

Secondary School Regulation Policy for Parents and Students 2020-2021



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*American School of Ulaanbaatar
“Home of Future Leaders”*

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Vision

To be a community that encourages academic, physical, and creative development, fosters a passion for learning, and inspires intellectual curiosity.

Mission

We empower our students to acquire and embrace knowledge, be intellectually reflective, be caring and ethical citizens, and lead a lifetime of meaningful work. ASU prepares students through rigorous, student-driven academic and co-curricular programs to succeed in English speaking colleges and universities and to contribute to a rapidly changing global society.

Expected Schoolwide Student Outcomes (ESSO's)

ASU students will be:

Academic Achievers who...

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

Critical Thinkers who...

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

Involved citizens who...

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

Effective Communicators who...

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

Self-Directed Lifelong Learners...

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

Academic Policy

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

Academic Integrity

The ASU community maintains the highest level of academic honesty. All students are expected to submit work of their own that is properly referenced. Students who plagiarize or cheat will be required to resubmit the work. Second offenses will result in the student receiving a zero on the assignment, and subsequent offenses may result in suspension or expulsion.

Assessment and Evaluation

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

Grading

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

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
	93-100%	90-92%	87-89%	83-86%	80-82%	77-79%	73-76%	70-72%	67-69%	63-66%	60-62%	<60%
GPA	4.0	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	0.7	0
AP GPA	5.0	4.7	4.3	4	3.7	3.3	3	2.7	2.3	2	1.7	0

Homework

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

Promotion to the Next Grade Level

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

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

In order to graduate from ASU students must earn 30 course credits and 40 hours of community service (10 hours during each year of high school). Attendance and punctuality are vital to the learning process. Absences (excused or unexcused) of more than 15 teaching days or excessive lateness may affect granting of a course credit or promotion to the next grade level

Community Service Hours

All students must earn 40 hours of community service in order to Graduate from ASU. Community Service hours are earned by volunteering with a non profit organisation outside of a student's regular school hours. Volunteering to provide service to a person or group in need is another acceptable way to earn community service hours. Tasks completed for school community members may not count as community service hours except with the express approval of the Principal. No more than 10 of the 40 required hours may be completed for the school community. Activities on campus that support external organizations may be counted toward community service hours. Service as part of a student organization may not be counted toward community service hours. Students may not receive payment or any other credit for the hours that count towards their community service graduation requirement.

Extra Curricular Activities

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

Valedictorian and Salutatorian criteria

- One must be an ASU student for at least 4 semesters throughout high school
- Any student who has received 2 or more suspensions will automatically be disqualified for valedictorian and salutatorian status
- Valedictorian and Salutatorian GPA formula. AP Courses (2 points), 1 full year of Leadership role in Extra-Curricular activities (2 points), more than 80 hrs of community service (1 point for every 10 additional hours) will be calculated in the formula.
 - First example: $3.6 \text{ GPA} \times 20(\text{multipliers}) + 8 (4 \text{ AP courses}) + 1 (94 \text{ hours of community service}) + 4 (\text{Treasurer for StuCo and Captain of Volleyball for 1 year each}) = 72 + 8 + 1 + 4 = 85$
 - Second example: $3.8 \text{ GPA} \times 20(\text{multipliers}) + 2 (1 \text{ AP courses}) + 0 (60 \text{ hours of community service}) + 2 (\text{Treasurer for National Honor Society for 1 year}) = 76 + 2 + 0 + 2 = 80$

** ASU will use 20 as a multiplier*

Attendance Policy

Successful learning is dependent upon regular class attendance. Regular, punctual and consistent attendance is critical to a student's learning. Students must submit a doctor's note if they miss school due to illness. Make up tests/assignments will only be allowed once a teacher has received a doctor's note. All make up work/tests/assignments will be granted at the teacher's discretion. Excessive lateness is a detriment to learning. ASU retains the right to dismiss a student whose learning is seriously jeopardized by lateness. Parents must inform Student Services no later than 8:25am if their child will be tardy. Excessive tardies may result in the student performing community service.

Absences

Parents must notify the school in the morning about their child's absence and the reason for that absence. Parents can phone the Student Services Office (11-348888) or send an email to the Student Services

Officers (hs.studentservices@asu.edu.mn for high school; ms.studentservices@asu.edu.mn for middle school). Upon their return to school all students must provide a written excuse to the Student Services Office from their parents stating the reason for the absence. This excuse should include the full student name and grade. Excessive absences or tardies could affect promotion to the next grade level.

