



Karachi American School

2007-2008

*Secondary School
Academic & Extra-curricular
Programs and Rules*

A Handbook for Students and Parents

IMPORTANT NOTICE

Failure to read this handbook does not excuse students from the rules, expectations and procedures contained in it. Personal factors, illness or contradictory advice from any source is not an acceptable reason for seeking exemption from the contents of this handbook.

Mission

Our mission at Karachi American School is to deliver an American curriculum to ensure that all members of our culturally diverse student body are prepared for international institutions of higher learning and become responsible global citizens.

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1. Introduction

1.1 Philosophy and Objectives

The Philosophy and Objectives of KAS are the cornerstones of the school. Parents and students please read the handbook and understand the philosophy and objectives in detail. Knowing our guidelines will avoid misunderstandings and disappointment especially under the guise of unrealistic expectations.

Statement of Philosophy

The school believes in and encourages student creativity and initiative. Students are expected to use their varied skills and experiences to promote learning and social development of themselves and their fellow students. Inherent in this goal is a tolerance of the rights of others, a commitment to self-discipline and an acknowledgment of personal and social responsibility. We also expect students to build strong skills in communication, critical reasoning and research procedures. Students will develop a mature and confident character capable of exercising sound judgment to sustain them in new environments and changing social circumstances.

The Karachi American Society and the Karachi American School shall not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan policies, athletic and other school administered programs.

Statement of Mission

Our mission at Karachi American School is to deliver an American curriculum to ensure that all members of our culturally diverse student body are prepared for international institutions of higher learning and become responsible global citizens.

Core Values

We believe that:

- All people have inherent worth.
- All individuals are responsible for the choices they make.
- All people have potential to achieve.
- A community thrives when its members cooperate and contribute.
- There are universal moral values.
- Creativity and effort are essential to progress.
- Personal achievement and the recognition thereof are powerful motivators.
- Proactive planning meets the challenges of change.

Learning Theory

Children pass through definite stages of intellectual and physical development that have a direct bearing on how they learn. Although this development is sequential and predictable, each child develops and learns at his or her own rate. Within the limitations of our program, accommodations are made to provide for these individual differences.

In addition, we believe that the student-teacher relationship is of critical importance in the learning process. By employing a highly qualified faculty that is involved with our students both in class and outside of class in extracurricular activities. We strive to build and maintain strong relationships between staff and students. In this way, students learn through instruction and example those skills and qualities that characterize maturity, and see life-long applications of learning in academic, athletic, artistic, service, and social domains.

1.2 Our Community

Students

The Karachi American School is a fully accredited, co-educational, non-profit institution under the auspices of the United States Ambassador to Pakistan. Offering an American curriculum, we serve a student body composed of Pakistani, American, and Third Country Nationals in nursery school through grade twelve. A seven-member Board of Directors is elected for two-year terms by the parents of children enrolled in the school and the faculty members. We provide an education that prepares graduates for entry into selective American universities and colleges. It also enables students of parents who move frequently throughout the world, to transfer easily to other American international schools abroad or to school systems in the United States.

Faculty and Staff

The school employs a qualified professional faculty. We encourage teaching that balances inquiry, research, lecture, experimentation and discovery. The involvement of our faculty in classroom and extra-curricular activities creates a close working relationship between faculty and students. The teaching faculty comes mostly from the U.S., with a smaller number coming from international communities to include Canada, UK, Australia, Europe and Pakistan.

Parent Community

In the day-to-day life at KAS, parents are helpful in many areas of the school. There is an active and supportive Parent-Teacher Organization at KAS. Through the Parent - Teacher Organization, parents volunteer to aid the school in a multitude of ways: the faculty is supported, funds are raised for special projects and general discussions about the functioning of the school are facilitated. Parents are encouraged to be involved in the life of the school

2. Facilities

A Short School History

Initially known as the Embassy School, the school was founded in 1953 by American families living in Karachi. The school was originally located in a house. In 1955 the school was renamed the Karachi American Society School and the transition to the International School of Karachi (ISK) took place in 1998. In 2003, the name was changed back to Karachi American School (KAS) by almost unanimous agreement of the community.

In 1966, with financial aid from the United States government, KAS moved to the present campus on Amir Khusro Road. In 1967, the school became the first in the region to be accredited by an American accrediting agency, the Middle States Association of Colleges and Schools. Since that time, both the KAS campus and student body has grown, yet the school has always maintained its high standards.

The Campus

The school is housed in a modern plant located on a twelve-acre site with outdoor and indoor facilities including a 25-meter swimming pool, gymnasium, universal weight room, exercise equipment room, squash courts, tennis courts, playing fields, cricket pitch and batting cage, and basketball courts. The campus has separate elementary and secondary school wings housed in a number of purpose built facilities. Included in these sections are elementary and secondary libraries, audiovisual rooms, and art, science, computer and language buildings. The campus also has a small auditorium, a band shell, and a snack bar and cafeteria area by the pool. There is also an administrative wing, admissions office, college office, and a fully equipped health office.

2.1 Educational Facilities

Library

The Karachi American School libraries have approximately 30,000 items: 16,000 in the Elementary Library and 14,000 in the Secondary School Library. KAS subscribes to 121 periodicals. There are two audio-visual rooms, one in the Elementary and another in the Secondary Library. KAS also subscribes to NEWSBANK, an electronic periodical, and newspaper service.

KAS students and their parents, faculty, staff, and Society members are allowed to use the library.

Secondary Library Hours

7:30 AM - 4:00 PM (M-TH)

7:30 AM - 1:00 PM (Friday)

Elementary Library Hours

7:45 AM - 3:15 (M-TH)

7:45 AM - 12:45 PM (Friday)

Library User Guidelines

All books except reference may be checked out for two weeks and can be renewed if not reserved. To renew a book, it must be brought back to the library and signed out again.

It is each user's responsibility to return or renew borrowed items. An overdue notice will be sent to each student having overdue materials. Overdue materials are to either, be renewed or returned within the week. A second reminder will be sent if necessary; failure to return materials will result in disciplinary action. Students will be fined Rs. 5 per day for each day that the material is overdue. Students will be required to pay for any lost or damaged materials.

Magazines may also be checked out overnight, except for the current issues on display. Overnight materials are checked out-after 2:50 PM and are due by 8 AM the next school day.

During class hours, students must have a pass from their classroom teacher to use the library for research.

Only teachers and parents may check out audiovisual materials for out-of-library use. Students may use audiovisual materials in the library. Teachers and students need to reserve the use of a room, computers and audiovisual equipment in advance.

There is a charge of Rs. 5 per page for photocopying and printing any material in the library. Students must pay the library staff **BEFORE** the copy is made. Food and drink are not allowed in the library except for specially approved school functions.

Book bags are not allowed in the library. Shelves outside the library and student lockers are for storage of book bags. **DO NOT LEAVE VALUABLE ITEMS IN YOUR BAGS.**

Library Behavior and Atmosphere

The library is intended to be a place for reading, serious study, quiet discussion, and relaxation, such that a productive atmosphere is maintained. Anyone creating a disturbance in the library will be asked to leave. A recurring pattern of disruptive behavior could result in the loss of library privileges.

Auditorium

The KAS auditorium has a seating capacity of approximately 200. The auditorium is used for instrumental music classes, staging secondary and elementary drama productions, holding assemblies, offering music presentations and for parent/community meetings.

Computer Lab

The computer labs are open to individual students who are enrolled in a KAS computer course and to those who have obtained permission from the computer teacher(s). A computer teacher or the computer resource person must be present when the lab is in use. The following rules are in effect in the computer lab:

- Food and drink are not allowed.
- All materials must be returned to their proper places when a student leaves the room.
- Computer games are not allowed.
- Materials and hardware must be treated with great care.
- Copying of software is not allowed.
- The teacher must clear all disks brought from home before being used on campus.

Art Studio

The well-equipped studios of the Karachi American School are used for regular art classes as well as extra-curricular activities. The facilities include potter's wheels and a kiln.

The Business Office

The Business Office is responsible for the receipt of tuition monies and other fees. Student Council and class and club funds are banked there. School materials, which are lost or damaged, must be paid for in the Business Office. Recreational facilities bills are also paid in the Business Office. Office hours are 8:00-10:00 AM and 2:30-3:30 PM Monday through Thursday, and 8:00-10:00AM and then 2:30 – 3:30PM on Friday during the school year.

2.2 Recreational Facilities

Recreational Facilities Committee

The Recreational Facility Committee is appointed by the Board and advises the Board on matters relating to use of school facilities. Meetings are held as needed in the Superintendent's office. Society members are welcome to attend.

Facility Use

KAS facilities are for the use of KAS students and the Karachi Recreation Association (KRA) members. Submit all requests to use the school facilities to the Principal using a facility request form. Forms are available in the main office.

Gymnasium

KAS has a modern gymnasium, which is used for physical education classes, sports events and school dances. The gymnasium is equipped to accommodate a wide variety of individual and team sports. Locker rooms for boys and girls

be true and correct, must be included.

When filing an application with Karachi American School, the following documents **must** be submitted:

- An Application Form, completed and signed, for each child seeking admission.
- A photocopy of the child's birth certificate or passport.
- A photocopy of the passports of both parents, including entry visa if passport is non-Pakistani.
- A photocopy of the working parent's work permit.
- Certified copies of previous school records including:
 - Transcripts / report cards / mark sheets of academic achievement from previous schools. A clear and descriptive grading scale must be enclosed.
- All standardized test results.

One letter of recommendation from each of the following:

- i. Math teacher
- ii. English teacher
- iii. School counselor or school administrator

Students applying from outside of Pakistan for grades 4-8 must include a graded writing sample or complete a writing sample at the Admissions Office. The paper must be graded, at least 150 words in length, and can be from any social science subject. Local applicants will complete the writing sample in the Admissions Office and a member of our faculty will grade their paper.

Students applying from outside of Pakistan for grades 9-12 must also include a graded writing sample or complete a writing sample at the Admissions Office. The paper must be graded, at least 300 words in length, and can be from any social science subject. Local applicants will complete the writing sample in the Admissions Office and a member of our faculty will grade their paper.

A non-refundable, non-binding application fee is required for each application.

Applicants will be required to take an admission test, other screening, including an interview and class observation per grade.

You are welcome to add any other relevant items of information. All application materials should be submitted to the Director of Admission. Applications are valid for a period one-year after which time they must be renewed with current documentation. More information regarding admission can be obtained from the admission office.

Withdrawal from KAS

When a student withdraws from KAS, it is the school's policy to give to the parents, on request, the academic information that will enable the student to make the transition from KAS to another school as easily as possible. The request may be made in person through the Guidance Office, or by fax or mail at the following:

Fax: (92-21) 452-5319
Registrar's Office
Karachi American School
KDA Scheme #1, Amir Khusro Road,
Karachi-75350

All students leaving KAS need to request a Check-Out Form from the Registrar's Office. The form must be completed before records will be released. Included in the checkout process is the return of all school material, payment of all fees including replacement cost for lost or damaged books or other school equipment, and sign-off by the Business Office. The school will not release any transcripts or students records prior to completion of the checkout process and Business Office clearance.

