



**Secondary School  
Parent & Student Regulation Handbook  
2017-2018**



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**Mission:** The American School of Ulaanbaatar is a community of lifelong learners. ASU provides each student with the opportunity to achieve his/ her personal best within an International educational environment. The school prepares students to succeed in English speaking colleges and universities. Our students will acquire the skills and attitudes necessary to be intellectually reflective, lead a lifetime of meaningful work, be caring and ethical citizens and be physically and mentally healthy.

**Vision:** The American School of Ulaanbaatar's challenging, comprehensive and supportive learning environment encourages students to actively discover and develop their intellectual, physical and creative potential. The school demonstrates its commitment to the whole child through stimulating academic and extracurricular programs that prepare students to learn and achieve success in an ever changing global society

### **Expected Schoolwide Student Outcomes (ESSO's)**

ASU students will be:

#### **Academic Achievers who...**

- Build meaning and understanding for themselves using prior knowledge and new information
- Participate actively in their own education
- Continually assess, evaluate and revise his/ her own work to maintain high standards

#### **Critical Thinkers who...**

- Gather, analyze and process information using a variety of strategies
- Demonstrate problem solving, decision making and conflict resolution
- Apply knowledge to life experiences

#### **Involved citizens who...**

- Demonstrate care and concern for their environment and community
- Interact respectfully with people of diverse cultures
- Demonstrate awareness and respect for the rights of others
- Support and improve the safety and health of self and others

#### **Effective Communicators who...**

- Understand and convey written, oral, and visual information using a variety of media
- Incorporate and use technology as an efficient tool for communication
- Listen respectfully and ask questions to facilitate understanding and achieve insight
- Collaborate with others in appropriate learning situations to achieve group goals

#### **Self-Directed Lifelong Learners...**

- Accept responsibility for their own learning
- Develop, prioritize and revise personal learning goals
- Actively seek out new opportunities to learn and challenge themselves
- Demonstrate competency in goal setting, time management, and organizational skills.



**Academic Policy:** The American School of Ulaanbaatar provides an academic environment that encourages a high standard of excellence for each student. Assessment and Evaluation are designed in keeping with the belief that the primary purpose of assessment and evaluation is to improve student learning and to provide students with clear and detailed feedback on their progress. Assessment feedback is provided to students on a timely basis along with clear strategies for improvement. Students undergo a range of assessment and evaluation experiences, including but not limited to, written assignments, collaborative and individual projects, homework, oral presentations, tests, quizzes and formal examinations. In High School, there is a final examination in each subject at the end of every semester.

**Academic Integrity** The ASU community maintains the highest level of academic honesty. All students are expected to submit work of their own that is properly referenced. Students who plagiarize or cheat will be required to resubmit the work.. Repeat offences will result in a student being asked to leave the school community permanently.

**Assessment and Evaluation.** It is critically important to provide timely and effective feedback to students and parents about a student's learning and achievement. At ASU, two report cards will be issued each semester. The mid-semester report will be followed by a Parent - Teacher conference day in which all parents are encouraged to participate. Additionally, parents can follow the progress of their child by logging onto the Parent Portal found in the school record system. The student service office can provide guidance on how to use the Parent Portal. Measures of Academic progress (MAP) tests are carried out three times a year. Students and parents can use the results from these tests to guide learning and planning for the future.

**Grading:** Attendance and class participation account for a minimum of 10% of the final grade in any course. Grades are based on % marks as follows:

- A = 93 - 100%
- A- = 90 - 92%
- B+ = 87 - 89%
- B = 83 - 86%
- B- = 80 - 82%
- C+ = 77 - 79%
- C = 73 - 76%
- C- = 70 - 72%
- D+ = 67 - 69%
- D = 63 - 66%
- D- = 60 - 62%
- F = <60%

### **Promotion to the Next Grade Level:**

**Middle School (Grades 6-8):** Students who achieve below 60% in two or more core subjects (Mathematics, English, Science, Social Studies) will be retained at their grade level

**High School (Grades 9-12):** Students who achieve below 60% in a course will not be granted a credit in that course.

In order to graduate from ASU students must earn 30 course credits and 40 hours of community service. Attendance and punctuality are vital to the learning process. Absences (excused or unexcused) of more than 15 teaching days or excessive lateness may affect granting of a course credit or promotion to the next grade level.



