



**URUGUAYAN AMERICAN
SCHOOL
2011 - 12**

STUDENT - PARENT HANDBOOK

**MIDDLE SCHOOL
GRADES 6 - 8**

**HIGH SCHOOL
GRADES 9 – 12**

Dear Students, Parents and Guardians,

Whether you are returning to the Uruguayan American School (UAS) or are a new member of our school community, we welcome you and hope that this new school year proves to be a successful year for your family.

This handbook has been written to help orient everyone to UAS's school mission and to provide basic information regarding the school's programs. In addition, important discipline requirements are outlined. Please spend time reviewing this information with your child(ren), sign the "Acknowledgement Page" and return it to the school.

Because UAS is a co-educational grouping of people from around the world (students, parents, and staff), it is imperative that we have a written guiding light to help us throughout the school year. Four very important statements that should be considered the school's community written guiding light are the Mission, Philosophy, Objective, and Goal statements. These are found in the following pages. We hope that everyone will refer to these statements and become familiar with their contents.

UAS is an excellent school because of our outstanding students, supportive parents, and our dedicated faculty and staff. We look forward to everyone working together to make UAS the best possible educational environment.

Sincerely,

Dr. Michael Schramm
Director

Dr. Hugh Schoolman
Principal

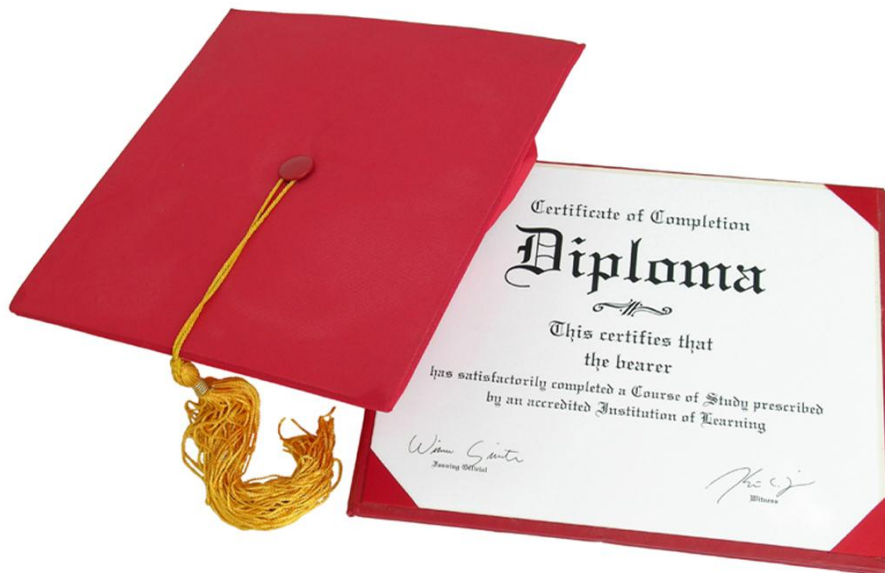


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UAS Vision Statement

Uruguay American School: The international school of choice for families living in Uruguay.

UAS Mission Statement

The Uruguayan American School prepares students to be successful in universities worldwide, by offering a U.S. curriculum tailored to individual needs, promoting belong, diversity, and academic excellence.

UAS Philosophy of Education

- We believe in the dignity and worth of each student and recognize the importance of his/her responsibilities to his/her fellow man in the world community.
- We believe that all youth should have equal opportunity for education consistent with their individual capabilities and with their personal and social needs.
- We believe that change is a constant factor in life. Therefore, education should encourage in students the development of personal values and thinking processes that will facilitate their intelligent adaptability to a changing society.
- We believe that learning is an unbroken activity, continued throughout an individual's life span. Therefore, education should foster independent thinking, exploration, and experimentation as a life long process.

Goals

Guided by our mission statement and philosophy of education, the school should exert every effort to:

1. Continue to provide a US - oriented education for national and International children that will facilitate a smooth transition to a school in the U.S. or to any other international school, particularly at the college level, by maintaining accreditation with our regional educational accreditation institution, The Southern Association of Colleges and Schools (SACS).
2. Continue to provide an accredited Uruguayan Elementary program.
3. Continue to provide an integrated secondary program accredited by CODICEN (the Uruguayan Educational Council).
4. Continue to provide a program that will help students learn to express themselves fluently in both Spanish and English.
5. Provide a program that will help exceptional children in their efforts to reach their fullest potential.

Objectives

Guided by our mission statement and philosophy of education, the school shall exert every effort to:

1. Develop in each student a mastery of the skills of communication and learning.
2. Develop responsible individuals who possess the ability to think clearly, logically, and independently, balanced with the indispensable degree of discipline and order, to succeed as participating members of a self-governing society.
3. Develop in each student an understanding and appreciation of cultural, social, scientific, economic and political ideas and practices.
4. Provide physical and health education enabling the student to live an energetic, wholesome, and productive life.
5. Provide the opportunity for each student to develop and to appreciate ethical and cultural values.
6. Provide a program of student activities designed to develop competent, self-directed, responsible, social interactions in an atmosphere of mutual respect and cooperation.
7. Develop in each student interests, skills, and attitudes that contribute to the worthy use of leisure time.
8. Help meet the needs of exceptional children enrolled at U.A.S. by providing educational opportunities that allow these special students to reach their fullest potential.

COMMUNICATIONS WITH PARENTS

Good communication is essential in fostering positive working relationships between the school and the home. Parents are encouraged to work productively with teachers and administrators to stay informed about their children and important events at the school. It is the goal of the administration to listen to and respond to questions and suggestions, and to make every effort to provide parents with timely and quality information regarding events and decisions.

COMMUNICATIONS TO/FROM THE SCHOOL

Parents who wish to contact teachers or the principal or other administrative personnel may do so by sending a note and/or phoning the school office. Please understand that phone calls to teachers are not transferred to them during school hours. The office will set up an appointment or leave a message and teachers will attempt to return calls on the same day as received. All UAS teachers are also available via school e-mail. Please feel free to contact them.

LINES OF COMMUNICATION

Due to the different levels of authority and responsibility in a school, it is very important for everyone to understand with whom they need to address their concerns. For example, if there is a concern about a classroom procedure, in most cases a parent should first contact the teacher in an attempt to understand or solve the issue. If the parent is not fully satisfied, the issue may be appealed to the school Principal. If still not solved, the issue may be brought to the Director. In a final appeal, a parent may address the Board of Directors in writing, with a courtesy copy to the Director.

VISITORS TO UAS

The security of our campus is a top priority. Our security personnel have been instructed to ask all visitors, including parents, if they have a scheduled appointment. The security personnel will contact the receptionist to verify this appointment. Visitors will be asked to wait in the reception area until the person they are scheduled to meet arrives to receive them. Parents who serve as volunteers will also be asked to check-in.

