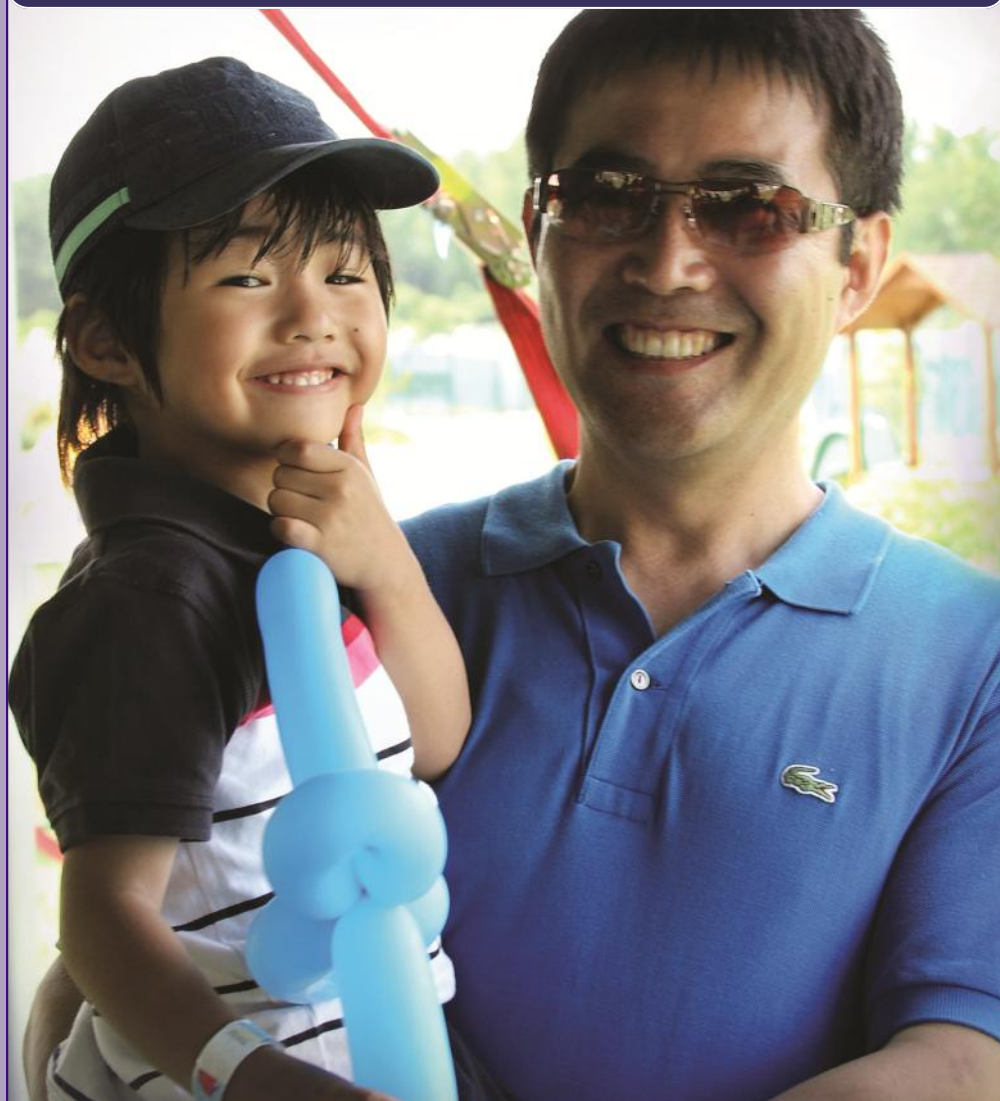


Anglo— American School of Sofia



Family Handbook

2011-2012

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Note: To contact a member of staff by telephone, please call the reception number.

Staff emails are available from our website: <http://www.aas-sofia.org/contact/>



[staffemails.php](#). Please visit our website on www.aas-sofia.org to find the latest information about our school.

