

ACADEMICS

At the end of each semester students will receive report cards for each subject. On the report card, students will have information on two key areas: Approaches to Learning and Academics (through reporting standards). At the mid-semester points, students will be able to see a progress report for their classes.

Approaches to Learning

Approaches to learning, which are based on the Portrait of a Learner, will be assessed on the frequency of these behaviors and frames of mind/habits. The scale used for the Approaches to Learning is as follows:

Rarely	Often	Consistently
The student exhibits the approach to learning occasionally.	The student exhibits the approach to learning often.	The student almost always exhibits the approach to learning

The Approaches to Learning are as follows:

Collaborative	<ul style="list-style-type: none">• Works well with others• Understands and respects diverse approaches• Communicates through dialogue and participation• Attends to the perspectives of others• Helps others
Respectful	<ul style="list-style-type: none">• Treats others the way we expect to be treated• Appreciates own culture and the cultures of others• Values diversity of thought and experience• Demonstrates honesty• Makes the right choices even when no one is watching• Acts with compassion
Responsible	<ul style="list-style-type: none">• Takes ownership of words, actions and learning• Fulfills obligations to self and to others• Works hard
Reflective	<ul style="list-style-type: none">• Values mistakes as learning opportunities• Reflects on own learning• Sets and pursues goals for improvement
Engaged	<ul style="list-style-type: none">• Intellectually curious about the world• Cultivates interests and strengths• Finds passion and purpose in their learning
Resilient	<ul style="list-style-type: none">• Stretches and grows by taking risks• Resourceful in the face of challenges and change

Reporting Standards

ASL is a standards-based school. We have selected standards and benchmarks that reflect the latest research on learning outcomes for our students. Students receive feedback based on targets for different learning areas in each subject. For example, in Humanities or English, students will receive separate proficiency marks for Reading, Writing, Listening & Speaking.

The proficiency levels are as follows:

Beginning	Progressing	Meeting	Extending
<ul style="list-style-type: none">• is not yet meeting ASL grade-level standards and benchmarks• requires support, reinforcement and additional instruction to understand grade level skills and concepts	<ul style="list-style-type: none">• is working towards meeting the ASL grade-level standards and benchmarks• demonstrates a partial or inconsistent understanding of grade-level skills and concepts	<ul style="list-style-type: none">• consistently and independently meets ASL grade level standards and benchmarks• demonstrates a solid understanding of grade-level skills and concepts	<ul style="list-style-type: none">• in addition to what is required to meet the standard, the student goes beyond what has been taught and applies their learning in a more sophisticated way

Academic Concerns

Letters of concern are sent out at the end of reporting periods if teachers and the learning specialists feel that a student is at risk academically or performing significantly below academic potential. Suggestions for improvement will be made and a follow-up conversation will be scheduled with the learning specialist.

A middle school student who receives marks of Beginning in a majority of reporting standards in one class, or Beginning in more than one subject, may be placed on academic probation. Also, a student who receives marks of InsufficientEvidence (due to lack of work turned in for assessment) in a majority of reporting standards in one class, or in more than one class, may be placed on academic probation.

A letter will be sent home notifying parents/guardians that their child has been placed on academic probation, and a meeting will be scheduled to review an action plan for improvement. This plan may include supervised study with the learning specialist, educational evaluation or additional tutoring, reorganized social or athletic schedule, or the reassignment of courses.

Re-enrollment letters will be held for all students on academic probation after the first semester until a meeting can be held with parents/guardians to evaluate the progress of previous action plans. Success in later grades is put at risk by prolonged periods of unsatisfactory academic performance, and therefore continuing enrollment of a middle school student who has been on academic probation for two semesters will be reconsidered.

Plagiarism and Cheating

Plagiarism and cheating are matters of academic honesty. Cheating includes the giving of answers as well as the receiving of answers on homework assignments or tests. Plagiarism is taking the work or ideas of someone else without giving them credit. Teachers work with students to discuss the writing process and appropriate ways to paraphrase ideas and cite sources in their work to avoid plagiarizing.

Teachers deal with matters of academic honesty individually based on the circumstances of each situation. Learning the correct ways to cite sources is an educational process where mistakes are sometimes innocently made, but the school expects to see growth in student skills on citation through the middle school years.

Consequences for a choice of plagiarism may:

- impact the outcome of a student's assessment and will be more severe if the situation involves a repeated pattern or an egregious form of plagiarism or cheating.
- involve the administration in severe cases or where a pattern of misconduct has emerged.