The Registrar's Office requests notification in writing at least two weeks in advance of the departure date in order to prepare student records. While every attempt will be made to meet the needs of departing families, compilation of all records and official transcripts cannot be guaranteed without adequate processing time.

Request of Academic Transcripts (by former students)

If the request is made in person, the student must complete a transcript request form available in the Guidance Office. KAS will not release a transcript of a former student's academic record to a third party (including parents) without the prior written consent of the student. From the time we receive your request, please allow three business days for the processing of your order prior to its being mailed via airmail. Regular mail service is free of charge. If DHL service is required, current DHL cost must be paid in the Business Office prior to shipment of the transcripts. Upon submission of the Business Office receipt of payment of shipping fees, transcripts will be released within four business days.

Former student not able to request in person may request transcripts from the KAS Registrar by fax or letter. Please include the following information in your request:

- your signature
- your complete name (while at KAS)
- your date of birth

- dates of attendance at KAS
- grades attended
- number of transcripts requested
- complete names and addresses of the intended recipients
- a daytime phone number or email address where you can be reached
- include any specific requirements the packet must meet, such as the use of a special envelope or deadline

4. Communication Procedures

In all cooperative ventures, the human element is always present. Teachers, parents and pupils are human and have human relationships. It is to be expected that parents will have some concerns from time to time about general school policies or the work of an individual teacher or student. All parents having concerns will always be given the courtesy of an appointment and the assurance of a follow-up.

The proper order of communications is for the parents to contact the teacher first. Only after communicating with the teacher should a parent go to the Principal. Contacting a teacher rather than going to the Principal, the Superintendent, or the Board of Directors solves many problems more easily.

The Board of Directors entertains comments from the school community. Specific questions or concerns should be channeled to the Board through the Superintendent. The Board policy handbook states:

Members of the Board, individually or collectively, recognize and welcome their responsibilities for listening to comments and suggestions from members of the school community. Board members individually and collectively will refer compliments, complaints, suggestions and constructive criticism about operational matters directly to the Superintendent for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board for consideration by the Board as a whole. Unless so authorized by the Board, no Board member can speak for, or in the name of, the total Board.

Visitors are always welcome at Regular Open Board Meetings, held the third Monday of each month at 3 p.m. in the Superintendent's office.

5. Scholarships

The Karachi American School Scholarship

Different scholarships have been established to assist students to attend KAS. One is for current students presently enrolled at KAS, who show adequate academic achievement and demonstrate strong financial need. The second is to enrich cultural diversity in the student body, in keeping with the Mission Statement of KAS. The student must show adequate academic achievement and strong financial need. The third is a merit scholarship intended to assist in creating an atmosphere of academic excellence at KAS by awarding scholarship to those intellectually gifted students outside of KAS who cannot financially afford to attend. KAS scholarships provide up to 50% of tuition and are intended primarily for secondary school students. For detailed information and exact guidelines about these three scholarships, please contact the Main Office.

The KAS Board of Directors must approve scholarships in all three categories.

The Karachi American School College Assistance Fund

Finding the financial resources to meet the cost of attending selective colleges and universities is a significant concern for many of today's students and their parents. The Karachi American School College assistance not only provides a unique service to KAS seniors by assisting them to attend selective universities; it also enhances the school profile thereby helping to open doors to the best international universities for future KAS graduates.

The College Assistance Committee recognizes seniors who exemplify a high level of academic achievement, participate in extracurricular activities and demonstrate a need for financial assistance. It assists students to attend a selective college or university and to maximize the leadership and academic potential that these students display.

The KAS Board of Directors must approve all assistance in this category

Eligibility: College Assistance applicants must be current seniors at KAS. They must possess a weighted cumulative GPA of 3.25, have scored at least 1150 on the SAT I, have participated in AP course work, and have demonstrated school leadership or been active in extracurricular activities while attending KAS.

Criteria: The Karachi American School College Assistance will be advertised amongst all senior students in writing. It will be awarded on the basis of need to those students who have met

the above eligibility requirements. Additional factors considered by the Committee will include community service, service to school, and other achievements of distinction.

Regulations: College Assistance may be awarded to those students who have met the above eligibility requirements and plan to attend a selective four-year college or university. Selective colleges are defined as those accepting fewer than half of their applicants. Students who have been granted assistance may reapply, on a yearly basis (up to a maximum of four years), provided they maintain a minimum college cumulative GPA of at least 3.0 in academic subject areas. Assistance is granted with the understanding that the money will be repaid on an interest-free basis once a student has completed his or her undergraduate education or has left school.

Application: Applicants must submit documentation substantiating financial need by April 30.

6. Curriculum

Organization:

The Karachi American School follows an American curriculum that meets United States College entrance standards. A broad base of subjects in all academic areas is required for graduation. The curriculum is adaptable within limits to the academic needs of individual students.

Normally, seven subjects are studied each year, including mathematics, science, English, physical education, history/social studies, foreign language, the fine arts, and other electives. Classes meet for periods of fifty-five minutes with a six-period day Monday through Thursday. On these days, classes begin at 8:00 AM and are dismissed at 2:55 PM. Friday classes begin at 8:00 AM and end at 12:25 PM. There will be a mandatory 10-minute advisory block on weekdays and a five-minute advisory block on Fridays for all students.

High School cumulative final examinations are given at the end of each semester, and semester grades are determined in part by performance on semester exams. Each course is graded separately.

6.1 High School

Credits

Credit toward graduation is earned on a semester basis; one-half of one credit

for each satisfactorily completed semester of a course that meets for four class periods per week. Students with grade 9-12 standing must earn credit toward graduation.

Requirements for Graduation

Graduation from the Karachi American School (grade 9-12) requires a minimum of twenty six (26) credits. In most cases, eight semesters of high school attendance are required. Required courses and credits by grade level include the following:

Grade 9	English	WH 1	Algebra 1 or Geometry	Biology	Foreign Lang
Grade 10	English	WH 2	Geometry or Algebra 2	Chemistry	Foreign Lang
Grade 11	English	History or Economics Or AP	Algebra 2 or Pre-Calculus	Physics or AP	Foreign Lang
Grade 12	English	Psychology Or Econ or AP	AP	AP or Physics	
2 years of PE/Health			Visual/Per Art 3, Tech 1, Speech/Writing 1		

Subject	Credits
English	4
Speech/Writing	1
Social Studies	4
Mathematics	4
Modern Language	3 (consecutive)
Laboratory Science	4
Visual/Per. Arts	3
PE/Health	2
Technology	1
Total	26

(ESL – Replaces Foreign/Modern Language for third country nationals only)
In addition, 60 hours of Community Service is a graduation requirement.

Repeating a Course

Students who wish to repeat a course in order to receive a higher grade may do so with the approval of the counselor and the upper school principal. In courses that are repeated, both the original grade and the new grade are entered on the transcript. Both grades are counted when calculating the grade point average.

Final Examinations

At the end of each semester, final semester examinations are administered in most high school classes. Final examinations count for 10 to 20 percent of the final grade for each class as mandated by the teacher. Senior students with an average of C or above will not necessarily take final exams the 2nd semester of their senior year: they are, however, required to take the AP exam in any AP courses they have taken.

Community Service

Sixty (60) hours of Community Service is required to graduate, a minimum of fifteen (15) hours each year of High School. This new requirement is being phased in, beginning the 2005/2006 school year. Students graduating in 2007 need a minimum of thirty (30) hours of Community Service to graduate, those graduating in 2008 need forty-five (45) hours. From 2009 onward all KAS students will need sixty (60) hours of Community Service (from Grades 9 to Grade 12) to graduate.

All Middle School students need to perform a minimum of 8 hours of Community Service each school year.

All High School students need to perform a minimum of 15 hours of Community Service each school year. By fulfilling the minimal fifteen (15) hour requirement yearly, High School students will then have accumulated the sixty (60) hours required to graduate.

There are a variety of school-sponsored after school **external service projects** (benefiting individuals and organizations outside of KAS) for students in Grades 6 to 10, as well as numerous opportunities to perform **internal service** (benefiting KAS students, staff and KRA members). Wednesday after school hours are dedicated to Community Service. Two-hour site visits take place once a month on the Community Service Afternoons marked on the school calendar. 30-minute planning meetings take place the preceding Wednesdays.

Students in Grades 11 and 12 must perform a minimum of 15 hours of Independent Community Service with a registered NGO (non-governmental/non-profit organization). Independent projects are open to students of all ages. Students are encouraged to visit the Community Service Coordinator or the Independent Community Service Advisor for guidance in choosing an independent project and contact information for NGO's. The same requirements apply to students of all ages that plan to perform Independent Community Service.

It is the responsibility of the student to:

- Initiate contact with the NGO to identify needs the student can fulfill
- Submit a completed proposal form for approval by the Community Service Coordinator before beginning the independent project

- Maintain a record of his or her hours
- Upon completion of the project, procure an official letter from the NGO briefly stating the kind and number of hours of service performed. This letter and a written reflective essay are to be submitted to the Community Service Coordinator promptly upon completion of the project.

All students are required to submit a written Reflective Essay (one-page, single-spaced WORD document) briefly describing the service performed and its impact for the student and for the community, for each Community Service project they perform that involves **external service**, whether school-sponsored or independent.

6.2 ADVANCED PLACEMENT COURSES

Students Interested in Taking AP Courses

The Advanced Placement (AP) Program is a strong and viable part of the academic experience at Karachi American School. AP course work enables students to complete college level studies during secondary school, thus serving, in many ways, as an "academic bridge" that helps to smooth the transition from secondary school to college.

The primary goals of Advanced Placement Program are to enrich the secondary school experience of students willing and able to apply themselves to college level studies and to provide the means for colleges to grant credit or placement to students who have successfully completed the rigorous AP curriculum.

To support this program the College Board (Princeton, N.J.) has developed teaching guides and examinations in 19 fields; provides teacher training and support programs (many KAS teachers have attended "AP Summer Teacher Programs"); grades AP Examinations in these areas; and reports AP Examination results to the colleges a student selects.

As of 2003, we also offer the AP International Diploma to our students. The Advanced Placement International Diploma is designed for students whose higher education plans include applying to a university outside the United States. It is accepted by universities worldwide as an indication of a student's readiness for post-secondary work. It is not, however, used for credit or advanced placement in universities outside the United States, and is also not a substitutes for a secondary school diploma.

