



Middle School Family Handbook

Academic Year: 2025-2026

- Ms. Joelle Basnight, Superintendent
- Mr. Billy Thomas, Middle School Principal
- Ms. Serena McMahon, Middle School Assistant Principal
- Ms. Bayli Martinez, Middle School Counselor

School Contact Information

School Phone: (9626) 581-3944 - MS Office Extension #: 298

School Fax: (9626) 582-3357

School Website: www.acsamman.edu.jo

MS Principal: bthomas@acsamman.edu.jo

MS Assistant Principal: smcmahon@acsamman.edu.jo

MS Counselor: bmartinez@acsamman.edu.jo

MS Administrative Assistant: dammoh@acsamman.edu.jo

ACS School Nurse: hjahshan@acsamman.edu.jo

Parent-Teacher Group: ptg@acsamman.edu.jo

School Hours

Offices: 7:40 am - 4:00 pm

- Student School Day Hours: 8:00 am - 3:00 pm
*buses begin arriving at 7:45 am and buses depart at 3:10 pm
- Student Late Start Hours: 9:00 am - 3:00 pm
*buses begin arriving at 8:45 am and depart at 3:10 pm
- Middle School After-school activities: 3:15 pm - 4:30 pm
*buses depart at 4:45 pm

*Students on campus after school must be enrolled in an activity or be with a teacher to remain on campus.

Important Dates

To download the 2025-2026 school year calendar click [HERE](#)

ACS Amman Calendar for 2025-2026 Academic Year



29 - Offices Reopen,
New Faculty Orientation

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 19 - Jan 5 - Winter Break
6 - First Day Back at School
6 - Semester 2 Begins

5 - All Faculty Orientation
12 - First Day of School
12 - Semester 1 Begins

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

13-15 - February Break
17 - First Day of Ramadan Hours

4-6 - Prophet's Birthday*

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 - Last Day of Ramadan Hours
19 - Parent/Teacher Conferences
20-28 - Spring Break
20-23 - Eid AlFitr*

16 - Parent/Teacher Conferences
17-25 - Fall break

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 - Alternative PTC if Eid moves
5 - Orthodox Palm Sunday
12-13 - Orthodox Easter

27-29 - November Break

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - Jordanian Labor Day
22-30 - May Break
25 - Jordanian Independence Day
26-30 - Eid Al Adha*

18 - Early Dismissal
Dec 19 - Jan 5 - Winter Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4 - Last Day of School for students/ Early Dismissal
5 - Summer Break

KEY: **Bold** - Late Start Tuesdays **Holidays** **Faculty Orientation** **Family Orientation** **First Day of School**
P/T Conferences **Early Dismissal at 11:30 am** **Ramadan Hours (9:00 am - 3:00 pm)**

* Dates are subject to change based on the lunar calendar and Jordanian Government announcements.

Table of Contents

[School Contact Information](#)

[School Hours](#)

[Table of Contents](#)

[Our Vision](#)

[Our Mission](#)

[Our Values](#)

[Community](#)

[Empowerment](#)

[Growth](#)

[Strategic Plan Overview](#)

[1. Talent and Growth:](#)

[2. Teaching and Learning:](#)

[3. Community and Relationships:](#)

[4. Safety and Stewardship:](#)

[Student Profile](#)

[ACS students demonstrate exemplary personal traits of...](#)

[Respect, Compassion & Integrity](#)

[Global Advocacy](#)

[Reflective Thinking](#)

[ACS students demonstrate habits of learning as...](#)

[Critical & Analytical Thinkers](#)

[Creators & Innovators](#)

[Effective Communicators & Collaborators](#)

[ACS Community Pledge](#)

[Middle School General Information](#)

[Daily Schedule](#)

[Late Start Schedule](#)

[Program of Studies](#)

[Guidance and Advisory Program](#)

[Counselor Confidentiality Statement](#)

[ACS Health Center](#)

[Illness](#)

[Elevator Pass:](#)

[Learning Commons \(Library\)](#)

[Student Leadership](#)

[After School Activities](#)

[Athletics and International Trips](#)

[AAC & SAISA](#)

[ISTA](#)

[MUN](#)

[Additional Guidelines for Involvement in
Athletics and International Trips](#)

[Adventure Jordan](#)

[Attendance](#)

[Student responsibility:](#)

[Parent responsibility:](#)

[Tardiness](#)

[Demonstration of Learning](#)

[Homework](#)

[Academic and/or Learning Behaviors Concern](#)

[Academic and/or Learning Behaviors Probation](#)

[Assessment of Academic Progress](#)

[Academic Consequences](#)

[Consequences:](#)

[Academic Concern/Probation](#)

[Academic Concern](#)

[Academic Probation](#)

[Notification Of Withdrawal](#)

[Parent/Guardian Absence from Amman](#)

[Up To Date Contact Information](#)

[Establishing A Study Routine](#)

[Support Of Field Trip Opportunities](#)

[Attendance At School Events](#)

[Communication With Teachers](#)

[Communication](#)

[Language Usage](#)

[Student Recognition](#)

[Drug, Alcohol, And Tobacco Free Campus](#)

[After School](#)

[Student Dress Code](#)

[Items of particular note:](#)

[Mobile Phones](#)

[Transportation](#)

[Lost And Found](#)

[Bicycles](#)

[Nuisance Items](#)

[Insurance](#)

[School Disruption/Closure](#)

[Lockers And Locks](#)

[Physical Education](#)

[Swimming](#)

[Swimming Kits](#)

[Textbooks](#)

[One-to-One Laptop Program \(1:1\)](#)

[Borrowing a laptop or a computer accessory from the school Technology Innovation Department:](#)

[PowerSchool](#)

[Google Classroom](#)

[Responsible Use Policy \(RUP\)](#)

[Being a Responsible User](#)

[Being Prepared to Learn](#)

[Keeping Health & Balance in Mind](#)

[Ethical and Respectful Use](#)

[Protecting Student Identity & Personal Information](#)

[Sharing Work Online](#)

[Community Awareness](#)

[Consequences](#)

About ACS

ACS is an Early Years to Grade 12 non-profit school for families who seek opportunities, growth, and academic excellence through an English-medium U.S. curriculum in a multicultural community.

Our Vision

ACS cultivates agency, agility, and tenacity in pursuit of excellence and meaningful contribution in a changing world.

Our Mission

Together we create opportunities for compassionate learners to embrace challenges, value perspectives, and become resilient global advocates.

Our Values

Community

We value exploring and championing multiple viewpoints in an intentionally safe and nurturing environment.

Empowerment

We value exploring, expressing, and extending toward passions and potentials.

Growth

We value an atmosphere of support and challenge which inspires curiosity, risk taking, and perseverance.

Strategic Plan Overview

Guided by the Foundational Documents of the school as delimiters of strategic work, the new strategic plan was built to support the Mission, impact student learning, and serve as a flexible, yet grounded, framework for the school to use over the next ten years.

Included in the core of this architecture are updated strategies, driven by values that lead to commitments ACS will make to its faculty, staff, students, and parents. They are:

1. Talent and Growth:

Value: We believe that employees are our most valuable resource.

Commitment: ACS will recruit, develop, and retain mission-driven employees.

2. Teaching and Learning:

Value: We believe learning is driven by a responsive, guaranteed, viable curriculum, agile instruction, and sound assessment that enables all students to achieve success now and in the future.

Commitment: ACS will ensure holistic learning for the excellence of all students.

3. Community and Relationships:

Value: We believe that strong, collaborative communities are a shared responsibility and ground all of us in making a positive difference in the world.

Commitment: ACS will support building community by embracing diversity and cultivating healthy relationships.