**Community Service Hours:** All students must earn 40 hours of community service in order to Graduate from ASU. Community Service hours are earned by volunteering with a non profit organisation outside of a student's regular school hours. Volunteering to provide service to a person or group in need is another acceptable way to earn Community service hours. Tasks completed for school community members may not count as community service hours except with the express approval of the Principal. Students may not receive payment or any other credit for the hours the count towards their community service graduation requirement.

**Extra Curricular Activities:** A variety of extracurricular activities (ECA's) are offered to students in Grades 6-12 on Monday and Wednesday from 3:30-4:25pm. ECA's may include academic assistance classes and individualized tutorials for students. Parental approval is required for participation in all Extracurricular Activities.

**Homework:** Homework is assigned to help students develop study skills and achieve academic competency. Parents are requested to monitor the homework of their children. All assignments submitted must be the student's own work.

Occasionally, family emergencies and other circumstances require students to be away from school for an extended period of time. Much of what teachers do in class cannot be duplicated at home. Conversations and instruction cannot be recreated, and hands-on, collaborative activities can only be conducted in the context of the classroom.

Effective teaching is reflective teaching, and because teachers cannot accurately predict student progress in the classroom from week to week, homework packets cannot be created in advance for absent students.

**Attendance Policy:** Successful learning is dependent upon regular class attendance. Regular, punctual and consistent attendance is critical to a student's learning. Students must submit a doctor's note if they miss school due to illness. Make up tests/assignments will only be allowed once a teacher has received a doctor's note. All make up work/tests/assignments will be granted at the teacher's discretion. Excessive lateness is a detriment to learning. ASU retains the right to dismiss a student whose learning is seriously jeopardized by lateness.

**Absences:** Parents must notify the school in the morning about their child's absence and the reason for that absence. Parents can phone the Student Services Office ( 11-348888) or send an email to the Student Services Officer (student services@asu.edu.mn) Upon their return to school all students must provide a written excuse from their parents stating the reason for the absence to the Student Service Office. This excuse should include the full student name and grade.

**Absence with Prior Permission:** Students who are aware of a future absence must bring a note from their parent(s) indicating the reason for the absence and requesting permission for the absence. The Student Service Officer responsible for attendance monitoring will then issue an Absence Request Form (Appendix A). The student must then have this form signed by each of his/her teachers and return it to the office. Only after this procedure has been completed may permission be given for the requested absence. Absences in excess of a few days must be approved by the Principal.

**Tutors:** Occasionally parents may use the services of tutors to help support their child's learning. We recommend that tutors follow the American School of Ulaanbaatar curriculum rather than confusing students with alternate content and curricula. Tutoring is most beneficial when the students achieve the standards and benchmarks set by the school. Parents should contact their child's subject teachers for advice on how best to use a tutor's services to support their child.

**Cell Phones/Electronic Devices:** Cell phones and other electronic devices are allowed in the classrooms only with the permission of the teacher. Cell phones and other electronic devices will be confiscated if misused on the school premises.

**Dress Code:** The ASU dress code is an important factor in our school culture. The dress code is enforced throughout the school year. Students are expected to wear school uniform from Monday to Thursday. Students are not permitted to dye their hair. Hats should not be worn in the school building.

The ASU uniform for 2017- 2018 is as follows:

- ASU Zippered jacket
- ASU Polo shirt with long or short sleeves
- ASU issued (bearing the ASU logo) **black** trousers (for boys) and **black** Skirts ( for girls)
- Plain Black dress shoes in the fall and spring, plain black boots in winter. Please note, plain black means no other colour should be visible on the shoe or boot,

**Any student who does not follow the dress code will be sent home.**

Fridays are 'free dress' days when students may wear non uniform clothes. Students will be sent home if their free dress is deemed inappropriate by faculty or administration. For more information about the school uniform and the ASU dress code, please contact the Student Services office.

**Student Identification Badges:** All students are required to wear their ID badges for the whole school day. Students without a badge will be sent home or will be asked to purchase a replacement for 3000 tugrugs. The wearing of ID badges is an important element of school safety.

