



**The Awty International School
Houston**

**Secondary School
Student/Parent Handbook
2023-2024**

Middle School (MS)
6th Grade/6ème - 8th Grade/4ème

Upper School (US)
9th Grade/3ème - 12th Grade/12e

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LETTER FROM THE SECONDARY HEAD

Dear Secondary School Parents and Students,

The transition from the Lower School to the Secondary School marks a significant step towards independence and self-reliance. We are excited to be a part of this journey with your family.

Community building is essential to an international school like ours. We come from many countries and varied school experiences. This Student/Parent Handbook is key for all to understand our Awty community and the student experience. Please become familiar with the handbook's sections regarding school life and the expectations of the Awty Secondary School.

Welcome to an exciting new year and thank you for choosing the Awty International School.

Sincerely,

Tom Oden
Head of Secondary

Laure Vermeulen
Middle School Dean

Christopher Williams
Upper School Dean

COMMUNICATION AND PARENT RESOURCES

Middle School (6th grade/6ème - 8th grade/4ème)

In each grade of the Middle School, the French Program *Professeurs Principaux (PP)* and the International Program Grade Level Coordinators (GLC) act as assistants to the Middle School Dean. They monitor academic concerns, organize and implement the advisory program, and coordinate student activities. In the Middle School, the PP/GLC are a key point of communication for students and parents.

Upper School (9th grade/3ème - 12th grade /Tle)

In the Upper School, grade-level Deans are appointed for each grade. They serve as monitors of the daily life of students within their assigned grade. They act as advocates and mentors, and they coordinate field trips and other grade-specific events. Students should feel free to approach their grade-level Dean on virtually any issue of concern. In the French Program, there are also principal teachers for each class/section (*Professeurs Principaux*).

If the grade level coordinators, deans, or PP are unable to resolve a concern, parents are welcome to make an appointment with the appropriate administrator as follows:

Middle School (6th grade/6ème - 8th grade/4ème): [Laure Vermeulen](#), MS Dean

Upper School (9th grade/3ème - 12th grade/Tle): [Christopher Williams](#), US Dean

Secondary: [Tom Oden](#), Head of Secondary

An APPA committee meets each month with the Dean, the Head of Secondary and the Proviseur in both the Middle and Upper Schools. Committee members are APPA volunteers from each grade and section of the division. These parents help maintain a line of regular communication between the parent community and the administration throughout the school year.

The Head of School and the Proviseur are available to parents by appointment for concerns which are unable to be resolved by the division administrators. Parents are asked to model good behavior for their children by communicating politely and respectfully with teachers and administrators.

PREPARING FOR SCHOOL

In August, an orientation program is designed for all new and returning 6th grade/6ème students as well as parents, and takes place before the first day of classes.

Secondary students follow an individual schedule and move independently from class to class. Students have classes in English or French, History & Geography, Mathematics, Science, World Languages, Computer, Fine Arts, and Physical Education (P.E.).

DAILY UNIFORM

6th grade/6ème – 8th grade/4ème:

Awty plaid pleated skirt, navy pants (no tracksuit/sweatpants) or shorts; white long-sleeve

Oxford shirt with school logo or white, gray, or navy short-sleeve polo shirt with school logo. Solid navy or black tights, Awty navy pullover sweater, navy polar fleece jacket with school logo, or black or navy sweater (solid colors, no logo) in cold weather.

9th grade/3ème – 12th grade/Tle:

Awty plaid or khaki pleated skirt, khaki pants or shorts; white long-sleeve Oxford shirt with school logo or white or navy blue short-sleeve polo shirt with school logo. Solid navy or black tights, navy pullover sweater, navy polar fleece jacket with school logo in cold weather

REQUIRED DRESS UNIFORM

All students are required to have a dress uniform in addition to their daily uniform. On formal occasions, such as school pictures, field trips, and campus celebrations or ceremonies, students are required to wear the dress uniform as described below.

6th grade/6ème – 12th grade/Tle:

- Awty plaid skirt, white long sleeve Oxford blouse with school logo (must be worn tucked in); navy pullover sweater with school logo, as the weather permits. No tights may be worn on dress uniform days; or
- Awty pants (navy in 6th grade/6ème through 8th grade/4ème, khaki in 9th grade/3ème through 12th grade/Tle), white long sleeve Oxford shirt with school logo (must be worn tucked in); navy pullover sweater with school logo, as the weather permits.

The Awty uniform must be purchased through [Dennis Uniform](#). The administration reserves the right to make final decisions on all uniform and grooming questions.

OUTERWEAR

Acceptable outer garments are uniform pullovers (specified under Daily Uniform), official Awty garments (fleece, hoodies, etc.) or Awty athletic team sweatshirts. By tradition, Seniors may wear the sweatshirt of the university they will attend after they have received admission. In very cold weather, a warm coat will be allowed outside of classes. No other outer garments may be worn at school.

