis and related level of need to be successful within the educational environment. ASB has the capacity to support students with mild to moderate needs. A student may have converging needs in which both mild and moderate supports are necessary.
Counseling
ASB’s Middle School counselor provides short-term personal and academic counseling to support 6th, 7th, and 8th grade students in addressing the issues impacting their learning and/or their emotional/social well-being in a developmentally appropriate way.

Through counseling services, Middle School students receive support and learn important life skills needed to resolve their unique problems. The counselor partners with the advisory Grade Level Leaders as well as the PE team to teach guidance lessons. The counselor regularly collaborates with parents, teacher school administrators and outside professionals to optimally address the educational, emotional and social needs of students in ASB's Middle School.

English as an Additional Language (EAL)
All students focus on acquiring the language necessary to perform successfully in academic and social settings. Students will work on developing the four language domains: reading, writing, speaking, and listening. The students’ grade-levels and English proficiency levels (beginner, intermediate, or advanced) are critical factors that are considered when planning a student's program.

EAL teachers work closely with mainstream classroom teachers to teach the content, strategies, and skills to each student. Research supports that students learn English best when they have access to complete grade-level experiences and programs. For this reason, most servicing comes through the EAL and class teachers planning together, as well as the EAL teacher supporting within the regular class environment.

We recognize the importance of the home language and the invaluable place it has in setting a foundation for second language learning. In the Middle School all students in the EAL program attend the same classes as their peers. EAL beginner students attend an EAL class instead of French or Spanish.

Speech & Language Therapy
The Speech and Language Program offers support for students with mild to moderate speech-language difficulties. The areas of intervention may include: articulation, receptive and expressive language, voice, oral-motor, and fluency. Examples of skills addressed can include: vocabulary, grammar, listening skills, comprehension strategies and organization of ideas are also addressed in addition to verbal reasoning and problem solving strategies.

Learning Support
Our Learning Coaches provide learning support to students with identified learning differences, and needing long-term support academically, behaviorally and/or emotionally to reach their potential. The Learning Coaches provide teachers with resources and support for students who are working below grade level standards and those who are high ability.

High achieving students show that they are working above our grade level expectations, in any core subject area or specific concept/unit. The level of support, depends on the determined need. For those who are more formally identified, and/or show particular strength in an area, a formalized will be developed and a more personalized program will be constructed, while keeping the student with their peers as much as possible. Service
development and delivery is a team process in which the student, parents, teachers, support specialists, and administrators work collaboratively to determine the supports necessary for the student to make expected growth.

**School Psychologist**
The School Psychologist collaborates with counselors, teachers, administrators, parents, and students themselves to promote and support the social-emotional well-being of the ASB student community.

For students with more intensive or specific learning, social-emotional, and/or behavioral needs, the School Psychologist provides consultation and collaborative services. The School Psychologist conducts formal psycho-educational assessments and plans for crisis response. In addition, the School Psychologist also provides individual, short-term counseling.
iCommons
Middle School/High School iCommons is an educational sharing space for collaboration, content creation, readings and study. It replaces the concept of a “Traditional Library” by expanding its uses in form and function.

ASB Learning Commons’ mission is to inspire and support its users towards creative and intellectual achievement while responsibly and ethically learning the value of information, its acquisition, and its usage. We inspire our users to create and communicate through local & global collaboration while striving towards cultural proficiency.

The Learning Commons houses a wide collection of databases, eBooks and over 15,000 print books to engage students in critical thinking and to develop sophisticated literacy and information literacy skills. All ASB students, parents, faculty and staff are considered ASB patrons and are welcome to use all our resources.

Health Office
The Health Office aims to provide care for children and staff to ensure that they can be as healthy as possible to maximize their experience at school. We provide care for acute and chronic illnesses, first aid, health education for children, teachers and parents, and health screening. We also provide a resource for the school community about health care in Mumbai.

The Health Office is staffed by qualified, experienced nurses. We have a paediatrician and a physician on campus one day per week. They are also available on an as-needed basis through the health office to coordinate healthcare.

The nurses help to ensure that all staff at ASB have current first aid certification. First aid kits are provided around the campus and for field trips. An AED (Automated External Defibrillator) is available on each campus.

Please ensure that your child's health and contact information is kept up to date. We would also request that if your child is sick with fever, vomiting and/or diarrhoea that they do not return to school until 24 hours after they are well. Please contact us by email on ssnurse@asbindia.org

Students who become ill during the day may seek teacher permission or advice to visit the nurse's office. If the nurse determines that the student is too ill to remain at school, he/she will contact the parents to inform them of the situation and to arrange transportation for the child. Students should not arrange to leave school for health reasons without first talking with a healthcare professional at the school.
Student Life and Activities

There are a wide variety of sports, activities and clubs for students in the Middle School. We know that middle-level students will develop skills, self-confidence and self-awareness more successfully if they seize the day and participate in a rich array of activities. If students have ideas for other activities, these may be shared with the Athletic Director, advisor or with the Associate Principal/Principal. The activities program will only be as successful as each student helps it to be.

Activities Program
A variety of after-school activities is offered each year. Most activities run in conjunction with the ASIAC seasons and meet once a week for one and a half hour sessions from 6:15am – 7:45am or 3:45pm – 5:00pm. Students are encouraged to explore different interests and new experiences. This document shows a range of options which may be available during the year.