4. Safety and Stewardship:

Value: We believe that it is everyone's responsibility to use resources and our environment conscientiously and to safeguard all community members.

Commitment: ACS will develop and maintain policies, procedures, and a school environment that enables safety and stewardship.

Within each of these strategies sit initiatives that further the school's strategic work in the span of three to five years. The completion of each initiative is defined by clear success indicators and supported by annual goals and action plans.

Student Profile

ACS students demonstrate exemplary personal traits of...

Respect, Compassion & Integrity

Our students act with compassion and integrity while respecting the dignity of individuals and groups. They take responsibility for their own actions and are aware of how their actions impact others.

Global Advocacy

Our students appreciate the traditions of others and value their own culture. They apply their knowledge and understanding to advocate and act in the service of others and the environment.

Reflective Thinking

Our students give thoughtful consideration to their own learning and experiences. They proactively address problems, set goals, and take intellectual risks.

ACS students demonstrate habits of learning as...

Critical & Analytical Thinkers

Our students exercise initiative in applying thinking skills to recognize and approach complex problems and make reasoned, ethical decisions.

Creators & Innovators

Our Students are intellectually curious and face new situations with openness and flexibility.

Effective Communicators & Collaborators

Our students confidently express ideas in a variety of ways, often in more than one language. They work effectively with others to solve problems and achieve common goals.

ACS Community Pledge

We believe in collaborative partnerships between ACS and our community as we collectively strive to create an environment that is a safe and inspiring space for our students to learn.

We affirm this pledge as our ongoing commitment to the ACS community. As a member and stakeholder, we agree to the following:

- **Embracing the Mission:** we commit to living and exemplifying the ACS Mission Statement in our interactions.
- **Respectful Communication:** we will model respect in our interactions with ACS staff, fellow students, visitors, and parents by fostering an atmosphere where we all start by presuming the positive intentions of others.
- **Equity:** we recognize ACS as an inclusive institution that represents diversity without promoting any specific political, economic, religious, or social agenda.
- **Constructive Conflict Resolution:** we will seek resolutions through appropriate channels, avoiding divisive discussions, particularly on social media and online communication platforms.
- **Learning Environment:** we will provide a safe, nurturing, and healthy environment at home and at school, fostering an atmosphere conducive to our well-being.
- **Information Awareness:** we commit to reading all communications from the school through various channels, and staying informed about important updates.
- **ACS Ambassadors:** we will actively contribute to the positive representation of ACS within our homes, our school, and the larger community.
- **Active Engagement:** we will be engaged partners in student's education by supporting them in their academic journey at school, at home, and in activities.

Middle School General Information

Middle School students are assigned eight (8) instructional blocks. We run an 8-Day Rotating Block Schedule.

[Daily Schedule 2025-2026](#)

Daily Schedule

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
8:00 - 8:20	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
8:25 - 9:40	A	E	B	F	C	G	D	H
9:50 - 11:05	B	F	C	G	D	H	A	E
11:05 - 11:40	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:50 - 1:00	C	G	D	H	A	E	B	F
1:05- 1:40	Explore	Explore	Explore	Explore	Explore	Explore	Explore	Explore
1:45 - 3:00	D	H	A	E	B	F	C	G

Late Start Schedule

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:40-8:45	Community Collaboration Time for Teachers							
9:00-10:10	A	E	B	F	C	G	D	H
10:20 - 11:30	B	F	C	G	D	H	A	E
11:30 - 11:45	Break	Break	Break	Break	Break	Break	Break	Break
11:45 - 1:00	C	G	D	H	A	E	B	F
1:00-1:45	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:45-3:00	D	H	A	E	B	F	C	G

Academic Program

The ACS Middle School academic program consists of courses in the following areas: English Language Arts, Mathematics, Social Studies, Science, World Languages, Fine Arts, Technology, and Physical Education. Students are assigned eight classes as part of their middle school schedule. We implement an 8-day rotating Block Schedule that allows students to attend four classes each day.

Click [HERE](#) to view the supply list for Middle School.

Program of Studies

[Middle School Program of Studies 2025-2026 \(Grades 7 & 8\)](#)

[Middle School Program of Studies 2025-2026 \(Grade 6\)](#)

Guidance and Advisory Program

The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventative manner, ensuring all students can achieve school success through academic, career, personal/social, and global perspective experiences. When the counselor is part of our students' lives, the counselor will support students in the four core areas: Academic, Personal/Social, Global Awareness, and Career Perspective. The emphasis is on academic and social success in the international context, for every student, not just those students who are motivated, supported, and ready to learn. The school counseling program helps all students achieve success in school and develop into contributing members of our local and international community.

An integral component at the Middle School is an Advisory class. Our Advisory class is built on the idea that every young adolescent should have at least one adult to act as a mentor and advisor in a small group setting. Our Advisory class sessions target social and emotional well-being. Our grade-level leaders and teams collaboratively plan Advisory classes with our counseling department so that faculty advisors can confidently lead sessions and empower our young adolescents to be self-advocates.

Counselor Confidentiality Statement

Confidentiality enables counselors to gain student trust and effectively serve as safe adults and advocates for student social, emotional, and academic wellbeing.

Information shared by a student with a school counselor will be held in confidence unless:

- A. The student wants to or has harmed themselves.
- B. The student wants to or has harmed someone else.
- C. Someone is harming the student.
- D. The student has given the counselor permission to share the information with a trusted adult.

Decisions to breach confidentiality in response to a student disclosing that harm is being considered or occurred to themselves or others (items A-C) are made by the appropriate, sector-based safeguarding team based on the Steps Followed After Disclosure outlined in the ACS Community Safeguarding Handbook.

When counselors face decisions to breach confidentiality for reasons other than disclosures of harm (item D), they must balance their primarily ethical obligation of confidentiality to the student with an understanding of parental legal rights, local cultural norms, as well as local and national laws as outlined by the School Counselor Association (ASCA) Ethical Standards for School Counselors.

ACS policy ensures that programs are in place to inform all students, counselors, parents, teachers, and administrators of the confidentiality statement's scope and limits.

ACS Health Center

The school nurse will administer basic first aid and attend to a student as specified on the Emergency Information Card on file in the nurse's office. ACS has two full-time nurses who are available from 8:00 until 4:00 each school day. The school nurse makes final decisions regarding a student's fitness to remain in school.

Students should not come to school if they have a fever or a communicable/infectious disease. Should a student become ill and/or have a fever, he/she will be sent home in order to maintain a healthy environment for everyone. Upon return to school after an illness, students must be cleared by the school nurse for attendance.

Illness

If a student is not feeling well and exhibits cold or flu-like symptoms, we are requiring that the student stay home until he/she is free of symptoms for 24 hours. This requirement has been developed to protect the health of ACS students and staff.

*If a student is absent for more than 2 consecutive days, he/she must be cleared to return to school. This can either be a medical report or Dr.'s note or a screening in the ACS Health Center on the return date prior to the start of school.

Students should only visit the nurse with permission from their teacher when a medical need arises and/or if they will miss instructional time. To respect an upcoming class, students should get a pass from the teacher whose class they are going to (not from the class they are leaving). Students are encouraged to use break times to see the nurse and avoid the impression of using the nurse as an excuse to miss class time.

Any accident or injury should be reported immediately to the school nurse, principal, and superintendent. Families will be contacted by the ACS Health Center for any health-related concerns.

Elevator Pass:

To obtain an elevator pass, first, the student must visit the Nurse to receive a note giving permission, then the note must be turned in to the MS Office to receive a pass.

Rules to ride the elevator:

- Students must have the pass when riding the elevator.
- The pass is for one student only, friends are not allowed to share.
- 1 accompanying friend must get approval from the MS Office.
- Students must get a permission note from the Nurse to get this elevator pass from the MS office.