**Cafeteria Accounts:** All students have cafeteria accounts which are linked to the bar codes on their ID badges. Parents are encouraged to top of their child's cafeteria account regularly and at a minimum on a weekly basis. Cash is not accepted in the Secondary School Cafeteria.

**Emergency Information:** The school must be able to reach a parent or person designated by the parent(s) at all times during the school day. Parents are required to register the phone numbers of emergency contacts. The school must be notified of any change in guardianship or emergency contact.

**Dismissal of a Student.** ASU reserves the right to dismiss a student where the continued attendance of that student would not be in the best interests of the student or the school; where his/her behaviour seriously jeopardizes the ability of the school to guarantee the



dignity and safety of its learning; where the

students or interferes with continued attendance

of the student would be injurious to the moral tone and values of the school; where the student is not meeting the minimum academic or attendance requirements of the established curriculum or when the student has been suspended three times during their tenure at ASU.

**Lockers:** Each child in Grades 6 to 12 has the use of a school locker for the convenience of storing coats and books. Only locks that are provided by the school are to be used and the lock combination is recorded. Large amounts of money and expensive items and valuables should not be brought to school and stored in the lockers. Students are responsible for returning their locks in working condition at the end of the year in order to avoid replacement cost.

**Lost & Found:** All non ASU items that are found around the school building will be placed in the lost and found container in the main lobby. All items left unclaimed will be donated to the Veloo Foundation Charity at the end of each academic quarter.

**Parent Volunteers:** Volunteering in the school is encouraged and welcomed.

**Prohibited Items:** The possession, use, and/or sale of tobacco, alcohol, drugs or any other items deemed harmful to oneself and others (such as weapons or things that can be used as weapons) is strictly prohibited on school premises and at school sponsored events/activities. The School reserves the right to conduct searches of students' bags, backpacks and lockers. Photographing and/or videoing members of the school community without their or their parent's permission is strictly prohibited.

**Protocol for Parent Concerns:** The American School of Ulaanbaatar is committed to open communication. The protocol to address a parental concern is as follows:

- 1.0 Speak with your child's teacher
- 2.0 Speak with the Assistant Principal if satisfaction is not achieved
- 3.0 Speak with the Principal if you wish to appeal the decision made above. The Principal's decision is final.

**School Supplies and Books:** Textbooks are supplied by the school. All textbooks are the property of the school and are to be returned at the end of a course in good condition. It is wise to cover all texts with see-through book covers which can be purchased online or from the school store. Covers can also be made at home. The book deposit will be fully refunded when a student withdraws from ASU only if all books and locks are returned in good condition.

**School Trips:** Experiential field trips are an effective way for students to apply what they learn in the classroom. Parents are responsible for covering the costs of field trips. Students must ride to and from field trips in school-provided transportation.

**Student-Centered Learning Environment:** ASU is the home of future leaders. Our motto is *Learn, Achieve, Lead.*

At ASU we strive to:

- Create an environment that is focused on the best interests of the child
- Provide a warm atmosphere
- Respect individual learning styles
- Develop the ability to problem solve, make choices, be creative and to express oneself
- Develop a positive self-image to enabling students to grow emotionally, intellectually, and socially
- Instill respect for parents, staff, and students
- Teach students to understand the logical consequences of their actions and to assume responsibility for those actions
- Provide an experiential educational program.

**Student Code of Behaviour:**

Students are required to:

- Show respect for the rights, property and safety of themselves and others
- Express themselves with socially acceptable language and behaviour
- Behave in a manner that avoids intimidation, harassment, violence and / or discrimination
- Dress according to the school dress code
- Attend classes, activities and events always being prepared and punctual
- Show courtesy and respect for the rights of others in the school
- Show respect for school property and the property of others
- Demonstrate behaviour that contributes to an orderly, supportive and safe learning environment.