To earn the International Diploma, students must earn grades of 3 or higher on at least five full-year (or the equivalent in half-year) AP examinations within at least three of five academic areas as follows:

- Two different languages from the "Languages" area
- One from either the "Sciences" or "Mathematics" areas
- One or more from any other area not previously selected
- One from AP global perspectives; World History, Human Geography, Government or Politics: Comparative

Who Can Take an AP Course at KAS?

Juniors and seniors only.

Do I Need Special Permission to Take An AP Course?

Yes! The Guidance Counselor and Principal consider all applications and after consulting teachers, make the final decision.

Do I Need Certain Grades to be Eligible to Enter an AP Course?

Yes! In all cases, you need minimum semester grades of at least a "B" in all prerequisite courses.

Why are the Prerequisites, Criteria and Standards for Admission to the AP Courses so High?

The criteria and standards for admission to the AP studies are high for basically three reasons: First, AP courses are college level courses that are designed for students who are ready to take on the rigors of college work. The courses are **not** enrichment courses nor are they designed as courses where a student can "get a feel" for college work. The curriculum is rigorous and students who do not have a strong work ethic and solid preparation will not do well in the AP courses. Secondly, students with semester grades of "B-" or below have traditionally not done well in AP courses. Because of the demands of these courses, we want to help protect the student's GPA. Poor grades in AP courses do not impress college admission officers. Thirdly, students in AP classes are preparing for a final examination that will help to determine college placement credit. Students who are not prepared for the rigors of AP work slow the class and jeopardize the exam results for the more able students.

How Do I Sign Up For AP Courses?

As you are determining your schedule, sign-up for those AP courses that you feel you qualify for and that meet the goals of your four-year plan. Keep in mind the criteria mentioned previously. After you have signed up for an AP course(s), the Guidance Department will complete an evaluation of your prerequisite grades. The names of qualified students requesting AP courses will then be sent to the respective teachers for their consideration. When students are selected for AP coursework the Guidance Department and the Principal develop an AP and class schedule for each individual student. Students who wish to optimize their chance of being admitted to a certain AP course may speak to the teacher of that class prior to application. Appeals are to be in writing and sent to the school guidance counselor.

Do I Have to Take the Exam?

Yes, all students taking an AP course are required to take the AP Exam.

7. General Academic Information**Course Add/Drop Procedures**

When there is good reason, students may add or drop a course. Student-initiated drops are only allowed during the first week of first semester and the first week of the second semester and require consultation with the teacher and guidance director. Beyond the first week, classes may be dropped only in exceptional circumstances, with the approval of the principal and guidance director.

Report cards

At the end of each academic quarter, report cards, and a teacher comment sheet when appropriate, are sent home with each student. Parent conferences are arranged as needed. Grades are issued for each course as follows:

	%	GPA		%	GPA		
A	(93-100)	4.0	C	(73-76)	2.0	I	Inc.
A-	(90- 92)	3.7	C-	(70-72)	1.7	P	Pass
B+	(87- 89)	3.3	D+	(67-69)	1.3	W	Withdrawn
B	(83- 86)	3.0	D	(63-66)	1.0	F	Fail
B-	(80- 82)	2.7	D-	(60-62)	0.7		
C+	(77- 79)	2.3	F	(0-59)	0.0		

- A = Outstanding Progress
- B = Above Average Progress
- C = Average Progress
- D = Below Average Progress
- F = Failing Grade

Advanced Placement (AP) course grades are weighted for reporting purposes (x1.2). AP grade weighting will be noted on transcripts sent to colleges. AP grade weighting is not indicated on the KAS Report Cards nor is it used in determining class rank, eligibility for the National Honor Society, or inclusion on the Honor Roll.

A = 4.8 A- = 4.4 B+ = 4.0 B = 3.6 B- = 3.2 C+ = 2.3
 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- = 0.7 F = 0

Incomplete Grades:

On occasion an incomplete grade (I) will be given. This indicates that course work has not been completed. Students receiving an incomplete are responsible for arranging to make up all the necessary work in order to receive a grade and

credit. This normally must be done within two weeks or the missing grades will become zeroes. Any exception to this must have prior approval from the Principal

Students who have an incomplete grade will be placed on the Academic Probation List. They may get off the list as soon as and if their completed grade so warrants.

Class Rank:

Because of the relatively small size and strong quality of our graduating classes, we have chosen not to rank our students.

Progress Reports:

Progress reports will be sent home for students on the probation list on a bi-weekly basis. All other students will receive a progress report via the KAS EDLINE website. To access this site both the student and the parents need to have registered on-line. If you do not have access to the website then please contact the computer system administrator to arrange for an access code.

Students are expected to discuss their reports with their parents. If a conference is needed, an appointment should be made with the teacher who issued the report. An appointment can be arranged through the Principal's secretary or by contacting the teacher directly using the email address provided on the EDLINE site.

Homework Policy:

Homework is assigned to complement classroom instruction. Home assignments will be used to finish work not completed in class, to provide enrichment exercises and to develop research skills. Teachers will establish homework guidelines within these limits, and the amount of home study will vary with grade level and individual ability. AP courses might, of necessity, require more homework than regular courses. The Karachi American School feels that satisfactory scholarship cannot be maintained without sufficient study and urges students to use their spare time productively.

Parent Conferences: Parent conferences are scheduled twice a year, at the end of first and third quarters. Other conferences are scheduled as the need arises.

Academic Recognition:

Students who achieve outstanding academic records are recognized in the following ways:

1. National Junior Honor Society/National Honor Society – For many students, selection as a member of the National Honor Society is the pinnacle of their achievements in school. Selection to NJHS/NHS is a privilege, not a right.

Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. (Personal data forms are distributed approximately one month prior to the Induction ceremony and this distribution is announced in the daily announcements and in the Newsflash.) Membership is granted only to those students selected by a faculty committee. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.

Students elected to membership are expected to continue to demonstrate the qualities for which they were selected. Misconduct could result in a referral for a hearing for dismissal. Students are encouraged to meet with the NJHS/NHS advisor at the beginning of the school year to discuss the criteria for membership.

Selection Criteria

- Candidates must have attended the school for the equivalent of one semester.
- Membership for the NJHS is open to qualified grades 7 & 8 students.
- Membership for the NHS is open to qualified sophomores, juniors, and seniors
- A cumulative GPA of 3.50 is used to determine scholastic eligibility.
- The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of:
 - SCHOLARSHIP
 - LEADERSHIP
 - SERVICE
 - CHARACTER
- Selection for membership to the chapter is always to be by a majority vote of the Faculty Council
- **NON-SELECTION:** Students not selected for membership should review the selection process and criteria carefully. Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the society.
- **APPEALS IN CASES OF NON-SELECTION:** Should students or parents not be satisfied with the feedback provided by the Chapter Adviser, the next level of discussion should take place with the principal. Following such discussions, if the principal believes that some kind of *technical or procedural* mistake has been made, he/she may ask the faculty committee to reconvene to review the situation. In the absence of specific evidence to the contrary, however, the principal must assume that the members of the council are exercising their discretion in a legitimate manner and with the good faith expected of them. Reconsideration of faculty committee's decision must be a rare occurrence if the council is to

be expected to take its assignment seriously. The school makes every effort to uphold the integrity of the NHS standards. If a non-selected student or his/her parents wish to challenge the principal's decision, they should follow the normal complaint procedure by contacting the Superintendent in writing.

Service Requirement - To be an active member of the NHS/NJHS the student must attend all meetings of the NHS/NJHS and complete eight hours of service per semester. If a student does not meet the service requirements, the process for dismissal will be the same as the dismissal procedure for not meeting the academic standards of NHS/NJHS.

1. Dismissal Procedures for Academic Standards

- A. NHS/NJHS cumulative GPAs will be reviewed at the end of every semester to ensure that they maintain a cumulative GPA of 3.50 or greater. Members who fail to meet this standard have one semester to bring up their cumulative GPA to 3.50 or greater.
- B. For that member who's cumulative GPA falls below 3.50 the NHS/NJHS advisor will write a warning letter. This letter will suspend the student from attending all NHS/NJHS activities as well. If there is sufficient improvement by the end of the quarter then the student is re-instated as a full member of the NHS/NJHS.
- C. If the member fails to bring up his or her GPA by the end of the semester, that member is dismissed from the NHS/NJHS and is no longer eligible for membership in that association.

2. Honor Roll - There is one level to the KAS Honor Roll. It is updated and published at the end of each quarter.

- **Honor Roll:** is based upon a comprehensive GPA of 3.50 or better; a grade of "D", "F" or "I" will disqualify a student from Honor Roll standing.

3. Senior Honors - Special honors are awarded at graduation in recognition of superior scholarship through the senior year. The Valedictorian Award is presented to the senior with the highest cumulative weighted GPA earned in grades 9, 10, 11 and 12. The Salutatorian Award is presented to the senior whose academic-weighted GPA is second highest. To be eligible, a student must have been enrolled at KAS for their final four semesters.

4. End of the Year Academic Awards -Awards are given in a special assembly at the end of the school year for the best all-round students based on scholarship, citizenship, character and service to the school. Academic awards to be given to top students are determined each year by the Principal and faculty

in various categories and area of study. Other awards include: the outstanding student at each grade level, the President's Award for Educational Excellence, the Farzana Zafar Award and the Arnold Raphel Memorial Award for grades 4-6, 7-10 and 11-12.

Athletic Awards

There is an Athletic Awards Banquet honoring all coaches and athletes, including special annual awards as recognition. Any student committing serious violations of the KAS code of conduct during SAISA events/trips forfeit the right to receive any award or recognition for that particular event or season.

Academic Probation Policy

When academic performance is below the minimum level of 2.00 and/or a student receives an "F" grade for the quarter, the student will be placed on academic probation and the parents will be informed. The probationary goals are:

- to identify students with academic problems;
- to provide analysis, assistance and communication about problems;
- to provide a time frame for actions including external psychometric testing, remediation, retention or removal from school.

As part of the probation process, the Guidance Office will monitor the student's academic work and send regular progress reports to the parents. Conferences may also be held with the parents, student and the student's teachers to ensure that there is a coordinated effort in the remediation of academic problems. Should it become clear, after considering and trying a variety of strategies, that the needs of the student cannot be met by KAS for whatever reason, the student will be asked to find another school more appropriate to his/her educational needs.

English as a Second Language

The English language is the medium of instruction at KAS. From time to time there are non-native English speaking students who enroll without the necessary English language skills to participate in the regular academic program. These students receive instruction in special ESL classes. The final year of ESL course work may be given credit to satisfy one unit of the English requirement for graduation. Individual graduation timelines will be established for each ESL student prior to entering the High School. KAS makes no promise that an ESL student entering High School will be able to graduate within the normal four-year timeline. The administrative committee will examine each student on a case-by-case basis of consultation with the ESL instructor.