Learning Commons (Library)

The ACS Learning Commons (Library) is an important resource center for all students in the school. The Learning Commons houses a collection of books and materials for student check-out. The Learning Commons is open from 7:40 AM to 4:00 PM daily.

Students are encouraged to use this facility for research and study before school and during the day with a pass from their teacher. They may also use the LC while waiting for an after-school activity to begin. Risk mitigation strategies will be used to keep the learning commons space safe for student use. Appropriate student behavior is expected at all times while in the LC.

Students are responsible for the care of books and will be charged the full replacement cost for lost or damaged books.

Photocopying and printing facilities are provided in the Learning Commons for student use. All photocopying should be done under the supervision of a teacher or the librarian.

Student Leadership

The Middle School provides leadership opportunities for students in a variety of ways.

Student leaders must demonstrate learning progress and a commitment to the attributes of our Student Profile in order to be involved in extracurricular student leadership while at ACS. In addition, a student leader must demonstrate a commitment to attend extra planning meetings for MS activities and events.

The MS Student Leadership Team, known as the Scorpion Council, plans several evening events throughout the year. All students are welcome and encouraged to attend these exciting events. Since these events are school-sponsored events, standard school rules apply including dress code. Events are for ACS Middle School students only, guests from other schools may not attend.

Participation in activities/events such as these is a privilege. Student participation in such activities/events may be restricted if a student is not upholding our ACS Student Profile expectations.

After School Activities, Sports Clubs, Athletics, International Trips

After School Activities

Activities beyond the school day are an integral part of the overall development of a middle school student. Participation in such activities allows a student to experience balance in life and to develop their own sense of self. ACS offers a range of activities specifically designed for MS students throughout the school year. These offerings vary each semester.

Students are expected to sign up for participation in activities during the designated sign-up time and are expected to follow through with their commitment to attend the activity each session. Students who do not sign up ahead of time for the activity may or may not be allowed to participate, depending on space availability. Students who miss two (2) sessions will be asked to withdraw from the activity and may not be allowed to participate in the next session of activities. Students are expected to communicate with the activity sponsor or Activities Director, prior to the activity day, regarding any attendance conflicts.

***Students who are absent for all or even part of a school day may not attend any after school or evening programs at the school

ACS Middle School offers several sports for middle school students. All middle school athletics are founded on the philosophy that all students (sixth, seventh, and eighth grade) are encouraged and have the opportunity to play. Seasons are approximately five to eight weeks with two to three practices per week. Tournaments are played at the end of each season when available. The goal is to increase skills and teamwork in a non-threatening environment.

The following are the sports and seasons played. Please see the [ACS Athletics](#) section on the ACS website for more details of each sport.

1. Soccer - Fall
2. Volleyball - Fall
3. Basketball - Winter/Spring
4. Track & Field - Spring
5. Badminton - Spring

Athletics and International Trips

Subject to change for the 2025-2026 school year

AAC & SAISA

ACS is a member of the Amman Athletic Conference (AAC) and the South Asian Inter School Association (SAISA) for athletics competitions and the fine arts. Due to the limited number of participants on a team, participation is competitive, and tryouts will be held prior to the selection of the participants.

AAC U-14/U-16 participation eligibility is defined as students under the age of 14/16 as of September 1. At ACS, only students in 8th grade or higher are allowed to participate on U-16 athletic teams while 6th to 8th grade students are eligible for U-14 teams.

SAISA participation eligibility is defined as students under the age of 18 as of September 1.

***Students with marks of '1' in any class or students who are on academic or behavioral probation must submit a request to participate that will be reviewed by middle school teachers and administration.

ISTA

International Schools Theatre Association ([ISTA](#)) brings together young people, artists, and teachers from different countries in different settings to experience, create, and learn about theater. Participants in ISTA may be in 6th, 7th, or 8th grade, and also in good academic and behavioral standing. Teachers, the Activities Director, and the Principal will meet to determine the final list of eligible students.

MUN

Model United Nations (MUN) is an extra-curricular activity in which students typically roleplay delegates to the United Nations and simulate UN committees. Participants in MUN must be in 7th or 8th grade, and also in good academic and behavioral standing. Teachers, the Activities Director, and the Principal will meet to determine the final list of eligible students.

All costs associated with international trips are the responsibility of the parents (i.e. airline tickets, uniforms, and cancellation fees for students who quit an activity after tickets have been purchased, etc). Coaches and sponsors will provide information regarding participation in activities during the initial meetings for that activity.

All traveling students should communicate with their teachers at least one week prior to departure. Students are responsible for discussing their upcoming absence with each teacher and completing all assignments upon return from their absence.

1. Students absent for athletics and international trips will be allowed one 8-day cycle from their return to make up missed work without penalty. Thereafter, the teacher may apply all penalties for missing work.
2. Students who travel for athletics and international trips are expected to be in school the day following the trip. Non-attendance the day after a trip will prevent the student from participating in athletics and international trips in the future.
3. Students who travel within Amman for AAC events are also expected to be in school on the day following a competition. Non-attendance the day after an AAC tournament will prevent the student from participating in future athletic competitions.

Additional Guidelines for Involvement in Athletics and International Trips

Participation in all of these events is by invitation or 'try-out.' To ensure academic success, students should limit the number of days absent due to participation in extracurricular activities. General guidelines are that students participate in no more than one activity per semester. Exceptions are made on a case-by-case basis.

Adventure Jordan

Adventure Jordan expands learning outside the school walls to take advantage of the wonderful educational opportunities Jordan has to offer. The goal is to make learning more relevant, authentic, hands-on, and, of course, fun! Each trip integrates specific curricular areas of each grade level and emphasizes creating positive, team-building, social interactions among students.

Trips of this nature consist of overnight away trips ranging from 1 night to 3 nights away depending on the grade level. Traveling with a group of students from many different nationalities is different from traveling with one's own family. Such trips require good communication between parents and school regarding student health issues, emergency contact information, and appropriate travel documents.

ACS expects all necessary documentation to be provided by parents in a timely manner and expects all students to demonstrate a history of willingness to adhere to our Student Profile to ensure a safe, enjoyable trip for everyone.

***Students who have a history of repeated behavioral misconduct prior to such trips will be reviewed for participation. These trips are a privilege to attend.

MS Procedures

Attendance

ACS is committed to the view that consistent school attendance is vital to the long-term academic learning and personal success of each student--nothing can make up for time missed from a classroom environment involving discussions, lectures, experiments, and other collaborative experiences. Therefore, we do not differentiate between “excused” and “unexcused” absences.

In order to express our commitment to the importance of attendance, the following are ACS guidelines:

Student responsibility:

- Commit to regular daily attendance
 - Students who accrue more than seven absences in a course may be placed on conditional enrollment status. MS Administration will meet with the family prior to this to put an action plan in place.
 - Should chronic absences continue, conditional enrollment status may occur. This will be determined through an attendance review conducted by the MS Administration.
- Be willing to take initiative and communicate with teachers when absent in order to minimize missed learning opportunities and to determine agreed-upon due dates for missed assignments.
- Accept that work assigned prior to an absence is due the day a student returns.
- Assist with ensuring a healthy environment for all members of our community by reporting to the ACS Nurse for clearance when returning from two or more missed days due to illness.
- When absent for all or part of a school day (one or more classes), seek clearance from the administration to attend any after-school or evening event sponsored by ACS.