Ex-students may visit school after 3:30 while school is in session, as teachers are busy with instruction from 8:00 – 3:30. In order for an ex-student to visit during school hours, s/he must contact a school administrator at least 24 hours in advance to request permission to visit school. Typically, guest visits are limited to a maximum of 2 days, and discouraged during the first and last weeks of the semester.

ENTRANCE REQUIREMENTS

All new students in grades 6-12 seeking admittance must fill out the UAS application. Admissions decisions are made by the Principal. Provisions are available for intensive English instruction for those students who require this special type of assistance. There are no provisions at UAS for students who have pronounced social and/or educational needs.

LANGUAGE POLICY

Because English is the official language of instruction at UAS, all students are strongly encouraged to use it at all times, except during foreign language classes. Students are expected to use only English during classes where English is the language of instruction. UAS is an English speaking campus, and students are encouraged to use English in the hallways, eating areas, and during after school activities.

SECTION I: ATTENDANCE

Regular attendance is essential to progress and achievement. UAS believes that participation in classroom activity is an important part of both the academic and social learning process. UAS students are required to maintain regular school attendance and minimal absenteeism.

UAS provides the student and parents with a school calendar at the beginning of the school year. The calendar allows ample vacation time throughout the school year. UAS encourages planning family vacations to coincide with scheduled school holidays. Vacations taken at other times are very disruptive to the learning process. Because of this, UAS expects both parents and students to respect the attendance regulations which follow:

1. The parents of students, who miss an abnormal amount of school time, will be notified by the U.A.S. administration to explain prolonged or repetitious absences of their child.
2. The course work and tests missed create an incomplete grade. Responsibility for any missed assignments lies with the student. Arrangement to complete these assignments must be made with the teachers on the day the student returns to school, and the student has up to three days following the absence to make up the work. If a test or quiz was announced before the absence, the student should be prepared to take the test or quiz on the day of returning to the school. If an assignment due date falls on a day the student is absent, it is the responsibility of the student to send the assignment to the teacher on the due date to avoid a late penalty. Staff will be expected to provide all possible help to students making up work missed due to excused absence. A student with an unexcused absence is responsible for work missed.
3. Lack of proper compliance with make-up during any portion of a quarter or semester could result in failure for the affected course(s).
4. Special circumstances involving expected or unexpected travel and prolonged illness require a conference between the parent and the Principal to agree on the logistics of the make-up work.
5. Parents who desire to withdraw their child prior to the conclusion of first or second semester must present their request in writing to the principal at least two months prior to the proposed absence. Permission can only be granted for reasons that are considered highly significant.
6. At the discretion of the Director, students who accumulate an excessive amount of absences can be brought to the attention of the Board of Directors for further potential action.

Attendance Procedures

If a student is absent, UAS will call home to verify the reason for the absence. If a parent is not home, a written excuse from parents or guardian (including a date, reason for absence, and signed by parents or guardian) is required within the three days of the student's return to class or the absence will be considered un-excused. This written excuse must be presented to the secondary secretary, who will notify the teachers. A doctor's certificate is required for absences of a week or longer due to illness. A doctor's certificate is necessary for any absences during semester final exams. The individual student has the responsibility to arrange with class teacher(s) to make up all classroom work missed due to an excused absence.

Absences

If a student needs to leave school early during class time for any reason, a written note from parents or guardian is required in advance (use the Anticipated Student Absence Form available at the Front Desk). The Principal will verify the request and determine if the absence is excused or unexcused. Excused absences carry no penalties but do count as an absence and will be noted on the report card.

Excessive Absences

Any student who misses more than four (4) days of class in a quarter without documentation (doctor's excuse, death in the family, funeral, or approved school activities) may receive a failing grade (F) in the class for the quarter in which the excessive absences occurred. This documentation must be submitted to the secondary secretary by the parent within three (3) days of the student's return to school. If a student has a passing grade, the reported grade will be .5 on a 4 point scale; a 59 on a 100 point scale. If the student is already failing, the reported grade will be the grade earned.

Anticipated Absence

Occasionally, parents know ahead of time that they would like their child to miss school (family visit, medical consultation, etc.). An Anticipated Student Absence Form (available at the Front Desk) must be completed by the parent and submitted to the Principal, who will determine if the absence is excused or unexcused. These absences must be excused in advance by the Principal. Please send a written request with at least one week notice. Students will then take the Anticipated Absence Form to their teachers to make arrangements for their missed assignments. Absences that are not cleared in advance will be considered unexcused.

Tardies

UAS teachers plan instruction for the entire class period to effectively and efficiently benefit the entire class. Late arrival to class is disruptive and should occur only when unavoidable. This applies to the beginning of the school day as well as throughout the school day. Students who do not arrive to the classroom on time with all necessary materials for the class will be marked tardy.

A student is tardy to class if he/she is not in the room when the tardy bell rings. Tardies to class will be handled on a quarterly basis. Any student who is tardy to class without documentation (teacher's admit slip, doctor's excuse, death in the family, funeral, or approved school activities) will be subject to the tardy policy.

- First unexcused tardy: Warning and conference with teacher (documented in grade book)
- Second unexcused tardy: Teacher detention and parents notified (documented in grade book)
- Third unexcused tardy: referral to administration for after school detention (documented in grade book)
- Fourth unexcused tardy: referral to administration for internal suspension (documented in grade book)

SECTION II: STUDENT SCHEDULES

The teacher(s) and the Principal must approve any changes in student class schedules. Any changes to a student's schedule can be requested during the first two weeks of the semester and must have the approval of the Principal. Additionally, an Add and Drop form must be signed by the principal and teachers involved in the change. Unapproved schedule changes made after the second week may result in:

1. a loss of credit for the course;
2. a WDP (Withdrawn Passing) or a WDF (Withdrawn Failing).

SECTION III: DRESS CODE

Dress and Appearance

At any time during the school day, the purpose of the dress code is to present a positive image and provide an environment conducive to learning. All students are expected to maintain good grooming habits and appropriate dress. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected. Although a student with offensive clothing may have inadvertently been allowed to attend one or more classes, this does not mean that a student cannot be referred to the administration for a dress code violation later in the day.