Athletics Philosophy
Athletics is a cornerstone of student activities at ASB. We believe that the athletic program at ASB should reflect and support the school's mission and core values. Athletics contributes significantly to the total development of every student. ASB serves all of our students through two distinct, yet mutually supportive programs: Inter-scholastic Sports Program/ Intramural Sport Program

Sport is integral to the individual, social and cultural development. At ASB, we model the enduring values of sport: good sportsmanship, teamwork, responsibility, resilience and healthy competition. We develop these values by learning from our victories, our losses, the day-to-day challenges of practice and our efforts to find balance between our athletic, academic and personal lives. As teachers, coaches and student athletes, we strive to excel by being clear about our common goals and by being loyal to each other and to our values.
Through the inter-scholastic and intramural programs, we emphasize that participation in sport is a privilege and we encourage all students to take part. We have high expectations for behavior, commitment, academic achievement and making healthy choices. As a reflection of the ASB mission and values, our athletic program seeks to support our students as they strive to excel. ASB Middle School students may participate in several competitive sports during the year. ASIAC sports are divided into four seasons, these include: Badminton, Table Tennis, Soccer, Volleyball, Tennis, Basketball and Swimming.

**American School in India Activities Conference (ASIAC)**

This program allows open access to every student regardless of ability. Students may remain in the activity so long as they maintain an adequate level of commitment through participation. Due to the seasons being so short, attendance is important. If a student needs to miss a practice, they must inform their coach prior to the absence unless their is an illness or emergency. An extended amount of absences during a season will render a student ineligible for the travel team.

The seasons last for 7-9 weeks and practices are 3 times a week. During this time an intramural tournament will be held to assist the coaches in their selection of a travelling squad. Volleyball, soccer and basketball coaches will select two equally balanced squads, the Eagles and Bombay teams, to represent ASB at the ASIAC tournament.

ASB either hosts an ASIAC tournament or our teams travel to other ASIAC participating schools. All students participating in the ASIAC program are expected to host visiting athletes as part of our reciprocal housing agreement.

**ASIAC Philosophy**

**I. ASIAC Philosophy**

As educators committed to the ideal of realizing the full potential of each student, the fundamental aim of ASIAC is to promote the values of collaboration, sportsmanship, and fair and ethical competition. We acknowledge the notion of “winning” in sporting events and other competitions; a recognition more important is that students come together to participate in various activities in the truest spirit of cooperation and competition, and develop physically, emotionally, creatively and intellectually through the sporting/academic experiences themselves.

**II. ASIAC Goals**

The formation of ASIAC was to build a culture of experiencing success rather than winning with respect to athletics and activities offered to the middle school students and to build intercultural relationships through the belief in exchange homestays.

Thus ASIAC, as an extension of its member schools and through the activities it sponsors, has the following goals:

• Promote the exchange of sports and cultural activities between member schools;
• Build sportsmanship: fair and ethical play;
• Encourage intercultural understanding, cooperation and creating friendships;
• Create opportunities for middle school students to experience independence through exchange homestays;
• Develop self-control and discipline;
• Promote understanding principles of group participation;
• Reward achievement in competitive activities;
• Recognize the value of participation and effort in non-competitive activities:
• Build an intrinsic value of individual successes.

South Asia Inter-School Association (SAISA) Swimming and Track and Field
These two sports are part of our High School athletics program and open to our Middle School students. Seasons are 10-12 weeks long and practice 4 times a week. All Middle School student-athletes will either be in the 10-12 or 13-14 age groups. Students are housed by the host SAISA School and are expected to participate in the reciprocal housing scheme. As for all SAISA activities, students are expected to pay for travel costs.

The purpose of SAISA is to promote and coordinate regional professional development activities, academic and cultural festivals, athletic tournaments, and other events deemed appropriate by the member schools.

As educators committed to the ideal of realizing the full potential of each student, we believe the fundamental aim of SAISA is to promote the values of collaboration, creativity, sportsmanship, and fair and ethical competition.

While acknowledging the notion of ‘winning’ in sporting events and other competitions, a recognition more important is that students come together to participate in various activities in the truest spirit of cooperation and competition, and develop physically, emotionally, creatively and intellectually through the sporting, academic and artistic experiences themselves.

To ensure its realization in each SAISA event, the above aim is to be included in the correspondence between each school, its students and parents.
Co-Curricular Information & Policies
### Co-Curricular Information and Policies

#### Co-Curricular Events Calendar 2019-20

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<th>Return Date</th>
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<td>ASIAC Soccer</td>
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<td>Oct 10th</td>
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<td>ASIAC Basketball &amp; Table Tennis</td>
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<td>AMIS</td>
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<tr>
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<tr>
<td>MUN</td>
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<td>ASB</td>
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<tr>
<td>ASIAC Badminton &amp; Swimming</td>
<td>MS</td>
<td>May 7th</td>
<td>May 10th</td>
<td>ASB</td>
</tr>
</tbody>
</table>

- Direct conflict, practice conflict, visa conflict or significant time away from school - Travel is NOT permitted.

- Possible that practice / travel may impede other activity, possible visa issue, time at school - Speak with both sponsor, coach and AAD

- No conflict between these two activities
ASB Co-Curricular Travel-Student Code of Conduct
These rules are in effect for the duration of all Co-Curricular travel events. Examples include SAISA, ASIAC, AMIS, ISTA and MUN. In addition, some organizations may require additional conduct documentation to be signed.