GENERAL RULES AND INFORMATION

AFTER SCHOOL

After-School Hours

Middle school students are not allowed to roam the school unsupervised during non-class hours. For students who do need to stay after school, we have the following guidelines: Students are allowed to be on campus after school if they are working with a teacher, coach, tutor or activity sponsor. Once the meeting, activity or practice is complete, they need to sign in and go to a designated, supervised area or leave the building.

Supervised areas include Waverley Park, the library, and the theater foyer only. Waverley Park is supervised by a middle school aide and open to all middle school students until 5 pm every day in the fall and spring and until 4 pm in winter (during Daylight Saving Time). Closings of the playground for special events are announced as far in advance as possible.

All students who are not participating in an activity need to sign in the after school laptop outside the MS Office.

Students are only allowed in classroom or pod areas after school if a teacher or parent/guardian accompanies them.

Middle school students should not be on campus after 5 pm, unless they are part of a supervised activity. Unsupervised students in school after 5 pm must wait in the Waverley Place reception area.

Once middle school students who are not participating in after-school activities or tutoring leave the campus after school, they are not permitted to return that day unless accompanied by an adult or for a special planned school event (concert, play, or other performance). For example, students are not permitted to leave campus after school on their own or with friends, go to the high street, and return to school for an event (such as a basketball game) and/or to take the ASL bus home.

For students who are staying after school, the cafeteria will remain open until 4:30 pm (4 pm on Fridays) for the purchase of snacks and drinks. Please note that students may only purchase food for themselves, not others.

Special procedures for Grade 5: In the beginning of the school year, Grade 5 students who do not travel home by bus must be picked up by an adult outside the Lower School entrance on Loudoun Road. In order to transition Grade 5 students smoothly into the MS routine, they are not allowed to stay after school and use the playground until late September.

After-School Program

The After-School Program (ASP) runs from Monday to Thursday for three seasons lasting between 8 – 9 weeks. Programs run from 3:20 – 4:00 or 5:00 pm on Monday, Tuesday & Thursday. On Wednesday, programs run from 2:20 – 3:00 or 4:00 pm. Students can find a complete listing of the offerings in the ASP brochure online [www.asl.org/msasp] and register their interest via the online registration form. All students are encouraged to participate in at least one after-school activity during each season. All school rules and expectations apply to the after school program.

Athletics

The ASL athletics program will provide the platform for MS students, grades 5–8, to develop into confident, healthy and positive student-athletes. Our aim is to create a memorable sporting experience, facilitated by enthusiastic and knowledgeable coaches. Through the implementation of our MS athletics pathway, we strive to provide a well balanced and progressive sports education which develops level appropriate understanding. We value effort, creativity, discipline, and enjoyment above results and competitive success.

Places in the Grade 5 & 6 program are allocated using a lottery system and we endeavor to make sure that every student who signs up has at least one activity for the season. Students in most of our 5 & 6 programs will also take part in one jamboree or festival during the season. The commitment for these programs is 1 day a week. Students failing to honor this commitment may be removed from an activity.

Grade 7 & 8 team sports have a tryout system to decide who makes the team. The commitment is two days per week, generally, Tuesdays and Thursdays starting at 3:15 pm. Additionally, most teams participate in a London Schools Sports Association (LSSA) festivals at the midpoint and on the last Saturday of the season. Students are encouraged to try out for a sport regardless of previous experience, and every effort is made to find a place for each student who tries out for a team. Due to facility restraints, safety issues, and limited competition in several sports, there may be cuts for some teams, but there is always at least one no-cut sport per season. In order to improve both as individuals and as a team, it is very important that students honor their athletics' commitment; students who fail to do so may be removed from the team.

Socials

Socials for each grade may take place occasionally throughout the school year. Since the socials take place at school, school rules do apply (including the Attire Policy) and all students are expected to observe them while they are at a social. Students are encouraged to attend these gatherings as they represent a venue where they can meet their friends and have fun in a safe environment. Students may not bring guests to a social.

ATTIRE POLICY

Why does ASL have an attire policy?

The Middle School attire policy is intended to support a safe and positive learning environment. Adults and students at the Middle School are expected to choose clothing representative of an educational environment and our core values. We value awareness of ourselves, diversity of expression, and the variety of cultures within our community.

Attire at the Middle School

As we prepare ourselves to enter the Middle School community each day, we strive to be fair in our expectations and trust everyone to express their best self.

Use the following questions to make thoughtful choices about attire:

- Am I dressed for the weather?
- Am I dressed for the educational environment of school?
- Am I dressed for the occasion, activity or special events in which I will be participating (i.e. school concert, sporting event, field trip, etc.)?
- Do I feel safe and comfortable?
- Am I wearing something that might be offensive in any way?
- Is my attire helpful for clear communication (i.e. can people see my eyes, can I hear what is going on around me, etc.)?
- Based on what I am wearing, how am I representing the school and our core values?