- Shirts/tops and all dresses may not expose the midriff or any cleavage. Tank tops and spaghetti straps are not permitted.
- Pants and shirts must be worn in such a way as not to reveal undergarments, or expose skin normally covered by undergarments. Torn/ripped pants or shorts are not allowed.
- The length of shorts, and/or the “slit” on skirts, dresses etc., must be no more than 10 centimeters above the knee.
- Shirts or other clothing which display messages or illustrations of a profane nature, sexual connotations, advertisements or suggestive statements relating to tobacco, drugs, alcohol, or any illegal substances are unacceptable and may not be worn at school. Shirts, or other clothing, or jewelry which display violent themes, designs or pictures, are not permitted.
- Pajamas, fishnet shirts or tops, and transparent clothing are not permitted.
- Stretch Lycra, spandex or nylon tights, leotards, biker pants and biker shorts are considered to be undergarments and may be worn only as long as they are covered by appropriate outerwear.
- Appropriate street footwear must be worn at all times in the school. No bedroom footwear, or rubber “flip-flops, can be worn in the school.
- Headgear (i.e. hats) or sunglasses are not to be worn in the classroom.
- Items such as studded or pointed rings, bracelets, or neckwear are considered dangerous and are not permitted.
- Students who choose to violate the dress policy will not be permitted to attend classes until the violation has been corrected. Administratively, violations will be handled as follows:

FIRST OFFENSE: The student's parent/guardian will be contacted to bring a change of clothing to school or the student will wear clothing provided by the school.

SECOND OFFENSE: The student will be assigned detention.

THIRD OFFENSE: The student will be assigned to the Internal Suspension Program.

SECTION IV: GENERAL CONDUCT

UAS Code of Conduct

UAS allows a degree of personal freedom to its students that can result in beneficial learning experiences and a pleasant learning environment. Basic to this concept is a reliance on the self-discipline of the students and a respect of and concern for the feelings and rights of others. When a teacher has exhausted ALL means of dealing with a specific discipline problem within the classroom, the student should be referred to the principal.

Student Behavior Expectations

- Students will treat each other and themselves with kindness. Student behavior should affirm and build up others. Uncaring criticism, unkind words and vulgar language or gestures will not be tolerated. Students will not willfully hurt others physically.
- Honesty in academics and dealings with others is expected. Students will not engage in any behavior that involves lying, cheating, stealing or plagiarizing.
- Being mindful of the rights of others, students will walk in an orderly and quiet manner, inside and outside the school buildings.
- Students are expected to value personal belongings, respect the possessions of others and show concern for the proper use of school property. Students are expected to clean up after themselves, replace equipment, and not litter.
- No objects that may be construed as weapons will be brought to school. The use of written or oral threats or intimidating actions will not be tolerated. The consequence may include immediate expulsion.
- Teachers monitor the behavior of all students, not just those in their classroom. Every teacher may take disciplinary action with regard to any student.

The following are basic classroom rules that have been adopted by all faculty and staff members to be used in all the secondary program classes:

1. Treat teachers and classmates with respect.
2. Arrive in class before the tardy bell rings.
3. Bring required materials to class everyday.
4. Don't speak out of turn—raise hand and be recognized to speak.
5. Speak English at all times (unless in an Uruguayan Program course, foreign language class or otherwise instructed by a teacher)
6. Follow school rules as indicated in this Handbook.

The following infractions require an immediate conference with the school principal :

Bullying

- Verbal harassment
- Sexual harassment
- Fighting
- Endangering others
- Abusive/obscene language
- Use of or possession of an illegal substance
- Truancy
- Theft

The following pertains to the basic procedures for infractions of the discipline code:

1. General Regulation

Whenever a student shows a consistent or serious behavior problem, the parents shall be notified at once, and consulted at all stages, in an effort to work together towards a solution to the problem. Student due process rights shall be protected at all stages.

2. Detention

Both teachers and administrators may assign detention to the students. Detention may be served during lunch, after school or on Saturdays. Detention assigned for disciplinary infractions takes precedence over club and athletic activities and practices. It is the student's responsibility to notify the appropriate sponsor or coach that their absence was caused by detention. This does not excuse the absence—it only explains it. Students who miss detention sessions, upon the discretion of the teacher, will be sent to the secondary principal for further disciplinary action and/or a parent conference. Bus service home is not provided for students who have served detention. When the administration feels it is appropriate it can assign students to work after school in tasks to help keep our school and its facilities clean.

3. Internal Suspension

Internal suspension can be assigned to a student by the school administration when the student repeatedly breaks a school rule or commits a more serious error. Students assigned internal suspension will be placed in an administrative office where they will work on assignments throughout the day with no peer contact. Parents will be notified by the school administration when their child has been assigned internal suspension. Students who have been assigned internal suspension must leave the school at the end of the day and cannot participate in extracurricular activities.

4. External Suspension

External suspension can be assigned by the school administration to a student as a penalty for a serious infraction of the code of conduct or repeated misconduct. Students who engage in physical fighting automatically receive an external suspension. Parents will be notified of any external suspension. Zeros may be given for tests, assignments, and/or homework missed due to the external suspension. In the event a singular suspension causes a grade to drop more than one unit (e.g. "C" to a "D"), the student may petition the involved teacher through the secondary principal for appropriate extra assignments. However, petition does not guarantee approval. Each case will be dealt with individually depending on the offense that initially resulted in the external suspension. Permission to make up work may be denied depending on the circumstance of the case.

Academic Integrity

The Uruguayan American School is committed to academic integrity. Academic integrity is defined as ethical behavior expressing respect for the value and ownership of work completed by others. It specifically refers to academic dishonesty. Using someone else's work without giving the owner the credit due is plagiarism and will not be allowed. It is considered a serious infraction to the school's code of behavior. A student who is guilty of academic dishonesty can:

- Break the trust and undermine the trust relationship between the teacher and the student.
- Jeopardize his or her chances of obtaining admission to a university.
- Fail the assignment and/or project and/or test/exam.

Procedures and Consequences for Academic Dishonesty

All instances of academic dishonesty must be reported to the administration and documented. Respective faculty will be informed of the incident. First time offenses will result in a conference with the student, parents, teacher(s) and administration. A form will be signed and placed in the student's file for documentation. The student will receive a zero on the assignment or test with no opportunity to make it up. Subsequent offenses will be dealt with by the administration and the teacher(s) involved. They may involve more serious consequence, which may include school suspension or even referral to the Board of Directors.

Sexual Harassment Policy

UAS does not condone or tolerate any form of sexual harassment involving employees or students. The school is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

Definition: Sexual harassment is any form of unwanted sexual attention including touching or grabbing, sexually oriented comments, gestures, jokes, letters, graffiti, or pressure placed on a person for sexual favors.

Guidelines for students: If you believe that you are the subject of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You can report such information verbally or in writing to the principal, guidance counselor, a teacher, or another member of the school staff. When reporting an incident, it is helpful to provide as much information as possible, including:

1. A detailed description of the event or events.
2. The number of times the events occurred including dates and places.
3. The names of any witnesses.
4. Any documents, papers, or exhibits that could help document your concern.