Absence with Prior Permission: Students who are aware of a future absence must bring a note from their parent(s) indicating the reason for the absence and requesting permission for the absence.

The Student Service Officer responsible for attendance monitoring will then issue an Absence Request Form (Appendix A). The student must then have this form signed by each of his/her teachers and return it to the office. Only after this procedure has been completed may permission be given for the requested absence. Absences in excess of a few days must be approved by the Principal.

Extended Absences: Occasionally, family emergencies and other circumstances require students to be away from school for an extended period of time. Much of what teachers do in class cannot be duplicated at home. Conversations and instruction cannot be recreated, and hands-on, collaborative activities can only be conducted in the context of the classroom. Effective teaching is reflective teaching, and because teachers cannot accurately predict student progress in the classroom from week to week, homework packets cannot be created in advance for absent students.

Government Mandated School Closure

School administration will inform parents by email of any closures mandated by the government as soon as possible. In this case, no tuition fees will be reimbursed.

Tutors

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

Cell Phones/Electronic Devices

Cell phones and other electronic devices are allowed in the classrooms only with the permission and under the supervision of the teacher. Cell phones and other electronic devices will be confiscated if misused on the school premises. Use of headphones/earbuds is not permitted during tests.

Dress Code

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

The ASU uniform for 2019- 2020 is as follows:

- ASU zippered jacket
- ASU polo shirt with long or short sleeves
- ASU issued (bearing the ASU logo) trousers (for boys) and skirts (for girls)
- Plain black dress shoes in the fall and spring, plain black boots in winter. Please note, plain black means no other color should be visible on the shoe or boot.
- **ASU athletic jackets may only be worn on game days.**
- **ASU 10th anniversary jacket may only be worn on “free dress” days**

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

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

Student Identification Badges

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

Cafeteria Accounts

All students have cafeteria accounts which are linked to the barcodes on their ID badges. Parents are encouraged to top off their child's cafeteria account regularly and at a minimum on a weekly basis. Students with ID badges have priority over students paying for lunch in cash.

Emergency Information

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

Lockers

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

Lost & Found

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

Parent-School Partnership

Protocol for Parent Concerns

The American School of Ulaanbaatar is committed to open communication. The protocol to address a parental concern is as follows:

1. Speak with your child's teacher
2. Speak with the Principal if satisfaction is not achieved
3. Speak with the Managing Director if you wish to appeal the decision made above (this is part of the formal resolution process. The Managing Director's decision is final.)

Protocol for Student Concerns

In keeping with the goal of addressing issues at the lowest level possible, the protocol for addressing a student concern is as follows:

1. Speak with your teacher
2. Speak with the middle school coordinator (for middle school students) or principal (for high school students) if satisfaction is not achieved

See Conflict Resolution Policy (Appendix D) for more information.

Parent Meetings and Feedback

All ASU parents are encouraged to attend our informative Coffee & Conversation meetings every month to learn about our school curriculum and policies and to ask questions. Parents are also encouraged to provide feedback through our annual School Climate Survey.

Parent Volunteers

Parent-Educator partnerships are highly valued at the American School of Ulaanbaatar, and volunteering in the school is encouraged and welcomed. There are a variety of opportunities for parents to share their time and expertise in the school community, whether assisting in classrooms or with special events. Parents are also encouraged to share their expertise related to their industries that could complement class lessons or benefit the larger school population (e.g., as guest lecturers).

Prohibited Items

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

School Supplies and Books

Textbooks are supplied by the school. All textbooks are the property of the school and are to be returned at the end of a course in good condition. Covers can also be made at home. The book deposit will be fully refunded when a student withdraws from ASU only if all books and locks are returned in good condition. Any fee for book deposits not paid for at time of enrollment or in case of lost or damaged books will automatically be deducted from tuition fees.

School Field Trips

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

Student-Centered Learning Environment

ASU is the home of future leaders. Our motto is *Learn, Achieve, Lead*. At ASU we strive to:

- Create an environment that is focused on the best interests of the child

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

Student Code of Behaviour

Good student behaviour facilitates a school environment that is orderly and purposeful so that the mission, vision and ESSOs of the school may be achieved.

Students are expected to:

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

A student may be suspended from the school for the following:

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

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

Dismissal of a Student

ASU reserves the right to dismiss a student where the continued attendance of that student would not be in the best interests of the student or the school; where his/her behaviour seriously jeopardizes the ability of the school to guarantee the dignity and safety of its students or interferes with learning; where the continued attendance of the student would be injurious to the moral tone and values of the school; where the student is not meeting the minimum academic or attendance requirements of the established curriculum or when the student has been suspended three times during their tenure at ASU.