All members of our community are expected to adhere to the following:

- Flip-flop shoes or bare feet are not permitted.
- Clothing with obscene or inappropriate sayings, pictures, or double entendres (via graphics, words, through the lens of multiple cultures, backgrounds, religions, generations, etc.) is disrespectful and may not be worn.
- Except for religious or medical reasons, hats and sunglasses may only be worn outside.
- Underwear should not be visible.
- Pajama tops or bottoms are not permitted.

If you are unsure about something you are putting on, discuss the attire questions with your parents/guardians. You may also find that your advisor, a teacher or other people in the school may ask you these questions if they are wondering about what you have chosen to wear. If there are repeated conversations or questions about your attire, the principal or assistant principal will speak with you directly, which may result in disciplinary consequences.

All middle school students are expected to wear an ASL PE branded top and bottom to every PE lesson, available through or supplier. Students are also expected to wear appropriate athletic indoor and outdoor footwear depending on the PE unit. For swimming units, students are expected to wear a choice of clothing that they feel comfortable in. Swimwear chosen should not obstruct movement in any way.

ID CARDS AND LUNCH

Students need to bring their ID card to school every day for security reasons and to use for buying lunch and printing. If a student repeatedly forgets their ID card, parents/guardians may be notified and asked to work with their child to ensure the ID card is brought in daily.

Students may either bring their lunches from home or purchase a variety of food from the cafeteria. All teachers, administrators and staff who monitor the lunchroom try to ensure that each student is eating a healthy, well-balanced lunch.

Students in Grades 5 and 6 who wish to purchase lunch from the cafeteria do so through pre-paid “meal deals,” which offer set lunch menus. Students in Grades 7 and 8 may purchase set menus as well as individual food items, with the cost deducted from their ID card. Grade 5 students who have signed up for a meal-deal do not need to show an ID card to get their lunch. Students in Grades 6–8 will need their ID card to purchase lunch.

Grade 6–8 students who forget their lunch or lose their card will have their account charged for the cost of a meal deal. It is expected that students will top up their account through the cash loading machines or the Accounts Department the following school day.

Students are not allowed to use their Meal Deal or money on their ID cards to purchase food for other students. This applies at lunch and for snacks from the cafeteria after school.

LIBRARY

Named for former U.S. Ambassador Andrew W. Mellon, the Mellon Library is the main academic resource for students in Grades 5–12, faculty, staff, parents/guardians and the broader ASL community.

The library collection includes fiction and non-fiction books, reference volumes, magazines and daily newspapers, as well as a variety of non-print media such as DVDs. The library’s website gives you 24-hour access to our web-based online catalog, Destiny, and to our Digital

Library of audiobooks, ebooks and videos through Sora. Our 24/7 resources also include online subscription databases, which house valuable, reliable sources of information, and NoodleTools, a note taking and citation-generating service.

The Mellon Library is open from 7:45 am to 5 pm. Monday through Friday. Middle School students are normally restricted to borrowing five items at a time, but exceptions are made as needed. Facilities for both black and white, and color photocopying are available as well as scanning of documents to email. The library staff is pleased to answer any questions about specific library resources, services, rules, or regulations - or merely to suggest a good book to read!

MATERIALS

Backpacks

To help ensure their health and well-being, students are advised not to carry more weight in their backpacks than they can reasonably handle. Students should try to organize themselves in advance and only keep those things in their backpack that they will need on any given day. This is made more important for students in grades 6, 7, and 8, as they are required to carry their laptops in their backpacks for security reasons.

Students should store their backpacks in their lockers at the start of each day and then pick them up again at dismissal time.

Books

All textbooks are issued to students on a loan basis. In some cases, students may be given copies of workbooks and/or paperback novels to write in and to keep. Whenever possible, students are loaned duplicate copies of heavy textbooks to leave at home, thereby eliminating the need to carry them back and forth to school. Students are held responsible for all texts and will be charged accordingly for any losses. Failure to return and/or pay for textbooks at the end of the year may result in yearbooks and/or final grade reports being

withheld.

Locks and Lockers

At the beginning of the year, each student will be issued a locker; students in grades 6-8 will also be issued with a combination lock. Students are responsible for the locks, for the maintenance of their lockers, and for keeping their lockers securely locked. Lockers will be checked periodically, and students are strongly encouraged to regularly clean them. Storage of food in lockers for more than one day is strongly discouraged. Students will be charged £10 for lost locks.

Students are not permitted to bring in their own locks, to swap locks with other students, or to change their lockers without permission. Students must keep locks closed, and are not permitted to share combinations or open a locker that is not their own.