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

Administrative procedures and discipline regarding sexual harassment:

A report of sexual harassment to a teacher, guidance counselor or principal, will be immediately communicated to the director and investigated as a disciplinary matter. The staff member or student who is making the report should continue to follow guidelines established to aid them in coping with the effects of the harassment. After investigation, if it is determined that an individual named in initiating sexual harassment has, beyond a reasonable doubt, done so with intent, his or her parents will be brought in for a conference and appropriate disciplinary action will be taken.

Smoking by Students

Smoking is recognized as being harmful to health. In assuming responsibility for the good health of students in the absence of their parents, smoking is not permitted by students either at school or during school-sponsored functions. Cigarettes, matches, and lighters are not permitted on school grounds. Students are also not allowed to smoke immediately outside the campus. Students in violation of this policy are subject to loss of privileges and/or suspension.

Alcohol and Drug Abuse by Students

- Alcoholic beverages may not be served, sold, or consumed at any school-sponsored activity at which students are/will be present. Students in violation of this policy will be subject to loss of privileges, suspension, or expulsion.
- The possession of drugs and/or other stimulants, or the state of being under the influence of drugs and/or stimulants on the school grounds is prohibited. If a student is on medication which contains any type of drug for medicinal purposes and is under the supervision and care of a doctor, the director of the school must be notified in writing by the parents, identifying the doctor in charge and submitting a copy of the prescription to be placed on

file in the student's folder. After the director has reviewed the prescription and consulted with the doctor, he/she may request that the student remain at home while under treatment. In the absence of said notification and copy of prescription placed on file, the following action will be taken:

1. At the first sign of suspicion that a student is in possession of, under the influence of, or selling any illegal substance, the parents will immediately be notified, both verbally and in writing, of both the incident and their legal responsibility in the matter. The student may be suspended and/or placed on probation. If suspicions are confirmed beyond doubt, the student will be recommended for immediate expulsion.
2. If at any time the parents do not cooperate, the student will be immediately recommended for expulsion.
3. Any substance under suspicion of containing drugs and/or other stimulants will be confiscated and analyzed. If the result is positive, a recommendation will be submitted to the Board of Directors for immediate expulsion. The Board of Directors will receive the complaints and rebuttals from all parties involved.

Electronic Devices/Cellular Phones

Electronic games, radios, or iPods/M3P Players are not part of the academic program. Such devices are only allowed in academic areas during the school day with teacher permission. The school will not be responsible for their loss.

Students are not permitted to have their cellular phones on at any time during the academic day and should keep them turned off. Those who violate this policy will have the device confiscated and will face disciplinary action. The parent or guardian will be required to come to the school in order for the cell phone to be returned.

If students need to use the phone, they should go to the Administrative Offices.

Leaving Campus

During the school day, students are not allowed to leave the campus during the school day. Parents picking up their children during the day should come to the Reception Desk.

For safety reasons, leaving campus without proper permission is a serious offense and will lead to an in-school suspension.



SECTION V: PHYSICAL EDUCATION

All UAS students are required to wear the UAS sports uniform to PE class. All PE clothing must be properly marked to avoid loss. For safety reasons, jewelry (watches, earrings, necklaces, etc.) is not allowed during PE classes. Failure to comply with PE dress requirement will affect the PE grade.

P.E. Attendance Requirement

Physical education is a participatory class. A student's grade is based on the degree to which he/she participates in the prescribed physical activities to his/her ability. Therefore, the occasions when a student cannot participate in P.E. activity for medical or personal reasons must be minimized. General rules for P.E. class participation are:

1. A minimum of 80% (36 out of 45 classes per semester) attendance and participation is required to earn a P.E. credit (grades 9-12).
2. A student must have a written excuse from parents or guardian for not participating in P.E. on a particular day. For extended non-participation, a medical certificate is required.
3. Students not participating in P.E. activities must accompany P.E. class at all times.
4. Students have five minutes after the bell has rung to dress and report for class.

An accumulation of non-participatory PE classes will result in a significant lowering of the PE grade.

P.E. Medical Excuse Policy

For a serious illness or temporary disability that does not allow P.E. participation for an extended period:

- a) a doctor's certificate is required;
- b) a medical recommendation for alternate activity must be submitted and followed;
- c) an alternate assignment (e.g. a research paper) may be assigned.

If a student is unable to participate in P.E. activity for a length of time that exceeds the 80% participation requirement, he/she may withdraw from P.E. class without a penalty. However, no credit will be given.

For chronic illness or permanent disability that does not allow the student to participate in P.E., a P.E. credit may still be earned. The student will be required:

1. to work as an aide in secondary or elementary P.E. classes or as an assistant to the coach for secondary athletic teams assisting and attending all practices, games, field days etc.
2. to prepare research papers on each P.E. unit (e.g. basketball, volleyball, softball, etc.). Paper must contain: history of the sport, rules and their purposes, main competitive events and current status (national and international).

P.E. grade will be composite of theoretical (20%) and practical (80%) performance.

Some disabilities may allow for specific physical activities not possible at U.A.S. (e.g. swimming). A monthly certificate signed by an instructor that the student has covered his/her fitness training requirement in a particular area will be acceptable as an alternative to attendance of P.E. classes.

Interscholastic Athletics

UAS participates in interscholastic competitions in basketball, soccer, volleyball and softball. Students may join a team by participating in all team practices. Lettering in all sports depends upon consistent attendance at practices and games and sportsman-like behavior on and off the court.

Practice sessions are generally immediately after school for one hour and forty-five minutes. Schedules for practices and games are available from the coaching staff.

Rules for eligibility are available from the UAS Athletic/Activity Director.

SECTION VI: GRADING POLICY

UAS teachers create Course Guides at the beginning of the school year. These Guides contain the following information:

1. **Course Description**
 - a. Written explanation of what the course covers. Typically 1 – 2 paragraphs
2. **List of Unit Themes / Topics (approximate duration in weeks)**
 - a. Example -- U.S. History course
 - i. Slavery, the Civil War & Reconstruction (4 weeks)
 - ii. The Roaring 1890s (2 weeks)
 - iii. WWI (3 weeks)
3. **Instructional Resources**
 - a. Textbook(s)
 - b. Reading Lists
 - c. DVDs
 - d. Etc.
4. **Assessment Policy**
 - a. How students get assessed on their learning
 - b. How assessments of student learning are used to determine a grade.
5. **Homework Policy**
 - a. Purpose
 - b. Typical Amount Assigned
 - c. How homework is assessed
6. **Expectations for Class Behavior**

Grading in the secondary school is done by letter grades, each corresponding to percentage range.

| | | |
|---|-------------|--------|
| A | = 100-90% | = 4.00 |
| B | = 89-80% | = 3.00 |
| C | = 79-70% | = 2.00 |
| D | = 69-60% | = 1.00 |
| F | = below 59% | = 0 |

Indicators for Report Cards

The following letters are used for the following cases:

- WDP Withdrawn Passing. This indicator is placed on the report card when a student has parental and administrative permission and is receiving a passing grade when the class is dropped.
- WDF Withdrawn Failing. This indicator is placed on the report card when a student has a failing grade at the time of the drop, or drops a class without permission.
- IC Incomplete. This indicator requires approval by the Principal. It is placed on the report card when work may be made up by the student within stipulated guidelines established by the teacher. Should the Incomplete not be finished within the stipulated guidelines, no credit will be awarded for the pending work.