ESL Testing Program

The Secondary Level English Proficiency Test (SLEP), other testing tools, plus teacher and administration discretion is used in admitting ESL students to the school. Determining whether ESL instruction is necessary, ascertaining level of placement, measuring progress throughout the school year and establishing when ESL students should be mainstreamed into the regular classroom is an essential part of the ESL program.

Summer School

Students enrolled at Karachi American School can earn credit only from courses taken at KAS. However, special cases may be considered due to necessary graduation requirements. The final decision rests with the Superintendent.

Summer School Credits

Summer school credits are not transferable to the KAS transcript as credited courses and summer school grades are not incorporated into the KAS cumulative GPA (*see exception rule below).

*An exception to the summer school credit rule can be made for students that have special graduation needs and have received prior approval from the Guidance Counselor, High School Principal and Superintendent (all three must sign).

Applying Summer School and Correspondence School Credits to the High School Transcript

Summer School grades and/or credits cannot be applied to meet KAS graduation credit requirements. In extreme cases of students who are not eligible to graduate because they have failed required courses or have special graduation needs a scrutiny of the reason and the needs may be part of the process in heading toward the diploma. Summer School and/or Correspondence School courses are not included in the KAS cumulative GPA. Correspondence School classes are not applied toward graduation credit or for credit towards the GPA in any event.

Standardized Testing Program

- All students in grades 1 –5 will be tested using the achievement test. For purposes of evaluation, both national and international norms will be used. The achievement testing will take place in February.
- All students in grade ten will take the PSAT, which is administered in October.
- Grade eleven students may voluntarily sign up for the PSAT but will be charged the price of the test, which must be paid before the test is administered.

- Though not required, it is recommended that all students in grades eleven and twelve take the SAT 1 and the appropriate SAT 2 tests. Make-up tests will not be given for either the Achievement or PSAT tests.

Extra-help/Tutors

Teachers are willing to provide necessary extra help to clarify classroom and assignment activities to students. While KAS strongly discourages the use of outside tutors, a need for more extensive help may require a tutor. Adult and secondary school tutors are available in the community. Parents are responsible to make all arrangements (salary, hours, etc.) directly with the tutor. KAS teachers are willing to assist tutors in understanding the needs of the students, but are not permitted to tutor, as this would represent both a conflict of interest and a burden on the teacher.

Special Needs Students

Karachi American School does not have a program for students with special needs. The community may have a qualified specialist available (who could be employed by the family) for some special learning needs. The counselor will endeavor to assist with referrals upon request.

Lockers

Students are assigned a hall locker at the beginning of the school year. These lockers are to be used to store and safeguard books and school supplies only and must be locked at all times. Students are responsible for the general appearance and neatness of the locker assigned to them. A school lock is also loaned to each student and must be returned at the end of the school year. Students should not share locker combination numbers and are reminded not to leave valuables or money in their lockers or in their book bags. Students must not leave their books in the stairways or walkways.

Hall Shelves

Shelves are provided in several places for convenient, short-term storage of books. Students are reminded to be prudent in the use of these shelves. Valuable school tools like calculators are to be locked in lockers during the day and taken home at night. **THEFT DOES OCCUR** and students must acknowledge this by not leaving valuables in a place where they can be accessed easily. **The school does not accept any responsibility for items that go missing.**

Please keep the majority of your books (and your valuables) in your locker and use the shelves only when it is not possible to go to your locker. Under no circumstances are students to keep their personal property on the ground.

Telephones

A telephone for student use is located in the Main Office and in the Elementary

Office. Students will not be allowed to have cell phones next year or to use them during school. They will be taken away immediately.

I-pods, portable CD players or any equipment that students use that employs headphones or ear phones is disallowed. These will be taken away at first sighting.

A full set of procedures after confiscation of either cell-phones or I-pod type players will be highlighted at the first all school assembly. The issue to consider, fully understand and follow is that these items will not be allowed. Should a student use either of those in school at any time, they will be taken away.

Lost and Found

When lost articles are found, they should be turned in to the office on the day they are found. Students should not bring large sums of money or valuable personal property to school and should remember that they must assume all risk for damage or loss. **The school will not make reimbursement for lost or missing items regardless of where they are taken from.** Lost and found items that have not been claimed at the end of the school year will be given to charity.

Daily Bulletin The daily bulletin is read to all secondary school students every day. It contains announcements concerning activities, club meetings and pertinent school information. If a student wishes to submit an announcement, it is possible to do so by turning in a form to the office and having it approved by the Principal. Notices must be submitted to the Upper/Middle School Secretary by 12:00 noon on the day before the notice is to appear.

Textbooks and Supplies

Textbooks are supplied to students on a loan basis. If a textbook is lost or damaged, the student is required to pay for its replacement at the business office prior to receiving another book. Summer loans must be arranged before the last day of the school year. A deposit of Rs. 4000/- is required for each book borrowed. Since books are often damaged or lost over the summer, the loaning of any books is at the discretion of the teacher.

Fire and Evacuation Procedures

Upon notice by school personnel, students should follow their teacher's directions in a quiet and orderly manner. Should an alarm be sounded while classes are not in session then the students are to proceed directly to their designated safe haven in a responsible manner. If a student is unsure how to proceed, it is the student's responsibility to ask directions of a teacher or staff member.

Field Trips

KAS encourages purposeful field trips that add to classroom learning. Field trips intended to extend a student's knowledge of the history; culture and

civilization of Pakistan and South Asia are encouraged. Students are encouraged to suggest trips to their teachers and advisors for consideration. **A parent permission form must be completed and returned to the sponsor prior to the trip. No student is allowed to drive to or from school field trips.** Any field trip approvals are subject to the current security situation in Karachi and/or Pakistan and must have the signature and approval of both the Security Manager and the Superintendent

8. School Specialists

8.1 Health Officer

KAS employs a full-time health officer who is responsible for giving basic first aid to students and staff. The health officer deals with medical emergencies, makes referrals to other health care professionals as needed and maintains student and employee health records. The Doctor also provides health information, sets up health promotion activities, annual vision screening, lice checks, and provides some health education.

Students should be sent to the health office if they become ill during the school day. The health officer may also be used as a health resource center. A student who feels sick in the morning should not come to school. Students who report to the health officer due to illness should report first to class, obtain a pass from the teacher, and then report to the health officer. Reporting to the health officer before a class in such cases is not a valid excuse for missing that class and the absence may be counted as a class cut.

8.2 College/Guidance Counselor

There is one full-time counselor at Karachi American School. The counselor will assist students with academic/personal problems, college and/or vocational guidance. The counselor is directly in charge of student records and will discuss them with students and parents. The counselor coordinates the SAT / Achievement testing program at KAS and coordinates the college admissions process. The counselor is available by appointment at any time during school hours.

9. Student Rights and Responsibilities

The quality of an educational institution is determined primarily by the quality of its instructional program. To keep instruction at a high level, policies must be formulated and administered for the best interests of all students.

All students must behave in a responsible manner and respect the rights of others. All students should know the basic standards of conduct and behavior. The school environment is a community of individuals who live and interact based upon shared rules, rights, expectations and common sense.

Attendance at the Karachi American School is a privilege, not a right. In order to safeguard its ideals of scholarship and character, the school, through the Board of Directors and administration, reserves the right when there is sufficient cause, to require the withdrawal of any student at any time.

9.1 Student Rights

1. Students have the right to a meaningful education, the maintenance of high educational standards and an education that adequately meets the needs of the individual student within the limitations of the Karachi American School.
2. Students have the right to a meaningful curriculum and the right to voice their opinions and provide input into the development of the curriculum of the school.
3. Students have the right to express their views in matters that affect the quality and content of their education.
4. Students have the right to have adequate and timely notice of all rules, regulations, policies and consequences to which they are subject. All such rules and regulations must be available in writing and accessible to all students.
5. Students have the right to physical safety and protection of their personal property, including the right to safe and sanitary school buildings and facilities.
6. Students have the right to adequate consultation with teachers, counselors, administrators and other school personnel.
7. Students have the right to free election of their peers in approved student organizations.

9.2 KAS Code of Student Conduct

Each student shall be responsible for personal conduct and for providing a positive and healthy environment for others by maintaining good order, self-discipline, and consideration for the rights and property of others, including but not limited to the following guidelines for conduct:

1. **BE HONEST:** Tell the truth. Be sincere. Do not betray trust, deceive, mislead, be devious or tricky, or withhold important information in relationships of trust. Do not steal, cheat or defraud.
2. **DEMONSTRATE INTEGRITY:** Stand up for your beliefs about right and wrong. Be your best self! Resist social pressures to do things you think are wrong. Walk your talk--show commitment, courage and self-discipline.
3. **KEEP PROMISES:** Keep your word and honor your commitments. Pay your debts. Return what you borrow.
4. **BE LOYAL:** Stand by, support, and protect your family, friends, employers, community and country. Do not talk behind people's backs, spread rumors,

- or engage in harmful gossip. Do not violate ethical principles to keep or win a friendship or to gain approval. Never ask a friend to do something wrong.
5. **BE RESPONSIBLE:** Think before you act. Consider the possible consequences to all people affected by your actions. Be accountable. Accept responsibility for the consequences of your choices. Be reliable. Set a good example. Accept responsibility for your mistakes and never take credit for achievements of others. Exercise self-control. Be disciplined.
 6. **PURSUE EXCELLENCE:** Do your best with what you have. Keep trying. Neither quit nor gives up easily; be diligent and industrious.
 7. **BE KIND AND CARING:** Show that you care about others through kindness, generosity, sharing, and compassion. Never be selfish, mean, cruel, or insensitive to the feelings of others.
 8. **TREAT ALL PEOPLE WITH RESPECT:** Be courteous and polite. Judge all people on their merits. Be tolerant, appreciative, and accepting of individual differences. Do not intentionally injure anyone; do not abuse, demean, or mistreat anyone. Never use, manipulate, exploit, nor take advantage of others. Respect the right of individuals to make decisions for themselves.
 9. **BE FAIR:** Treat all people fairly. Be open-minded. Listen to others and try to understand what they are saying and feeling. Make decisions based on appropriate considerations. Never take unfair advantage of others' mistakes; do not take more than your fair share.
 10. **BE A GOOD CITIZEN:** Play by the rules and obey laws. Do your share. Respect authority. Stay informed. Vote. Protect your family and community. Report crimes. Be charitable and altruistic; assist in your community, school, or organizations that interest you by volunteering your services. Protect the environment; conserve natural resources.

** Based on 'Character Counts', a project of the Josephson Institute of Ethics.*

9.3 KAS Regulations

No community, large or small, can exist without fundamental rules that define the limitations of personal freedom and action. In the simplest form, these rules encompass the “do’s and don’ts” of the group, with clear statements of steps taken when infringements occur.