P.E. UNIFORM

The P.E. uniform is required for all P.E. class participants. For reasons of hygiene and cleanliness, students are not allowed to wear the same clothes to class that they wear during strenuous physical activity.

It is the policy of the School to provide, free of charge, one pair of green shorts and one gold T-shirt. Any Awty T-shirt purchased for an Awty event may also be substituted. Students are to wear their own tennis shoes. Additional P.E. uniforms may be purchased at the School Store or through the APPA Used Uniform Store.

In the event of cold or inclement weather, students may choose from the following P.E. options: They may wear an Awty sweatshirt as an outer garment. Awty sweatpants are available for those who wish to purchase them in the School Store. Otherwise, students must wear only solid colored sweatpants. All other jackets, coats, and sweaters are forbidden for P.E. classes unless they are approved by the teacher. In the case of rain or severe weather conditions, P.E. classes will be held indoors.

FREE DRESS

Middle School students occasionally receive free dress to mark special events and Upper School students have non-uniform free dress each Friday (unless notified otherwise). It is important to note that the Upper School free dress on Friday is an earned privilege, not a right. On free dress days, students are expected to dress appropriately or risk revocation of the privilege. Some examples of inappropriate dress include: flip-flops, bare feet, bare midriffs, pajamas, tube tops, short shorts, miniskirts, low pants, slippers, Crocs, Birkenstocks, Yeezy foam footwear, logos advertising alcohol or drugs, profanity, and racially or culturally insensitive comments. Final judgment lies with the administration.

Additional Requirements:

- No open-toed shoes.
- Students may not wear caps or hats indoors, even on "free dress" days.
- Hemlines must be appropriate, including on free dress days.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs are not allowed.
- Students should arrive on campus properly attired.
- Students are discouraged from wearing expensive jewelry or watches. The School will not be responsible for loss or damages.
- Any personal accessories including, but not limited to, such things as jewelry or hair arrangements may be deemed inappropriate and therefore forbidden at the discretion of the administration.

UNIFORM VIOLATION SANCTIONS

Students out of uniform will receive disciplinary action including, but not limited to, a series of increasing consequences: lunch detention, after-school detention, and Saturday morning detention. The administration may decide in certain cases to send a student home or require a parent to deliver suitable clothing.

SCHOOL SUPPLIES

For the first day of class, Middle School students should bring pens, pencils, paper, a binder, textbooks, and a lock for their locker. International Program students should bring their Awty agenda and French Program students should bring a *cahier de textes*.

Students in the Upper School should arrive the first day of school with an assignment book, pens, pencils, and a lock for their locker.

Families must order the required books and supplies in the spring. Orders will be charged automatically to the student's school account and will be invoiced by the Business Office in August.

All students will need a portable computer. Refer to the [Bring Your Own Device](#) (BYOD) policy for details. Students will receive supply lists from their teachers for each course and are expected to have purchased them by the second Monday of the school year or in a timely manner per teacher instructions. Many of these items will be available on campus in the School Store.

ON CAMPUS

ARRIVAL AND DISMISSAL

Students are not supervised on campus before 7:30 a.m. Secondary School classes begin at 8:00 a.m. and are dismissed at 3:50 p.m. Students are permitted on campus until 4:30 p.m. only, unless they are in a school-sponsored activity. The Yan Family Library, which is supervised by a teacher, is available to students after school until 6:00 p.m., Monday through Friday.

STUDENT DRIVERS

For security reasons, and to manage the limited number of parking spaces, all students who wish to drive to school must obtain a current parking tag from the Upper School Office. Seniors may receive assigned parking spaces depending upon availability and then may park only in that space.

In order to obtain a parking tag, the vehicle's license plate must be uploaded in the SchoolPass application.

LOCKERS

Lockers will be assigned to new students at New Student Orientation. Returning students may receive their locker assignment on the first day of school or when they come to pick up or purchase their books. All Middle School students are required to have a Master combination lock on their lockers. Locks may be brought from home or purchased in the School Store.

FOOD SERVICE

[Sage Dining Services](#) manages the school's food service program. Sage Dining provides a variety of healthy, fresh food selections for students. As part of the Spice of Life, Sage Dining has introduced the Spotlight Nutrition program to teach students about making healthy choices. Sage Dining also offers a downloadable app which includes ingredient lists and nutritional values for daily menu items. The daily menu can also be found in the myAWTY portal on the Awty website.

The Café, located inside the Campus Center and managed by Sage Dining, offers staff, faculty, and Secondary students, as well as parents and guests, the opportunity to purchase beverages and snacks throughout the day.

Student Protocol:

- Students will be limited to purchasing two items at a time so orders can be placed and filled quickly.
- Students will need to eat inside the Dining Hall or at the picnic tables located outside near the parking garage. No food is allowed on the second or third floors of the Campus Center or inside any of the other buildings on campus.

[Click here](#) to learn more about The Café including hours of operation, payment, sustainability, and more.