Attitude and effort grading is done from the student's academic performance.

Academic Probation

Secondary students with a GPA of 1.8 or lower in their academic core classes of English, social studies, mathematics, science, and Spanish; or who have two or more F's in any quarter, will be placed on Academic Probation. Students on Academic Probation must have a Parent Conference with the Principal before they are permitted to participate in any activities which take place after regular school hours, including, but not limited to, competitive athletics, dances, and outings or weekend field trips. During the school day, students are recommended to meet with the teacher or teachers of the courses in which they are having trouble for help at least once a week. Students are considered off probation when their next quarterly grades exceed the minimums outlined.

Final Examinations

Semester examinations are given in December and June. Exams may run up to a maximum of two (2) hours and may count up to 20% of the semester grade. Leaving early for vacations, home leave and the like are not acceptable reasons to miss exams. Requests to leave school before final examinations are completed must be made in writing to the Principal by the parent. The student's grade may be affected negatively by leaving early.

Report Cards and Progress Reports

Report cards are given out four times a year at the end of each academic quarter (9-weeks). Progress reports are given out halfway between the beginning and the end of each quarter (e.g. after approximately four weeks). The grades on the Progress Reports do not go on your record, but are intended as a notice of how you are doing to your parents. Progress reports are intended to give you enough time to solve problems before final quarter grades are given. A parent/teacher conference may be required on any grade of D or F. An F in a course is not erasable from the transcript under any circumstances, even if the course is retaken and passed successfully.

Honor Roll

UAS encourages outstanding academic achievement by recognizing students each semester who achieve:

| | |
|------------------|--------------------|
| Director's List | 3.80 or higher GPA |
| Alpha Honor Roll | 3.50 - 3.79 GPA |
| Beta Honor Roll | 3.00 – 3.49 GPA |



DESCRIPTIONS FOR QUALITY OF WORK

The following descriptions for the quality of student work are meant to serve as a guideline for the entire faculty.

Grade of A 90 – 100%

The student has fulfilled all of the requirements of each task or activity. The objectives of the class have been achieved and have been fulfilled with excellence. The student is well prepared for class and participates positively in class. Work has been turned in on time and demonstrates understanding and application.

Grade of B 80 – 89%

The student has fulfilled nearly all of the requirements of each task or activity. The objectives of the class have been achieved. The student is prepared for class, participates in class discussions, and turns in work on time demonstrating understanding and application.

Grade of C 79 – 79%

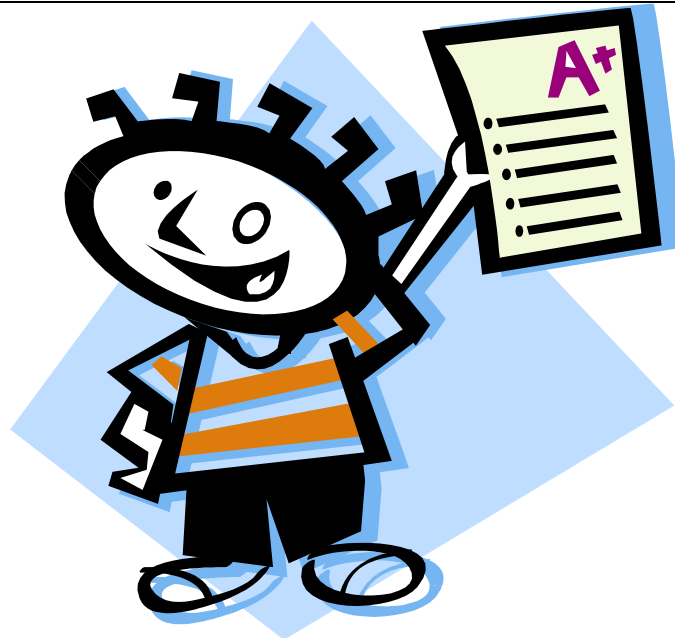
The student has fulfilled the basic requirements for each task or activity, but has not progressed to more demanding objectives. Some of the objectives of the class have been achieved. The test grades are sometimes poor and homework assignments frequently need correction. Class participation is irregular and needs to be encouraged.

Grade of D 60 – 69%

The student has fulfilled some of the requirements for each task or activity. Test grades are below satisfaction and homework assignments are frequently not turned in or show little effort. Few of the objectives of the class have been achieved as demonstrated by performance on tests and quizzes, and class discussions.

Grade of F 0 – 59%

The student has fulfilled few of the requirements for the class. There is little evidence that the class objectives have been met. Test and quiz grades are below satisfaction. Homework assignments are seldom turned in or not completed. Excessive absences may contribute to this grade.



SECTION VII: GRADUATION REQUIREMENTS

U.A.S. offers a college preparatory U.S. Diploma. The minimum requirements for this diploma include twenty-two Carnegie Units for Grades 9-12. A unit is equal to one credit and represents a year's work of five class periods per week, or the equivalent. Therefore, .5-credit is given for one semester's work.

Requirements for Graduation for a U.S. diploma from U.A.S.

| | |
|--------------------|---|
| English | 4 credits |
| Social Studies | 3 credits: of one credit must include U.S. History |
| Mathematics | 3 credits |
| Sciences | 3 credits |
| Foreign Language | 2 credits |
| Computer Science | 1 credit |
| Fine Arts | 1 credit |
| Physical Education | 2 credits |
| Health | .5 credits |
| Electives | 2.5 credits beyond the choices taken to fill requirements |

TOTAL MINIMUM REQUIREMENTS: 22 CREDITS

College-bound students usually complete a minimum of 26 credits. It is recommended that students seeking enrollment in North American colleges and universities complete the most rigorous curriculum possible in each of the five major academic areas: English, Social Sciences, Science, Mathematics, and Foreign Language. AP courses should be considered when within the student's ability and available in the school schedule. It is within each student's grasp to earn 32 credits in grades 9 - 12.

Credit is based on time enrolled in school. Students who arrive late or who leave school early will receive credit based on the time enrolled, academic performance and the evaluation of the Principal.