**A Student will Be Suspended From The School For The Following:**

- Uttering a threat to inflict serious bodily harm
- Cheating on exams/tests
- Leaving school without proper authorization
- Acts of vandalism causing damage to school property or property located on school premises
- Swearing at a teacher or other person in authority
- Committing robbery
- Physical assault or fighting
- Use of alcohol, tobacco or drugs
- Bullying, intimidating, threatening
- Conduct injurious to the reputation of the school including on Social Media ( Appendix B)



- Defiant Behaviour or excessive rudeness to staff
- Any other reason at the discretion of the Principal

Under these circumstances the student's return to school will be discussed with the student and his/her parents in a reinstatement meeting that is held before the student returns to classes.

**Student Services Officers:** Student services officers are available to make appointments with administration and translate if necessary

**Technology / Internet Use:** The school computers are used for academic purposes. Students should not install or uninstall any programs on the Library, Computer Lab or Chromebook computers without authorisation.

**Withdrawal Procedures:** If a student wishes to withdraw from the school, their parents or guardians must submit a written request to this effect to the Student Services Office. After receiving this request a withdrawal form will be issued to the student. Once the student has gathered the appropriate signatures as required by the withdrawal form, and, after all materials have been returned, any resulting refund will be returned to the parent / guardian.

### **School Bus Rules and Information:**

American School of Ulaanbaatar will provide a bus service to its students by contracting with a qualified company with special permission for public transportation. Buses will be equipped with cameras and microphones and bus drivers will follow the specific requirements approved by School Administration.

#### **1. School Duties**

- 1.1. Starting from the 2017-2018 school year, there will be no Supervisor on buses. Buses will be equipped with cameras and microphones. Bus drivers will be provided with a cell-phone and units, as well as a list of contact numbers to reach parents.
- 1.2. Parents will sign a bus service contract two weeks prior to school commencement after reviewing bus routes approved by school administration. Seats in bus will be confirmed after the contract is signed and bus service fee is paid. Once all payments are made and bus contracts are signed, a list of students will be given to bus drivers.
- 1.3. If a bus is full, the school can arrange a second bus for the route, only if there are enough requests to fill 70% of the seats.
- 1.4. Parents will be introduced to "The Requirements of Bus Drivers" approved by school administration. The school will assist to solve any conflict and miscommunication between parents and bus drivers.
- 1.5. School administration will conduct a monthly unscheduled inspection to monitor bus drivers' performance and compliance to the requirements and report to the bus company to make improvements.
- 1.6. Changes to bus routes and dropping off/picking up students from a new district outside the routes will be made by school administration. Bus drivers are strongly instructed to transport students on established routes only.
- 1.7. Minimum age of bus riders is 6 years old/Grade 1 students. Any students younger than the minimum age who travel with an older sibling must bring a written approval from parents.
- 1.8. If a student continuously violates the provisions 3.1, 3.2, 3.4 and 3.5 of the Bus Service Policy, School Administration has a right to initiate the termination of





the the Bus Service Agreement.  
1.9. School Administration will organize child safety training and effective communication training for bus drivers.

1.10. If bus drivers fail to pick up students at a scheduled time due to any technical failures to bus, school administration will be responsible for contacting the bus company to compensate the costs.

## **2. Parents' Duties**

- 2.1. Parents will give basic instruction to their children on how to behave on the bus.
- 2.2. Children must be brought to a designated bus stop 5 minutes before the scheduled time.
- 2.3. Parents are responsible to drop off/pick up their young children to a designated bus stop. If they fail to do so, a driver will bring a child back to school, and notify the parents to pick them up.
- 2.4. If a child is not using the bus on any scheduled day, for whatever reason, parents must notify the bus driver a day before or early in the morning.
- 2.5. If a child misses the bus because of not showing up to a designated stop on time, parents are responsible to arrange a ride to drop off their child to school. School will not bear the cost.
- 2.6. If the buses fail to turn up within 15 minutes of the scheduled pickup time due to unforeseen circumstances such as adverse weather conditions (heavy rain, snow and hail, or strong wind that impacts road conditions) parents are responsible to bring their child to school.
- 2.7. If a parent wishes to terminate the use of the school bus, a written notification must be given to Student Services office and the bus fee refund will be made based on the refund policy approved by School Administration.