Questions, concerns, and suggestions about the food service program can be addressed to the [Chef](#) from Sage Dining. Lunch and snack service is required; it appears on student tuition bills as a separate fee.

ELECTRONIC DEVICES

Electronic devices offer many advantages, but they also have some disadvantages. The School takes issues such as excessive screen time, the loss of traditional face-to-face interaction and continual partial attention very seriously. For this reason, the use of devices on campus is regulated.

The use of all electronic devices is prohibited during class time without the express permission and approval of the teacher. For Secondary students, refer to the [Bring Your Own Device](#) (BYOD) policy for details on the use of computers at school. In the Middle School, cell phones must be off and in student lockers throughout the school day. Middle School students may only use their laptops or other approved computer devices in class under teacher supervision or in the library.

In the Upper School, cell phones, iPads, iPods, and all other approved electronic devices must be silent and out of sight unless the teacher gives express and specific permission to use them. Upper School students may use cell phones and other approved devices outside of class if they adhere to all other related disciplinary rules. If students break any of these rules, **teachers will confiscate these devices immediately and deliver them to the Division Office. Students may pick the device(s) up at the office at the end of the day at the discretion of the Division Dean.**

Secondary students receive a warning on their first offense and a disciplinary consequence for subsequent infractions. Continued disrespect of this rule may result in detention or suspension from the School.

ATTENDANCE

ABSENCES AND TARDIES

Awty students are expected to be in class on every scheduled school day. This regular attendance is fundamental to a successful learning experience.

Parents must inform the appropriate Division Office by telephone (MS ext. 5813; US ext. 5826) or email (MSstudentattendance@awty.org or USstudentattendance@awty.org) between 7:30 a.m. and 8:30 a.m. in the event of an absence due to illness or an appointment. On the day of the student's return from an absence, the student must share a signed note or a parental explanation with the Division Office. Students who miss tests or major assignments for medical reasons may be asked to provide a written doctor's excuse. Medical and dental appointments should be made outside of school hours whenever possible.

For safety reasons, it is imperative that students who arrive later than 8:00 a.m. or leave before 3:50 p.m. **sign in or out through the Division Office.** Students who fail to do so will be considered absent unexcused.

Tardies are classified as either excused or unexcused. An excessive number of unexcused tardies may result in disciplinary action. The Administration reserves the right to make this determination. In these cases, the Division Deans will meet with the student and parents to review the case.

To receive Upper School credit for a course at The Awty International School, a student must not be absent from a course for more than ten days or class periods. ***All absences, either premeditated, for illness or for any other reason, will be counted as part of the total for the***

year. Students who skip class will be recorded as absent, and they will be subject to disciplinary sanctions following the Administration's review of the circumstances. Students are expected to make up missed work in a reasonable time subject to the approval of their teacher(s) and the Division Head. The specific provisions of this requirement are noted below:

1. A student late to a class by up to 10 minutes is considered tardy.
2. A student who is more than 10 minutes late to a class will be considered absent;
3. Written warnings will be sent to the student and their parents and filed in the appropriate Division Office as follows:
 - a. A first warning letter will be sent after a student has accumulated five absences in any given class;
 - b. At ten absences, a parent conference will be called by the appropriate Division Office. The student may be placed on attendance probation and re-enrollment will be placed on hold. In these cases, the student's attendance will be reviewed at the end of the school year whereby re-enrollment, credit, and grade determination will be assessed.
4. Students whose late arrival causes them to miss a major test or assessment may be expected to complete them later that day if a free period or other alternative exists;
5. Absences from class due to school-related activities (such as field trips, athletic events, or disciplinary action) will not be counted as absences;
6. Students and parents should understand that excessive absences have a negative effect on academic performance. The ten days (two weeks) / class periods limit should not be regarded as allotted "cuts." Teachers cannot reasonably be expected to make up missed work for absent students. Students are urged to be prompt and responsible in their school attendance.

PREMEDITATED ABSENCES

It is school policy that students are not to be absent from school except for serious reasons (illness, family emergencies, etc.). Parents who, for justifiable reasons other than illness, wish to take their children out of school for periods of one day or longer should submit a signed "Premeditated Absence Form" (available in the myAWTY Parent portal) to the appropriate Division Office at least two weeks in advance. This is a courtesy for faculty and administrators who need to adjust plans for students and classes affected by the absence. The Division Office will contact individual teachers with information concerning the absence and gather assignments. For extended absences, teachers may require students to complete work prior to leaving. Students in academic jeopardy and/or with excessive absences may not receive approval. Parents must recognize that taking a student out of school for a prolonged period may affect that student's academic performance.

SIGN-IN/SIGN-OUT

Students who arrive late, for whatever reason (see Tardies), must check in at the Division Office with a written excuse from the parent before going to class. Students who wish to leave early, for whatever reason, must present a written note signed by a parent and sign out through the Division Office. Students without appropriate parental authorization will not be allowed to sign out. Parents may also call the Division Office (MS ext 5813; US ext 5826) to approve an early dismissal for their child(ren). Students will not be dismissed without this authorization. Students with medical issues must sign out through the clinic.