Become a fan of the [Anglo-American School of Sofia](#) on Facebook or follow [@AAS_Sofia](#) on Twitter.



Dear Students, Parents and the AAS Community,

Добре дошли - On behalf of the Anglo-American School of Sofia team, I extend best wishes to all students and their families as we start the 2011-2012 school year. My family and I are newcomers to AAS; and are grateful for the warm welcome we have experienced. I am delighted and feel privileged to serve at AAS.



This AAS Family Handbook, the AAS Family Calendar and other school publications will be available throughout the year on our website – www.aas-sofia.org. In order to facilitate an excellent learning environment of growth and change, we continually examine the work we do to ensure our practices are commensurate with best practices around the world. The procedures and practices outlined in this handbook are a result of considerable thought and deliberation by our staff in conjunction with student and community input. We are very pleased that you have chosen to join us during this school year. Please take the time to review this handbook as it provides a common framework and language for our school community and thus fosters a stronger partnership.

Such partnerships are critical for a school and community to be supportive of one another. This is important for our students' learning as well as to ensure our school is a safe place during our current phase of construction. A key component of good partnership is effective communication. Please remember that our door is open to comments, concerns or compliments. When we work together our students' learning experience is enhanced as they engage and explore new skills, hone strengths, and strive to be confident, happy and caring citizens in their quest to make our world an even better place.

Once again, welcome to the 2011-2012 school year!

In Partnership,

Jim Urquhart

Director
Anglo-American School of Sofia

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The Anglo-American School of Sofia is a diverse and friendly school providing a vibrant, quality education preparing students to be responsible citizens and life-long learners.



History and Purpose of the School

The Anglo-American School of Sofia (AAS) was established in 1967 to meet the educational needs of children from the embassies of the United States and the United Kingdom. The charter permits the school to enroll children from the international community in Sofia, as well as Bulgarian nationals. AAS is a private secular school without affiliation to any religious denomination, political party or interest group. We offer a curriculum that draws on the best practices of schools in the UK and USA and that meets the requirements of our accreditation agencies. The International Baccalaureate Diploma program in grades 11 and 12 prepares students for college and university level education.

Objectives:

- To develop the knowledge, skills and values to think, learn, communicate and solve problems;
- To develop critical thinking, resourcefulness and creativity in learning and living.
- To foster a love of learning;
- To offer a curriculum that draws on the best practices of schools in the UK and USA and that meets the requirements of our accreditation agencies;
- To develop a feeling of self worth and a sense of personal responsibility and self-discipline in both attitude and behavior;
- To develop the ability to interact and work effectively with others.

The School Board of Directors

The Anglo-American School of Sofia is governed by the School Board of Directors (the Board). The Board holds monthly meetings, which are open to all interested parents. The Board exercises control and direction of the business and affairs of the school. The Board is guided in its governance by the school's policy manual, which is available for review in the Director's office. There are nine members of the School Board. The American Ambassador appoints four Board members, including the Chairperson. The British Ambassador appoints four Board members including the Vice-Chairperson. The Parent Teachers Organization President is the ninth Board member. Ex-officio and non-voting members of the School Board are the Director of the School, the Principals, the Business manager, and an elected Staff representative, as well as other Board appointees. Board Members for the 2011-2012 school year are:

Chairperson

Susan Sutton

Vice-Chairperson

Tim Buisseret

Members

Rachael Peters

Boni Bonev

Peter Ashton

Paul Tobin

Ruud van den Eijnden

Stoyan Dinchiiski

Dianne Thomas-Berg

PTO President

3 Members will be appointed as the school year commences

Ex-Officio Members

Jim Urquhart

AAS Director

Mark Wilson

US Embassy

Marchela Ignatova

Business Manager

TBD

Staff Representative



Parents as Partners

The Anglo-American School is committed to vigorous communication with parents and welcomes participation in our school community. In addition to numerous informal events, the school holds many formal events during the year to meet with school staff. These include: Orientation, Open House, Welcome BBQ, Parent Teacher Conferences, Director's Coffee Mornings, Town Hall and PTO Meetings.