Parent responsibility:

- Ensure regular attendance of a son/daughter attending ACS
 - Students who accrue more than seven absences in a course may be placed on conditional enrollment status. MS Administration will meet with the family prior to this to put an action plan in place.
 - Should chronic absences continue, conditional enrollment status may occur. This will be determined through an attendance review conducted by the MS Administration.
- Notify the Middle School Office in advance when students are going to be absent
- Provide a doctor's note for any medical-related absence. Students who are absent for two or more consecutive days are required to present a note to the school nurse from their physician upon return.
- Whenever possible, schedule appointments after school hours or during vacations.
- When traveling for an ACS student event, students are to be present in school 12 hours after landing. (Ex: If a flight lands at 10 pm, ACS students should be present and ready for learning at 10 am the following day)
 - Exception: Please note: If an arrival flight back to Amman, Jordan lands after 12am (midnight) students will not be required to be present.
 - Students are expected to make up any concepts/activities missed and should regularly be checking their Google Classroom and meeting with their teachers.
- Ensure that students are in school, on time, on the day of a trip departure so they will be able to travel as scheduled.

If absences occur under these circumstances, students may forfeit consideration for future travel opportunities so as to limit the amount of classroom instruction missed.

In cases of excessive absences due to catastrophic illness, emergencies, and/or special circumstances the student may apply for a waiver from the Middle School Administration. The decision to grant a waiver will be made by the Principal and Assistant Principal who will consider the reason(s) for the student's absence and the number of absences not related to the emergency situation. If a student receives a waiver for classes missed, the student is expected to attend all remaining classes for the semester. Failure to do so may result in the student receiving additional stipulations to their waiver.

Tardiness

Arriving at school on time is a family responsibility. Students are expected to be prepared and in class before the start of the instructional block. Arrival to class on time

is a positive way to demonstrate respect to teachers and peers and helps establish an overall positive school climate and culture throughout the day.

Students who are tardy 5 times or more in a semester will engage in a reflective process. Students will reflect upon how much learning time they have lost through being tardy and after the reflection every tardy will result in 5 minutes owed during lunch. The data will be collected on a weekly basis and students will repay their owed time during one lunch period during the week. The MS AP will oversee this procedure.

We ask for family support in:

- Communicating the cause of the tardies
- Develop a plan to ensure timely arrival

Demonstration of Learning

Homework

Homework forms an important part of a student's education because it reinforces the work covered during class and provides a student with the opportunity to demonstrate their learning.

These opportunities to demonstrate learning and understanding allow the teacher to know how well students understand a given topic and how much learning progress a student is making. Without this, there can be no differentiation of instruction to fit the needs of individual students.

For ACS students, homework is an expectation. Students are expected to follow through with the completion of assignments in a timely manner and are expected to play an active role in the communication process about homework to parents and teachers.

Students are allowed one day for each day absent to make up missed work. It is the responsibility of the student to communicate with teachers to obtain assignments, to make up for all work missed when absent, and to make any necessary arrangements with the teacher to make up class activities.

Missing assignments are due the next time the class meets. Additional time may be granted under extraordinary circumstances.

1. In addition to finishing missing assignments, students are expected to complete all current assignments.
2. Homework assigned prior to the absence is due the day the student returns.

Although the amount and nature will vary according to grade level, students can expect to have approximately one to two hours of homework or individual study each night (this will vary with individual students' study habits). This time includes 20-30 minutes of daily at home independent reading.

Academic and/or Learning Behaviors Concern

Students at the middle school are expected to continually demonstrate growth and progress. Students who are not making sufficient progress academically and/or behaviorally will receive a Letter of Concern.

Letters of Concern will be placed into a student's academic file and will be removed after one year free of Academic Concern.

Academic and/or Learning Behaviors Probation

A student might be placed on probation for a semester after previously having received a Letter of Concern if they have shown little or no improvement. Probation is automatic if a student has a '0' in any class at semester or a substantial number of '1' marks on their semester report. The MS reserves the right to determine what constitutes 'substantial.' Students on probation need to make serious improvements in their studies by the end of the current school year.

Placement on Academic and or Behavioral Probation will require:

1. Written notification to parents.
2. A student will be ineligible to take part in student activities that require missing regular classes during the school day.

Probation Letters will be placed into a student's academic file. A prolonged placement on Probation may result in a student being asked to withdraw from ACS.

The protocols for letters of concern and probation in the Middle School reflect the philosophy of middle-level education. In order to experience success at ACS, students are expected to work hard, stay organized, and seek assistance when it is necessary.

Reporting

Academic achievement will be assessed separately and will reflect progress in both areas. Students will receive regular, timely feedback from their classroom teachers on both formative and summative assessments. In addition, students will be issued a formal report card at the end of both the first and second semesters. Academic progress will be measured and reported using the scale.

[MS Subject Area Reporting Categories SY 2025-2026](#)

Assessment of Academic Progress

Students are assessed on their academic progress throughout the year based on the following descriptors:

Levels and Performance Criteria		
4	Distinguished	This level of performance means: • The student has achieved the learning target and accomplished what was expected while demonstrating creativity and sophistication. • The student's work may contain minor errors but these do not impede demonstration of understanding. • The student transfers understanding and adapts their learning to authentic or unpredictable situations. • The student accurately self-assesses and demonstrates a depth of understanding that seamlessly connects related or previously explored concepts. • The student demonstrates evidence of the learning target with multiple pieces of evidence of reflection and continuous growth that highlight independence and/or risk-taking. (Arts, Technology, PE)
3	Proficient	This level of performance means: • The student has achieved the learning target and accomplished what was expected. • The student's work may contain errors but these do not impede demonstration of understanding. • The student consistently transfers understanding of the process and/or content to various settings or tasks. • The student accurately self-assesses and demonstrates understanding of next steps for growth. • The student demonstrates evidence of the learning target with multiple pieces of evidence of reflection and continuous growth. (Arts, Technology, PE)
2	Approaching	This level of performance means: • The student requires assistance or guidance to demonstrate understanding of the learning target. • The student's work contains errors which impedes demonstration of understanding. • The student inconsistently transfers understanding of the process and/or content to various settings or tasks. • The student requires some assistance to accurately self-assess and identify next steps for growth. • The student demonstrates initial evidence of the learning target with inconsistent evidence of reflection and growth. (Arts, Technology, PE)
1	Emerging	This level of performance means: • The student demonstrates a very basic understanding of the learning target. • The student's work contains errors which impede demonstration of understanding. • The student is not yet able to demonstrate transfer of understanding of the process and/or content to various settings or tasks. • The student is not yet able to accurately self-assess and identify next steps for growth. • The student demonstrates initial evidence of the learning target but evidence of reflection and growth is not present. (Arts, Technology, PE)
0	Insufficient	This level of performance means: • The student is missing either whole pieces of evidence and / or the submitted evidence is incomplete.

ACS Code of Student Conduct

The essence of our ACS Code of Student Conduct is found in the three pillars of our school's Mission: integrity, respect, and intellectual growth.

1. Members of the ACS community act with integrity.

Students are expected to:

- Take personal responsibility for your actions
- Be only where you are supposed to be at all times
- Learn and choose to do what is right even when it is not easy
- Help build a community where all members can rely on one another
- Follow the ACS Code of Conduct, ACS Student Profile, and the ACS Technology Responsible Use Policy (RUP)
- Tell the truth and be trustworthy
- Fulfill all commitments and responsibilities
- Show sound judgment
- Not engage in spreading hurtful or unsubstantiated rumors
- Seek assistance from a trusted adult when difficulties arise

A student in our community with appropriate behavior will:

- Have the benefit of experiencing a positive and safe environment in which to learn;
- Contribute towards creating a climate for others to enjoy;
- Have the opportunity for increased academic success;
- Experience higher self-esteem;
- Be able to participate in a variety of clubs, sports teams, and activities;
- Be eligible for academic and behavioral awards;
- By developing life-long habits that shape them as positive, contributing members of society.