ACADEMICS

HOMEWORK

Teachers employ homework assignments to supplement school lessons. We expect the volume of homework time to be reasonably manageable, understanding that students have many other commitments in their daily lives. We understand that the time required to complete homework assignments may vary by student. The goal of homework assignments is to provide opportunities for practice, to prepare for upcoming instruction and to gain a deeper understanding of daily lessons. Furthermore, students gain a sense of responsibility for the advanced level of study skills and preparation required by the universities and institutions of higher learning they endeavor to attend.

- Students in 6th grade/6ème should normally spend around 20 minutes per subject, per night on homework.
- Students from 7th grade/5ème through 12th grade/T1e should normally spend around 30 minutes per subject, per night.
- Students and parents must inform the school if homework is taking significantly more time than the above guidelines prescribed.
- All students in Middle School must have a class agenda ("cahier de textes") into which they write their homework assignments for each subject.
- Students in Upper School may choose their own method for recording their homework assignments; however, the keeping of an agenda is highly recommended. Agendas are available in the School Store.
- Teachers coordinate homework and in-class evaluations ("devoirs sur table") in such a way as to not require a student to complete more than two essays, major assignments, or tests on any given day.

HONOR SOCIETY

Students can be admitted to the [National Junior Honor Society](#) in 7th grade/5ème through 9th grade/3ème and the [National Honor Society](#) in 10th grade/2nde through 12th grade/T1e. In both cases, students receive this high honor as recognition of excellence in academics combined with excellence in leadership, service, and character. An invitation to join the National Honor Society is considered to be an admirable achievement.

For the National Honor Society, a faculty council evaluates candidates and determines which students will be appointed. It is necessary for students to maintain these high standards to remain in the Society. Members are expected to participate in projects sponsored by the Society. In the event of a disciplinary issue, the faculty council will meet to discuss the possibility of a dismissal from the Society and to recommend disciplinary action to the Head of School, who then makes a final decision.

HONOR ROLL

Each term, the School recognizes students who have performed at a high academic level by putting them on the Honor Roll. In the Middle and Upper School, International Program students who have a cumulative grade average of 90 with no grades below 70 qualify and receive High Honors.

In the French Program, students with a cumulative grade average of 14 or above with no grades below 10 qualify for Honor Roll. Students with a cumulative grade average of 16 or above with no grades below 10 qualify for High Honors.

ANNUAL AWARDS CEREMONY

At the end of the school year, there is an awards ceremony for the Middle School and Upper School students. This is a time to recognize the special achievements of the students in academic and cocurricular programs.

INTERNATIONAL PROGRAM

GRADES AND REPORTS

Academic reports with grades and comments (report cards) are delivered digitally at the end of each trimester. The final report card at the year's end includes grades for each term, a grade for the final examination, if applicable, and a yearly grade. The yearly grade is calculated by multiplying each term grade by two, adding these together with the final examination grade, and dividing the total by seven. If a course has no final examination, the yearly grade is simply an average of the three term grades.

Below is a sample calculation of a student's year grade.

1st Term	2nd Term	3rd Term	Final Exam	Grade
73	81	79	84	
(73 x 2) +	(81 x 2) +	(79 x 2) +	84 = 550 ÷ 7	78.6 = 79

Failure in a course for the year will result if a student's grade is below 60 for two terms or if the student's final average falls below 60. All students with poor or failing grades will be subject to the annual student review committee. In such a case, Upper School students with failing grades will not receive credit for the course. Students who receive a failing grade in either Middle School or Upper School may be asked to attend summer classes to make up the material, and successful completion of such work may be a required condition for promotion to the next grade. See academic probation in this handbook for detailed information.

GRADE POINT AVERAGE

In the Secondary International Program, a student's grade point average is the average of their term grades in the following subjects: English, social science, mathematics, science, and second language. For specific information about the use of GPA results, contact the relevant Division Office.

EXAMINATIONS

Middle and Upper School students take cumulative final examinations in the core subjects. Finals will occur only once at the end of the school year and cover course material for the entire year. The students are responsible for complete preparation that is coordinated by individual teachers under the guidelines set by academic departments. A schedule of examinations is distributed in advance. Requests to reschedule a final exam must be made in writing at the appropriate division office and must be approved by both the Division Head and the Department Chair. Final exams constitute 1/7th of the total grade in each subject. French Program students in grades 6ème to 2nde only take English and Second Language final exams. Their final exams count as a third term test grade.

EAL - ENGLISH AS A SECOND OR ADDITIONAL LANGUAGE

The International Program English as a Second or Additional Language program (EAL) is offered beginning in the 6th grade and is designed to expose students to the maximum amount of English possible. The primary goal of EAL classes is to facilitate students' progress to the heritage level class as soon and efficiently as possible.