Every Friday, parents and students receive the "AAS Newsletter" which is posted on the school's webpage. This has short articles on school activities, PTO news and calendar items. The Newsletter is the main regular form of communication between the school and the parents. A printed version of the newsletter is also available and sent to parents upon request. Previous newsletters are archived on the school's website. An SMS system helps with urgent communications and Moodle (our virtual learning environment) is updated regularly to keep students and families up to date on classroom teaching and learning.

We encourage parents to contact the school with questions and ideas. We welcome all communications. We believe individual issues are best solved by consulting with the teacher or staff member closest to the concern. To ensure efficient communication and timely responses the school has adopted the following guidelines:

- Communicate promptly with appropriate faculty or staff;
- Bring unresolved concerns to the Principals and then the Director;
- Any matters that cannot be satisfactorily resolved with the Director may be communicated in writing, through the Director, to the Chairperson of the Board. Board policy directs the school not to consider anonymous complaints;
- If you are not sure who to contact, then e-mail or call the AAS Registrar Dola Kay (dkay@aas-sofia.org) and she will facilitate speedy responses to questions.

Visiting the School

Parents are welcome to visit the classrooms. Please make an appointment with the classroom teacher in advance. Teachers are engaged in teaching for most of the day, and the office staff has instructions not to call them to the phone, except in a real emergency. A phone message will be taken and your call will be returned.

Parents are also welcomed and encouraged to take part in the many special events and activities at the school. Our classes have a low student to teacher ratio and most elementary grades have teaching assistants which minimizes the need for additional academic support. One good way parents can help is to let the teacher know if they have a special interest or knowledge of an area of study taking place in the school. We value parents who volunteer in the school's co-curricular program.

All parents, including those with diplomatic license plates, wishing to enter the campus in a vehicle must have a yearly pass, issued through the school, to show gate security. Thank you for following the directions of our security personnel and driving at **VERY** slow speeds while on school grounds. Please use the crosswalk at all times! All parents delivering and collecting children each day, as well as all other parents and visitors, should report to reception upon arrival. Visitors must relinquish an identification card with the guard and wear a "visitors" pass when inside the school building.

Guests

It is wonderful to see former students of AAS and hear about their success, and it is very important that the school is informed ahead of time about the visit. You are requested to send a written request to the respective Principal at least one week before the proposed visit. Children visiting an AAS student may not attend classes on a short term or visiting basis, but may visit them during their lunch time.

The Parents' and Teachers' Organization (PTO)

The Parents' and Teachers' Organization is an integral part of the life of the school, serving to aid and enhance programs and activities. The PTO provides a productive avenue for communication for all involved in the educational process of our children.

The PTO also serves the school by:

- supporting co-curricular and enrichment activities for students;
- organizing fund raising and other special events;
- providing funds to support students, who otherwise could not participate in some activities;
- coordinating parent volunteer support as needed;
- conducting special programs for adults and
- enhancing positive communication between the school and the parent body.

The membership of the PTO is comprised of all parents, teachers and members of the Board of the Anglo-American School. All members are encouraged to attend PTO meetings, including the PTO Board meetings, special events and to become involved in PTO activities as volunteers.



PTO activities are coordinated by the PTO Executive Board, which is elected by parents and teachers. The officers are the President, Vice-President, Secretary, Treasurer, and one to two members at large. There is also at least one teacher representative on the Executive Board. The PTO is an open and democratic organization, and the PTO Executive Board provides leadership in coordinating PTO activities. Copies of the PTO by-laws are available from PTO President or the school Registrar. In addition to the PTO Executive Board Members, many parents serve as room volunteers. At the teacher's request, room volunteers assist with activities, and provide a core group for organizing campus and school wide activities. Each year a PTO member volunteers to coordinate the room volunteer program for the year.



