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Khartoum American School provides an outstanding learning environment to promote an open, inclusive, and student-centered program. We are devoted to fostering educational growth and development for our internationally diverse student body.

The Mission is supported through the KAS Vision of building the 4 Cs of:

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By helping students develop self-discipline and a positive self-image, Khartoum American School encourages students to explore their potential and to develop a rich and broad understanding of today's world. Khartoum American School fosters in students a strong sense of personal commitment and dedication to their own learning.

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Khartoum American School follows an American Curriculum based around internationally recognized standards. Our student-centered program offers a technology-rich and inquiry-based approach. Khartoum American School offers a program of study that allows all students to reach their potential.

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Khartoum American School actively pursues a sense of community characterized by students who are cooperative, communicative, productive and responsible. Students are encouraged to view themselves and their school as integral parts of the global community. Our community is a partnership of stakeholders who are actively engaged in the school and collectively shape its direction and ethos.

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We promote global citizenship and the expectation of our students is to reflect upon their own world and the world around them and to develop the skills required to make



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The philosophy of the Khartoum American School is based on creating and encouraging learners who have a clear understanding of and ownership for their own learning and have a positive self- image and global understanding. Our aim is that



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HS/MS Periods!	Elementary Periods!
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Report cards are issued at the end of each semester (approximately every 90 days). Progress reports are sent home halfway between each of those major reports (i.e., at the end of the first and third quarters).

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regular time.

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KAS actively seeks engaging learning experiences outside of the KAS campus.

Fieldtrips enrich our curriculum and give student hands on learning opportunities.

Permission slips for Off-



those made by the Superintendent may be appealed to the Board for final decision.

As a member of KAS community, we have much to be proud of. Our responsibility involves doing our best to maintain this fine campus for future students and to take care of books and equipment in the best manner possible. Khartoum American School is committed to being a substance-free campus. The possession or use of alcohol or drugs on the school campus or at school functions off-campus is forbidden. Violation of this regulation may result in expulsion from school.

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During break and lunch time teachers are on duty to pōouiScp)“B)lēbdpōouScpōougSp)LsSpōhuiSco



Clothing and jewelry must not contain statements or insignia of questionable taste or that people from other cultures might find offensive (e.g. racist symbols, crude gestures, or offensive wording)

Clothing that is too tight, too short, or too revealing.

Sleeveless shirts that show undergarments or lots of bare skin.

The shirt and pants must overlap midriff should not be visible with normal posture and movement

Ripped jeans

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KAS students are expected to wear proper pants or shorts (no jeans), proper running shoes and have a water bottle with them for each PE class. Hats are optional but are a good protection from the sun.

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The school phones may be used only for school business. Telephone use by students is restricted to emergencies. Permission from the office staff is to be sought before using the telephones. Students should make after-school plans in advance with their



shall be strongly encouraged by the administration and staff. Teachers are authorized to require a satisfactory explanation from the parent or guardian, either orally or by email, of any student absent from a class or part of a class during the school day. Within reason, absences due to official reasons (e.g. transfers, home-leaves, medivac, etc.) shall be accepted as excused. In the event that a student's cumulative absences amount to 15% or more of the school year for which they have enrolled, an elementary student may be retained unless it is determined that he/she is prepared for the next school year.

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Students shall be living with their parents, legal guardians or a responsible adult designated by the parents. The school administration must be informed when both parents/guardians are leaving Khartoum and verify their emergency contact details. If the parents fail to provide for appropriate and designated guardianship during an absence from Khartoum, this might result in a temporary suspension until clear and legal guardianship is established.

(KAS Policy Manual, 4.20.1, Admission Procedures)

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Parents are welcome to visit the school during the day. Whenever possible parents should make an appointment in advance if they wish to have a discussion with a teacher, the Principal or the Superintendent. All visitors must first check into the office prior to visiting the classroom and receive approval from the teacher. Former students are welcome; however, they should secure permission in advance from the principal or the office for any visit during or after school hours.

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To create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

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All children are expected to follow the simple guidelines of their classroom and the school. When on a field trip or attending any school-sponsored activity, our students are expected to display proper behavior. If a student has problems following the class expectations and disrupts learning for others, then he/she will have consequences for his/her behavior. Inappropriate behavior is any behavior that interferes with the teacher's ability to teach or fellow students to learn.



The use, possession, sale, or distribution of illegal substances.
Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse leveled at peers, staff members or others.
Chronic or severe bullying or unkindness (both verbal and physical) towards peers or staff members.
Harassment of others.
Cheating/plagiarism.
Theft of property may result in the student being suspended or expelled, depending on the severity of the act.
Vandalism of private, public or school property.
Use of/or possession of weapons.
The involvement in flagrantly immoral or socially distasteful acts.