In Secondary School, all new, non-native English speakers are evaluated to determine their English fluency. Incoming French Bilingual Program 6th graders/6ème are evaluated at the end of their 5th grade/CM2 year. Following the evaluation, students who are not proficient in English may be placed in the EAL program. They will be able to join the standard English classes as soon as they reach the appropriate level, usually within 1 to 3 years.

LANGUAGE OPTIONS

In the Middle and Upper School International Program, students are required to study a second language. Proficiency in a second language is necessary for the successful completion of the International Baccalaureate Program. In Middle School, students study a third language (L3) and in Upper School, it is an option to study a third language. The school does its best to provide students with a variety of language opportunities. For further information regarding the World Languages program, contact the respective Division Office. In the Secondary French program, all students study an additional language on top of French and English.

INTERNATIONAL BACCALAUREATE REQUIREMENTS

The International Baccalaureate Program (I.B.) is a comprehensive, college-preparatory academic course of study that encourages students in 11th and 12th grades to become actively involved and enthusiastic about their education. The goal is to provide students with the values and opportunities that will enable them to become critical thinkers and to develop sound judgment that leads them to make wise choices and to respect others in the global community. Based upon performance criteria, the I.B. Diploma Program features both internal and external assessment of students' work. I.B. Diploma candidates study six subjects, three at the higher level and three at the standard level, that culminate with externally-assessed examinations in May of the senior year. A student's academic effort, attitude, and motivation largely determine his/her/their success in earning the International Baccalaureate Diploma. For further information regarding the I.B. Program, contact the I.B. Coordinator [Lucas Anderson](#) directly.

The Upper School requires 26 credits for an American High School Diploma; all students enrolled in the International Program are required to meet these credits in addition to following the International Baccalaureate curriculum in 11th and 12th grades. These credits include four years each of English, social science (two of which must be History to include U.S. History) mathematics, science, and a foreign language (or native language other than English); two years of physical education; one year of fine arts; completion of the Theory of Knowledge and Extended Essay courses. Since all 11th and 12th grade students are enrolled in the full I.B. Program, the Awty High School Diploma will be awarded to those seniors who, in addition to satisfying the above coursework, have also completed all I.B. requirements as a candidate for the I.B. Diploma. These requirements include sitting for the exams and fulfilling the CAS (Creativity, Action, and Service) requirements stipulated by the I.B. Program. For additional CAS information, contact [Tairong Zheng](#).

FRENCH PROGRAM

The Proviseur, official administrator of the French Ministry of National Education, is responsible for the French Program in its entirety. The Proviseur works in close collaboration with the Head of School, and serves as his/her/their Deputy. The Proviseur is assisted by a Deputy Proviseur, a primary counselor, and an Executive Assistant.

The French Program is organized in Cycles:

- 6ème (6th grade) corresponds to the final year of the Consolidation Cycle (CM1-CM2-6ème or 4th, 5th, and 6th grades).
- 5ème-4ème-3ème (7th, 8th, and 9th grades) constitute the Cycle of In-Depth Learning.
- 2nde (10th grade) is the Cycle of Orientation.
- 1ère and Terminale (11th and 12th grades) form the Terminal Cycle.

LE COLLÈGE / MIDDLE SCHOOL (6ème – 4ème)

Teaching methods are in accordance with grade levels and requirements of the Ministry of French National Education and Scientific Research. Hours and schedules have been tailored to meet ministry requirements while providing our students with the experience of an American school in these practices. The French Program values bilingualism. From 6ème, English is no longer considered as a foreign language but rather as an additional language of instruction (LVA).

Students are in classes mixing the two programs (French and International) for:

- English language and literature
- Foreign language
- Electives (Visual arts, speech and debate, theater, etc.)
- P.E.

The emphasis on languages is also reflected in a third language (LVB) requirement (Spanish, Chinese, Arabic, or German). The third language is taught at a level of the LVA at the rate of five periods per week throughout Middle School. New students arriving during the school year and not having a sufficient level of English proficiency may be placed in the EAL program.

The Conseil de Classe (Grade Level Councils) meets three times per year, at the end of each trimester, to evaluate the results for the completed term. Promotion to the next grade level, repetition of a grade level, or any change in orientation or track of study is decided according to the rules and guidelines in effect under the French Ministry of National Education.

LE LYCÉE /UPPER SCHOOL (3ème – Terminale)

The Upper School track culminates with the world-renowned French Baccalauréat in addition to the American High School diploma. During the four years of high school, from 3ème through 11e, students continue to receive a bilingual education in both French and English, and also study one additional language. The teaching of English as a native language follows the same guidelines as described for Middle School. Teaching hours follow the guidelines set by the Ministry of National Education, enhanced through a choice of options and electives.

In Première and Terminale, students take a combination of common courses and mandatory specialty courses. The specialty courses chosen will prepare them for their higher education, allowing them to deepen their knowledge and skills in their areas of interest.