Many activities every year need volunteer time and talent. Many parents with untapped skills and ideas could contribute to school and community life. Do not hesitate to voice your ideas to your child's teacher, PTO Executive Board Members, or the school Director to help us start new adventures. Volunteer for an activity and join the fun! Make school a part of your life, too!

There are a number of PTO-sponsored activities to which all are invited to get the year off to a good start. Remember all parents have the right and the responsibility to be active in the PTO.

PTO Officers and Members At Large for the 2011 -2012 school year:

President:	Dianne Thomas-Berg
Vice-President:	Lynne Godding
Treasurer:	Alisa Shiratori
Secretary:	Lisa O'Shaughnessy
Room Parent Coordinator:	Julia Karvouni
Teacher Representative:	TBD

Members At Large:

Ana Castro	Laura Giosh-Markov	Denise Lopez
Diane Holloway	Lydia Conley	Cathy Caldwell
Jane Tobin	Cathy De Coster	Eleanor Chandler
Vicki Mills	Monika Slosarikova	Julia Martiniak
Katia Milhailova	Lee Ann Griffin, MS/HS Principal	Myriam De Larios
Jim Anderson, ES Principal	Irene Rijgwart	Matilda Nordfeldt
Janelle Swann	Stavroula Drosatou	Lisa Freij
Nikki Fellows		

Admissions and Withdrawals

The Anglo-American School has an admissions policy designed to ensure that enrollment is consistent with the purpose of the school and the needs of both applicants and the existing student body.

Provided that age and special needs requirements are met, priority is always given to the dependents of employees of the US and UK Embassies and related agencies. In priority order children of American and British citizens resident in Sofia, children of personnel of other diplomatic missions, children of other foreign nationals, and children of Bulgarian nationals are also welcome on a space available basis. In addition, restrictions are in place (as per Board policy) with regard to class size, students with limited English and students with special needs.

The normal age requirements are:

Class	Age
Pre-School	4 years old as of September 1
Kindergarten	5 years old as of September 1
Grade 1	6 years old as of September 1

Placements in grades two and above will be based on date of birth and the educational experience of the child. There may be good reasons for placement outside these ranges, but it is the general policy of the school not to place any student in an age group that is significantly older or younger than that student.

Application Forms

Application forms for admission are available on the school website, as well as from our Admission office, and should be submitted to the Admission office. Enrollment will not be considered until all the required forms have been completed and submitted to the school. Requirements include:

- A complete application form with all supporting documents;
- Previous student assessments, progress reports, and transcripts from all previous schools. Reports, which are not in English, must be translated into English (no legalization required) and stamped by the student's previous school. (Again, failure to provide these will delay the application review procedure);



- Confidential reference form from previous school;
- Medical and Health Information forms;
- Testing and evaluation by AAS (e.g. language proficiency), as required.

Parent and child interviews may be required. Admissions decisions are based on the individual applicant's needs and qualifications, general availability of places and the school's efforts to enroll a well-balanced class. The school reserves the right to deny admission to students who do not fulfill the above requirements or whose admission assessments indicate problems for which the school does not have adequate resources.



Parents interested in enrolling their children should contact the school in the spring for the following school year, if possible. Admissions will be considered for other times of the year. Pre-school admissions are usually only considered for August or January. For other classes, admissions will not normally be considered for any point in the year after the beginning of the third trimester. In all cases the needs and interests of the children already enrolled in the class will be taken into account, as well as the needs of the applicant.

Placement

Students attending the school come from many countries and each has had different experiences. Grade placement may, therefore, be based on several factors besides age. Past records, interviews and various tests are used to determine the most suitable grade placement. Final placement of a student is at the Director's discretion.