Course Credit Requirement

Credit is based on time enrolled in class. A half credit (.5) is awarded for each subject per semester when a student obtains a minimum grade of 60 points out of 100. Credits begin in grade 9. A student absent from more than 12 days of the classes per semester for any particular course may lose credit for the course. Students (transfer or late enrollees) who arrived within the third week of a given semester may receive full credit for courses that semester if coursework is successfully completed;

Early Graduation Policy

Uruguayan American School has the policy of discouraging students from graduating with less than four full years of high school academic preparation. Early graduation may be allowed if there are, in the opinion of the administration and the Board of Directors, compelling reasons. Early graduation will be considered only if the following criteria are met:

1. The student must have achieved a 3.4 cumulative GPA while in high school
2. A parent conference must be held with the director prior to the actual petition
3. Students must have two years in residence depending upon credits needed
4. Students wishing to attend post-secondary institutions commencing in mid-calendar year will be considered for early graduation if approved by the Principal
5. Parents must sign a contract with the secondary office that describes their financial responsibilities.

A student must petition for early graduation no later than the end of the first semester of the year before the intended date of graduation.

Academic Awards

The Senior Class Valedictorian and Salutatorian Awards will be based on cumulative 3.50 (through first semester of grade twelve) Grade Point Average in the Academic Core Classes of English, social studies, mathematics, science, and Spanish. The highest GPA will receive the Valedictorian Award, and the second highest will receive the Salutatorian Award. To be eligible for either award, a student must have attended UAS the full senior year.



SECTION VIII: SCHOOL AND PERSONAL PROPERTY

School equipment should not be taken off campus without special permission from the administration. Fines for damage to instructional materials (e.g. computer software, A-V equipment, laboratory glassware) are assessed at the replacement cost of the items involved.

Textbooks

UAS provides textbooks for all courses on a loan basis. Students are responsible for the proper care of the textbooks issued to them. A fine will be charged for loss or damage which exceeds normal wear and tear. Fines are assessed according to replacement value of the book (including shipping), number of years the book has been in use and extent of damage to the book.

Lockers

Students are assigned individual lockers at the beginning of the school year. Each student is responsible for the security of personal belongings left in the lockers. Repair costs for excessive damage to locker will be assessed to the student. If students have money or valuables, they should leave them in the administrative offices, rather than their lockers.

Lost and Found

The school office maintains a Lost and Found to receive any items found in or around the school buildings. Students may inquire about lost items at the reception desk. Items marked with owner's name will be returned to the owner. All unmarked and unclaimed items will be given to charity at the end of each semester. The school is not responsible for articles that are lost or stolen. Do not bring money or valuable items to school. If you must bring valuables, they may be brought to the school office for safe-keeping during the school day. Money and articles that have been stolen should be reported immediately to the office.

SECTION IX: LIBRARY

The library is open Monday to Friday, 8:00 AM to 4:30 PM.

Students may check out a maximum of five (5) books and five (5) magazines from the library at one time. Books and magazines are checked out for fourteen (14) days and current issue magazines, encyclopedias and other reference materials may be checked overnight only. Books that have been reserved are held for one day. Library materials must be returned on or before the due date. Students are responsible for all materials checked out. Undue damage or loss will be fined and the amount attached to the parents' invoice in the business office.

Fines are charged for overdue books:

US\$ 0.20 per book or magazine, per day

US\$ 1.00 per reference book or current issue of a magazine, per day

Lost books:

- For books that can be purchased locally, the student must purchase and bring to the library a copy of the lost book.
- For books that cannot be purchased locally, the student has to pay the price of the book plus shipping (10%), so the library can replace it.
- If a book is out of print, a similar title will be accepted.
- All library materials must be returned at the end of each semester.

The library is also maintained as a study area and students are expected to conduct themselves accordingly.

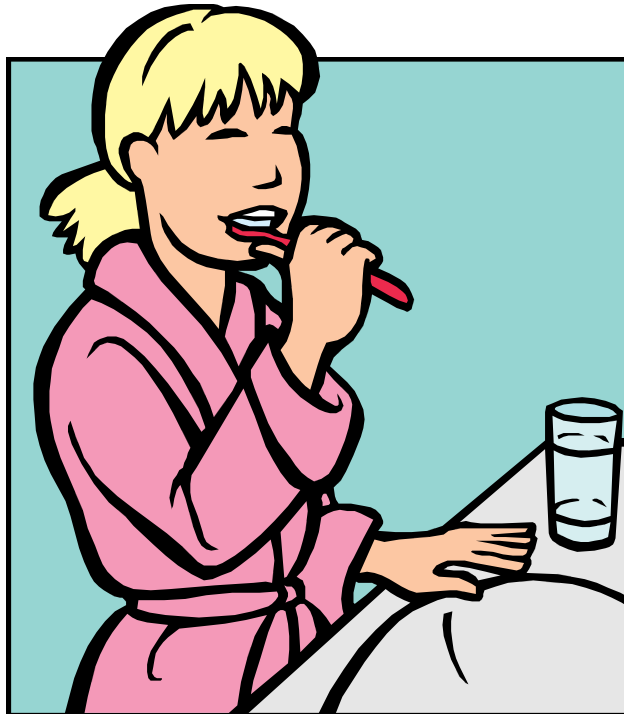
1. Misconduct in the library may result in the suspension of library privileges for the student.
2. Eating and/or drinking are not permitted in the library.

Students registered for the following semester may check out a maximum of ten (10) books and five (5) magazines over the summer and winter vacation. Proper care of library materials by all students is expected and appreciated.

SECTION X: SCHOOL NURSE

UAS employs a full time qualified nurse to in order to help students with any health issues. The following information pertains to the services of the school nurse:

- It is essential that the nurse's office has accurate medical records for your child. Therefore, each child must have the school's medical form and a record of required immunization on file for your child which needs to be updated annually so that current information will be available.
- Parents/Guardians are asked to please continually update any changes in their address, phone numbers (work, home, cell) and contact information in case they are not available if their child is sick or injured at school.
- If your child is absent due to a health reason, please inform the school nurse so she can follow up on child's health condition.
- The school's head lice policy states that anyone found to have evidence of head lice will be sent home. In order to return to school the child must not show any evidence of eggs or lice. The school nurse will develop monthly check ups in the elementary classes. However, this is something we cannot do alone so your help and assistance in this matter is essential. If your child has head lice, please share this information with the school nurse as soon as possible. We hope that working together we can keep head lice out of our school.
- In case your child needs to receive medication during school hours, the school medication policy must be followed.
- Please inform your child that s/he should notify her/his teacher or supervisor in charge whenever they do not feel well or are involved in an accident.
- The school nurse's hours are from 08:00 AM to 4:00 PM. Please feel free to contact the school nurse if you have any questions or concerns.