The behavioral patterns of the students determine the overall tone and spirit of the school. Poor behavior, breaking of rules, graffiti, and vandalism are not only symptomatic of malaise, but also may be its direct cause. On the other hand, good behavior creates an environment in which a group as a whole does not condone bad behavior. The first imperative is, therefore, to build a KAS community spirit that fosters appropriate behavior as the norm and regards poor behavior as the exception.

Major Rules

Drugs

The use, possession and/or distribution of illegal or illicit drugs or the possession of paraphernalia for their use is strictly forbidden. KAS reserves the right to request a confidential medical examination (urinalysis/blood test) of any student. When controlled substance abuse is established the student will be immediately suspended and expulsion may result.

Dear KAS Parents;

The Board of Trustees has authorized KAS to begin a program of random drug test for our students.

With the help and professional advice of private physicians and physicians at the Aga Khan University Hospital we have been advised on procedures to protect identities but allow us to be in a position to notify parents of students who may be at risk. A triple blind procedure for urine testing will be used to help determine the presence of drugs. We are guaranteed that confidentiality is perfectly secure.

Should the incidence of drugs be found, parents will be notified. The information, of course, is most useful when followed by a series of blood tests to verify, more specifically, drug use. After that, counseling is the next step. Counseling as a family decision, may be guided by the school.

The drug tests will screen for:

Amphetamines	Cocaine
Barbiturates	Benzodiazepines
Marijuana [THC]	Opiates [Heroin]

The random test will be done at unspecified times throughout the school year. We ask that you sign the following indicating your understanding and your agreement that the school may proceed and your child may be tested.

Sincerely,

Superintendent

“I understand that random drug testing will be conducted during the school year. I also understand that results are confidential and released only to immediate family.”

Name of Parent:

Signature

Date

Alcohol

Students may not be under the influence of alcohol or in the possession of any alcoholic beverages on campus or at school-sponsored events, at any time. Infringement of this rule will be dealt by suspension or expulsion.

Respect of Others

Violence, fighting, physical or verbal abuse or intimidation is not in harmony with the KAS philosophy of respect for one another. All of the above are considered a serious offense and will be punished accordingly.

Use of Language

“In the halls of Karachi American School I am, too frequently, confronted by abrasive, profane language. Students in our school freely apply the lowest form of expletive in their language usage. These conversations are intended to be aimed at their peers but, nevertheless, are unchecked by students themselves to the point that base and defiling language is matter of course at our school. When confronted by teachers, there is, of course, denial and, more distressingly, the attitude that nothing is wrong. It is alarming that in both Urdu and English the basest language is part of the daily routine. The language used is loud, crude, and representative of the most uneducated in any society. Not one family in this school would allow the kind of language I hear in our hallways under their roof. I know that as well as I know my name. Not one family considering entering KAS would tolerate allowing their child to enroll in our school if on a visit they heard what KAS teachers and students hear too regularly.

We judge people by a variety of measuring sticks. One of the most obvious and important criteria is our judgment of how well a person speaks. Articulation, grammatical correctness, choice of vocabulary and other fundamentals of language contribute to our measure of an individual. No criteria judging character or excellence awards any positives for profanity or expletives of any sort, nor would any positives be attributed to the use of a crude form of language common to the street. Whether the language spoken is Urdu, English, Korean or Mandarin, no evaluation of an educated well-mannered person of the world subsumes crudeness or profanity in an evaluation of the upper echelons of language speakers. An uneducated person can take on the illusion of an educated one by the proper use of a language. The reverse is also true.

I have spoken to individual students and to groups about their poor choice of language for public display. In each instance students pretend to agree but nevertheless the same students, as well as the copycats, have exploded bad language usage along with my patience for it and for the perpetrators of it.

I have spent my last minute in quiet conversation about language and behavioral proprieties. I know when deaf ears confront me. At this point, any student I hear using such language will be sent home immediately. The family can deal with this problem as well as I can.

*To re-iterate, at this point, if any teacher brings to me a student who uses profanity in any language or in any form, that student will be sent directly home for the day. Repetitions by the same individuals will result in longer stays at home until no return to school is possible. I will accept no litany of denials nor will I allow the school or its families to suffer the curse of the reputation of such an uneducated and base form of communication. If we have any standard at all, language usage should be at the top of the list.
Superintendent”*

Smoking

There is to be no smoking by KAS students or their guests on the campus or at school-sponsored events at any time.

Theft, Vandalism, Honesty

Acts of theft, which consists of the actual taking or assisting in taking or in any way participating in the acquisition of materials belonging to someone else, are very serious offenses. Theft destroys the trust necessary for a harmonious and productive community more quickly than most other offenses. KAS students have the right to expect that privately and publicly owned property be respected.

Vandalism is merely another form of theft. It destroys the environment in which we all live. Students are responsible for all school property, especially those items that are issued to them. They will be liable for any damage to books, desks, tables, lockers, or any other school property. Vandalism by students against school property is a serious offense. Students who vandalize school property are subject to suspension or expulsion.

Honesty is the basis of healthy interpersonal relationships. Students are expected to tell the truth and accept the consequences of misbehavior, learning from their experience.

Consequence of Theft

Theft of personal or school property will result in either suspension or expulsion.

Academic Honesty (*See section 12 on Academic Honesty*)

Weapons on Campus

The Karachi American School maintains a weapons free campus. Only school board approved armed guards are allowed on campus. Students may not bring weapons of any kind on campus. Weapons are objects that can be used offensively or defensively for fighting and include but are not limited to knives and guns. Objects that are dangerous or disruptive are prohibited on campus: e.g., firecrackers, water pistols. Use and/or possession of a weapon on campus will result in either suspension or expulsion.

Disciplinary Coverage for School Sponsored Activities

During all school-sponsored events the penalties listed on the KAS code of conduct, the SAISA rules and regulations as well as the rules contained within this handbook shall apply. Teachers/Sponsors/coaches are representatives of KAS and must enforce and adhere to all rules.

9.4 Consequences

Detention after School

Detention is primarily used for students who are tardy to school in the morning. Any student who is late for Homeroom is required to serve detention on the day of the infraction. A detention period is ninety minutes long running usually from 3:00 to 4:30 Monday through Thursday. A student who is late for detention makes up the time, skipping detention adds another ninety minutes to the time to be served. Parents are notified by the school each time a student has a detention.

Some teachers have individual detention sessions of their own either during lunch or after school. These sessions may be for a variety of reasons, but all are at the discretion of the teacher and when a student is asked the detention is a requirement.

Search of Person and Personal Belongings

The Karachi American School maintains the right to conduct a search of a student's person and personal belongings while on campus and when sufficient suspicion warrants such action. Searches may include but are not limited to lockers, book bags, other personal possessions, and the emptying of pockets or handbags. Searches are to be conducted with utmost respect for the individual, with provisions for timely notification of parents, respect for gender, and explanation of procedure and intent.

Procedures to be followed:

1. The search will be conducted by the proper school authorities in a manner that is least disruptive to individual students or the school as a whole, as follows:
2. If there is intent or immediate threat of bodily harm to students or KAS personnel, or suspected possession of illegal substances, the Principal and the Principal's secretary or a teacher will conduct the search without delay,

- and with the assistance of a second Principal or Superintendent, if necessary.
3. If there is no intent or immediate threat of bodily harm, nor suspected possession of illegal substances, the Principal will consult with the Superintendent before the search. The Principal and the Principal's secretary will conduct the search, with the assistance of a second Principal or the Superintendent, if necessary.
 4. If additional assistance is required, Main Office personnel will be enlisted.
 5. If the search is conducted during normal school hours, parents will be notified via letter and/or conference informing them of actions taken.
 6. If students are detained after school for a search, parents will be notified via telephone with an explanation given for the search and an approximate time the search will be completed.
 7. The administrator conducting the search will explain to those being searched the intent of the search and the procedure to be followed.
 8. Students will not be allowed to leave the room until instructed.
 9. In respect to gender, a female administrator or administrator's secretary will assist as necessary.
 10. The Superintendent will keep the President of the Board of Directors abreast of all actions taken.

Suspension and Social Probation

When a student's behavior seriously and adversely affects another student's ability to learn or endangers their safety, or when it is a serious affront to KAS standards (such as cheating, vandalism, or other standards), that student may be disciplined through suspension, or expulsion depending upon the seriousness of the incident.

Suspension is a dramatic way of stressing to students, parents, and faculty, the need to obey the rules of the school. Sometimes, a suspension and a social probation may be invoked in conjunction with one another. The focus of all disciplinary action will be on assisting the student to deal constructively with the situation, to grow out of it and to grow and mature in a positive way. The intent of suspension from school is not to be perceived as 'a vacation time' but as time for the student to re-think his educational goals and behavior.

1. Suspension from School

Suspension from school shall mean that a student may not appear on campus or at any school-sponsored event/activity for any reason during the day(s) for which he/she is suspended. No credit will be given for classes missed and any work assigned or written while on suspension.

2. Expulsion

The Superintendent, with the approval of the Board, shall have the right to terminate the enrollment of a student and to place the responsibility for the student's education

upon the family. Instances, which may call for the termination of enrollment, shall include but not be limited to:

- Continued willful disobedience;
- Academic dishonesty;
- Open and persistent defiance of the authority of teachers;
- Habitual cutting of classes;
- Defacing or otherwise injuring in any way, property, real or personal, belonging to the school or students or school personnel;
- Possession, trafficking in, distributing or being under the influence of prohibited substances while on campus or while at any school sponsored activities whether on or off campus.

9.5 Specific Student Rights

Senior Skip Day: Senior Skip Day is a senior privilege. It is also a school-sponsored event. Since the school is responsible for the students, certain guidelines must be followed:

- There must be minimum of two chaperones present, one of which must be a faculty member. Chaperone forms must be turned in to the Principal.
- The class advisor and the Principal must approve the date, and they alone need to know beforehand.
- School rules for trips and parties apply. Only KAS seniors may participate in Senior Skip Day. **No guests are allowed.**
- Parent permission slips must be turned in to the class advisor.
- Seniors may only appear at school during school hours at 7:50 a.m. to announce their surprise departure.
- Assignments due or tests scheduled for Skip Day are due the day following Skip Day. Long-term assignments are due the morning of the skip day, if applicable.
- Work assigned on Skip Day is due the second day after Skip Day (or later, at the discretion of the teacher).

Driving Regulation

Students must be 18 years of age or older and have a valid Pakistani license to be allowed to drive to school. During school hours, qualified students should park their cars or motorcycles off campus.

9.6 Specific Student Responsibilities

Student Lounge Rules

- All school rules in the Student Handbook apply in the lounge.
- Any kind of public display of affection is prohibited in the lounge.
- Glass bottles are not allowed to be taken out of the lounge.
- There is to be no fighting in the lounge.