## **3. Students' Duties**

- 3.1. Students must be seated and buckle up the seat belts before the bus departs. Students will proceed to get on/off the bus ONLY when the bus comes to a full stop.
- 3.2. Students must be at his/her designated stop 5 minutes before the scheduled bus arrival time and must be seated 5 minutes before the bus departs.
- 3.3. Students will be dropped off ONLY at school in the morning and at their designated after-school bus drop off points. No other request can be made to drivers. If it is necessary for them to cross the road, students must ensure to cross at least 3 meters behind the bus at all times.
- 3.4. Students are expected to speak in a quiet tone of voice and use acceptable language while riding the school bus. If a student misbehaves, he/she must apologize.
- 3.5. Any conflict/miscommunication on the bus must be dealt with in good faith and if necessary, be solved based on camera footage.
- 3.6. No eating or drinking is allowed on the bus. the changing of clothes is forbidden. Dangerous, fragile and sharp objects may not be carried on the bus. No provision can be made for students taking friends home who don't ride the school bus.

#### **4. Drivers' duties**

- 4.1. Drivers will maintain the operation of camera and microphones installed in the buses. Proper protection for the windows must be placed to prevent children from sticking out their hands and heads freely. Window blinds protecting from direct sunlight must be installed.
- 4.2. Drivers must keep the buses clean and keep the furniture such as seats, headrest, window, floor and door in good and safe condition. Drivers should keep good personal hygiene. In winter season, drivers should keep the buses warm and free from smoke and emission.
- 4.3. Drivers must communicate with the students using proper language. It is the driver's duty to use the microphone to announce the bus stops ahead of time and wake up the students. If a student doesn't turn up at a designated stop at the scheduled time, the driver will contact the parents.
- 4.4. Drivers will load/unload the students on the bus according to the list of names and established route approved by School Administration. Drivers are not allowed to make any changes to the route and drop off/pick up children from apartments as requested by parents.
- 4.5. Any requests from parents regarding the school bus service must be handed to School Administration. Drivers are prohibited from making their own decision.
- 4.6. If School Administration ordered the bus drivers to make improvements, they are obliged to do it within a time given.
- 4.7. Any complaints from a parent concerning a bus driver must be solved by School Administration with the driver present. The driver must be patient and flexible in such a situation.
- 4.8. Drivers are forbidden to: use alcohol and tobacco in the workplace; use vulgar language with parents and students; meddle with the issues that don't concern them; make a decision to change the route; bring their friends along on the bus; eat or drink on the bus; smoke during a wait time; be disrespectful; be late to a scheduled time; and make risky moves while driving.

## ASU Athletics Mission Statement

The mission of American School of Ulaanbaatar athletics is to enrich the mental, physical, emotional, and social well-being of all student athletes by providing cooperative and competitive opportunities which foster the development of lifelong values of sportsmanship, commitment, integrity, teamwork, individual effort, and good citizenship.

### 1. Program Offerings

1.1 Cross Country- Middle and High School Years (Coed) Fall & Spring Seasons

1.2 Middle School Sports (U13 & U15)

- Volleyball (Fall)
- Basketball (Winter)
- Soccer (Spring)

1.4 High School Sports (U19)

- Volleyball (Fall)
- Basketball (Winter)
- Soccer (Spring)

1.5 A.C.A.M.I.S Tournaments

- ASU is a member of the Association of Chinese and Mongolian International Schools league, and ASU's three core sports (Volleyball, Basketball, and Soccer) travel to various destinations in China to compete. Select athletes are chosen to represent the school. It is understood that student athletes who tryout and join a team that is traveling are expected to pay for the trip expenses and commit to meeting the deadlines for payment set forth by the Athletics Director.

### 2. Eligibility

#### 2.1 Age

- 2.1.1 High School- normally student athletes will be at least 15 years of age and/or in grades 9-12. Occasionally, students from grade 8 and at a lower age may participate on the high school team. Factors such as student's maturity, academics, ability, and other considerations will be made before deciding on eligibility.
- 2.1.2 Middle School- student athletes must be in grades 6-8.

#### 2.2 Grades

Student athletes must maintain a 60% in all their subjects. If any student athlete falls below a 60% average in any of their classes they will become ineligible and are not allowed to play. Academic probation is offered if a student athlete is below the 60% line, but it will be offered to the student athlete only if they have proven to be of good character and are regularly at school.