1. Smoking, drinking alcohol, drug use, and/or possession, or extremely inappropriate behavior will not be permitted at any time. SAISA/ASIAC Consequences: Any infraction will result in the student being sent home at the student’s expense and suspension from all SAISA/ASIAC activities from 90 school days after the decision has been made by the Host School SAISA/ASIAC Tournament/Program Director and Host School Principal. Any cost incurred in addition to the costs for the student being sent home will be the responsibility of the student. It will be the responsibility of the student’s home school to impose further appropriate disciplinary action. Responsibility: Host School Principal

2. Transportation: Students must travel in Host School or Host Family provided transportation only. No travel in auto rickshaws or taxis is allowed at any time. Exceptions, if any, will be communicated to Guest Schools by the Host School in advance of the tournament. Some SAISA events, taxis will be used when approved by the lead sponsor/chaperone.

3. Supervision: Students must remain under the supervision of host families when not participating in scheduled activities or when not under the direct supervision of their coach/sponsor. Time allocated for study nights must be adhered to in the host’s home.

4. Curfew: Each student must be in the host family’s home by 9 pm for middle/high school and 10 pm for high school events, at the latest. An alternative time can be designated by the Administrator-in-Charge at the host school. For hotel accommodation, curfew applies to being in your allocated room and remaining there until the time designated by the ASB coach/sponsor.
5. Sportsmanship: Students must refrain from any unsportsmanlike behavior including jeering, foul language or aggressive posturing at any time (both on and/or off the field of play), threats, put-downs or any inappropriate language through online social networking groups.

SAISA Consequences for infraction of rules 2, 3, 4 & 5: Suspension from all SAISA activities for a minimum of 24 hours, starting from either the time of the infraction or the start of the event, as deemed appropriate by the Host School SAISA Tournament/Program Director and Host School Principal.

If the infraction occurs on the last day of the event, the student will be suspended from all activities on the last day. It will be the responsibility of the student's school to impose further appropriate disciplinary action. Responsibility: Host School Principal.

6. Students shall obey all instructions given to them by their host parent, coach/sponsor. This applies to all activities, irrespective of location, undertaken during the period of the activity.

7. No piercings or tattoos can be added during a trip.

8. When housing arrangements involve host families, billeting is the responsibility of the official at the host school and may not be changed post school consent. Students and parents may not contact host school or host school families to change assigned housing. When housing arrangements involve a hotel stay, the responsibility of billeting rests with the lead sponsor of that group.

9. Students traveling under the sponsorship of ASB are considered to be representing the school. As such they should dress with special care when traveling to and from ASB. The following code of dress applies: The Green ASB polo travel shirt must be worn on outward and return travel.

10. Students may not use any medications unless prescribed and/or administered by a licensed medical physician or host school medical personnel or cleared and recorded by the Activity Director.

11. ASB welcomes parental attendance at all Co-Curricular events. When attending events parents should be aware that the responsibility for their children is the traveling ASB faculty member and ultimately, the host organization/school. Under no circumstances, therefore, should parents take their children away from any activities unless prior approval has been gained from the team coach and host school administrator.

12. Neither host families nor students may negotiate changes to these or organization Rules and Regulations. These regulations apply to all students during the period of the activity and also during travel to and from the site event. Violation of these regulations may be reported to the responsible host official, as well as the ASB Principal and Athletics and Activities Director. On return to school, if deemed necessary, a meeting between the student, parent and review team will take place, and appropriate consequences may follow. 38 ASB Middle School Handbook
Rights & Responsibilities
- Code of Conduct
Rights and Responsibilities - Code of Conduct

Each student is entitled to the rights described below without consideration of age, ethnicity, nationality, gender or gender identity, religion, political viewpoints, physical challenges, or sexual orientation.

We understand that rights are also responsibilities, and they will never be used to interfere with the rights or learning of others. Student rights and responsibilities can be found in Board Policy - they are phrased here in developmentally appropriate language for students.

Student Rights

Expression and Opinion
ASB students have the right to:
• Freedom of thought, conscience and religion.
• Protection from arbitrary interference with privacy, family, home and communication.
• Hold opinions without fear of interference and express opinions for consideration.
• Seek, receive and impart information and ideas.
• Assemble and associate peacefully.

Safe Environment
ASB students have the right to:
• Safe and clean school facilities.
• Personal safety and the safety of property.
• Freedom from physical, emotional, psychological and verbal harassment or bullying.

Education
ASB students have the right to:
• Mutual trust and respect.
• Support and guidance from adults in our community.
• A meaningful education, which supports the Mission and Core Values of ASB.
• A relevant and dynamic curriculum.
• Confidentiality and discretion in all personal matters.
• Freedom to inspect and review their own academic records and seek correction where a record is believed to be inaccurate, misleading or in violation of their privacy or other rights.

Student Responsibilities
Our mission and values emphasize among other things curiosity, self-motivation, compassion, kindness and integrity. One of our key core values is that people are responsible for the choices they make.

Our system of expectations and consequences supports and reflects this value. While each of us will strive to meet our mutual expectations, we also understand that there are times when choices are made that are contrary to those expectations. If a student makes a choice contrary to our expectations, certain consequences will result. These choices may involve one or several of the following expectations.
Being Safe
ASB students are expected to:
• Walk in the building.
• Assist in keeping all areas of the school, including lockers, sanitary and clean.
• Refrain from roughhousing.
• Practice healthy habits and refrain from substance (tobacco/drug/alcohol) use.
• Follow directions and remain calm during emergencies and emergency drills.
• Remain on campus during school hours and during the hours of organized school activities.