Student Services Officers and Academic Counselor

The Student Services Officer is the school's liaison with parents to help meet the needs of students. Student Services Officers are available to make appointments with administration and translate if necessary. They maintain all student records and coordinate enrollment, withdrawal, and transcripts. The Academic Counselor coordinates enrollment testing at the high school level and guides students in course selection and college preparation.

Withdrawal Procedures

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

Request for Reissue of Diploma

In the event that an American School Of Ulaanbaatar diploma is lost, stolen, damaged, or a duplicate copy is necessary, a request for a replacement may be sent to our Academic Counselor at counselor@asu.edu.mn. The cost for a replacement diploma is 100,000 MNT, and the process may take four to six weeks from the time it is ordered.

Please note: The new diploma will bear the current names of the Principal and Managing Director in office at the time the replacement diploma is produced and not when the alumnus graduates. Payment for this service must be made to the ASU Finance office before the replacement diploma can be issued. Information on payment options for this service will be included on the email acknowledgement of your request that you will receive from the Academic Counselor.

Transcript and Document Policy

At ASU, transcripts and related documents will be issued by the Student Service Officer and Academic Counselor. During the school year, students will receive up to 3 copies of transcripts and related documents free of charge. Additional copies required will be charged 10,000 MNT per document in urgent case (within 3 working days) and 5000 MNT for standard case (within 5 working days) from the requested dates. Students who graduated from ASU in previous years and request a re-issuing of transcripts and documents must follow the above fixed prices for every single document.

Technology/Internet Use

The school computers are used for academic purposes. Students should not install or uninstall any programs on the Library, Computer Lab or Chromebook computers without authorization.

School Bus Rules and Information

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

******Please note: American School of Ulaanbaatar will provide a bus service only to those children who can be brought to a designated bus stop 1-3 minutes before scheduled time.******

1. School's Duties

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

2. Parents' Duties

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

impacts road conditions) parents are responsible to bring their child to school.

- 2.7. If a parent wishes to terminate the use of the school bus, a written notification must be given to Student Services office and the bus fee refund will be made based on the refund policy approved by School Administration.

3. Students' Duties

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

4. Drivers' Duties

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

ASU Athletics Mission Statement

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

1. Program Offerings

1.1 Middle School Sports (U13 & U15)

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

1.2 High School Sports (U19)

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

1.3 A.C.A.M.I.S Tournaments

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

2. Eligibility

2.1 Age

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

2.2 Grades

Student athletes must maintain a 60% in all their subjects. If any student athlete falls below a 60% average in any of their classes they will become ineligible and are not allowed to play.

2.3 Attendance

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

2.4 Player Selections

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

3. Code of Conduct

3.1 Behavior Standards

- 3.1.1 All student athletes are expected to adhere to the following behavior standards.

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

3.2 Coaches Code of Conduct

- 3.2.1 All coaches are expected to adhere to the following behavior standards.
- 3.2.2 Will treat players, referees, and all other coaches and players fairly and with respect
- 3.2.3 Will encourage the students to speak in English
- 3.2.4 Will control their temper and will not use foul language

3.3 Sportsmanship

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

3.4 Quitting

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

3.5 Commitment

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

3.6 Transportation

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

3.7 Clothing & Equipment

- 3.7.1 Student athletes will provide their own athletic clothing for practices. Jerseys and warm-up kits for competition will be provided by ASU.
- 3.7.2 ASU will provide equipment for the sport.
- 3.7.3 The student athlete will wash all jerseys and warm-up kits and return them to the athletic department within one week of the end of the sport season.

3.8 Risk Factors

3.8.1 Athletic training, practices and competitions run the risk of injury. Student athletes participating in tryouts, practices, scrimmages, games, and tournaments acknowledge that they are aware of the risks of injury. They also agree to inform the coach or athletic director if there are any medical reasons that the school needs to be aware of. Students should all be physically able to participate as an active member of the team

3.8.2 Any injury that occurs during a school event or practice needs to be brought to the coaches or athletic director's attention right away. Before an athlete returns to any athletic program after an injury, a physician must provide written approval to resume participation in the sport.

Athlete's Signature: _____

Sport: _____

Printed Name: _____

Parent's Signature: _____

Date: _____

Printed Name: _____

2ZAP (Zeros Aren't Permitted) Club

Teacher Expectations

All teachers are expected to provide reasonable opportunities to help their students catch up with any missing/incomplete/unsatisfactory work. This additional instruction may be offered during morning break, at lunch, or after school, when not conflicting with other teacher requirements.