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Because a child's state of health directly affects his/her happiness and performance in school, the Khartoum American School should be aware of each child's health problems as noted on the application form to ensure a healthy and safe school environment. At the beginning of the school year, the parent will designate, on the appropriate form, where the child is to be taken for emergency treatment.

(Khartoum American School Policies 4.60.2) [See Appendix 5 for the complete KAS Medical Policy.]

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Parents must immediately notify KAS if their child has a confirmed or suspected viral infection.

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The Khartoum American School has a comprehensive Safeguarding Policy and Procedures Manual.

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The school regularly practices emergency drills that include: safe-haven drills, fire drills and lock down intruder drills.

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(Evacuation/Closure of school in school and out)

The superintendent shall keep contingency plans for the emergency closing of the school. These are to be up-dated at least annually or when needed. Mōd,.c.pL~SSs[sl])[0ōhnuiScpd



necessity for all our families here in Khartoum. The PTA plays an active role in supporting this school community. A prime PTA goal is to organize activities to bring our school community together. The easiest way to do this is by planning and enjoying activities with our children on our lovely school grounds. The PTA is responsible for organizing activities that are appropriate and in accordance with KAS values and policies.

All parents/teachers and students are welcome to join the PTA events.
For safety reasons, students will not be allowed to participate in KAS PTA events without an adult family member present.
Parents are responsible for supervising their own children during PTA events.

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Should parents wish to communicate with their student's teachers, they may send an email to those teachers' KAS email addresses. Should parents wish to schedule an appointment to meet a teacher in person, they should request a meeting via email, in person, or by contacting the office at 015 5770105.

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Parents and others who feel aggrieved on any matter connected with the school should first report the problem to the staff member associated with the issue. If the matter cannot be resolved at that level, then it can be referred to the principal. If the matter cannot be satisfied at that level, it can be referred to the Superintendent. If the Superintendent is unable to resolve the matter satisfactorily, the matter may be referred to the Board. (See Board Policy 7.80—the KAS Policy Handbook is available in the School Library.)

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The KAS newsletter, Enews, will be sent to parents by email on Thursdays. The newsletter will also be available on our website.

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Parents are encouraged to set up a Schoology



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The Learning Support department supports teachers and students in the development of students' professional habits, skill development and the ability to self-assess in an inclusive environment. (Revised April 2015)

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Students will have the professional habits, problem solving skills and self-awareness to create success in life. (Revised April 2015)

1. Punctuality
2. Work Quality
3. Positive Attitude
4. Cooperation
5. Preparedness
6. Academic Punctuality

1. Identify the problem
2. Create a plan to address the problem
3. Execute the plan
4. Evaluate the plan's effectiveness
5. Back to #1



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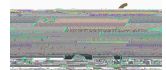
KAS seeks to assist students identified with specific learning disabilities using the Least Restrictive Environment (LRE) and Response to Intervention (RTI) approach. The Learning Support program uses guidelines such as those used under the U.S. Individuals with Disabilities Education Act (IDEA) as described below.

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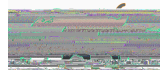
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Student must have one or more of 13 disabilities identified by IDEA. (Individuals with Disabilities Education Act)

Autism



Progress towards SLP goals is discussed during regularly scheduled Student of Concern meetings and will be in



I understand that students are not allowed to use any VPN software or any other Internet devices to bypass the school network at school.

I understand that students are not allowed to access social media websites such as Facebook, Twitter, Google+, Skype, YouTube, etc. while on campus.

I understand that KAS restricts online gaming sites (unless permitted by a teacher).

I agree to check with the KAS ICT team before installing any gaming software, including online software, on any laptop used by me on the KAS campus, in order to confirm that such software will not cause incompatibilities or adversely affect the efficiency of my laptop.

I understand that even if the KAS ICT team approves my installing of any games on my laptop, I am not allowed to play these while on campus unless given permission by my teacher.

I will not try to bypass the school filter in any way, including but not limited to the use of proxy sites.

I understand that I'm responsible for coming to school with my laptop battery fully charged every day.

I am not allowed to use my laptop outside of the classroom during the school day unless approved and supervised by a teacher.

I am not allowed to use my laptop in the school pick-



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I have read and agree to the KAS Laptop Regulations. I understand my responsibilities as a student. Violation of these regulations will be subject to disciplinary consequences, which may include suspension of laptop usage.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

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I have read and agree to the KAS Laptop Regulations. I understand my responsibilities as a parent/guardian. Violation of these policies could result in the loss of the laptop or other disciplinary measures for my child.

If there is any damage to my child's laptop caused intentionally or by negligence or if there are multiple occurrences of damage to the laptop, I understand that I may be held responsible for the total cost of repair or replacement of any software or hardware damaged and that such repair or replacement will be done within 30 days of the damage so as not to impact my child's participation in the laptop program.