2. ACS students are expected to respect themselves, other students, those in authority, including teachers and other staff members (including bus drivers, custodians, cafeteria workers, etc.), school guests, school property, and the school environment.

Behaving respectfully includes acting courteously and fairly, and knowing the appropriate time, place, and tone of voice for any action. Respectful behavior means not hurting others verbally or physically, and treating others with courtesy and civility. Respectful students take pride in keeping their classrooms, the school grounds, and school property and buses clean, neat, and free of litter and graffiti.

Each of us must work toward creating a respectful climate at ACS. As respectful members of the ACS community, students will not:

1. Physically, socially, or emotionally harass any member of the school community
2. Use vulgar, obscene or profane gestures or words
3. Repeatedly interrupting other individuals
4. Make requests at times, or in settings, where they cannot reasonably be met
5. Be careless with school property and/or materials
6. Cause or attempt to cause damage to school or personal property
7. Violate or attempt to violate the privacy of another individual's belongings (including computers)
8. Be insubordinate (i.e. fail or refuse to follow reasonable directions of school staff and/or school rules)
9. Skip class, leave class, or leave the school grounds without permission

Out of respect for others' personal space, students are expected to keep their hands to themselves at all times. Public displays of affection (PDAs) are prohibited.

Horseplay, the act of pushing, grabbing, patting, etc., another student with no intent to harm and where no injury occurs, is not allowed because it can result in accidental injury or hurt feelings and often leads to inappropriate altercations.

Fighting or other aggressive acts, or threats of harm, are expressly forbidden and normally result in automatic suspension, regardless of which student was the aggressor.

3. ACS Students will strive for healthy relationships with all of their peers.

Peer relationship interactions take place on a continuum from healthy behaviors to unhealthy behaviors. This can be true whether the students are close friends, friends, or acquaintances. These relationship interactions can take place in various settings such as in person, or online through different applications or websites.

When unhealthy behaviors are reported between students, ACS takes a contextual approach to understanding, and responding to, the risk of harm and/or experienced harm. Furthermore, we use the [ACS Peer Relationships Guidelines](#) for our response to such reports and make sure they are appropriate and proportionate to the incident.

Within these guidelines, behaviors are categorized on a continuum. When behaviors become problematic, abusive, or violent, or have the potential to be, members of the Safeguarding Team (such as the counselor and principal) assess the situation and proceed with the next steps.

The next steps can include but are not limited to, safety planning, outside referrals, and disciplinary actions.

4. ACS students will strive for intellectual growth.

Each student is expected to:

1. Know, understand, and follow the ACS attendance policy
2. Be on time and come prepared for all classes and activities

-
3. Pay attention in class and participate fully in the life of the classroom
 4. Complete all reading, writing, and study assignments on time
 5. Put forth their best effort at all times
 6. Ask for extra help when needed
 7. Be accountable for their academic growth

Disciplinary Actions

Our philosophy of discipline is based on the premise of educating about appropriate behavior, providing a learning opportunity, and repairing harm and relationships when misbehavior has occurred. Our Administrators and Counselors make space for dialogue, apology, and repair that is age-appropriate. This can take many forms, from individual reflection to facilitated repair conversations. This style of discipline is an important part of an ACS education.

It is important for families to understand our approach to discipline and work in partnership with the school. We collectively want to raise children who understand the impact of their words and actions. This is how we equip kids with the skills they need to make good choices when they head off without familiar adults by their side.

The classroom teacher will address minor offenses using such strategies as individual conferences, taking a break, and parent notification. The teacher may enlist the help of the school counselor to mediate a situation.

When minor misbehavior interrupts the rights of others to teach and/or learn or shows disrespect, a verbal warning will be given for the first offense. If this behavior becomes an issue of frequency and/or severity, there will be more serious disciplinary consequences.

Disciplinary action is deemed progressive but may vary and/or begin with any consequence based on the frequency and/or severity of the infraction and the student's disciplinary history. Infractions are noted in a discipline log and out-of-school suspensions, behavior contracts, and academic concern contracts become a part of the student's file.

General Outline of School of Rules - Every organization has a set of rules or standards that are designed to help the organization meet its goals and objectives. If not adhered to, disciplinary action is necessary. The following is a list of some behaviors on campus that will lead to disciplinary action(s); it is not intended to be a list of all issues that might arise.

- Leaving campus without the approval of the administration
- Ordering food/goods from outside the campus to be delivered or dropped off during school hours
- Public displays of affection
- Possession or use of any type of objects perceived/identified as weapons, projectiles, drugs, alcohol, or tobacco
- Implicit/explicit threats to the life or safety of an ACS student, staff, or property
- Damaging school property or the property of others
- Use of the elevator without permission

- Use of inappropriate language, signs, gestures
- Insubordination, rude, or offensive behavior
- Headphones, Airpods, or any listening device being visible/in use without permission
- Mobile phone use without permission
- Chronic tardiness
- Skipping class
- Unauthorized publication of material relating to ACS
- Fighting (or the appearance of fighting), stealing, bullying, intimidation, harassment
- Identity-based bullying or targeting
- Verbal altercations
- Intimidation
- Unauthorized selling of food, materials, or clothing for any reason
- Violations of the Student Code of Conduct (cheating, lying, stealing)
- Lack of cooperation with school rules or authority

At the middle school level, we believe it is important for students to play a role in the resolution of any conflicts or disciplinary issues. As a school, we address any concerns with students first so they can be active members of their own learning process. In general, however, consequences may follow this pattern:

- 1st Incident: Verbal Warning with potential consequence (documented)
- 2nd Incident: Parental Contact (documented)
- 3rd Incident: Referral to Principal for further disciplinary action (This could include in-school or out-of-school suspension).

The MS Administration reserves the right to forgo the aforementioned incident pattern depending on the situation and circumstance.

The school may take any of the following disciplinary actions or combinations of actions for misconduct:

Time Away From the Classroom: The administration may remove a student from their classroom for more serious or repeated behavioral problems. In such an instance, a student will report to the MS Office for this time away, write up their own incident report, and inform their parents. The incident report will delineate future consequences for any subsequent misconduct; a copy will be placed in the student's file.

Loss of privileges: Students may lose privileges for transition and break times if this is a logical consequence of poor choices. Loss of Blue Fig Cafe access, removal from school events, and loss of ability to participate in school activities can also be applied.

Behavioral Contract: Teachers, counselors, and/or the administration may draw up a behavioral contract for a student whose behavioral patterns are excessive and/or a

distraction to the learning of others. Such a contract is shared with all parties: teachers, counselors, students, parents, and administration. Failure to meet the terms of the contract may result in further disciplinary measures (such as loss of privileges - field trips, participation in activities or events, timeouts, suspension, etc.).

Disciplinary Probation: The administration may place on disciplinary probation a student who has had chronic or serious violations of school conduct. Students on disciplinary probation who receive a suspension may be recommended for expulsion, depending upon the severity of the infraction. Students with chronic behavioral issues that disrupt the learning of others (whether or not these rise to the level of suspension), may also be recommended to withdraw or face expulsion. Students on disciplinary probation are restricted from participation in games, dances, school productions, and similar activities without a written parental request and the Principal's approval. Students on Disciplinary Probation will not be allowed to participate in extracurricular events/activities.

Suspension from School (in school & out of school): The administration may suspend a student from school for one to three days for more serious or repeated behavioral problems. The student's absence from class is regarded as an unexcused absence. This disciplinary action is serious, and continued problems will lead to a recommendation for expulsion from school. Fighting, bullying, or harassment of any kind normally results in automatic suspension.

Recommendation for Withdrawal or Expulsion from School: If the behavior is egregious or previous disciplinary actions have not corrected the behavior, the administration may recommend a family withdraw their student or recommend to the Superintendent that a student be expelled from school. Withdrawal or expulsion may be effective immediately, as determined by the administration.