- The lounge bearer is to be respected and has the power to ask anyone to leave the lounge for one day.
- No food or drinks are allowed near the pool table.
- There is to be no single player games to be played in pool whenever there is a queue.
- The lounge monitors have the right to remove anybody from the lounge if a rule is broken.

Rules for Campus Play

Skating is allowed in the designated areas by the gym and tennis courts and elementary sidewalk areas during the week after 4 p.m. and on weekends and holidays. Skates and skateboards are not allowed in the gym and the parking lots. Any behavior, which may potentially injure others due to its intensity of performance, is prohibited.

Bicycle riding is allowed only on the Palm Field. Bikes must be walked to the field. DO NOT ride in the hallways.

Games are permitted on campus as long as students stay off the roof and treat all areas with respect. Cricket and Field Hockey are off limits in the gym.

The following areas are off limits because they are not safe places to play:

- The roof.
- Pump area below the pool.
- Maintenance area next to the squash courts.
- The incinerator, grass and Mali area between the secondary school library and the back parking lot.

Playing on the campus is a privilege. Students are expected to cooperate, to show respect to all adults (Society members and school employees), and show respect for the school (buildings, plants, and special facilities). Unacceptable behavior will result in a student being suspended from the school campus. **STUDENTS UNDER 12 YEARS OF AGE REQUIRE APPROPRIATE ADULT SUPERVISION. Inappropriate levels of supervision may result in a suspension of the family's access to the facility.**

Leaving the School Grounds

Students may not leave the school grounds during school hours without permission from the office. Once the permission is given, secondary school students must sign out and obtain a gate pass. In the event that a secondary school student leaves the campus without permission during the school day student will be marked unexcused absent and disciplinary action will follow.

Dress Code

KAS student clothing should be neat, clean and in good taste. Shoes or sandals must be worn at all times for the student's safety. Teachers are encouraged to scrutinize the appropriateness of the students' dress and make preliminary judgments on appropriateness. The final decision for the appropriateness of dress will rest with the administration. Parents are also asked to carefully scrutinize what their children wear to school and take appropriate action to accomplish proper dress.

The following are recommended guidelines:

- No profanity, i.e. no swear words, or any plays on words or phrases which may be profane in nature, may be displayed anywhere.
- Nudity may not be represented.
- No imagery of illicit substances or paraphernalia may be displayed.

Students will be asked to change clothing that is deemed to be inappropriate. In the case of a shirt, the student may be asked to reverse their shirt so that the offending symbol or phrase is no longer visible.

Female students are reminded to be sensitive to the local culture by dressing appropriately when coming to and departing from the school campus. Female teachers will monitor the appropriateness of dress among female students and may counsel a student privately if deemed necessary.

Public Displays of Affection

Public displays of affection beyond handholding are inappropriate on campus. KAS must maintain a high level of cultural sensitivity in this regard. Students who move beyond the above limits will receive a warning and parents will be called to inform them of the behavior.

10. Student Activities and Organization**10.1 Rules and Procedures for School-sponsored Activities**

All events using school, class, or club funds, or sponsored by a school group, must be approved.

1. The request for school-sponsored activity form must be completed in detail and submitted at least two weeks in advance. An activity may not be advertised until the Security Manager and the Principal have approved the request form. Additionally, a facility request form must be completed if any school facility is involved.
2. For each activity there will be a minimum of three adult chaperones. The

parent community (*not a teacher-parent*) must be represented, the faculty must be represented, and both genders must be represented. The administration will determine the need for extra chaperones for special occasions.

3. All chaperone forms must be completed in detail and submitted with the school-sponsored activity request form. This statement will indicate that the chaperone consents to attend for the full time of the function and understands all duties and responsibilities. Activities will not be approved without a signed statement from each chaperone.
4. A school-sponsored activity is an activity that has been approved by the sponsor and administration. No money will be extended to any organization without prior approval of the sponsor and administration. All receipts must be submitted to the school office for verification of expenditures.
5. It shall be the responsibility of the sponsoring organization to see that all rules governing school activities are strictly adhered to. Chaperones are not to be given the sole responsibility for student discipline. They are to be treated as guests and called upon to assist if a problem arises.
6. School rules on smoking, use of alcohol and drugs, driving, dress and courtesy shall be strictly enforced at all school sponsored activities/events.
7. Misconduct at any function will be grounds for disciplinary action against the students(s) involved.
8. All evening dances and parties shall have a maximum time of three hours, and will terminate at 11:30 p.m. at the latest.
9. All students must arrive within the prescribed time of a dance/ball or they will not be permitted to enter.
10. A guest list must be submitted with the other forms. Guests are expected to follow all KAS rules and regulations. Students are accountable for the behavior of their invited guests. The Guest list must be submitted one week prior to the event. Exceptions to this rule are at the discretion of the Principal.
11. A reasonable number of lights must be kept on during all school activities.
12. Students must remain in the designated area. If they leave such areas, they cannot return.

13. If a special activity requires a departure from any of the above rules, the request must be submitted two weeks in advance.

10.2 Student Government

Student Councils

There are three student councils on campus. One is the elementary council with an executive branch made up of students from grades 4 and 5. Another is the middle school student council consisting of two elected senators from each class as well as a president, executive treasurer and secretary elected by the entire middle school (Grades 6, 7 & 8). The other is the high school (9-12) student council structured in the same manner as the middle school, and elected each spring by those going into grades 9, 10, 11, and 12.

The student councils are the link between the staff and the students. Student council meetings are run by parliamentary procedure. A faculty advisor is assigned to each student council. All students running for student council office must be academically and socially eligible.

The secondary student council extends funds for formal balls, lounge maintenance, conventions, and other worthy projects.

Disqualification Criteria for Student Council Officers

- In case of an infraction of the school's academic or disciplinary policy or concern is expressed by teachers that the good citizen requirement is in question then the matter is referred to the principal for a decision after consultation with the Student Council advisor
- In the event, an officer or representative shall fail to meet the scholastic standards (2.5 or above), his/her qualifications for office will be reviewed and s/he will be given a six-week probation period.
- Absences from any three meetings.

Class Government

Each secondary school class has three officers: president, executive treasurer and secretary. The class president (or alternate, if absent from school) is required to attend student council meetings, with the two class senators. Class officers must meet specific qualifications, to include academic and social eligibility. Senators are responsible for reporting the student council affairs to their class members. They are expected to gather student opinions as well. Officers must know parliamentary procedure and run their meetings accordingly.

Disqualification Criteria for Class Officers

- In case of an infraction of the school's academic or disciplinary policy or concern is expressed by teachers that the good citizen requirement is in question then the matter is referred to the principal for a decision after consultation with the class advisors.
- Absence from any three meetings
- In case of failure to meet responsibilities assigned by the grade advisor
- Students may only hold one position of leadership total, including clubs, class officers and Student Council at one time (*the exception is the Honor Societies*).
- Middle School student leadership positions may only be held for one semester and the officers may not run again for any further position during the current school year.
- In the event that any officer is disqualified, and the disqualification takes place within the semester following after an election, then the student that had the next highest vote count is automatically assigned to the vacant position, if he/she meets the criteria stated above. If a High School disqualification occurs in the second semester then the following will occur:
 - If the position lost is that of president then the executive secretary shall assume the position and an election for executive secretary will ensue.
 - If the position is any other than president, an election will determine the replacement.

Student Government Eligibility Rule

Only students who are not on Academic Probation, the Most-at-risk list, or Social Probation will be eligible for Student Council or Class Council, once they have completed the KAS Leadership Training. Any student wishing to be a member of the Executive Student Council must maintain a scholastic average GPA of 3.0 every quarter. Students running for Class Officer must have a 2.5 GPA or better for the preceding quarter. Students with any serious incident recorded in their disciplinary record for the twelve months preceding the election will be ineligible (the Principal will make the determination of the degree of seriousness). Candidates must have maintained a reputation of good citizenship as determined by the Faculty and Administration.

10.3 Arts Offerings

Music.

KAS Music offers instrumental and choral classes in the elementary and the secondary school. The secondary instrumental program includes differing levels of Concert Bands. Band is open to students from the sixth through eighth grades and offers instruction on most band instruments. These instruments are available from the school for use by students. Higher-level Concert band is available to those

instrumental students who have reached a higher level of proficiency and who are in grades eight through twelve.

Formal concerts are given throughout the year. The school attempts to do at least two.

The choral program includes both middle school and high school choirs. Both groups perform at least twice a year.

Drama

The school offers opportunity for participation in dramatic productions. Auditions and/or previous KAS drama experience is a requirement for performance participation.

Arts

The art students put on a large festival of art in the spring that lasts for a week. Student work is displayed throughout the year but this festival is the final showcase of KAS talent. A vast array of mediums are used and displayed at this time.

10.4 School Publications

NOMAD (School Newspaper)

The Nomad is the school newspaper. It is staffed by secondary school students under the direction of a teacher and is issued periodically. The Nomad attempts to cover all aspects of school life. The Nomad meets as an extracurricular activity.

SAFAR (School Yearbook)

The KAS yearbook, SAFAR, is a complete record of the school year in pictures and words, and features photographs of all KAS students and staff, with sections on sports, clubs and other activities. Students produce the SAFAR during a regularly scheduled class period under the direction of their teacher.

OASIS (School Literary Magazine)

The OASIS is the school's literary magazine and is a showcase for the literary talents of all KAS students. The OASIS advisor actively encourages student publication throughout the year with the goal of publishing prior to the end of April. The OASIS features poetry and prose by KAS students and sometimes, contributing members of the faculty. It is published in the spring of each year with pieces in many languages.

10.5 Clubs

If enough students are interested in the organization of a new club or activity, they may prepare a charter for their club and submit it to the Student Council for initial approval. All school clubs must have a faculty advisor and be approved by the Activity Council. It must not create an undue burden on staff, schedules or students. Clubs in the past have included Spirit Club, Jazz Band, Choir, Chess Club, Foreign Language Clubs, Model United Nations, and National Honor Society/National

Junior Honor Society. Clubs meet during the 3:00 to 3:30 p.m. time block after school on days assigned by the principal.

10.6 Extra-Curricular Programs

The Karachi American School has a varied extra-curricular program. Activities include basketball, soccer, track and field, volleyball, cricket, tennis and swimming as well as M.U.N. and Math Invitational. Practices are coordinated and scheduled by the Athletics Director or sponsoring teachers, beginning usually at 3:00 p.m. for clubs and 3:45 p.m. for sports.

Elementary and Middle school students are permitted to be members of the secondary Track team and Swim team for students aged 11 years plus. An intramural program has been established to give Middle School students the opportunity to develop the necessary skills to try out for Middle School teams in volleyball, basketball, and soccer.