Who is ZAP for?

ASU ZAP Club is for middle and high school students who:

1. Are currently missing 3 or more assignments in their class(es) within the preceding 2 weeks
2. Are in need of taking a test/quiz/assignment they missed or failed
3. Have been placed on academic probation (current grade of 60% or below) due to missing/incomplete/poor performance

NOTE: If the opportunity for making up a missing or failed assignment is no longer available, the student will not be sent to ZAP. Teachers and administrators will discuss other options with the student.

Sending Students to ZAP Club

1. Students who are failing courses due to zeros will automatically be placed on the ZAP list
2. Student Services will generate a Zeros List on Friday and Tuesday in preparation for the ZAP sessions on the following Monday and Wednesday
3. A teacher must complete a form for any student attending ZAP and have the student sign the form, and Student Services will follow up by notifying parents
4. Teachers must note on the ZAP attendance sheet any deviations from this procedure (e.g., "student will be attending homework club").
5. The ZAP attendance sheet must contain clear instructions for the work the student is to complete, and the teacher should ensure the student has the necessary resources (e.g., Chromebook, if needed).

What happens if a student fails to go to ZAP on the due day?

The ZAP club supervisor will inform the student's teacher **and** the administration. The student will be referred to the office, and, if a repeated incident, the parents will be contacted.

Can ZAP students be excused/let out early by the ZAP supervisor?

No. A student may only be excused if/when he/she brings a note from his/her teacher.

Appendix A: Absence Request Form – Secondary School

IF THIS ABSENCE IS MORE THAN SCHOOL POLICY ALLOWS, I.E 3 DAYS OR MORE, STUDENTS WILL BE ASSESSED FOR THE CURRICULUM AND LEARNING THEY MISSED BEFORE CREDIT IS GRANTED FOR THE SUBJECT.

ABSENCE REQUEST FORM – 3 DAYS OR MORE

Student's Name: _____ Grade: _____

Reason for Absences: _____

Will be absent from _____ To: _____

Teacher(s) signature, approval recommendation & comments:

	Yes	No	Comments or study plan if absent
ELA _____	_____	_____	_____
Math _____	_____	_____	_____
Science _____	_____	_____	_____
Soc. Studies _____	_____	_____	_____
Mongolian _____	_____	_____	_____
Music _____	_____	_____	_____
PE _____	_____	_____	_____
Art _____	_____	_____	_____
Chinese _____	_____	_____	_____
French _____	_____	_____	_____
ICT _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

Approval/Disapproval by School Administration: _____

Parent or Guardian Contact Information:

Phone: _____ Email address: _____

Parent Signature: _____ Date: _____

Appendix B: Social Media Use Guidelines

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

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

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

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

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

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

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

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

- ☐ **Tagging is disabled** (tagging identifies someone else in a post, photo or status update that you share).
- ☐ **Geotagging is disabled** (the process of adding geographical information to various media in the form of metadata. The data usually consists of coordinates like latitude and longitude, but may include bearing, altitude, distance and place names)
- ☐ **No last names used** (only first name, last initial).
- ☐ **Maintain Privacy at all times.** Families that have opted out of photos and/or videos should never be showcased via social media. Employees of ASU may not disclose any information on any social media network that is confidential or proprietary to ASU
- ☐ **Be Transparent:** Perception can become reality. If you choose to engage with students and families in a social media context, do so in a professional manner, ever mindful that in the minds of students' families, colleagues and the public you are an ASU employee. Make it clear that any views you express are yours alone and do not necessarily reflect the views of ASU.

- ❑ **Inform parents:** teachers should inform parents prior to their child's involvement in projects using social media networks & applications.

ASU Community Policy: Online Publishing and Social Media Personal Responsibility

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

ASU Community Policy: Parent use of Social Media

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

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

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

Appendix C: Student Photograph & Video Release Form

School Website Photos and Video

Community Awareness/Public Relations Photos and Video

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

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

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

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

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

Child/Children's Name: _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____

Appendix D: Conflict Resolution Policy

At ASU, we expect our students to learn effective conflict resolution strategies, and therefore as educators and parents, we should model good problem solving skills. We expect early, informal resolution of complaints whenever possible. However, there may be occasions when a dispute escalates beyond the initial parties involved. This policy and process has been established to direct the school community in effective conflict resolution, emphasizing the importance of communication and mutual respect, in order to maintain a positive learning environment. The following steps should be taken to resolve conflict or present complaints:

1. Informal conflict resolution and complaint process

1.1. The first step should always be to discuss the problem with the parties involved and attempt to resolve it at that level, emphasizing clear communication at all times. Before deciding that a conflict requires assistance from school leadership, parties involved should ask if they understand what the other side is trying to do (e.g., does the educator fully understand what the parent or colleague is asking, or vice versa). Parents or educators should ask questions to help define the problem. All parties involved should be prepared to state their position clearly, especially if the dispute advances to the next level. This should also take into consideration third options that both sides would find acceptable.