Being Respectful
ASB students are expected to:
• Understand the school’s Mission and Core Values and seek to support them through words and actions.
• Know and abide by the expectations, procedures, and rules contained in this handbook.
• Conduct themselves with integrity and dignity.
• Use appropriate and positive language and behavior.
• Participate fully and positively in school activities.
• Arrive on time to school, to classes and to organized activities.
• Protect and cherish their own property, the property of the school and of others.
• Back up their work regularly to respect all of their efforts.

Being Honest
ASB students are expected to:
• Share concerns and questions appropriately and with respect.
• Respond to questions and concerns openly and fully.
• Turn in lost items to the office.
• Leave the property of others alone.
• Abide by the expectations of ASB’s academic integrity policy.

Being Kind
ASB students are expected to:
• Be courteous and helpful to others.
• Listen to and share ideas with others.
• Assist and welcome newcomers to the school.
• Use positive and supportive comments.

Being a Learner
ASB students are expected to:
• Be an active learner.
• Engage actively in class activities.
• Complete all work in a timely manner – homework should be completed by the date due.
• Inquire – ask questions.
• Support other students in their quest to learn.

Cell Phone Use/Telephone Calls
If a student chooses to bring their cell phone to school, it must be kept in the student’s backpack or locked in his or her locker during the school day – arrival time to 3:30pm, unless a teacher allows the student to use it for class work. Students may come to the MS
Office if they need to make a phone call. If a student is unwell then they must call their parent from the Health Office. For other uses of smartphones, please see the Responsible Use Policy.

**Computer Use**
Students should only use their computers under specific guidance and direction by teachers or administrators. Unless working with a teacher, students should not use computers during break times or during lunch.

**Displays of Affection**
A smile, laughter and a handshake are acceptable displays of affection for Middle School students.

**Earphones/Personal Entertainment Devices**
Ear/headphones do not contribute to an open and considerate learning environment. Earphones and personal entertainment devices may not be used at any time at ASB – arrival time to departure time – unless explicitly required for a class activity. They may be used on school transport to and from school. Rules for the use of earphones on school trips will be determined on a trip-by-trip basis.

**Food/Snacks**
Food and drink are permitted in the building. Snacks can be consumed during breaks in the cafeteria, commons and supervised classrooms. Snacking in the commons and classrooms is a privilege given to our students, and it is the responsibility of every student to maintain hygiene/cleanliness within the school premises.

**Lockers**
Students will be assigned a locker and a lock on their first day of school. It is their responsibility to keep individual lockers clean and in good condition. Students are strongly advised not to bring valuables or money to the school, and to keep anything of personal value that is brought to school locked in the locker when it is not being used.

Do not share lock combinations. Mark all personal belongings with the last name. Computers, chargers, books and other personal belongings left in the halls will be taken to the Middle School Office lost and found.

**Lost Property**
If students find something, it must be turned in immediately to the Middle School Office. If students are missing something, they should check the place it was last seen then check with the Middle School Office.

**MPH and OCC Expectations**
Overriding principle “group and individual safety” Be this physical or emotional.
- Follow instructions and be respect of the supervisor and your classmates.
- Respect the equipment and put away after use.
- Follow the sports schedule
- Wear appropriate shoes (Close toed footwear)
- Food and Drink free environment.
**Times allowed**
- 8am to 8:20am
- Lunch break (10 minutes after the start of the lunch break 12:25pm to 12:45pm)

**Remaining on Campus**
Students are to remain on campus at all times during the school day. Going off campus is not allowed. If students must leave because of illness, they should report to the school nurse who will call their parents and inform the Middle School Office.

Students may not excuse themselves from campus without a note in writing from their parents. If students are remaining after school for a social or other school activity, they may not leave campus until the designated departure time. If they do depart the campus, they may not return without written or verbal parent permission with the Middle School Office.

**Security and Smart Cards**
Students should make all cafeteria purchases with their Smart Card. If a student leaves or forgets his/her Smart Card at home they can give their ID number to the cafeteria cashier.

Students should produce their card at the school gate to register their entry and exit from campus. Students are expected to carry their ID cards with them at all times.

**Middle School Socials**
Throughout the year, students have the opportunity to plan and participate in school socials. These are held after school and they are marked on the calendars as “MS Social.” Students are expected to arrive on time for the social unless given expressed permission from the Associate Principal/Principal and are also expected to stay until the official ending time. If they need to leave early students are expected to seek special permission from the supervising teacher/administrator.

**Appropriate Language**
Students are expected to use appropriate and respectful language at all times and in all contexts while at ASB.

**Appropriate Behavior**
Students are expected to treat all members of the ASB community and guests in a kind and considerate manner. They must refrain from using unkind or hurtful words and actions at all times.

**School Property**
Students are expected to be trustees of the environment and take responsibility for looking after our community.

**Elevator Use**
ASB’s elevator is reserved for use by guests and by staff to transport food and supplies throughout the school. Students should use the stairs unless they have a permit from the Health Clinic, music teachers, or explicit permission from the MS Administrative Assistant, Associate Principal/Principal.
Dress Code
ASB supports an environment that is comfortable for students, conducive to learning and respectful of our host culture. Students should take responsibility for dressing for a school environment while maintaining autonomy. Students should be dressed in clothing appropriate for a 6-12 school environment. The expectations and guidelines are as follows:

Shirts should cover back and shoulders

Shirt and pants must have constant overlap with normal posture and movement; midriffs and buttocks should not be visible. This includes rips in clothing. Underclothes such as boxers, underwear, (not including socks) and bras should not be visible.