The school prohibits any form of corporal punishment.

Examples include but are not limited to:

- Bullying of any kind - cyber or otherwise (on or off campus)
- Fighting (or the appearance of a similar physical altercation; this might be on or off campus; students are ambassadors for ACS when out in the community or on trips)
- Recurrent issues indicating a lack of honesty and integrity (e.g. plagiarism, lying, cheating)
- Bringing dangerous items to school (or on school-sponsored trips) such as weapons, ammunition, matches, drugs, alcohol, etc.
- Repeated disrespect toward faculty and/or administration
- Repeated disregard for behavioral expectations
- Prolonged academic and/or behavioral probation
- Theft

Academic Consequences

Academic dishonesty (cheating) is defined as “the intentional using, attempting to use, intending to use, or giving or attempting to give unauthorized aid on any work for which a grade is issued. This specifically includes daily assignments, quizzes, tests, projects, and any other type of work that is submitted for a grade.”

Plagiarism is a form of academic dishonesty and is defined as “the act of using another person’s ideas or expressions without acknowledging the source.” Acts of plagiarism will be treated with the same consequences as other forms of academic dishonesty.

Consequences:

Acts of academic dishonesty will not be tolerated by the ACS community. Community members should, at a minimum, confront academic dishonesty and explain that this behavior is not acceptable at ACS. In all cases in which cheating or plagiarism has been attempted or has taken place, the teacher will notify the principal and parents. Consequences for the lack of ethical judgment on the part of the student will be discussed and appropriate, logical consequences will be determined.

Academic Concern/Probation

Students who do not adequately demonstrate their learning on a consistent basis for any class will receive Letters of Academic Concern and/or Academic Probation.

Academic Concern

Notification of Academic Concern will be sent during the semester if the student is:

1. missing a significant number of assignments,
2. failing a class, or
3. currently reporting two or more classes at a Level 1 Proficiency

Notification of Academic Concern will require:

1. a parent response to the Academic Concern email and
2. a student meeting with the counselor to develop a learning plan for improvement

Because time management is often the cause of academic concerns, a student may be asked not to participate in extracurricular activities until academic improvement is demonstrated. This includes school clubs, teams, and after-school events.

Letters of Academic Concern are placed in a student’s academic file and are removed after one year free of Academic Concern or Academic Probation placement.

Students who receive an Incomplete grade for an assignment due to an extended illness, ACS travel, or any other reason, must complete all missing classwork/homework within one week beginning on the day they return to school.

It is the student's responsibility to ensure that all work is completed and turned in to the teacher for feedback within the designated time period.

If a student misses an assessment, they must plan on making it up the DAY THEY RETURN either during break lunch, before/after school, or study hall (if applicable). In the event of extenuating circumstances, a teacher holds the discretion to extend this period of time as they deem appropriate. If a student fails to complete the assessment on the day they return to school or the time designated by the teacher, they will lose out on the opportunity to show their learning. It is the responsibility of the student to remember this, as teachers will not seek them out.

Academic Probation

A student is placed on Academic Probation when he/she shows little or no improvement in their approach to learning.

A student is placed on Academic Probation when the semester report card has:

1. a failing grade in one or more classes, or
2. two or more classes reporting a level 1 proficiency level.

Placement on Academic Probation will require:

1. a parent's signature on the Academic Probation contract;
2. attendance at an Academic Probation meeting with the MS Principal or Assistant Principal and a counselor for the purpose of identifying more successful strategies; and
3. forgoing participation in extracurricular activities that require missing regular classes during the school day and/or weekend.

Academic Probation contracts are placed in a student's academic file. If a student is unable to meet the academic standards required, he/she may be asked to withdraw from ACS.

Students who receive an Incomplete for the semester grade will have two weeks to complete their missing work. If the missing evidence is not submitted, the Incomplete may result in a failing grade.

It is the student's responsibility to ensure that all work is completed and turned in to the teacher for grading within the designated time period.

Parent Communication & Active Participation

Notification Of Withdrawal

Students leaving school permanently during the school year must obtain clearance from their teachers, the librarian, the accountant, the nurse, the Superintendent's office, and the registrar. Withdrawal forms are available from the Middle School Office. Failure to complete clearance procedures will delay the release of transcripts and records.

Parent/Guardian Absence from Amman

In the event of a parent/guardian absence from Amman (i.e. for travel, holidays, etc.), the child will require a temporary guardian, in loco parentis. The parent/guardian must inform the school and provide contact details of the temporary guardian, in loco parentis, in case of any emergency.

Up To Date Contact Information

Maintaining current contact information with the school is required. This would include keeping ACS informed of any changes in email information, cell phone numbers, emergency contact information, and any necessary updated medical information. ACS will not be able to take students on field trips if we do not have parent contact information on file. This information must include a different contact for the mother and father, as well as an emergency contact in the event the mother or father cannot be contacted.

Establishing A Study Routine

Parents can help their children establish good learning behaviors by ensuring that time is set aside each evening for study time and by providing a quiet place to study. Also, talking to your son/daughter about what they are working on in their classes, and sitting with them to look at PowerSchool and Google Classroom are ways to maintain communication with your son/daughter about their learning and themselves as learners.

Support Of Field Trip Opportunities

Field trips for educational purposes are organized throughout the year by the faculty. These opportunities are designed to put student learning in an authentic context and to

provide a common experience for all students so instruction within the classroom can be enhanced. Your support of these opportunities also provides time for your son/daughter to have independent living experiences and valuable social interactions with peers. Opportunities like these are privileges and not rights. Students who have not been able to demonstrate behaviors in keeping with our Student Profile may be asked not to attend such field trips.

Attendance At School Events

Attending performances your son/daughter is participating in and/or other school-wide events is a positive way for you to be involved with our ACS community and also helps maintain lines of communication between you and your son/daughter.

Communication With Teachers

Maintaining open lines of communication with your son/daughter's teachers is essential in supporting the learning process. Whenever there is a concern we strongly encourage immediate and direct communication with the classroom teacher to clarify any miscommunications or inaccurate information. We want parents/guardians to be advocates for their son/daughter, but we also want to ensure complete, accurate information is shared before any conflicts arise. Parents are expected to monitor the progress of their child and communicate respectfully with teachers if they have a question or concern.

School Procedures

Communication

Communication with and within the school is important for you and your son/daughter. We want to keep you informed of your child's progress and what is going on at the school and we believe in open communication. When a student, or parent, has a concern, it is required that you contact the teacher prior to involving any other staff member. Teachers are always willing to discuss student progress. Honest, open, respectful communication will enhance a child's learning experience.

We believe it is important for students to play an active role in the communication process in order for them to gain authentic experiences in how to communicate effectively.

Language Usage

As ACS deepens its commitment to Global Advocacy and Intercultural Competence, the current Language Usage guideline is under review. During the upcoming academic year, the community will continue to revisit and reflect on our practices to ensure a safe and respectful environment. This will include a review of a number of areas, including building capacity around Cultural and Linguistic Diversity. The work will guide the development of new Language Usage guidelines.

Student Recognition

Students are recognized for their learning progress and for their efforts in demonstrating our Student Profile through monthly assemblies. We also strive to recognize students for their positive contributions to our daily school environment and their participation in activities beyond their academic classes.

Drug, Alcohol, And Tobacco Free Campus

ACS is a drug, alcohol, and tobacco-free environment. Possession or use of unauthorized drugs including alcohol, at school, within two blocks of the school, or at any school-sponsored events, is a violation of the ACS Drug Policy and is subject to immediate exclusion from an event, suspension, or expulsion from school. If there are reasonable grounds to believe that drugs, drug paraphernalia, stolen property, or other contraband are at school, the school will have the right to do a specific or general search of persons, personal possessions, and lockers. ACS also reserves the right to conduct drug testing to gather evidence.