I understand that the warranty covered by the supplier only applies on laptops that are purchased from the school and only covers manufacturing defects. It doesn't cover any damages caused by negligence or misuse.



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I will show respect for myself through my actions. I will select online names that are appropriate. I will consider what I post online ensuring that the information, images, and materials I post will not put me at risk. I will consider carefully what personal information about my life, experiences, or relationships I post. I will not publish contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources, and never share passwords with other students, even friends.

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I will show respect to others. I will not use electronic media to flame, bully, stalk, or in any other way harass anyone. I will show respect for other people in my choice of websites: I will not visit sites that are degrading, pornographic, racist, or inappropriate in any other way. I will not abuse my rights of access and I will not enter other people's private spaces or areas. While on campus I will use the school network and systems in a responsible and educationally appropriate manner. I will protect others by not forwarding them inappropriate or illegal materials or communications and by reporting abuse when I

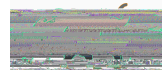


3) Students publishing digital media to public sites as part of the curriculum should strive to ensure that they have the permission to share the content of their work and can apply a Creative Commons License to the work under an Attribution—Non-commercial—Share Alike license.

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1. Students are required and expected to take home and bring their computers back to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
2. Laptops can be fragile, and if they are dropped, they may break. Therefore, laptops should only be used while they are on a flat, stable surface such as a table.
3. Laptops will be kept in the bags at all times. The bags are designed for laptop usage as well as carrying the laptop.
4. Bags will be carried messenger style to best keep the laptop protected.
5. Teachers will determine whether or not the laptop should be opened or closed during each class period.
6. Power conservation must be practiced during the school day. This is done by closing the lid when the laptop is not in use, keeping the brightness dimmed when possible, and by students not listening to music during the school day.
7. KAS laptops contain all necessary hardware and software. It is not permissible to add or change your laptop's hardware.



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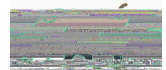
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Students and teachers come to the Khartoum American School from many different countries and ethnic backgrounds, races, and religions. The school will treasure this unique opportunity for learning that enriches each individual in the school community. Khartoum American School is therefore committed to ensure a safe environment and tolerant atmosphere, where there is trust and respect so that everyone feels free to take risks.

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Harassment, intimidation, or bullying refers to any gesture or written, verbal, or physical act that is



Staff members, students, parents, or other community members who witness or are informed about conduct that may constitute harassment must take action to stop it and must report it to the Superintendent.

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Reports may be written or oral. An oral report shall be considered official. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

1. Students: the school encourages students who have been the target of harassment and students who have knowledge of incidents that occurred, to report these incidents. Students may report to any teacher, guidance counselor, the school administration, or the Superintendent directly.
2. Staff members and other school employees: any employee or staff member who is a victim or who witnesses, overhears, or receives a report of any kind of harassment shall report it to the Superintendent. However, if the incident involves the Superintendent, the case is to be reported to the School Board.

A prompt and thorough investigation will follow each report of harassment, bullying, or intimidation.

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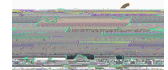
Reports of harassment will be treated confidentially as far as possible. The incident will be reported to others within the school community only on a need-to-know basis. In most cases, however, the alleged offender will have to be informed so that the relevant facts can be gathered. The school reserves the right to bring any complaint to the attention of parents and guardians of the student(s) involved at any stage.

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The Superintendent, or School Board in case of the involvement of the Superintendent, will investigate all complaints regarding harassment promptly. All involved individuals will be interviewed, and the Superintendent will write a report of these interviews and the case in general.

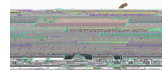
Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The behavior need not be intended to be harassment to constitute harassment. It is considered to be harassment if one knows or ought reasonably to know that the behavior is offensive or unwelcome. Many factors will be considered during the investigation of harassment, including: the developmental and maturity levels of the parties involved, the levels of harm caused, the surrounding circumstances, the nature of the behaviors, past incidences, the relationship between the parties involved, and the context in which the alleged incident occurred. A person who knowingly makes a false report of harassment also may be considered to have violated this policy.



If the Superintendent comes to the conclusion that harassment took place, parents or guardians will be notified, a written report will be placed in the student's or employee's file, and appropriate action such as counseling, detention, suspension, or probation will be taken. As well, there will be follow up to ensure that the behavior has ceased. If expulsion or dismissal is deemed appropriate, the Superintendent will make a recommendation to the School Board for final decision.

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A person judged to b



been designated will be taken to a local clinic or hospital at the discretion of the school.
All costs for treatment will be the respon



KAS is not responsible for stolen or missing personal items lost in the pool area.!

KAS is not responsible for any injuries that may take place after school hours