If a student is wearing a jacket or sweatshirt over a shirt or blouse that does not meet the dress code, it must remain zipped or buttoned up. Sandals or shoes are acceptable during the school day; for safety concerns, it is not advised to wear flip flops. Closed-toe shoes must be worn for any class or activity that requires it (e.g. P.E., Science, DT/Maker).

Clothing promoting ideas that are inappropriate in the school setting should not be worn such as, but not limited to, hate speech, slurs, extremism, drugs, alcohol, smoking, vaping, and sexual references.

Examples of appropriate dress in a school setting include, but are not limited to, t-shirts, shorts, jeans, pants, skirts, leggings, sweatshirts, and collared shirts.

Consequences for Infractions Concerning Student Responsibilities
Depending on the nature and the gravity of the choice and the age of the student, any or all of the following may result:

• Warning to the student
• Student will be asked to change into appropriate attire or provided with a PE uniform
• Lunch or after school suspension
• Completion of a Student Reflection Form
• Values Learning Plan (defined below)
• Email or call to the student's parent(s) or legal guardian(s)
• Counseling of the student involved
• Parent/Student/Associate Principal/Principal conference
• Disciplinary Probation (defined below)
Serious Violations of the Code of Conduct
Serious Violations of the Code of Conduct

Harassment and Bullying
ASB believes that every child has the right to learn without fear in an atmosphere of mutual trust and respect. Every student is expected to be responsible for his/her own behavior, to exercise self-discipline and to refrain from behavior which interferes with other students’ right to learn or endangers the health or well-being of others. ASB will not tolerate harassment or bullying.

It is acknowledged that bullying and/or harassment cause distress and fear. Individual children have different levels of tolerance, and it is important for all students to understand this and the effect their behavior may have on others’ well-being. It is also recognized that while the victim’s safety and well-being are paramount, many children who engage in bullying may themselves have emotional or psychological concerns which may need to be addressed by their parents and the school.

Harassment is improper behavior that is directed at and is offensive to another student or a member of the staff and that the student knows (or ought to know) would be unwelcome. It includes objectionable conduct or comments, on a one-time or repeated basis, which demeans, belittles or causes humiliation or embarrassment, and includes harassment based on grounds of discrimination which are prohibited - race, national or ethnic origin, color, religion, age, gender, marital status, sexual orientation, physical appearance or disability.

Bullying is a form of harassment. It is improper behavior by one or more students directed at another student, is offensive and interferes with the student’s well-being. It includes teasing, name-calling, threats, unwanted physical contact or violence, often on a repeated basis, which demeans, belittles, humiliates or frightens the other student. It can take place in and out of the classroom and even outside of school.

Neither the school’s network nor the internet (whether accessed on or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, or cyber bullying are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images or any form of social media.

Tobacco
The American School of Bombay maintains a smoke-free environment. Therefore, smoking, use of tobacco, possession of tobacco and/or tobacco related products is prohibited at all times by the staff, students, and adults on the school campus, at school events, and on school-sponsored trips.

Alcohol and Drugs
The American School of Bombay is located in an environment where the penalties for drug use can be severe. Furthermore, ASB recognizes its responsibility to provide an
environment for its students that is conducive to learning. Therefore, the use or possession of illegal drugs or alcohol on or off campus will not be tolerated.

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any alcohol or drugs of any kind (except those specifically prescribed by a physician) on the ASB campus, on school-provided transport or on any ASB-sponsored activity.

**Theft**
No student will knowingly take, possess, or sell the property of another student, staff, or faculty member without explicit permission. Theft of any kind is a significant violation of community values and school rules.

**Violent Behavior and Dangerous Weapons**
Violent behavior and/or the threat of violence by a student using a weapon or dangerous object is a serious violation of community values and school rules and cannot be tolerated. The carrying of offensive or dangerous weapons or toy weapons to the ASB campus or while participating in any ASB-sponsored activity is prohibited.

**Consequences for Serious Violations of the Code of Conduct**

**First Violation**
An out of school suspension (defined below) from school and all school activities for a length of time to be determined by the administration, and mandatory counseling.

A Values Learning Process (defined below), which may include an in school suspension focused on helping the student create a plan for restorative justice.

**Subsequent Violations**
The student will be subject to further disciplinary measures, as outlined under “First Violation,” but also up to and including expulsion. Participation in an outside counseling, educational, or treatment program subject to school approval but researched and paid for by the student’s family.

**An Extreme Violation**
If the first violation is deemed of significant magnitude (as in, but not limited to, the sale or distribution of drugs to others or threatening harm with a violent weapon) and if the violation takes place in the context of a history of other violations of school policy and rules and/or in the event that the Head of School determines that it is in the interest of the school (as in cases where there is a clear threat of legal action by the government or where there is a clear threat to the life and safety of the students or others), the student may be expelled from the school.

For a Violation of the “Drugs and Alcohol” Policy, the following will also apply:
Students may reapply for admission to ASB following the period of withdrawal and upon successful completion of the treatment program. Re-admission is not guaranteed and will be made by the school administration, guidance counselor, and admissions director upon a review of the students progress.
Definitions of Consequences

Our discipline policy has been inspired by the work of Alfie Kohn and our goal is for students to reason through their actions, take ownership for what they have done, and then work towards restorative justice. Therefore, when students break rules, we take them through a process that involves them articulating how their actions violated our core values, and they then create a reflection and (possibly) a values learning plan explaining how they will make amends and ensure that restorative justice happens.