After School

Middle and high school students may stay after school to participate in supervised activities, utilize the Learning Commons, work with a teacher for extra help, or work on specific projects. Students are not allowed on campus after school unless they are under an adult's supervision. Students may not leave campus and return later to ride the late bus. Students who are after school participating in sports must remain on campus until practice begins. If a student has an activity that starts later than 3:00 PM, the student is to either study in the Learning Commons or another approved location.

Student Dress Code

Out of respect for our host nation, we ask students to use good judgment when making decisions about school attire. Our ACS Student Dress Code applies to all school functions, including after-school, evening, and weekend events.

- Some guidelines to assist students in deciding what is appropriate attire are as follows:
- Undergarments should be concealed at all times
- Pajamas, robes, sleepwear, etc. should only be worn on school-sanctioned spirit days
- All clothing should be respectful to our host country and school community
- Healthy grooming is expected and appreciated

Items of particular note:

ACS is a neutral environment that promotes healthy choices. Therefore we do not accept the following attire items or items similar in nature:

- Clothing with pictures and slogans that may cause offense to others or promote illegal or unethical activities
- Garments that promote/advertise/remotely appear to be associated with alcohol, tobacco, vaping, or any illegal substance are strictly prohibited
- Military clothing

Mobile Phones

Mobile phones may be brought to the middle school. However, phones should not distract learning or cause harm to others in any way. Phones should not be visible during transitions or break times. Students are not allowed to make phone calls or send text messages, even to parents, during the school day without teacher's permission. We also request that parents should not call their children on their mobile phones during the school day. If you need to get a message to your child please be in touch with the MS office.

Teachers will have the ability to create classroom expectations specific to phones in their rooms. For example: phones sit in a box on the teacher's desk until the completion of that class.

Mobile phones must be silent and out of sight once on campus at the start of the school day.

Students who disregard this rule will have their phones confiscated for the day, and repeat offenders will be required to have a parent come to school to retrieve their phone. Continuous infractions will result in a student not being allowed to bring a cell phone onto school property.

Mobile phones are the responsibility of the owner. The school is not responsible for the loss or theft of mobile phones or any other items students bring to school. Students are reminded to lock valuables in their hall and gym lockers.

Transportation

Click [here](#) to view the bus service guidelines for the school year 2025-2026.

There is a bus fee for transportation to and from school. Busing is not provided to all areas of Amman. Transportation is provided for those areas that are a reasonable distance from school and have enough passengers to be economically sound. Routes and availability of service may vary from year to year. Busing for students who enroll after September will be provided if there is sufficient space on the buses.

Late buses are provided for high school and middle school students who are involved in supervised after-school activities. Students may not leave campus and return to ride the late bus.

Students have to be in an ASA and a regular bus rider to take advantage of the late bus (4:10 or 4:40 times) services

Riding the bus is a privilege that can be denied temporarily or permanently if the student's behavior warrants it.

The following are the rules which bus riders are expected to follow:

1. All school rules apply to bus riders.
2. Students are to follow the instructions and/or directions of the drivers.
3. Students are to treat drivers, bus monitors, and fellow students in a courteous and respectful manner.
4. Students are to keep their heads and limbs in the bus at all times.
5. Students are not allowed to sit or stand in the aisles, doorways, or in the front passenger seat.

6. Only high school students may sit in the back seat of the bus.
7. Students are to remain seated until the bus comes to a complete stop.
8. Students are to keep the buses free of litter and graffiti.
9. No objects of any kind should be thrown from the bus windows at any time.
10. Students may ride their assigned bus only, and to their own homes. When a student wishes to ride a different bus to a friend's house, both students must have signed notes from their parents. This is to ensure that both parents know the whereabouts of their children, and is enforced for all ACS students. Please do not email or call the school offices with a last minute request. We cannot guarantee that we will receive the message. Notes must be written and signed by a parent in advance.
11. Eating and drinking are prohibited on the bus at all times.
12. Older students are expected to assist the drivers in maintaining order on the bus.

If there is a serious incident, the bus driver will send a written or oral report to the appropriate school office.

The following consequences will be applied when bus reports are issued.

Note: Severe incidents (as determined by administration), may result in a higher level of consequence and not necessarily follow the frequency guidelines noted below.

Incident #1 - Meeting with divisional administration, notation in discipline record and parent notification

Incident #2 - Incident #1 consequences plus an additional divisional consequence

Incident #3 - Incident #1 consequences plus loss of bus riding privileges for not more than one week

Incident #4 - Incident #1 consequences plus loss of bus riding privileges for up to six weeks

Incident #5 - Loss of bus riding privileges for the remainder of the year

If parents become aware of a problem on the bus, they should contact the administration as soon as possible so that the problem can be addressed appropriately.

Lost And Found

The general lost and found is located on the ground floor. At the middle school, we also have a small lost and found located on the 4th floor. Students who have lost items should also check inside classrooms and in the gym. To prevent loss, it is highly recommended that students label the inside of coats, sweatshirts, and sweaters with their name.

Bicycles

The use of bicycles, skateboards, and rollerblades on campus is forbidden. Students may ride bicycles to school and bring them on campus for safekeeping. Students riding bicycles to school are required to wear helmets.

Nuisance Items

Students shall not bring nuisance items to school. These include such things as toys, toy weapons, water pistols, slingshots, air horns, etc. Toys may be brought to school upon the teacher's request for class presentation. Teachers are authorized to confiscate any nuisance items brought to school and turn them into the middle school office.

Insurance

All enrolled pupils are covered against accidental injuries occurring on the school grounds or on school-related outings under a policy which covers medical costs to a maximum amount (please check with the Business Office to determine the amount). Any accident or injury should be reported immediately to the school nurse and the Superintendent.

School Disruption/Closure

ACS will make every effort to contact families in case of school closure.

- Ideally, the school will inform families the night before regarding the status of the school. This will be determined by weather reports, what other schools are doing, and projected temperatures.
- If families do not hear from ACS in the evening and a delayed start is determined, or school is canceled, an SMS, email, and a pop-up window on the website will be sent no later than 6:00 am.
- In the event of a late start, the bus services will be pushed back one hour.
- Closing of school will be for that day only unless otherwise noted.
- If school is canceled for the day, teachers will have prepared lessons online, and students can access their lessons from Google Classroom or through teacher blogs (given everyone has electricity!). Principals and teachers will communicate with parents and/or students regarding the specific plans.
- Given the diverse weather conditions in various parts of Amman, if the school remains open but parents do not feel it is safe to have your children on the road, parents can make the decision to send them or not. There will be no adverse impact if parents choose not to send them to school.

Lockers And Locks

All middle school students will be assigned a lock and locker for the 25-26 school year. Students will be expected to leave backpacks and other personal belongings in their lockers as they transition between classes.

Physical Education

Students need to come to school dressed in athletic clothing on days that they have PE classes. If your child needs to be excused from PE class due to a physical issue please coordinate this with the health and MS office.

Swimming

Swimming is part of our regular physical education program. Please ensure your child comes to school with their swimming kit during their assigned swimming unit.

Swimming Kits

Swimming class is included in your child's schedule. Swimmers should be prepared with the following for class:

1. An appropriately styled swimsuit ([see here for examples](#))
2. Hair long enough for a ponytail needs to be pulled back
3. Swim caps are encouraged
4. A towel to dry off
5. Flip-flops/sandals - to be used in case of fire alarm, school shoes will be used in lieu of forgotten flip-flops/sandals if needed
6. Goggles are required
7. A sports bag (or a simple plastic bag) is recommended to put a wetsuit into after class and to keep other personal items from getting wet
8. A jacket to be worn on the field during a fire alarm.
9. A hat, toot, stocking cap, or hoodie to keep hair warm in colder months.