## **2.3 Attendance**

- 2.3.1 Student athletes must be at school and active in their classes in order to be considered eligible for any team. Violations in attendance will result in ineligibility. Chronic/consistent tardiness and absences exceeding 15 (total) may result in not being chosen for a team/teams.
- 2.3.2 Being absent from school and/or chronic/consistent tardiness of any kind during a sports season will constitute the student athlete from not being able to practice with the team, and missed practices will result in a loss of playing time in games and tournaments.
- 2.3.3 Suspension of any kind may result in a one year ban from any sports (refer to A.C.A.M.I.S Charter Rules)

## **2.4 Player Selections**

- 2.4.1 Student athletes who wish to join a team must attend both tryout days to be considered. During the tryout period, each coach will provide an explanation of his/her expectations. It is the duty of the student to demonstrate to the coach that he/she can fulfill these expectations. Students not selected for the team are encouraged to explore other sport opportunities or other extra- curricular activities.

## **3. Code of Conduct**

### **3.1 Behavior Standards**

- 3.1.1 All student athletes are expected to adhere to the following behavior standards.
- 3.1.2 Will treat coaches, referees, and all other players fairly and with respect.
- 3.1.3 Will be play by the rules.
- 3.1.4 Will control their temper and will not use foul language.
- 3.1.5 Will speak in English.
- 3.1.6 Will be a team player and work with the team.
- 3.1.7 In cases where past behavior (in classrooms, athletics, or hallways, and cafeteria) has been an issue a behavior contract may be a condition of participating.

### **3.2 Coaches Code of Conduct**

- 3.2.1 All coaches are expected to adhere to the following behavior standards.
- 3.2.2 Will treat players, referees, and all other coaches and players fairly and with respect
- 3.2.3 Will encourage the students to speak in English

3.2.4 Will control their temper and will not use foul language

### 3.2 Sportsmanship

3.2.1 Teaching fair play and how to both win and lose gracefully is of critical importance to the ASU athletic program. Student athletes are expected to show good sportsmanship. This requires attention to not only the words said but also attitude, body language, and showing negative emotions.

### 3.3 Quitting

3.3.1 Students that quit a team will be ineligible to a position on teams for one calendar year (including the sport they quit). After team selection student athletes recognize that they are holding a position that other students may have wanted. Being on a team requires the acknowledgement that other student athletes depend on their participation, effort, and following these policies.

### 3.4 Commitment

3.4.1 Each member of an athletic team MUST:

- Commit to being present at all team activities, including tryouts, practices, meetings and contest with other schools.
- Dedicate himself/herself to becoming an excellent team member and school citizen.
- Strive to continually improve as an athlete.
- Demonstrate pride in team performance and in himself/herself as members of a team.

### 3.5 Transportation

3.3.2 The school will arrange for transportation to local and distant events. Students must travel on the arranged transportation to the event unless parental/guardian permission through the ***Transportation Release Form*** was submitted to the coach or athletic director.

### Clothing & Equipment

3.4 Student athletes will provide their own athletic clothing for practices. Jerseys and warm-up kits for competition will be provided by ASU.

3.5 ASU will provide equipment for the sport.

3.6 The student athlete will wash all jerseys and warm-up kits and return them to the athletic department within one week of the end of the sport season.

## Risk Factors

- 3.7 Athletic training, practices and competitions run the risk of injury. Student athletes participating in tryouts, practices, scrimmages, games, and tournaments acknowledge that they are aware of the risks of injury. They also agree to inform the coach or athletic director if there are any medical reasons that the school needs to be aware of. Students should all be physically able to participate as an active member of the team.
- 3.8 Any injury that occurs during a school event or practice needs to be brought to the coaches or athletic director's attention right away. Before returning to any athletic program after an injury a physician must provide written approval to resume participation in the sport.