The student will complete this plan with the help and supervision of some or all of the following people: the Associate Principal or Principal, the counselor, the student’s advisor, and/or a teacher of the student’s choice. The list below represents a number of possible actions that would occur as part of a Value Learning Plan.

Values Learning Plan
Parents are contacted to come to school to meet with the Associate Principal/Principal and pick up the student. (This meeting may involve the advisor as well.)
• The student could be placed on in-school or at-home suspension.
• There is a second parent conference before the student can return to school.
• The student completes a comprehensive written account detailing the poor choices they have made and focused on making amends for words or actions (which may include community service).
• The student engages in required counseling.
• The student is placed on social probation for a determined amount of time.

Suspension
Suspension is the removal of a student from the class and other school activities, and it may be in or out of school. The student is responsible, during the period of suspension, for obtaining and completing the assignments given during the period of absence from class.

Expulsion
Expulsion is the permanent removal of a student from ASB, with no refund of tuition or fees to the family. Decisions regarding probation and suspension are made by the Principal. Appeals against such decisions may be made to the Head of School in accordance with Board policy.

Disciplinary Probation
Disciplinary Probation is when a student is informed that one more violation of the Code of Conduct will result in serious consequences up to and including expulsion. When the magnitude of the violation is serious, or when violations persist in spite of counseling and/or warning of the student and parents concerned, the Principal of the school may place the student on disciplinary probation. The Principal must inform the Head of School of such a decision.

In all cases where a student is given disciplinary probation, the student and parents must be informed in writing, both of the reason for the probation and the terms of that probation. When the Principal thinks it is necessary and appropriate, the student will be recommended for counseling.
Disciplinary probation may include restrictions on participation in extracurricular activities and/or the requirement that some class time be spent in supervised study to strengthen the student’s internalization of the rule(s) violated.

All instances of disciplinary probation must include reference to the consequences of any further violation of the rules of student conduct, and this must be shared in writing with the student and parents concerned.
Technology Usage in the Learning Environment
Technology Usage in the Learning Environment

Students in grades 6-12 use a laptop device of their choosing throughout the school day.

ASB’s wireless campus supports the fully integrated use of technology, access to resources and ability to communicate. Students, teachers and parents all reap the benefits of ASB’s long-standing commitment to utilizing technology in innovative, value-adding and practical ways. At ASB, we use technology to enhance teaching and learning, and ensure that all our students are comfortable and exceptionally skilled with essential and rapidly evolving tools.

Technology at ASB is both common-place and cutting edge – we use it every day, and we learn to use it more efficiently and effectively.

Backing up Digital Data
Students are expected to back up all school-related data to the Google cloud or Microsoft office 365 cloud or an external drive at least once a week. Long-term projects should be backed up more regularly.
Responsible Use Guidelines
Responsible Use Guidelines

The guidelines below apply to any and all digital devices students may be using in school, including smartphones, Mp3 players, slates, tablet PCs, laptops, etc.

Technology Use Guidelines The American School of Bombay uses Information Technology as one way of enhancing its mission to teach the skills, knowledge, and behavior students will need as responsible citizens in the global community. The school's technology infrastructure and network provides extraordinary opportunities to enhance student learning with a variety of technology tools and services. To ensure these resources are always available, it is imperative that all members of the learning community use technology in a manner consistent with our educational mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

Technology Maintenance
Each user is responsible for his/her own use and should treat and use technology responsibly and appropriately. Computers and computer accessories are sophisticated devices that require care and gentle treatment to function properly; if you mistreat your device it will likely run poorly or malfunction.
Hardware
Users are responsible for taking care of their digital devices and charging them when not in use. Users are responsible for taking care of audio/visual equipment (such as cameras and tripods), robotics materials, circuit boards and other equipment when in their possession. Users are cautioned to refrain from using a digital device around foods, liquids, or while walking.

Software
Students should keep their laptops and file systems organized.

Students should consider using an Internet-based system such as Google Docs or Microsoft One Drive so that all work is accessible from any computer in the event of a hardware failure or laptop loss/damage. Students should make regular backups of their school work on external storage.

Students should strive to maintain appropriate bandwidth for school-related work and communication. This includes not downloading any files unless required for school work.

Damage
All damage done to personal digital devices both at school and away is the sole responsibility of the owner.

In the case of damage to school-owned devices caused by negligence, the user of the device is responsible for repairs or replacement.

Each technology user must be responsible for keeping their digital devices in working order.

Ethical use of Technology
Students may use digital devices in supervised areas including classrooms, the cafeteria and the Information Commons.

Software
Students are responsible for maintaining the software on their personal devices in proper working order.

In order to maintain the functioning of your personal device and the schools network, you should only install software that has been approved by your parents and teachers.

In order to secure your device from unauthorized access and the world wide web, the technology department recommends you have endpoint security installed on your devices.

Please approach the IT Helpdesk if you choose to use the endpoint protection provided by the school.