Textbooks

Students are issued paper and/or electronic textbooks for each of their classes at the beginning of the school year. Each student is responsible for keeping the books in good condition as they are to be returned at the end of the year. Students will be billed the full replacement cost for lost or damaged books.

Technology at ACS

All ACS students are held accountable to the below [Responsible Use Policy \(RUP\)](#) statement. Students are to log in under their personal account and will be held accountable for any issues that arise from the use of their account (protect your login and password!). Please note that all Internet traffic is monitored by the school server, and students will be held accountable for any inappropriate Internet use on their personal accounts.

One-to-One Laptop Program (1:1)

ACS Middle School uses technology to enhance and complement the educational program. To achieve this, students must have daily access to appropriate tools. Therefore, each student is required to [bring a personal laptop to school](#).

Borrowing a laptop or a computer accessory from the school Technology Innovation Department:

In case a student forgets to bring their laptop, or their laptop is not working for any reason, MS students are allowed to borrow a laptop from the ACS Technology Innovation Department, located in the MS/HS Learning Commons on the 2nd Floor. In order to do so, students must visit the MS office to get authorization. Once the borrowed item is returned to the Tech Department, the student record will be updated. Late returns or item misuse might result in banning students from this benefit. Borrowing a laptop from the Technology Innovation office is meant for temporary use and the expectation is that all students provide a family-owned laptop for student use.

PowerSchool

PowerSchool is an online student information system. PowerSchool is used to collect contact information about students and communicate student progress. For support with PowerSchool, please contact powerschool@acsamman.edu.jo

Google Classroom

All Middle School students have a Google email and Google Classroom account. This account allows students access to updates about classwork, homework, and other class activities. Students are expected to log in to Google Classroom on a daily basis for access to this information. In the event of an absence, Google Classroom is the best way for students to find out what learning and activities were missed while away. This

will also serve as part of our online learning platform in the event school is closed for an extended length of time.

Responsible Use Policy (RUP)

Being a Responsible User

As a member of the ACS community students and parents need to be familiar with the Responsible Use Policy (RUP).

The use of technology at ACS is focused on educational purposes. As these devices can also be used for personal and recreational purposes, it is important that students are aware of the expectations for the use of technology at school. In some cases, students' behavior is guided by clearly articulated expectations, but in other cases, they must make wise decisions about their own behavior, dictated by a sense of good citizenship and as a responsible member of the ACS community. These expectations apply to any technological device used at ACS.

Students are expected to access only classroom-related sites and applications during class time. Recreational games, non-academic use of social networking sites, or other activities that disrupt studies, peers, or classes are not permitted.

Your cell phone should be silenced or turned off and put away in your backpack unless a teacher has given you permission to use it for a school-related task.

Being Prepared to Learn

The ACS 1:1 laptop program in Middle School is where students are prepared for living, learning, and working in a digital world. Students have any time, anywhere access to technology both at home and at school.

Being a good digital citizen and a responsible member of the ACS community means students come to school prepared to learn.

This means bringing a computer to school:

- in operating condition and in good health.
- with a minimum of 15% empty disk space available at all times.
- with a battery fully charged. Students should not need to use a laptop charger at school.
- care for and transport their laptop responsibly.
- regularly perform software updates.
- regularly restart their laptop on a weekly basis.
- regularly back up data on their laptop.
- keep files and folders organized.

To ensure the security of laptops and to avoid damage:

- Laptops should not be left unattended for any amount of time.
- Students may not loan laptops or borrow laptops from other students.
- At home, ensure that laptops are stored in a safe place away from food, drinks, pets, and siblings.

Keeping Health & Balance in Mind

The 1:1 laptop program is meant to be a positive, enriching resource to enhance learning and creativity. It is recognized, however, that computers, mobile devices, and other technologies can sometimes have a disruptive effect on a person's behavior and well-being. Proper usage of technology should never cause pain, fatigue, or other physical or mental ailments.

It is important that ACS students use break times during the school day to socialize with others and take a rest from screen time. With balance in mind, we have guidelines for when and where ACS students should use their laptops.

Ethical and Respectful Use

Responsible citizenship means practicing good ethical behavior, whether online or offline. Students are encouraged to model good online citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others.

- Maintain a professional digital footprint that aligns with the ACS Student Profile.
- Cyberbullying and inappropriate communication are prohibited.
- Students should not publish information that is deemed by the school to harass, defame, insult, or intimidate a member of the school community—or the school itself.
- Students should cite any and all use of websites, books, media, etc.
- Students should not share or use others' email accounts or passwords, and not engage in conversation or activities (such as sending pictures) that may inflame, agitate, risk, offend, or threaten the privacy or security of others.
- Students should never share user accounts or passwords, especially those that are close to their identity (e.g., email, ACS accounts, social networks).
- The activities below are prohibited at school:
 - use of peer-to-peer file-sharing software that could jeopardize Internet access for all members of the ACS community
 - use of hacking or installing malicious software on any device used at ACS
 - use tools to bypass network restrictions
 - use of Virtual Private Networks (VPN)
 - Possessing, using, or sharing pirated software
 - trespassing into another person's computer, accounts or files
 - removing school-installed software

- Using print resources should also be done in a responsible manner. To conserve paper and ink, students will use "print preview" and print documents only once to reduce unnecessary printing.

Protecting Student Identity & Personal Information

With the ubiquity of information networks, safeguarding personal information has become extremely important. Once information goes on the Internet, it is likely that it will remain there for a very long time. Personal information includes names, phone numbers, student ID numbers, addresses, usernames, and passwords. As such, it is important that students treat their own and others' personal information with great care. Students should never share user accounts or passwords, especially those that are close to their identity (e.g., email, ACS accounts, social networks). All personal information, such as home addresses, phone numbers, and full names, should always be kept private.

Sharing Work Online

At ACS our goal is to support our students to become Global Citizens who can thrive in a world yet to be imagined, which includes being positive, literate, responsible, ethical, and creative users of technology. Connecting with a larger audience is a part of our students' journey from digital consumers to digital producers. Publishing to a broader audience, especially through the Internet, can be very rewarding for teachers and students.

Students will be sharing their work in a variety of online spaces and are expected to act safely by keeping personal information private. When they share their work online, they are expected to treat those spaces as classroom spaces. Language or images that are inappropriate for class are not appropriate online. If a student's work is shared, only the first name and grade will be included.

Community Awareness

All students are members of the greater ACS community and have a social obligation to protect community resources, such as bandwidth. Participating in activities that use up excessive bandwidth, such as peer-to-peer file sharing, is strictly prohibited at school. Computer use should not be disruptive to other students who are working nearby; students are requested to use headphones when listening to audio. Students should also be aware that individual teachers will have different protocols for classroom use and it is the student's responsibility to be aware of these and adhere to them.

Consequences

Violations of the RUP may result in a loss of access to the network, the Internet, and the school's computers, as well as other disciplinary action. All students must sign the RUP policy before they may use their laptops, school computers, or the school network.

With just cause, the school has the right to inspect a student's laptop, mobile phone, or tablet for evidence of illegal software, cyberbullying, misconduct, pornography, gambling, militant/extremist material, hate speech, etc. Appropriate disciplinary action will be taken if such evidence is found.

All ACS students are required to adhere to the Responsible Use Policy. Enrollment at the school serves as the student's and family's agreement to the policy.

Please note that all internet traffic is monitored by the school server, and students will be held accountable for any inappropriate internet use on their personal accounts.