SECTION XI: AFTER SCHOOL ACTIVITIES

U.A.S. students are encouraged to become involved in the school community through athletics and school clubs or organizations.

Every club or school organization must have a faculty sponsor and be approved by the administration.

After-School Activities and Functions

A master activities calendar for the school is developed each semester by the Athletic/Activity Director and school organizations. All after-school activities and functions must be cleared through this calendar.

General rules for after-school activities and functions:

1. The faculty sponsor who is directly responsible for supervision of the event must review all after-school activities and functions planned by a student group.
2. Clearance for dates and approval for the activity must be received from the administration at least ten (10) school days in advance.
3. Only currently enrolled students and guests approved in advance by the administration may attend school functions.
4. Students absent from school during the day that an after-school event is planned may not participate in the event.
5. Students who leave a school event (e.g. a school dance or party) before it ends will not be allowed to re-enter.
6. Teacher and parent chaperones must be present at all after-school functions.
7. The sponsoring club or organization is responsible for all equipment used, clean-up and custodial services.

IMPORTANT NOTE: Secondary classes are dismissed at 3:25. Students who are not involved in co-curricular activities or working with their teachers are not allowed to stay at school after this time. Only those students who are enrolled in a co-curricular activity or are being supervised by a UAS Faculty member are allowed to remain on campus.

Student Council

The Student Council is made up of students elected by the student body. It represents the students to the administration and acts as a communication line from the administration to the students. The Student Council provides the students the opportunity to participate in self-government and to practice the democratic process. It encourages student involvement in the school community through various Student Council sponsored activities. It also promotes school spirit, helps formulate school rules and raises money for student activities.

The Student Council is made up of the student representatives elected by each class. The student body elects Student Council officers (President, Vice-President, Secretary, and Treasurer) by secret ballot. Any high school student with a 3.0 GPA is eligible to run for a student council office if they meet the qualifications set out in the Student Council Constitution.

The Middle School Student Council is made up of elected representatives from grades six, seven, and eight.

Students are encouraged to offer suggestions or ideas to their Student Council representatives for ways in which the organization may function effectively and fulfill the needs of the student body.

National Honor Society

The purpose of the National Honor Society is to create an interest in greater Scholarship, to stimulate a desire to render Service, to promote positive Leadership, and to encourage the development of worthy Character. Membership in the NHS is both an honor and a responsibility.

Those students from grade 10 through grade 12 who have been recommended by the faculty and administration on the basis of their scholarship form the organization. A student must have been enrolled at UAS for at least two (2) consecutive quarters and have attained a cumulative GPA of 3.30 in their academic core classes of English, social studies, math, science, and Spanish, for the preliminary screening. New members are selected from eligible candidates during second semester, in accordance to the NHS chapter. NHS members maintain their membership and status in any school that has a local chapter.

SECTION XII: ACADEMIC GUIDANCE PROGRAM

Student Placement

UAS is primarily a college preparatory school for students wishing to study in colleges or universities in the United States, Uruguay, or colleges in other countries. A student applying for admission to UAS is required to provide official transcripts for work completed at previous schools and a conduct report. Grade placement may be changed or transfer credits assessed by the administration as necessary. Transfer students must meet UAS graduation requirements to obtain a UAS diploma.

UAS administers the following external academic tests:

EXPLORE: (Grade nine)

This test shows where you are strong or weak in English, Reading, Math, and Science. Your skills in these subjects will make a big difference in school and your career.

PLAN: (Grade ten)

This is the Practice Test for the ACT. This test measures your academic achievement in English, Mathematics, Reading, and Science. The test covers the skills and knowledge that are commonly taught in the schools and are judged to be important for success in both high school and college. In addition, the career interest inventory helps the student explore personally relevant career options.

PSAT (Preliminary Scholastic Aptitude Test): (Grade 11)

This test measures verbal and mathematical abilities and is a warm-up for the SAT. It is administered in October of the junior year.

SAT (Scholastic Aptitude Test): (Grades 11 and 12)

The SAT is a test that measures verbal, written, and mathematical reasoning abilities which are important for academic performance in college. Many colleges require scores from a standardized test such as the SAT as part of their admissions process. These colleges use the scores as one measure of academic capabilities. Although secondary records are considered the most accurate single predictor of readiness for college work, the best indicator of academic success in the first year of college is a combination of test scores and secondary grades. The SAT can be taken during the second semester of the junior year and/or the first semester of the senior year.

ACT (American College Test): (Grades 11 and 12)

The American College Test is similar to the SAT, but tests the following areas: English Usage, Mathematics Usage, Social Studies Reading, and Natural Sciences Reading. Each test varies in length from 35-50 minutes and all are taken during one session. Some colleges require the ACT for admission; consult the College Handbook or individual college catalogs. Since the number of students taking the ACT at UAS is minimal, UAS is designated a special test center. This means that a test date can be arranged through mutual consent of the student and the counselor. Check with the guidance office to coordinate the test dates with the admission deadlines of individual colleges/universities.

SAT II: (Grade 11 or 12)

One hour standardized tests offered in 16 different subject areas, measure a student's knowledge. Some U.S. colleges and universities in the admissions process and placement of students require these tests. A student may take up to three tests on a given test date. These are usually taken in the senior year, but it is advisable to take them immediately following the completion of the subject course.

AP (Advanced Placement): (See academic section)

The Advanced Placement Program encourages schools and colleges to provide challenging work for able students. The AP Program helps school establish one year, college level courses for these students and provides examinations to help colleges judge these candidates' qualifications for advanced placement and/or college credit. The exams are administered in May of each year.

TOEFL (Test of English as a Foreign Language):

The Test of English as a Foreign Language is not administered at UAS but the guidance office provides registration materials and guidance. The TOEFL is administered here in Montevideo at the Alianza Cultural Uruguay-Estados Unidos and requires advance registration. The TOEFL is required for entrance to U.S. colleges/universities for those students whose native language is not English.

Resource Information:

UAS provides many resource materials to aid students in selecting and applying to colleges and universities all over the world. These materials are located in the College Counseling library.

SECTION XIII: PARENT - TEACHER CONFERENCES

Parent-Teacher conferences may be arranged at any time at the request of parents, teachers, administrators, or students. Conferences will be scheduled at mutually convenient times either before or after school, or during the daily planning periods of teachers. Parents are asked to call the school at least 24 hours in advance to ask for a conference time. Conferences are designed to advise parents of problems or potential problems or to advise parents of noteworthy achievements by their children or positive advances which have been made in various areas of the school program. Additionally, at the end of the first and third quarters the school holds school wide Parent-Teacher conferences. The dates for these conferences are found on the school calendar.