### Signature

Athlete's Signature: \_\_\_\_\_

Sport: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**Appendix A:**

**Absence Request Form – Secondary School**

*IF THIS ABSENCE IS MORE THAN SCHOOL POLICY ALLOWS I.E 15 DAYS, STUDENTS WILL BE ASSESSED FOR THE CURRICULUM AND LEARNING THEY MISSED BEFORE CREDIT IS GRANTED FOR THE SUBJECT.*

**Student Absence Information**

Student Name: \_\_\_\_\_

Grade(s): \_\_\_\_\_

Teacher(s): \_\_\_\_\_

Type of Absence:

- Illness or health reasons     Family business     Bereavement     Other

Will be absent from: \_\_\_\_\_ To: \_\_\_\_\_

Additional Comments:

**Approval by School Administration and Teacher**

|                          |       |                                |       |
|--------------------------|-------|--------------------------------|-------|
| <i>Language Arts</i>     | _____ | <i>PE</i>                      | _____ |
| <i>Math</i>              | _____ | <i>IT</i>                      | _____ |
| <i>Science</i>           | _____ | <i>Music</i>                   | _____ |
| <i>Social Studies</i>    | _____ | <i>Art</i>                     | _____ |
| <i>Business Studies</i>  | _____ | <i>Homeroom</i>                | _____ |
| <i>Mongolian</i>         | _____ | <i>Counselor</i>               | _____ |
| <i>ESL if applicable</i> | _____ | <i>Chinese/Korean/French</i>   | _____ |
| <i>Bus # _____:</i>      | _____ | <i>Student Services Office</i> | _____ |

**Parent or Guardian Contact Information:**

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B:

### SOCIAL MEDIA USE GUIDELINES

The goal of these guidelines is to provide staff, administrators, students, parents and the school community direction when using social media networks and applications.

The American School of Ulaanbaatar (ASU) recognises that 21st century learning involves the use of changing methods of Communication, Marketing and Public Relations. The value of teachers, students and parents engaging, collaborating, learning, and sharing using new technology tools enhances the learning experience. To this aim, ASU has developed the following guidelines to provide direction for staff, students and the school community when participating in online social media activities. ASU recognises its obligation to teach and ensure the responsible and safe use of technology.

This ASU Social Media policy encourages employees to participate in online social activities. However, it is important to create an atmosphere of trust and individual accountability, keeping in mind that any information produced by ASU Community members is a reflection on the entire school.

#### **Employee Use of Social Media: Policy to ensure the safety and security of students**

As the line between personal and professional relationships is blurred within a social media context, employees of ASU are advised to maintain their professionalism at all times while using social media. Additionally ASU employees should be aware that they have responsibility for addressing inappropriate behaviour and activities on any social media networks that they use.

At ASU we use social media to reach the masses. It allows users to share our posts, photos, notes, and other media extending reach and empowering users as ASU ambassadors. Connecting with the ASU Facebook page allows users to closely follow our brand. Additionally it allows us to reach external stakeholders including prospective parents and students, donors and community partners.

Please note: Employees may not use or post the ASU logo on any social media network without the express permission of the school principals or managing director.

To ensure the utmost safety and security of our students, ASU employees who utilize social media networks will make certain that :

- Tagging is disabled** (tagging identifies someone else in a post, photo or status update that you share).
- Geotagging is disabled** (the process of adding geographical information to various media in the form of metadata. The data usually consists of coordinates like latitude and longitude, but may include bearing, altitude, distance and place names)



- No last names used** (only first name, last initial).
- Maintain Privacy at all times.** Families that have opted out of photos and/or videos should never be showcased via social media. Employees of ASU may not disclose any information on any social media network that is confidential or proprietary to ASU
- Be Transparent:** Perception can become reality. If you choose to engage with students and families in a social media context, do so in a professional manner, ever mindful that in the minds of students' families, colleagues and the public you are an ASU employee. Make it clear that any views you express are yours alone and do not necessarily reflect the views of ASU.
- Inform parents:** teachers should inform parents prior to their child's involvement in projects using social media networks & applications.

#### **ASU Community Policy: Online Publishing and Social Media Personal Responsibility**

- All online correspondence between staff and students must be related to course work, or school sanctioned clubs or activities.
- ASU employees who use social media will not disclose any confidential student information, personal information or images without first obtaining permission (opt-out policy)
- No community member last names, addresses, email addresses or phone numbers will appear on any form of social media.
- Online behavior should reflect the same standards of honesty, respect, and consideration that are used face-to-face.

#### **ASU Community Policy: Parent use of Social Media**

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. ASU encourages parents to view and participate in school activities by adding comments when appropriate.