Internet
As a mission-driven school, the Internet should be used to promote the instructional mission of ASB.
The following activities show responsible use of the Internet:
• Researching
• Communicating
• Web-based learning applications
• Responsible social networking
• Educational learning networks

The following activities demonstrate responsible use if part of an assigned activity:
• Listening to music
• Watching movies or videos, instant messaging, chatting or social networking
• Educational use of online games
• Downloading media from the Internet

Unacceptable Use
Inappropriate online gaming and downloading/streaming music/videos software from the Internet.

The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that is inconsistent with ASB's mission. Users may not access, store, share or display such information.

Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions or other networks that are connected to the internet is prohibited.

Communication Tools
Each teacher will have specific policies regarding the use of technology in their classrooms. These will include both handhelds (smartphones, tablets, etc.) and your laptop. These policies should be respected at all times.

The primary purpose of ASB Outlook email is for school related communication that serves the teaching and learning at ASB.

Students may not send an email to (or “spam”) a class, an entire grade level or any group within the school. Such communications should be processed through a faculty member and/or posted in school announcements.

Students may use age appropriate social networks to communicate responsibly with peers. However, we recommend that personal email addresses, and not school email addresses, should be used to create accounts with social media sites that the students will continue to use upon leaving ASB.

Monitored Use
E-mail and other uses of electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.
Being a Good Digital Citizen
The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it.

A strong respect for the principles of digital citizenship is essential for us to live our mission at ASB.

Digital Rights and Responsibilities
Forgery or attempted forgery of email messages or other electronic documents is prohibited.

Reading, deleting, copying, or modifying the electronic documents of other users is prohibited.

All research and multimedia artifacts used in academic work, must follow copyright and fair-use guidelines and be properly cited, including information from the Internet.

There must be no copyright law violations with regard to software or multimedia.

Information about fair use, creative commons, and royalty-free material can be acquired from teachers, librarians, or tech office staff.

Privacy and Security
In order to respect the privacy of community members, technology users may not use another person’s network ID or password.

Accessing other people’s accounts, in any form, is not allowed.

Digital Etiquette
Any online communication should be something you could say in person: this includes emails, instant messages, digital images videos or web postings.

Use networks responsibly; only use those networks which you have legal access to.

Be aware that anything posted on the Internet is permanent.

Communication
Derogatory, obscene, or otherwise inappropriate email exchanges, instant messages, digital images or web postings are considered cyberbullying and are prohibited.

Any form of cyber-bullying will be dealt with swiftly and may carry severe consequences.

Frequently Asked Questions
We realize that the RUP explains the expectations that ASB has for all students to follow, with that we also have several questions that come from students frequently. Here are some questions that may help to clarify your understanding of what you can and cannot do while using your digital device PC at ASB.
Q. What can I use my laptop for in class?
A. When you are in class you should always be aware of what your teacher wants you to be doing at any given time.

Q. What can I not do in class?
A. You may not use your laptop to stream videos, music or games. You may not email for personal use, use chat programs, or social networking sites. You may not use your laptop for anything that your teacher is unaware of.

Q. What can I do when I am on a break, at lunch, and before or after school?
A. With the permission of the teacher, you can use your laptop when you are in a supervised area. This could be in the MS office, iCommons, the cafeteria, or in a classroom with a teacher. You can play games that are installed on your machine, listen to music quietly (already downloaded on your laptop), email classmates or complete homework.

Although you can use your laptop at break times or before and after school, it is still important to give your brain some rest from technology and have some social time with peers in or outside in the common recreation areas.

Q. What am I not allowed to do with my laptop at school? When I am in the iCommons?
A. You cannot stream videos, music or play inappropriate online games. All content on your laptop must be appropriate. Games that are excessively violent or include weapons are not permitted.

Q. Can I install software on my machine?
A. You can install software on your machines, but only with parental permission. Torrents are not allowed to be installed on your laptop.

**Consequences**
Deliberate attempts to violate ASB’s Responsible Use Policy, compromise, degrade or disrupt system performance may result in restricted use of technology at school or other appropriate consequences.

The American School of Bombay may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the Responsible Use Policy.

**Guidelines for Laptop Use Parents and Students**
Given that families own the laptops, the same deliberate and appropriate care that is accorded to other valuable personal belongings should be given to the laptops.

We discourage the loading of any games, movies, music and non-educational programs onto the laptops at any time. If the collection and use of those kinds of digital media are important, we recommend storing them on external devices.

At school, students may not use the laptops for personal or entertainment purposes of any kind during classes.
When students are using the laptop at home or at school for educational purposes, we encourage them to attend to one task at a time. While having multiple programs open at the same time may facilitate learning, all open programs should serve the same purpose with respect to task focus and accomplishment.

At home, families should set up work routines within which family time, homework, play and socializing take place at separate and distinct times. While recognizing the value and necessity of multi-tasking, we recommend that the potential distracting power of doing so be an ongoing family conversation.

We encourage a work environment at home that promotes trust, responsibility and accountability. Given the safety and family values concerns of some internet content, we suggest student work station placement provide all family members a direct line of sight to their laptop monitor and have ongoing family discussions about appropriate internet use. We advise that student passwords be written in a safe place and that parents have access to passwords.

We strongly recommend that students disable/turn off chat programs or other default communication programs while they are working on the laptop at home. At school, chat programs are used appropriately only as part of a class lesson. If used at home, chat program preferences should be set so that they are turned off during the school day.
Active Parenting Guidelines
Active Parenting Guidelines

MS students are at an age where they are seeking more independence, which includes learning how to make healthy choices. Parents are learning how best to counsel, guide, protect and trust adolescents who have and require increasing autonomy. Below, we offer some guidelines for consideration as parents negotiate the shifting parameters of their relationships with their children. The best advice to parenting a Middle School student in Mumbai is the same wherever you may be - be concerned, be consistent, be communicative and be diligent.