Open House

Each year, an Open House is scheduled for the American Program in August and for the Uruguayan Program in March. This is a chance to hear the Principal and teachers speak and to learn about your child's class day. Please do not use Open House as a time to conference with your child's teachers. Special arrangements can be made to discuss issue of concern.



SECTION XIV: MISCELLANEOUS

Evacuation Drill

A special signal for an evacuation drill has been established. When this signal is heard all persons should walk rapidly and silently in a line to the designated exit. Students should leave their books and belongings in the classroom. Teachers will accompany their classes to their emergency drill exit positions and immediately verify each person's attendance according to the class register. A special signal will be sounded to return to the building quickly and quietly.

Food Service

The Uruguayan American School contracts a catering service for its cafeteria. A menu is sent home each month with the school's newsletter. In order to maintain a clean and healthy environment, students are allowed to eat only in the cafeteria or outside the cafeteria in the patio area. Students must clean table areas and return trays to the cafeteria as soon as they finish eating. Students found eating or drinking in the hallways are subject to disciplinary action.

Food that is purchased from outside restaurants must have administrative permission to be brought into school and only for special occasion.

Buses

Bus service is provided through a contracted bus company. Information about this service may be obtained from the front office. All billing and scheduling of the service is arranged directly with the bus company. Parents are responsible to be sure that their children arrive in time to be in their classrooms ready to start school at 8:00 AM. Buses leave the school in the afternoon promptly at 3:45 PM daily. Students should be punctual for both morning pick-up and afternoon departure. All students using the bus service are expected to behave in a manner conducive to the safe and efficient journey of all the passengers. There is also an extracurricular afternoon bus leaving at 4:45 PM.

If a parent finds the need to make a change in their child's normal busing schedule on a given day, the parent must contact the school no later than 3:00 PM.

Basic Expectations for Bus Passengers:

- strict obedience to the bus driver
- show respect for fellow students and the driver
- keep all objects and themselves inside the bus
- refrain from throwing objects
- refrain from pushing, shoving, or fighting
- remain seated until the bus comes to a full stop
- refrain from using inappropriate language

Any damage done to a school bus will be paid for by the person(s) involved. Failure to abide by these regulations may result in a student not being permitted to continue using the transportation service.

Announcements and Bulletins

All posters and signs displayed throughout the school as well as student notices going home must be approved by the administration.

Telephones

The office telephones are maintained for school business and are not for students' personal calls. However, students may use them for emergencies with the permission of the office staff.

Selling of products on School Property

The selling of any item on campus for a profit is prohibited. The only time this can take place is when an individual, groups of individuals, or school organizations have obtained permission from the school's administrator.



Acceptable User Regulations

UAS Computers and Internet Service

The Uruguayan American School provides students and staff the opportunity to utilize a networked computer system with Internet access. Use of this equipment is intended to enhance educational goals. It is a privilege and thus requires responsible behavior in accordance with the school's established regulations.

The following are NOT permitted on the UAS computer systems:

- Student E-mail sending and receiving during regular class hours.
- Installing any type of software program.
- Accessing restricted areas of the computer network, hacking or attempting to cause damage to the system by corrupting files, modifying system settings or loading computer viruses.
- Using another person's password to gain access to restricted computer facilities and/or misrepresenting oneself as a different user. Trespassing into another person's folders, work or files is strictly prohibited.
- Harassing, insulting, or attacking others in any form of computer-based communication. Sending or displaying offensive messages or pictures.
- Violating copyright laws.
- Food and drinks are forbidden in the computer labs and libraries.
- Game playing is not allowed unless for educational purposes and must be approved by the corresponding teacher or supervisor.

For network security reasons, UAS does not allow students to conduct chat sessions on school computers, unless they are under the direct supervision of a teacher. The school also strongly recommends that parents establish specific "user rules" at home to try to prevent inappropriate use of chat sessions. In order to maintain the safety of our community, the Administration reserves the right to follow-up on the inappropriate exchange of written communications during chat sessions or the exchange of electronic email that occurs outside school if they involve UAS students.

UAS reserves the right to deny any student or staff member the opportunity to use the school's computer systems due to any of the aforementioned misuses. Depending on the severity of the misuse, suspensions may be temporary or permanent. Prohibited acts will be dealt with accordingly.

UAS Computer Lab User Regulations

All participants must comply with the “Acceptable User Regulations for UAS Computers and Internet Service” and will not be allowed to use the lab facilities until the “User Agreement Form” has been signed and returned. Students must also return a signed “Parent/Guardian Permission Form.”

To allow for equal access and to maintain an appropriate environment to learn, study or perform research, individuals in the computer lab must abide by the following guidelines:

- Use is typically on a first-come, first-serve basis. However, in the event that there are more users than workstations, priority will be given to those who have used the lab less in the preceding days.
- Users are expected to share. If user demand surpasses the supply of available computers, the supervisor will ask the users to rotate at his/her discretion. Anyone who has urgent work to perform should reserve a space with the supervisor.
- No more than one person will be allowed to utilize a workstation at the same time unless they are preparing a joint, school-related project.
- The computer lab is not an after-school gathering place. Any person not actively utilizing the computers will not be permitted to stay in the lab.
- Please respect the rights of others to concentrate on their tasks. Disruptive behavior will result in immediate expulsion from the lab and the possible suspension of future access rights.
- The UAS Computer Lab is only available to UAS staff, students, parents and approved guests.



Parent/Guardian Permission Form

As the parent or legal guardian of the below-signed student, I grant permission for him/her to access the Internet using the U.A.S. computer systems. I understand that he/she will be held responsible for any violations of the user regulations and that sanctions will be given for not following the established regulations.

Parent Name: _____
(Please Print)

Parent Signature : _____

Date : _____

Student User Agreement Form

As a user of the UAS computer systems and Internet Service, I hereby agree to comply with the UAS Acceptable User Regulations for Computers and Internet Service.

I understand that I will not receive my password to access UAS computers until this Agreement Form is completed and returned to the secondary secretary.

My signature indicates that I have read the regulations carefully; I understand their significance and will abide by their conditions.

Student Name _____ **Grade** _____
(Please Print)

Student Signature _____

Date _____

Students must return signed form to the Secondary Secretary's office.

STUDENT - PARENT ACKNOWLEDGEMENT PAGE

We have received a copy of the U.A.S. Middle/High School Student – Parent Handbook. We understand it is our duty to study the handbook and become familiar with its contents, follow the procedures set down, and ask questions of the teachers, counselor, or administrator if we are unsure or have any concerns.

Student Name _____ Grade _____
(Please Print)

Student Signature _____

Parent Name _____
(Please Print)

Parent Signature _____

Date _____

Student must return this form to the Secondary Secretary.