Lost And Found

Lost items will be collected in a lost and found box located in Middle School Reception. Please make sure that all articles of clothing, sports equipment, instruments, books and supplies are clearly labeled with your name and grade. It is useful to note that there are additional school lost and found boxes in other areas (P.E. locker room, Lower School reception, Gym Foyer).

NURSE'S OFFICE

If a student becomes ill or injured during the day, he or she may be excused from class to go to the nurse's office. Students must get permission from the Middle School office, their teacher or a grade aide before going to the nurse. Please note that parents/guardians, the nurses and the MS Office must give permission for a student to be sent home for medical reasons. Students should not call their parents/guardians to be picked up from school before consultation with a nurse.

Parents/guardians will be notified immediately in the event of any illness or injury requiring the student to be sent home or to the hospital. If a hospital visit is considered necessary, a member of the nurse's office and/or an adult from the middle school will stay with the student until a parent/guardian arrives at the hospital.

OTHER RULES AND REMINDERS

Students are reminded that all behavioral expectations apply in every class and after school program/activity, even if there is a substitute teacher.

Students are not permitted to buy or sell items at school. There should be no exchange of materials or goods for cash etc. between students on the ASL campus. The only selling or buying allowed are those part of student council, a class project, or other teacher approved event. Students may only use the lift with prior permission from the Nurse's Office or from a teacher or staff member.

PLAYGROUND RULES

Ball games, apart from those which use a hard ball (American football, baseball, cricket, and lacrosse) are permitted. American football, rugby or any games which involve overly physical contact (i.e. tackling) are not allowed. Students are expected not to climb on the fences, walls or trees. Skateboarding is not allowed on campus at any time.

SCHOOL BUSES

The same principles of behavior that prevail at school extend to all school buses, whether

they are part of the regular bus service or special buses for athletic events or school trips. While on the busses, students are expected to remain seated with seatbelts fastened and may not

consume any food or drink besides water. Students may not distract the drivers, and at all times should treat the drivers with respect and dignity.

Students who are regular bus riders may use the late buses if they stay after school to take part in the After-School Program, to have music lessons or tutoring, or to use the library. Students who are not regular bus riders are also allowed to use the late bus but will be charged a £13 fee per ride. If a student is not signed up for a regular late bus, the Transport Office must receive a request from the student or a parent/guardian no later than 11 am on the day the student wishes to use the late bus. Students who are signed up for a late bus and decide to take their regular bus home after school should also notify the Transport Office by 11 am.

A student who wishes to travel home from school with a friend who is normally on a different bus must make this request of the Transport Office one day in advance. The Transport Office must have an email to transport@asl.org from the parent/guardian of the child who is transferring to another bus.

When a non bus rider rides with a bus rider, a charge of £13 is sent to the family of the non bus rider unless they take the place of a sibling. It is not always possible in the mornings to accommodate extra riders as most buses are full, but the afternoon is not usually a problem.

TECHNOLOGY AND MOBILE PHONES

During school hours and after school program activities, school and personal technology (laptops, phones, tablets, watches, headphones, and digital music players) should only be used for educational purposes and with teacher permission. If a student is observed using technology without permission or in a manner that is considered off-task or does not follow the Responsible Use Agreement, that student will receive a technology strike, which will serve as a reminder that a change in behavior needs to occur. Should a student receive three strikes in one school year, he or she will need to have a conversation with the technology coordinator, director of student life, or assistant principal, and parents/guardians will be informed. Students are not allowed to make phone calls or send messages from digital devices during the school day.

During school hours, phones and headphones must remain in a student's locker unless a teacher gives specific permission to use them for educational purposes only. In addition to a technology strike, if a student uses personal technology without permission or for a non-educational purpose, the device will be given to the MS Office. The student will need to pick up that device at the end of the day. If a student uses personal technology without permission a third time, their parents/guardians will be asked to come to school to pick up the device.

VISITORS

Parents/guardians must request permission for a student visitor by completing [the online form](#) at least one week in advance of any proposed visit. Visitors are not allowed in the weeks before the winter and spring breaks and no Middle School visitors are allowed in June. Guests may not visit for more than one day, and in certain circumstances, a partial day may be more appropriate. Host students should collect a teacher approval sheet from the Middle School Office the school day after this electronic form is completed and bring it to the teachers they will have on the day of the visit. Final approval will be made by the assistant principal and confirmation will be communicated directly to the host's parents/guardians.

On the day of the visit, the guest must register in the Middle School Office and follow their host's schedule. In some cases, a particular class may not be open to visitors, and the guest will be asked to wait in the library or MS Reception area. Middle School guests should bring a packed lunch or purchase lunch on the host's ID card. All visitors are expected to abide by the School's expectations of student behavior and attire policy.