1.2. If the problem cannot be resolved at the lowest level, the staff member or parent may request a meeting with the principal to discuss the extent of the problem. All parties involved will be required to be in attendance for the meeting in order to facilitate clear communication.

1.3. If the problem is still not satisfactorily resolved during the informal process, the person bringing the complaint may proceed with the formal problem resolution process.

2. Formal conflict resolution and complaint process

2.1. School community members who have a complaint or require leadership intervention related to a school conflict and who wish to initiate the formal resolution process must prepare written documentation, with supporting details, of the conflict situation or complaint and submit it to the principal.

2.2. Within three working days of receiving the conflict resolution request or complaint, the principal will complete the investigation and prepare a written response. The principal will forward a copy of the response along with a request that the complainant sign and date the copy to confirm he or she has received the reply and agrees or disagrees with the principal's plan of action.

2.3. If the complainant agrees with the plan of action, the principal will keep a copy of the signed reply on record.

2.4. If the conflict has not been resolved to the complainant's satisfaction, the principal will forward the file and all relevant information to the managing director.

2.5. The managing director will investigate all relevant issues and any new information that may arise during the process and make a final decision.

Appendix E: Child Protection Policy

International schools have a moral as well as legal duty to safeguard the welfare of their students. The ASU Child Protection Policy sets forth the steps our faculty, staff, students, volunteers, and other visitors are required to take to minimize the threat of child abuse in our school and to respond promptly and effectively should abuse be observed, suspected, or disclosed.

The policy addresses the following essential components of a comprehensive Child Protection Policy:

1. Recognizing, responding to, and reporting allegations and suspicions of child abuse and neglect
2. Screening and selecting staff, faculty, and volunteers
3. Code of Conduct that guides interactions between adults and children
4. Ensuring safe environments and practices
5. Connecting to local authority and resources

Our goal is to build and maintain a proactive environment that protects children by either preventing child abuse before it occurs or by ensuring its earliest possible detection, intervention, and reporting. Our strategy is to ensure that all ASU personnel, from professional faculty and staff, employees and contractual personnel, volunteers, classroom assistants, students, and parents understand the issues of child abuse and neglect; know how to recognize its signs and symptoms; are familiar with international, national, and local reporting procedures; and know the responsibilities for how, when, and whom to make a report.

Section 1: Commonly Held Myths vs. The Realities About Child Abuse and Neglect

Myth: *Child abuse is carried out by strangers.*

Fact: Research indicates that 90% of abuse is from domestic causes and is committed by individuals known to the child.

Myth: *Children learning about child protection is harmful.*

Fact: Research indicates that developmentally appropriate education makes children more confident and able to react to dangerous situations. Teaching using a specific population context increases protective behavior.

Myth: *Abuse education is sex education.*

Fact: Research-based programs prepare students to develop the skills and attitudes to keep themselves safe from perpetrators, and behaviors that include bullying, harassment and other forms of exploitation.

Myth: *Abuse is a matter of culture; physical or sexual abuse falls within the norms of some cultures and is acceptable.*

Fact: The reality is that there is NO excuse for child abuse!

Myth: *Child abuse is a result of poverty and happens in low socioeconomic circumstances.*

Fact: Research indicates that child abuse occurs in all racial, ethnic, socio-economic, and cultural sectors of society.

Myth: *International Schools do not have to report abuse to local authorities.*

Fact: International schools are bound by the laws of their host country, and as such international schools must be knowledgeable and compliant with the child protection laws in their locale.

Section 2: American School of Ulaanbaatar Policy Statement

Child abuse and neglect are concerns throughout the world. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical and emotional development. The American School of Ulaanbaatar (ASU) supports the *Law of Mongolia on Child Protection* and the *Law of Mongolia On The Rights Of The Child*.

All staff employed at ASU must report suspected incidents of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered, or is at significant risk of suffering, abuse or neglect. Reporting and follow up of all suspected incidents of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy.