THE FRENCH INTERNATIONAL BACCALAUREATE

The French International Baccalaureate (BFI) is offered to students in 1ère who satisfy the selection criteria. The BFI combines the breadth and rigor of the French Baccalauréat with extra subjects taught and examined in English, resulting in a bilingual, bicultural diploma. Students have the opportunity to take English Language and Literature and history and geography courses taught from an American perspective by certified American and French teachers. The BFI makes academic and linguistic demands equally in English and French.

The College Board and the French Ministry of Education work in partnership to implement and ensure the quality of the BFI. The BFI is particularly suitable for students wishing to continue their studies in North America, where the added value is recognized by colleges.

FRENCH PROGRAM DIPLOMAS

The Brevet: In 3ème, students sit for the examinations of the Diplôme National du Brevet (Brevet). The Brevet is an official examination which completes the evaluation of candidates' level of mastery in the common core subjects. The Brevet includes an oral component (presentation of a project), as well as written components (exams in Mathematics, Physics/Chemistry, Biology, Technology, as well as in French, History, Geography, and Civics). The evaluation of skills/competencies acquired by the end of 3ème is considered when calculating the final score for the Brevet.

The French Baccalauréat: Spread over the two years of the Terminal cycle (1ère and Tle), students' skills are assessed over a period of time instead of consolidated at the end of a term with finals. The examinations consist of oral and written ongoing evaluations over the 2 years, as well as final examinations at the end of each year. Those evaluations require demonstration of comprehension and analytical skills as well as the ability to extrapolate in unfamiliar situations on the basis of acquired knowledge.

To pass and obtain their Baccalauréat, which allows entry into universities in France, a student must earn an overall average of 10/20 over the subjects taught in Première and Terminale. The weighted average also determines the distinctions (mentions) that distinguish excellent results on the exam. An average of 10 earns the diploma with the mention of "Passable" (Passing). Results above 12 earn the mention "Assez Bien" (Satisfactory), above a 14 is deemed "Bien" (Good) and above 16 "Très Bien" (Very Good).

REQUIREMENTS FOR AWTY HIGH SCHOOL DIPLOMA

Students in the French Program who complete the four years of High School and satisfy the requirements of the programs from 3ème/9th grade to Tle/12th grade are eligible to receive their High School Diploma from Awty, upon meeting the following conditions:

- One year of Fine Art classes
- Proof of four years of English, in courses approved by the Head of the English Department
- Evidence of Community Service participation
- A research paper on a teacher-approved theme
- Satisfactory attendance (minimum 90%) for one entire academic year
- An overall grade average of 6/20 or 60/100 in all courses

The School takes into consideration elements provided by the administration(s) of previous schools students have attended. Students in the French Program or the International

Program who wish to obtain the American High School Diploma at Awty must fulfill these requirements. Students may decide, however, not to receive the Awty American Diploma.

STUDENT ASSESSMENT

A student's assessment in the French Program is based on both formative and cumulative evaluations conducted throughout the year. The academic year is divided into three trimesters. A "Bulletin Scolaire" (Report Card) is sent out to families at the end of each trimester after the "Conseil de Classe" (grade level Council Meeting) in Middle and Upper School. From 6ème to 11e, evaluations graded on scales of 20 or 100 allow students' progress to be monitored, and up to 3ème, competence-based assessments show their progress towards the mastery of the skills and competencies required at the end of the 4th Cycle, covering grades 5ème, 4ème, 3ème.

To be promoted to the following grade level, a student must attain the required level of results for the year. The Proviseur makes this decision after examining teachers' recommendations, all while respecting the National Ministry of Education directives and acting in the best interest of the student. Before the end of the second trimester, the procedures are explained to the parents of Middle and Upper School students. The final decision is made at the end of the third trimester. Each class is represented by a "Professeur Principal" who centralizes and summarizes the development and results of the class and its individual students for the Proviseur and/or Deputy Proviseur on a regular basis. The appointment of Heads of Department allows for, among other things, a more detailed apprehension of the programs and reforms in effect, as well as better horizontal coordination with the International Program across the departments.

STUDENT SUPPORT

COLLEGE COUNSELING

Within a developmentally appropriate framework, the Awty College Counseling Department educates and advises students and families about the college admission process. Counselors help students and families make academic and college-related choices that honor individual aspirations, abilities, and needs. Counselors help students build college-related competencies in the personal, academic, and college/career domains, so they can prepare thoughtfully, aspire realistically, and choose wisely. Our work with students is guided by the core college admissions values outlined by the National Association of College Admissions Counseling (NACAC).

Grade Level Objectives for College Counseling

9th Grade/3ème

Students will begin to learn about the college process and be encouraged to pursue a healthy school/life balance. They will transition successfully to high school and build awareness of the connection between academic, personal, and social behaviors in high school with future college and career choices.

10th Grade/2nde

Students will continue to improve their understanding of the college process and the role that their academic, personal, and social behavior plays in that process. Students will continue exploring extracurricular/enrichment activities but also deepen their contribution to those that matter most to them. Students will be introduced to standardized testing, resume building, and career awareness.