KAS has varsity teams in seven of the following sports each year: soccer, basketball, volleyball, tennis, cricket, swimming and track and field. These teams participate in interscholastic tournaments with teams from other schools in South Asia. Only students who have been officially chosen to represent the school may attend out-of-town tournaments. In addition to school rules pertaining to student behavior, the KAS code of conduct and SAISA rules apply on all school-sponsored trips. Delegates are expected to be in school the day after returning from a convention and are required to complete all assignments satisfactorily on arrangement with their teacher.

Seventh and eighth grade students may participate in the varsity-level sports program. They may not participate in both a high school varsity program and a concurrent middle school team program. High school students are not permitted to participate in middle school teams.

The Spirit Club and Concert Band play an integral role at Pep Rallies to wish our teams well at either home or away games.

S.A.I.S.A.

SAISA stands for the South Asian International Schools Association. Member schools are:

- (KAS) The Karachi American School- Karachi, Pakistan
- (LAS) The Lahore American School - Lahore, Pakistan
- (ISOI) The International School of Islamabad - Islamabad, Pakistan
- (AES) The American Embassy School - New Delhi, India
- (ASB) The American School of Bombay - Mumbai, India
- (AIS/C) The American International School – Chennai, India
- (OSC) The Overseas School of Colombo - Colombo, Sri Lanka

- (LS) The Lincoln School - Katmandu, Nepal
- (AIS/D) The American International School/Dhaka - Dhaka, Bangladesh

During the year SAISA sponsors five varsity sports (held over the weekend) and one performing arts festivals. There are also four middle school sports teams that travel or host tournaments within Pakistan with Karachi, Lahore, Islamabad, and Murree. Parents and students must sign and adhere to both SAISA rules and regulations and the KAS code of conduct for these events.

Eligibility Rule

To be academically eligible to participate in interscholastic events, drama, or SAISA events, a student must have and must maintain at least a "C", 2.0 Grade Point Average. At the beginning of every quarter, GPA's of the previous quarter will be checked. Students with a quarter GPA lower than 2.0, or have any quarter grade of "F", will be ineligible throughout the current quarter. Eligibility will be lost at any time if a student becomes involved in serious disciplinary trouble. Progress reports given at each mid quarter are indicators of academic problems leading to unsatisfactory grades. These should be used to assess whether a student should continue participation. An "F" at the mid-quarter can result in removal from a team or activity. In those cases coaches, teachers, the AD and the principals will be consulted for a decision.

Late Return Rules

It is a recognized fact that SAISA events can be extremely tiring for students and that flight schedules often do not facilitate convenient return times. To assist students to function better upon their return the administration has established the following rules with regard to returning to school after an event:

- a) If the students arrive in the KAS parking lot anytime up to Midnight then the students are expected to come to school at the normal time the next morning;
- b) If the students arrive in the KAS parking lot anytime between Midnight and 0100 then the students MAY have the morning off (should they choose to come in any time before 11:40, they will certainly be allowed to.)
- c) If the students arrive in the KAS parking lot anytime after 0100 then the students MAY have the day off of school (again, should a student choose to come to class, they are encouraged to do so.)

11. Academic Rules and Discipline

11.1 Attendance

It is obvious that a student gains most when he/she is in attendance on a daily basis. School policy requires students to attend all scheduled classes each day unless there is a valid reason for absence. Students cannot skip any part of a

day to prepare work or study for tests in other classes. The school will notify a student and parents when absences are impairing performance.

At **8:05** AM each day, the front gate will be closed and students arriving late will not be permitted to enter. Every student is entitled to ONE warning day per semester permitting him or her to enter. Detention rules will apply.

Definition of Absenteeism

Students who miss more than **0-2 minutes** of any class can be counted absent for that period. Cutting class is sufficient reason for suspension. Students who are detained by teachers must have a hall pass.

Consequences for Excessive Absenteeism

When absences exceed six (6) days in any one-quarter the teachers will deduct two percent (2%) from the student's quarter grade for every day missed thereafter. All student absences, with the exception of school sponsored trips and events (SAISA, field trips, etc.) will be included in the six (6) day limit. Credit for a subject or grade level may come up for review by the administrative council should a student have excessive absences. Any student with a pattern of absenteeism will come under review by the Superintendent.

DO NOT PLAN TRIPS OR VACATIONS DURING SCHOOL TIME.

Work Missed During an Absence

A student that stays away from school for whatever reason is responsible to ensure that all assigned work is **sent to the school prior to the start of that same day**. If the assignment(s) are not sent then the assignment will be considered late. Work not completed due to an absence must be made up following the student's return to school. Work assigned one week or more before the absence will not be given an extension. Pupils absent on the day that a long-term assignment is due must assume full responsibility for making the necessary arrangements to turn in the assignment as per the instructions above. Absence is not an acceptable excuse for failure to meet class obligations. The penalty for such cases is at the discretion of the classroom teacher.

Procedures for Returning to School

On the same day that a student returns to school, it is the student's responsibility to meet with ALL of their teachers and arrange for times to write make-up labs, quizzes, tests, etc. Failure to do so may result in lost marks. Students who have been absent for more than one day must bring a written explanation to school the day of their return. A record of absences will be kept in the office and appropriate action will be taken to encourage attendance.

Absenteeism and Extracurricular Participation

Students absent more than six (6) days in a quarter may lose their eligibility to participate in an extra-curricular activity. Students absent for any part of the instructional day may not participate in any extra-curricular or school-sponsored activities that day. Students who checkout of school during the school day due to illness may also not return that day for extracurricular or school-sponsored activities. Only the Principal can grant exceptions.

Leave of Absence

THERE IS NO EXCUSED LEAVE FOR STUDENTS. It is strongly recommended that personal trips during the school year be avoided. FAMILIES WHO PLAN TO TRAVEL DURING THE ACADEMIC YEAR OR EXTEND NORMAL SCHOOL HOLIDAYS MUST INFORM THE PRINCIPAL OF THEIR PLANS IN WRITING AT LEAST TWO WEEKS PRIOR TO THEIR DEPARTURE. Students absent from class are responsible for informing the principal's office, their teachers, getting homework, and making arrangements for missed tests and assignments at least one week prior to their departure. NOTE: All absences regardless of excused or unexcused will be included in the six-day absenteeism limit.

Guardianship

Parents who leave their children in the care of anyone other than themselves while away from Karachi **MUST** provide guardianship information to the Secondary School Principal for emergency and legal considerations.

Temporary Emergency Leave

If the parents need to remove children for an emergency temporarily within the term, they must explain in writing and for the file the need for such an absence. Parents and students must, on their own, complete necessary arrangements, to include work to be made up and any assignments or missing projects.

Limit of Teacher Responsibility for Absent Students

Teachers are not required to tutor students who return from a period of absence from school because of any early departure, a mid-term leave, or an extended illness. The teachers' responsibilities are limited to identifying the work to be completed (assuming proper notice has been given by the student/parent) and to evaluating that work when the student completes it. The student and/or the parents should initiate a conference with the teacher(s) to understand the course requirements, the actual assignments and due dates.

SAISA / School Trip Absences

Absences due to participation in conventions or school trips will be excused. Students who participate are expected to make up **all** work or to do the work

before the absence by special arrangement with the teacher. Students are expected to attend school the day following a convention or school trip, except in the case of illness or as per late flight arrival policies. Only students who have been officially chosen to represent the school are allowed to attend out-of-town SAISA conventions.

Class Cuts in the High School

A class cut is defined as being absent without an acceptable excuse from any class for more than five minutes. Students are not allowed to cut classes at any time. Work missed during the class cut (including any homework assigned) receives zero credit and cannot be made up. Further consequences will be at the discretion of the Principal.

11.2 Tardiness in the Secondary School

Tardiness during the school day will be defined as a student entering class without a pass from a staff member after the class has started (**this includes homeroom as well**). Each teacher will record late arrivals to each class period, and that teacher will be responsible for whatever action he/she feels is appropriate to discourage tardiness. The teacher will maintain a record of period late arrivals and excessive tardiness must be reported to the Principal.

11.3 Withdrawal from School

When a student withdraws from the Karachi American School, it is our policy to give to the parents, on request, the academic information that will enable the student to make the transition from KAS to a new school as easily as possible.

Unless there are exceptional circumstances, all students must complete quarter or semester requirements in order to earn quarter or semester credits. Parents must meet with the Principal to explain the need for early departure and complete the necessary arrangements. The Guidance Office must be notified in writing two weeks in advance of the departure date in order to prepare student records. Please note that transcripts can only reflect completed semester grades prior to the date of departure.

All students leaving KAS shall report to the Guidance Office and obtain a Student Checkout Form that must be completed before they will receive their records. The Guidance Office will inform the building Principal of all students leaving the school.

Before a student may checkout, s/he must return all school materials. Any fees, or replacement costs for lost or damaged books and/or other school equipment, must be paid to the Business Office. Each withdrawing student is required to complete the Student Checkout Form that will include clearance by the Business Office. The school will not release any transcripts or student records until Business Office

clearance has been obtained.

12. Academic Honesty

KAS students are capable of reason and self-discipline and will be held accountable for their actions. The school attempts to instill in students a level of individual responsibility equal to the demands that will be placed on them in the future.

Statement on Policy

The development of individual character, honor and integrity is a fundamental goal of the Karachi American School. All lessons take place with the understanding that the students will present their own work. In return, the school community recognizes student accomplishment with due respect and honor.

The faculty plays an especially important role in exercising great care and certainty that the process for allegations is both consistent and fair in maintaining the integrity of the system. Teachers are expected to discuss academic honesty with each of their classes during the first week of school. Teachers must include in this discussion the definitions of unfair testing, plagiarism, copying, and collaboration. Teachers must ensure that each student understands the school's procedure regarding academic honesty; each student will be provided with the Student Handbook outlining the school's academic honesty procedures and each teacher's individual rules regarding collaboration on homework, assignments and projects.

Teachers are encouraged to return teacher-made tests to students. Teacher-made tests returned to the students must not be re-used; students in possession of teacher-made tests that are re-used cannot be accused of academic dishonesty. In compliance with established practices for the use of textbook company produced tests and test banks, commercially produced tests may not be distributed outside of the classroom nor can tests that the tests that teachers plan to re-use in upcoming years.

Definitions

Academic dishonesty at KAS is a serious offense. Specific cases that will be considered violations of the school honor code include, but may not necessarily be limited to, the following cases:

Cheating

Any action of providing or receiving unfair advantage on an exam, test, quiz, or other graded in-class evaluation will be considered cheating. This includes copying from another, bringing illicit notes into the examination area, sharing privy information about the test with another student who has yet to be

evaluated, or conversing during or after a quiz, test or exam.

Likewise, the faculty is responsible for administering the examination area so that no student or group of students has an advantage over another. Teachers should collect the quiz; test or exam immediately after the examination has been completed. It is virtually impossible to monitor the availability of every past test paper; the teacher should assume that old tests might be in circulation and alter their quizzes, tests and examinations accordingly.