ASU seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives. As such, ASU will distribute this policy annually to all parents and applicants, will communicate this policy annually to students, and will provide information to all staff. ASU will make every effort to implement hiring practices to ensure the safety of children and will review the policy annually for compliance and effectiveness.

In the case of a staff member reported as an alleged offender, ASU will conduct a full investigation following a carefully designed course of due process, keeping the safety of the child at the highest priority.

Section 3: Procedures: Preventing Child Abuse and Responding to Incidents

Focus on Prevention

1. Child Protection Policy is distributed annually to parents and staff
2. 2 School provides parents, staff, and students with common definition of child abuse (physical, emotional, and neglect)
3. Discussion and lessons taught to students annually that include strategies to recognize inappropriate behaviors
4. Staff Code of Conduct provides clear expectations and boundaries
5. Student-on-student violence policy, including bullying, is publicized and implemented
6. School leadership designs and implements procedures to ensure the safe recruitment and selection of staff

Prepare for Disclosures

Teaching students about child protection and making yourself a part of their support system invites them to come to you with a problem. School personnel must understand and know how to respond appropriately, knowing that it is often very difficult for children to disclose abuse. Students often cannot tell about a touching problem because of fear of:

Memory. Children often cope with their abuse by pushing it so far back in their minds that they 'forget.' To remember means to feel hurt again.

Loss of Love. Children often worry that their parents or friends won't love them once they know about their abuse because they are 'dirty.' This is often because children will take responsibility for their abuse. Children also often fear the separation of their family if they tell.

Shame & Guilt. Children either know or can sense that what happened, especially a sexual experience with an adult, is wrong. By telling someone and acknowledging that it happened, they fear the shame of the abuse. They fear they will get in trouble for telling.

Blame. Children fear that they will be blamed for what happened and in the case of sexual abuse that they somehow wanted it. Adults tend to be believed over the child and offenders often state that the child 'asked' for the touch or other abuse.

Harm. Offenders often maintain control over their victims by threatening harm to them or their families if they tell. Children are then burdened with the inappropriate responsibility of keeping their families safe.

Understanding these fears of disclosure will help in your appropriate response

Section 4: Guidelines for Responding to a Child's Disclosure

***Please note: Teachers are not investigators. Your role is to listen and respond to disclosures in order to determine the next steps for students to get the help they need.**

- Do not let a child swear you to secrecy before telling you something. You may need to report, which the child will view as breaking your trust with them.
- If a child asks to speak with you, try to find a neutral setting where you can have a quiet conversation with few interruptions.
- Do not lead the child in telling. Just listen, letting him/her explain in his/her own words. Don't pressure for a great amount of detail.
- Respond calmly and matter-of-factly. Even if the story that the child tells you is difficult to hear, it is important not to register shock, disgust, or alarm.
- Do not make judgmental or disparaging comments about the abuser, as it is often someone the child loves, or with whom he/she is close.
- Do not make promises to the child that things will get better.
- Do not confront the abuser.
- If the child does not want to go home, this should be considered an emergency. Report and handle immediately by contacting your school administrator. Do not take the child home with you!
- Respect the child's confidence. Share with the school administrator, but limit information from and with other staff.
- Explain to the child that you must tell someone else to get help.
- Try to let the child know that someone else also will need to talk with him/her and explain why.
- Empower the student by as much as possible allowing the child to be a part of the process.

Section 5: Whom to Report and When

Most cases of suspected abuse or neglect will be handled by school administration, such as those involving:

1. Student relationships with peers
2. Parenting skills related to disciplining children at home
3. Student-parent relationships
4. Mental health issues such as mild depression, low self-esteem, grieving

Cases reported for school administration investigation and outside resources:

1. Severe and ongoing physical abuse or neglect
2. Suspected sexual abuse

In extreme cases when families do not stop the abuse or concerns remain about the safety of the child, reports could be made to:

1. Local authorities
2. The consulate

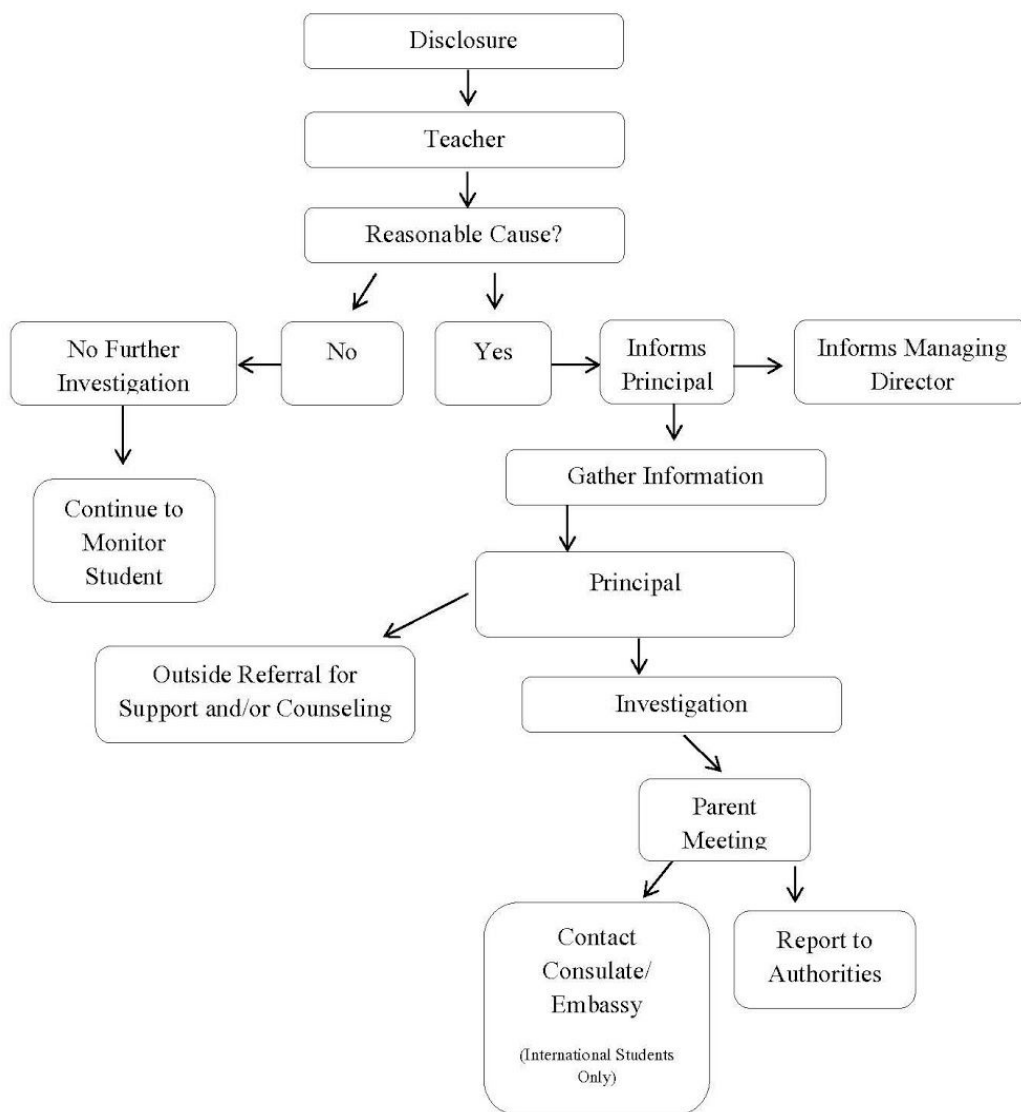
Section 6: Procedures for Reporting and Action

It is obligatory for faculty, staff, and administrators to report incidents of physical or psychological violence, aggression, harassment, and physical or sexual abuse immediately to the school administrator. The school administrator shall inform the Managing Director. Students are encouraged to report incidents for which they or others may be the victims. Reporting by students may be verbal or in written form. The administrator will gather information and provide written documentation including the date, person or

persons involved, and any additional relevant information. If there is reasonable cause to believe child abuse has occurred, the school administrator shall follow the steps noted in these guidelines, documenting all aspects of the investigation and resulting actions. Such actions include, but are not limited to, one or more of the following:

- Conference with the student(s) involved
- Parent notification
- Meeting with parents
- Meeting with others pertinent to the case, including the alleged perpetrator(s)
- Referral to outside authorities/child protection services
- Legal action and prosecution by the authorities
- Suspension or termination of employment (if a school employee)

Flow Chart for Reporting and Actions after Disclosure



Section 7: Documentation of Reported Cases of Abuse

The American School’s policy regarding confidentiality and management of school records applies to all aspects of the documentation of incidents of abuse. Internationally, child protection incidents usually follow the child from school to school, especially if the problem is within the family; thus we are morally obligated to do as much as we can to help the next school community protect the child. Admission policy and procedures include informing the parents/guardian that school records will be forwarded to other

schools upon transfer of the child to another school. Parents indicate their agreement with the school's confidentiality agreement upon signing the Parental Agreement.