11th Grade/1ère

Students will demonstrate how to research and explore personal criteria regarding post-secondary plans. By the end of the year, they will establish a thoughtful list of potential colleges, develop a plan for standardized testing, update and polish their resume, understand how finances affect their college choices, be prepared to write a draft of their college essay over the summer, and understand the realities of the college admission process from the college perspective.

12th Grade/12e

Students will successfully complete the college application process. They will demonstrate the abilities to develop action plans, meet deadlines, communicate effectively, and self-advocate within the context of their post-secondary plans.

University representatives request visits on campus, or virtually, and we encourage students to take advantage of these information sessions throughout high school. Students should also visit university websites and explore their interests throughout high school. It is a journey of self-discovery that leads to post-secondary transitions of a better fit for them as individuals.

LEARNING DIFFERENCES

The Awty International School expects all Secondary students to meet the expectations of its academic program. As an independent international school, Awty does not offer modifications of the set program; however, the School does recognize that some students who meet the admissions criteria may have learning differences that warrant limited accommodation. Using the International Baccalaureate guidelines as its standard, Awty may offer a range of accommodations, including, but not limited to: extra time for tests and examinations, and assistive devices. To receive these modifications, a request must be made to the Division Head and a report of a diagnostic evaluation must be provided to the school. Our [Learning Support Coordinator](#) will provide all necessary information parents may need to coordinate any necessary learning support. A psychoeducational report may be necessary for the School to justify accommodations.

Diagnostic educational reports remain in a separate confidential file and do not become part of a student's permanent academic record. Should the need arise, the Counselor, the Division Dean and the Head of Secondary may call a specific meeting for the teaching team to review implementation strategies for particular students. Parents, students, and external resource professionals may be included. An educational plan documented with an Individualized Student Support Plan (ISSP) remains in the diagnostic report file in the Counseling Office.

The evaluation can also be used to apply for extended time on the CTP V, PSAT, SAT, ACT, and the I.B. exam as well. The Secondary Learning Support Coordinator can help with the application process for this accommodation. The Counseling Department can also provide information to families about resources in the community when needed for occupational therapy, speech and language therapy, or ongoing psychotherapy. The Counselors work as part of the pedagogical team to coordinate limited accommodations. Please note, however, that the decision to offer accommodations in these instances is not something the School controls. It is solely up to the external agency.

STUDENT LIFE

FALL TRIPS

All Secondary students participate in the annual Fall Trips Program. These trips and activities are designed to introduce students with their teachers to the wide variety of customs, cultures, and languages within the Awty community. Following years of tradition, 6th grade/6ème and 9th grade/3ème students normally embark on an overnight excursion. In 7th grade/5ème and 8th grade/4ème as well as 10th grade/2nde through 12th grade/Tle, students will not travel overnight. They will engage in a variety of local activities and projects in support of the Fall Trip mission. We depend on the value of these community-building programs to bring students and teachers together in the true Spirit of Awty.

STUDENT COUNCIL

The Middle School Student Council works with a faculty sponsor. The Middle School holds Student Council elections at the end of the school year, for the next school year. Activities include support of various community service efforts and student activities including a student talent show at the end of the school year.

The Upper School Student Council members serve as leaders for the student body and sponsor student activities that raise student spirit and morale. The Council is a platform for students to express their voices and members of the organization strive to represent the interests of their respective grade levels. Students will actively participate in democratic processes to enhance student and staff relations. At the end of each school year, the Upper School holds elections for the Student Council posts in the coming year. Officers include a President, a Vice-President, a Secretary, a Treasurer, an Environmental Coordinator and a French Program delegate.

ACTIVITIES, CLUBS, & ORGANIZATIONS

Middle School students will receive a menu of choices for clubs and activities shortly after the start of the school year. MS Clubs [link](#)

The Upper School offers a wide range of extracurricular opportunities that fall outside the regularly scheduled classes. Meetings are generally held at lunch, before school, or after school. Contact the Division Office for complete information. For a detailed list and additional information related to clubs and activities available to all Upper School students, please [click here](#).

COMMUNITY SERVICE

Community Service is a long-standing tradition at the school, predating the School's involvement with the I.B. as a graduation requirement. The Community Service Coordinator provides lists of community service opportunities both inside and outside the School and students may also perform service during the summer months. Students may not receive remuneration for any community service activity. Community Service inquiries should be directed to communityservice@awty.org.

INTERSCHOLASTIC ATHLETIC PROGRAM

The goal of the Athletics Department at Awty is to enhance the students' physical, mental, emotional, and social development. This development is implemented through a variety of extracurricular sports. Awty has developed a program suited to the age and ability of all students in 6th grade/6ème through 12th grade/Tle that encourages maximum student interest and enjoyment. The School encourages participation in athletics, recognizes achievements, and celebrates the successes of students.