Plagiarism

Plagiarism is the presentation of someone else's ideas or statements as one's own. This includes, but is not limited to, copying written answers verbatim from a book, taking articles from the internet or research CD, "cut and pasting" from an internet source, or copying another student's work. Students who knowingly allow their own work to be copied are just as guilty as the student copying it. Students are not allowed to give their work to another student without the prior approval of the teacher. Teachers will make clear to students at the beginning of the year what constitutes plagiarism in that particular class.

Homework

Students are often encouraged to work together on take-home assignments; KAS does recognize, however, the difference between co-operative learning and copying. Hence, violations are apt to fall under the following instances:

Copying: Any outright copying of a homework assignment will be considered Academic dishonesty. At the beginning of the course, teachers whose courses require student-initiated written work should explain and reinforce in writing the differences between quoting, paraphrasing, and copying, and should repeat these distinctions on a periodic basis.

Collaborating: Unless specified otherwise, it is assumed that all assignments will be the un-assisted work of the individual student. Students who collaborate on an assignment without the consent of the teacher will be considered as being guilty of academic dishonesty. This includes receiving excessive assistance from a parent, relative or tutor. The responsibility of explaining the extent to which cooperation may be allowed on any particular assignment lies with the teacher and should be communicated in writing at the beginning of the course.

If a teacher or a student feels that the integrity of an assignment has been violated, a case may be brought before the Principal.

Process

Academic honesty involves trust between teachers and students. It is preferred that initial resolution of any violations or suspected violations is handled directly by the

teacher. The teacher must report the incidence of any violation to the Principal in writing (email is acceptable) and this incident report will form part of the official discipline file and is available to both student and parents.

The Principal will hear only cases that are explicitly and separately brought to his/her attention by a faculty member or student currently enrolled.

Procedures will be as follows:

In determining which of the following sanctions should be imposed, the principal will consider the nature and circumstances of the incident as well as the student's past disciplinary record:

Possible sanctions may include one or all but are not necessarily limited to the following:

- Zero on the assignment
- Social probation
- Parent conference
- In-school Suspension (minimum three days)
- Suspension from school (minimum three days)
- Expulsion
- In all cases a letter will be put into the student's discipline file and a copy sent to the parents

* The severity of the consequence will have a direct correlation with the nature of the offense and/or the student's previous incident record.

Special Considerations

Homework

As mentioned in section II, determining academic integrity on homework assignments can be problematic. First time offenders, therefore, may be given one warning depending on the degree of severity of the offense. In such cases, it is likely that the Principal may recommend that both the student and teacher involved work to make the bounds of homework assignments clearer, and raise awareness of the issue with the rest of the class.

Premeditation

Violations of an academic nature may or may not involve an element of premeditation. Premeditation is defined as coming into the test or quiz with the intention of cheating or the use of an unfair advantage. The school recognizes a distinction between (a) an attempt to procure an exam before it is administered, and (b) surreptitiously glancing at another student's paper during an exam because the opportunity presented itself. Although both cases involve questions of ethics and specific recourses may be in order, the first case certainly involves a greater degree of premeditation. The Principal recognizes the gravity of the

premeditated case, and will consider a more severe consequence. The Principal will have the final determination as to the level of premeditation involved in any incident.

Final Exams

The Principal may make a distinction in assessing the importance between assignments given throughout the year and those papers or tests that are administered at the end of a semester. Ethically speaking, academic honesty is of equal weight on both. Attendance, participation, and proper completion of every assignment are an integral part of a KAS education. The development of character, honor and integrity takes place every day, on every assignment, in every classroom.

Final exams may carry a greater level importance due to the increased weighting that this evaluation tool carries. The consequence for cheating on a final exam must take into consideration the seriousness of this offense.

13. Computers and Campus Networks

Computers at The Karachi American School are resources for educational purposes. Computers are used to support learning and to enhance instruction. Computer networks allow students to interact with many computers. In general, all computers used through KAS are to be used in a responsible, efficient, ethical and legal manner.

Activities such as endangering the system or system security, abusive language, not respecting another's data, improper use of software, or non-educational use is cause for disciplinary action.

Only designated administrators of the school computer systems may install software on KAS computers.

Unacceptable Uses of KAS Computers

Failure to adhere to the regulations for the use of KAS computers will result in the revocation of access privileges and may be cause for disciplinary action.

Vandalism

- Endangering system security and use of the system; this includes deliberate action which damages or disrupts a computing system, alters its normal performance or causes it to malfunction.
- Deletion, examination, copying or modification of files or data belonging to other users without their consent.

Theft

- Copying personal software to any of the computer systems.

- Copying any commercial software from the systems.

Harassment

- Using profanity, obscenity, racist or other language that may be offensive to other users.
- Annoying other users by sending messages or disturbing their work electronically.
- Re-sending (forwarding) personal communication (e-mail) without the author's prior consent.

Invasion of Privacy

- Reading or looking at files belonging to other users.
- Attempting to enter databases, file structures or files belonging to others.

Inappropriate Use

- Use of the Internet without the knowledge and permission of a teacher or other authorized personnel.
- Use of the Internet without a clearly defined educational objective, understood by both student and teacher.

Academic Dishonesty

- Use of materials from the Internet, CD ROMS and other sources of computerized information without giving due credit.
- Use of other student's work.
- "Hacking" into the system for any reason

Individual Users

- Users should change their password frequently. Users must not give their password to another user.
- Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither KAS nor any staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. KAS does not condone the use of such materials. Parents should be aware that the Internet is a public place. It contains both valuable resources that enhance the education process, as well as material that is not desirable.

KAS Rules and Regulations for Use of the Internet

- It is a privilege, not a right, to be able to use the Internet.

A User May Use the Internet to:

- Research assigned classroom projects,
- Send electronic mail for educational projects and correspondence only.

A User May NOT:

- Use the Internet for any illegal purpose,
- Use impolite or abusive language, violate the rules of common sense or etiquette,
- Access sites which are pornographic in nature,
- Retrieve personal e-mail,
- Participate in an on-line "Chat", unless it is teacher approved,
- Change computer files that do not belong to the user,
- Send or receive copyrighted material without permission.
- Share his or her password with anyone.
- Play games that are not authorized by a teacher.

Please note that KAS systems operators have access to all user accounts, including e-mail.

Consequences of User Abuse

Any student found to be in violation of any of the above usage rules will be punished. The Principal will determine the extent of the punishment after consultation with the teacher.

Procedures for Use

- Student users must always get permission from their teachers before using the network.
- Student users must sign-in legibly on the appropriate log in the lab or library each time they use the network.
- Computer resources are limited. Users may not play games on library computers.
- Users should not waste paper and ink supplies by making unnecessary printouts.
- Do not disturb other users with loud talk.

Computer Lab and Libraries

In both locations you should check that the Internet accessible computers are not booked for class use. Class use has priority over individual use.

2007-2008 S.A.I.S.A. Calendar

<u>Dates</u>	<u>Activity</u>	<u>Venue</u>
Sep 14-16	Leadership Conference	Thailand (LAS)
Sep 21-23	Boys' Volleyball	AES

Sep 21-23	Girls' Volleyball	LS
Sep 28-29	Swim Meet	ISOI
Nov 15-17	Girls' Soccer	AIS/D
Nov 15-17	Boys' Basketball	AIS/D
Nov 23-24	Cricket	KAS
Dec 7-8	MS Volleyball	LAS
Jan 20-27	MUN	The Hague
Jan 31-Feb 2	Music	AIS/D
Feb 9-10	MS Soccer	ISOI
Feb 22-24	Boys' Soccer	AIS/C
Feb 22-24	Tennis	AES
Feb 22-24	Girl's Basketball	AES
Mar 7-8	Art & Math	LS
Apr 25-26	Track 'n' field	ISOI
May 3-4	MS Basketball	KAS

SCHOOL ACTIVITIES CALENDAR 2007-2008 - FIRST SEMESTER

Thursday	August 2	First Day of School
Wednesday	August 8	PTO Meeting
Monday	August 13	Elementary Summer Forms Due
Tuesday	August 14	Independence Day – No School
Thursday	August 16	PK-5 Open House
Friday	August 17	Last Day for Add/Drop-Grs.9-12
Wednesday	August 22	MS Open House
Friday	August 24	MS House Event, SC Class officer Elections
Wednesday	August 29	Elementary Summer Reading Celebration
Thursday	August 30	HS Open House
Wednesday	September 5	CS Orientation 3-5pm
Thursday	September 6	Pakistan Defence Day – School Open
Friday	September 7	PTO Potluck. Mid-Quarter Progress Reports go home
Wednesday	September 12	PTO Meeting, CS afternoon 3-5pm
Friday	September 14	** First day of Ramadan
Saturday	September 15	Elementary Family Library Day 2-4pm
Wednesday	September 19	College Nite 7pm
Monday	September 24	Teacher In-service – No school for students
Monday	October 1	AP Sign-ups
Wednesday	October 3	CS afternoon 3-5pm
Friday	October 5	5th grade sleepover
Monday	October 8	2nd Quarter begins
Wednesday	October 10	PTO Meeting
Thursday	October 11	Parent/Teacher Conferences 7-9pm
Friday	October 12	Parent/Teacher Conferences 8-12:30pm – no school
Sat-Mon	October 13-22	Fall Break
Tuesday	October 23	Classes Resume
Thursday	November 1-2	Middle School Drama
Saturday	November 3	SAT

Wednesday	November 7	PTO Meeting, CS afternoon 3-5pm
Friday	November 9	Iqbal Day – School Closed
Thursday	November 16	Mid-quarter Progress Reports go home
Wednesday	November 28	CS afternoon 3-5pm
Saturday	December 1	SAT
Tuesday	December 4	PTO Meeting
Thursday	December 6-8	HS Drama
Saturday	December 8	ACT
Wednesday	December 12	CS afternoon 3-5pm
Thu-Wed	December 13-19	HS Exams
Tuesday	December 18	MS House event
Thursday	Dec 20-Jan 6	Winter Break

SCHOOL ACTIVITIES CALENDAR 2007-2008 - SECOND SEMESTER

Monday	January 7	Classes Resume. 3rd Quarter begins
Wednesday	January 16	PTO Meeting
Saturday	January 26	SAT
Monday	February 4-8	Grs.1-5 & 8 Achievement Tests
Friday	February 8	Mid-Quarter Progress Reports go home
Tuesday	February 12	Stanford Writing Test – Grs.3, 4,5,7,9,11
Saturday	February 16	HS Valentine’s Dance

**Acknowledgement of Receipt
of
Student Handbook**

I acknowledge that I have received, read, and understood my responsibilities as a student at The Karachi American School as explained in the 2006 - 2007 Student Handbook.

Name: _____

Grade Level: _____

Date: _____

Student Signature: _____

Parent Signature: _____