Talk
Talk with your child clearly about your values and family expectations and remind your child that these same expectations apply even when you're not all together. Help your child discuss his/her own values and personal expectations.

Set Clear and Enforceable Boundaries and Limits
It is important to set clear and enforceable boundaries. Discuss the “natural” consequences for breaking rules and how your teen’s behavior may have affected others.

If you are going to impose additional consequences, be sure the consequences are relevant and are ones you are truly willing to enforce. Be open to renegotiating your rules as your teen gets older and proves to be responsible and trustworthy.

Have a Curfew
Compare notes with the parents of your child’s friends and set a curfew that is right for your child and for your family. As a general rule, teens should be getting approximately nine hours of sleep per night. We suggest the following for your consideration:

Students should not go out to friends' houses or social events on school nights.

On weekends, choose a curfew that will ensure your child gets plenty of sleep.

Always wait to greet your child when he/she arrives home from a late evening. Try to engage them in a conversation and communicate your interest. This is your chance to check that your child is not engaging in any risky behavior.

Monitor Unsupervised Time

Going out
When your teen is going out, be sure to know where he/she is going. If your teen is going to different locales, ask him/her to check with you. If plans change, ask your teen to call and let you know where he/she will be. Stay in close phone contact.

Sleepovers
When your teen is invited to spend the night, call to find out if the parents will be home and what time the family expects their teen (and yours) to be in the house. If you feel awkward calling, perhaps an offer to send baked goods or to check pick-up time would afford you another reason to make this necessary call.
**Parties**
When your teen is invited to a party, call the host parent and inquire about adult supervision and what activities are planned for the party. It is advisable that printed invitations not be distributed at school.

**Money/Allowances**
Having too much or too little money can cause problems for Middle School students. It is difficult to determine a specific amount of spending money since it depends on what the allowance is to cover. It’s a good idea to work out a budget so that the student has adequate money for snacks, savings and for emergencies.

**Personal Safety**
Students are advised to travel in groups, especially in the evening. There is safety in numbers.
Withdrawal Procedures
Withdrawal Procedures

1. Student Withdrawal Confirmation
Parents must complete the Student Withdrawal Confirmation form at least two weeks in advance of the withdrawal date.

Parents who finalize withdrawal with less than a two-week notice will be sent the Official Withdrawal Packet as soon as it is processed. This will be couriered to the address provided on the Withdrawal Form at the parent's expense. Be sure to include future contact details; we recommend you include personal and permanent email addresses. If applicable, be sure to include how any refunds of fees and/or deposit should be made. (Please reference ASB's Refund Policy for eligibility.)

2. Student Clearance Certificate
Students will receive a Clearance Certificate during their last week of school. Please be sure the following items are returned by the last day of school:

- Library books, ASB textbooks, ASB materials, and equipment, etc. to whoever is responsible
- Parent ID Cards to the Help Desk
- Student ID Cards to the Help Desk
- Driver and Maid ID cards to the Help Desk
- Car Stickers to the Help Desk
- Any outstanding student fees and/or refunds will be processed with the Business Office while the Clearance Certificate is completed
- Optional: any school material with photos or personal information you plan to throw away such as calendars, handbooks, etc. so we can destroy these materials for you.

Middle and High School Students will receive a Clearance Certificate from the MS/HS Office during the last week of school. The students need to ensure this form is signed by the following people and submitted to the Help Desk before the student's last day of attendance:

- Classroom teachers
- Librarian
- Technology Help Desk
- Activities Office
- MS/HS Office / Principal
- Business Office / Manager
- Cafeteria

3. Official Withdrawal Packet
Official Withdrawal Packets can be collected from the Help Desk when available, depending upon the child's last day of school:

- for HS December withdrawals, late January
- for MS and HS June withdrawals, the Wednesday after the last day of school
- mid-term withdrawals will vary
Official Withdrawal Packets will include Official Student Records
• Certified copies of the student report cards during enrollment at ASB
• End of school year student narratives
• Any standardized test scores administered by ASB
• Withdrawal Certificate

Each withdrawing student will be given one Official Withdrawal Packet at no cost
Additional Withdrawal Packets, Transcripts, and/or documents not included in the Official Student Records packet will cost the following:
• Official Withdrawal Packet: ₹500
• Official High School Transcript: ₹100
• Any documents requested that are not included in the Official Student Records packet: ₹100
To do so, please complete the Additional Withdrawal Packet and High School Transcript Request Form

Additional Withdrawal Notes
• Withdrawal packets will be sealed and will be considered official school records by the receiving school. These records are NOT considered official school records if they are opened, or the seal is broken.
• Additional reports and confidential records from the psychology and/or counseling office will be released to the admitting school upon the written request of the student's parents.
• Please give any school recommendation forms to be completed on behalf of your child to the counseling secretary for processing. The counseling office will ensure the recommendation form directly reaches the school requesting it.
• Letters of recommendations will only be sent directly to schools which require such letters.

You can reference ASB's Withdrawal Checklist to help you plan for your last day.

Please feel free to contact the Office of Admission at admission@asbindia.org should you have any questions.
Cover painted by:
Alizée Laurain, Class of 2022