#### **ASU Parents should adhere to the following guidelines when using Social Media networks:**

- Parents should expect communication from teachers prior to their child's involvement in projects using online social media applications and networks.
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to read and, when appropriate, participate in social media projects.
- Parents may not publish or distribute any information that might be deemed personal about other students in the ASU community.
- Parents are reminded that the first point of contact regarding a classroom concern or classroom activity must be the subject teacher.



**Appendix C:**

**Student Photograph & Video Release Form**

**School Web Site Photos and Video  
and  
Community Awareness/Public Relations Photos and Video**

We follow strict rules in connection with the American School of Ulaanbaatar website, Facebook page and Community Announcements in order to protect the privacy and safety of our pupils.

As we participate in our community, we sometimes have opportunities to provide photos and/or video of our students. Photos and/or video may be used in the newspapers, school promotions, in school brochures and fliers, or otherwise publicly published. Safety is always paramount, and staff checks all content before it is published. Children's photos and video featured in a publication are only referred to by their first names if we feel it is necessary to use names. The school will never use the last name of a minor in connection with such publications.

For safety reasons, the school never uses student last names on the school's website, facebook page or in community announcements.

Yes, you have my permission to use my child's photo and/or video of my child.

No, do not use my child's photo or video for any purpose.

Child/Children's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix D:**

**SECONDARY SCHOOL STUDENT CHECKOUT FORM  
2017-2018 School Year**

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Current academic year: \_\_\_\_\_

REASON: (1) \_\_\_ GRADUATION      Class of: \_\_\_\_\_  
(2) \_\_\_ WITHDRAWAL      Effective Date: \_\_\_\_\_

To be filled in and circulated by the subject teachers. Please write your name and signature AFTER a student returns all books and other material back to you.

| SUBJECT                     | TEACHER'S NAME | TEACHER'S SIGNATURE |
|-----------------------------|----------------|---------------------|
| English                     |                |                     |
| Math                        |                |                     |
| Social Studies              |                |                     |
| Geography                   |                |                     |
| History                     |                |                     |
| Science                     |                |                     |
| Chemistry                   |                |                     |
| Physics                     |                |                     |
| Biology                     |                |                     |
| Guidance and Career Studies |                |                     |
| PE and Health               |                |                     |
| Visual Arts                 |                |                     |
| Drama/Dance                 |                |                     |
| Music                       |                |                     |
| ESL                         |                |                     |
| Mongolian                   |                |                     |
| Chinese/French              |                |                     |
| Computer Science            |                |                     |
| Business                    |                |                     |

\_\_\_\_\_ Homeroom Teacher (to be completed once all subject teachers have been signed):

\_\_\_\_\_ All books and other materials returned

\_\_\_\_\_ Lock returned

Homeroom teacher's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Library:

\_\_\_\_\_ All borrowed materials returned

\_\_\_\_\_ Fee to be refunded for damaged or lost books MNT/\$ \_\_\_\_\_

Librarian's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Services:

\_\_\_ Letter of student withdrawal (Date received: \_\_\_\_\_ )

\_\_\_ Copy of records given: ( \_\_\_\_\_ )

\_\_\_ Appropriate refunds made (Explanation: \_\_\_\_\_ )

Student Services Office: Name \_\_\_\_\_ Signature: \_\_\_\_\_

Accountant:

Fees and other charges have been paid:

\_\_\_\_\_ Re- Registration

Tuition: \_\_\_\_\_ 1st Semester \_\_\_\_\_ 2nd Semester

\_\_\_\_\_ Bus \_\_\_\_\_ Library fee (\$ \_\_\_\_\_ )

Cap and Gown: \_\_\_\_\_ Deposit \_\_\_\_\_ Bought

Justification of other refunds: \_\_\_\_\_

Refund calculation:

Tuition fee refund: \_\_\_\_\_

Book deposit refund: \_\_\_\_\_

Bus payment refund: \_\_\_\_\_

Library fee: \_\_\_\_\_

Other fee 1: \_\_\_\_\_

Total refund: \_\_\_\_\_

Accountant's name: \_\_\_\_\_ Signature: \_\_\_\_\_