Section 8: Staff Code of Conduct

The American School of Ulaanbaatar is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees, volunteers, tutors, and students who represent the school and who interact with children in both a direct and/or unsupervised capacity. The public and private conduct of faculty, staff, employees, volunteers, tutors, and students acting on behalf of the American School of Ulaanbaatar can aspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

Staff members are expected to be aware of our own and other persons' vulnerability, especially when working alone with children, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. Staff members must show prudent discretion before touching another person, especially children, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. The American School of Ulaanbaatar personnel and volunteers are prohibited at all times from physically disciplining a child.

One-on-one meetings with a child are expected to be held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting. All staff are expected to intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Suspected abuse or neglect must be reported to the school administration and follow our school Child Protection Policy procedures.

Communication with children is governed by the key safety concept of transparency. The following policies will reduce the risk of private or otherwise inappropriate communication between the American School of Ulaanbaatar parents, school administration, teachers, personnel, volunteers, tutors, and children:

- Communication between school staff with children that is outside the role of the professional or volunteer relationship (teacher, coach, etc.) is prohibited.
- Where possible, email exchanges between a minor and a person acting on behalf of the school are to be made using school email address only.
- Electronic communication that takes place over a school network or platform may be subject to periodic monitoring.
- Faculty, staff, and volunteers who use any form of online communication including social media (Facebook, Twitter, etc.) and text messaging to communicate with minors is prohibited.

Section 9: Statement of Acknowledgement of Staff Code of Conduct

As an employee for the American School of Ulaanbaatar, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children enrolled at the American School of Ulaanbaatar.

I Will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with a child at school activities without another adult being notified.

- Use positive reinforcement rather than criticism, competition, or comparison when working with children.
- Maintain appropriate physical boundaries at all times and touch children - when necessary only in ways that are appropriate, public, and non-sexual.
- Comply with the school's policy reporting regulations to report suspected child abuse.
- Cooperate fully in any investigation of suspected child abuse.

I Will Not:

- Touch or speak to a child in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, threatening, or degrading children.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children.
- Give a child who is not my own a ride home from school.
- Accept gifts from or give gifts to children without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, or similar forms of electronic or social media except for activities strictly involving school business (ASU's Facebook).
- Use profanity in the presence of children at any time.

I understand that as a person working with children under the auspices of the American School of Ulaanbaatar, I am subject to a criminal history background check. My signature confirms that I have read this Staff Code of Conduct and that I agree to follow these expectations and policies. I understand that any action inconsistent with this Staff Code of Conduct or failure to take action mandated by this staff Code of Conduct may result in disciplinary action up to and including removal from the American School of Ulaanbaatar.

Staff Name: _____

Staff Signature: _____ Date: _____

Appendix F: Secondary School Student Check-out Form

2020-2021 School Year

Student's name: _____ Grade: _____

REASON: (1) _____ GRADUATION Class of: _____

(2) _____ WITHDRAWAL Effective Date: _____

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

SUBJECT	TEACHER'S NAME	TEACHER'S SIGNATURE
English		
Math		
Social Studies		
History		
Science		
Chemistry		
Physics		
Biology		
Academic Counselor		
PE and Health		
Visual Arts		

Drama/Dance		
Music		
ESL		
Mongolian		
Chinese/French		
Computer Science		
Business		

_____ **Homeroom Teacher (to be completed once all subject teachers have been signed):**

_____ All books and other materials returned

_____ Lock returned

Homeroom teacher's name: _____ Signature: _____

Library:

_____ All borrowed materials returned _____ Fee to be refunded for damaged or lost books MNT/\$ _____

Librarian's name: _____ Signature: _____

Cafeteria:

_____ Account clear: (_____)

Cafeteria staff: _____ Signature: _____

Student Services:

___ Letter of student withdrawal (Date received: _____)

___ Three transcripts One letter of attendance:(_____)

Student Services Office: Name _____ Signature: _____

Accountant:

Fees and other charges have been paid:

Refund calculation:

___ Registration

Tuition fee refund: _____

Tuition: ___ 1st Semester ___ 2nd Semester

Book deposit refund: _____

___ Bus ___ Library fee (\$ _____)

Bus payment refund: _____

Cap and Gown: ___ Deposit ___ Bought

Library fee: _____

Justification of other refunds: _____

Other fee 1: _____

Total refund: _____

Accountant's name: _____ Signature: _____

Managing Director:

Approved by: _____ /D. Oyunsuren/ Date: _____