Sports schedules can be found on the [Athletic Department's web page](#). For further information, contact the [Director of Athletics](#), or the relevant Division Office.

All students and their families are required to abide by the policies set forth on the Athletic Department's web page, as well as those applicable to the particular sport or activity. Student athletes and their families must exhibit good sportsmanship at all times. Poor sportsmanship by either the student or parent(s) will result in disciplinary action against the student up to and including expulsion from the school. Parents exhibiting poor sportsmanship may be prohibited from attending future sporting activities. Admission at Awty does not guarantee athletic participation or eligibility.

DISCIPLINE

Awty students are expected to be respectful, trustworthy and appropriate at all times. Student misbehavior can result in a variety of disciplinary consequences, at the sole discretion of the School, based on the severity of the infraction. The following is intended as a guide to disciplinary consequences but may not include all possibilities. Parents will receive notification of serious disciplinary consequences and are expected to cooperate with the School's course of action.

DISCIPLINARY SANCTIONS

Detention - Students in Middle and Upper School may be assigned a detention for various minor infractions such as frequent tardiness, uniform violations, or gum chewing. Students may receive lunch detention, free period detention, or in more serious cases, Saturday morning detention.

In-House Detention - Students may receive an in-house detention. This is a day spent at school, in isolation, and working on school assignments. There may be additional work assigned.

Suspension - Students may be suspended from school, requiring them to stay at home. Such decisions are made by the administration and may include the considerations of a Discipline Committee hearing (see Discipline Committee). Suspension from school does not excuse a student from his or her academic obligations and all missed assignments must be completed. Out-of-school suspensions are a matter of permanent record. This record is available to subsequent institutions.

Probation: Academic and Disciplinary - Following a review at the end of each term, students may be placed on probation for the following term as a result of either academic or behavioral problems. Being placed on probation indicates that a student's behavior or academic status is below an acceptable level and must be improved. If a student is placed on probation, parents will receive a letter of notification. A failing term grade (F) in any subject or two or more D's (60 – 69) automatically results in academic probation; however, the administration may place students on either academic or behavioral probation at their discretion.

A student placed on probation will be expected to make the necessary improvements in the following term. Parents will be informed of the expectations for satisfactory improvement; however, the final decision will be made at the discretion of the Division Head. At the end of that term, the administration will determine whether the student will be allowed to remain at the School. Typically, students will not be allowed to be on probation for more than two consecutive terms.

Students on probation in the winter term will not receive a re-enrollment package. If the student

remains on probation for the spring term, his/her/their place in the next year's class will be held pending a decision at the June student review meeting. Students who are placed on probation for the spring term after they have re-enrolled may still be denied promotion to the next year's class according to the recommendations at the student review meeting in June. Parents will be notified immediately following that meeting as to whether their child will be allowed to return to the School. The Head of School makes all final decisions on probation status, promotion, and renewal of enrollment contracts for future academic years, following recommendations from the Division Head. Enrollment for future academic years is at the sole discretion of the School.

Expulsion - In cases of serious infractions of the rules, the administration may choose to expel a student from the School. This is a decision that may be recommended by a Disciplinary Committee, and each case is subject to a final decision by the Head of School. The administration may choose to make this decision without convening a Disciplinary Committee. Dismissed students are not permitted to attend Awty functions nor visit the School without prior permission from the administration.

Withdrawal - Students who elect to withdraw from the School are not exempt from school policies, and they remain subject to administrative decisions.

DRUG AND ALCOHOL FREE

Any student who voluntarily comes forward to ask for assistance with a drug or alcohol problem will be treated as a health, rather than a disciplinary, case. A student who is caught in possession of alcohol or drugs who only then asks for assistance will be treated as a disciplinary case.

Any student found in possession of illegal drugs, including those prescribed for someone else, while on campus or at a school-related activity, may be disciplined up to and including expulsion from the School. Any student caught selling drugs on campus or at a school-related function may be disciplined up to and including expulsion from the School. The School reserves the right to report illegal behavior to the police.

Any student caught in the possession of or under the influence of alcohol will be subject to disciplinary sanctions.

Any student caught in the possession of drug paraphernalia will be subject to disciplinary sanctions. Take note that E-cigarettes and vapor smoking ("vaping") devices are now included in the category of items considered to be drug paraphernalia.

In accordance with the School's efforts to ensure a drug and alcohol-free campus, the School may conduct random searches of any area of the school premises, including student lockers, cars, and personal belongings such as backpacks at any time and without prior notice. Anything found in unattended bags or unlocked lockers will be considered the possessions of the owner of the bag or the locker. Therefore, all students are urged to look after their possessions at all times and to lock their lockers. The school may employ the assistance of dogs in its searches.

In the event of a violation or alleged violation of any school policy, the School reserves the right to confiscate, search, and inspect personal electronic devices and any data, messages, or imagery contained therein.

FEEDBACK

Thank you for reading the Handbook. If you have any questions or feedback, please share them [HERE](#).