Withdrawals

Notification of the intention to withdraw a student must be made in writing to the Director. Please give as much time as possible in order to facilitate the compilation of all documents. In general, our offices require a minimum of 10 working days to provide documents for students withdrawing from AAS.

Partial Year Enrolment or Early Withdrawal

If a child is enrolled or withdrawn for any part of a fiscal quarter, tuition and bus fees shall be paid on a pro-rated basis:

- From 0 to 5 school days attended, pro-rated on a daily basis for tuition fees;
- From 6 to 20 school days attended, 50% of the quarter's tuition fees are charged;
- For more than 20 school days attended, 100% of the quarter's tuition fees are charged.

General

Our educational program has the specific requirement to be responsive to the needs of our students, whose parents are employed by the American and British Embassies. Thus, it incorporates best practice from US curricula and the UK National Curriculum.

Pre-School

This program is a preparation for four(4) year old students as they look forward to full-time Kindergarten when they are five (5) years old. Activities are designed to help the child become independent and confident. The emphasis is on social interaction and settling into routines, which leads to the first steps of academic skills. Children are continually assessed, so they can develop at their own level and pace. The program is offered to four-year-olds and is offered from 8:30-12:00 daily, Monday through Friday.

Kindergarten through Grade Twelve

Each area of the curriculum has its own mission statement. Summaries of each curriculum area can be found on our Web site: www.aas-sofia.org. The curriculum has four core elements: Language & Literacy, Mathematics, Science, and Social Studies. All four elements are described briefly below.

Language and Literacy (English)

The goal of the language curriculum is to help pupils develop a high degree of proficiency in using the four language processes: listening attentively; speaking in a meaningful way; reading with understanding; and writing fluently. The formal program to achieve this purpose begins in Kindergarten and is followed through grade twelve. In addition to equipping students with the necessary skills to achieve excellence in all other areas of the curriculum, it is our hope that we will also have given them the inspiration and encouragement to read and write for pleasure.

Mathematics

In preparing for life, students must be able to link mathematical ideas and be able to use mathematical tools and techniques. Problem solving is a process that permeates the entire mathematics program and provides the context in which concepts and skills can be explored and learned. Students acquire knowledge and skills, develop critical thinking, organize and interpret data and competently select and use appropriate



tools and technology. Students are expected to work collaboratively and independently, appreciating mathematics throughout history and society, and demonstrate positive attitudes towards mathematics by working with confidence, persistence, and enthusiasm. Integration of mathematic concepts into other curriculum areas is an important part of our program.



Science

Science promotes students' innate curiosity about the world. It provides a wide variety of experiences that help students develop the scientific processes of critical thinking, observation, and communicative skills. These are fundamental skills for students to become active decision makers and will facilitate lifelong learning. To give students a firm foundation in science and develop these scientific processes, our science program is designed to encourage students to:

- wonder about the world around them and ask questions;
- investigate by using a wide variety of resources and recording their findings;
- reflect on their discoveries through summary and evaluation, and act on what they have learned by applying it to the world outside the classroom.

Our science curriculum enables students to experience the joys of science while promoting individual thinking, problem solving, and understanding. When possible, it is taught in an interdisciplinary manner using cooperative learning techniques and hands-on activities. Through these, students will be able to experience the richness and excitement of knowing about and understanding the world around them.

Social Studies

Social Studies education at AAS enables students to participate in a changing society as informed, confident and responsible citizens. Students will develop knowledge and understanding about human society as they focus on:

- how groups are organized and the rights, roles, and responsibilities of people in groups;
- the contribution of culture and heritage to societies;
- the interaction of people with places and the environment ;
- the relationships between people and events, through time.

Other Curricular Programming

Language, literacy, mathematics, science and social studies are supported by foreign languages, art, music, drama, personal, social, and health education, physical education and Bulgarian cultural studies. At all levels, the students' work is further

enhanced by their use of the Library, and of Information and Communication Technology (Computers). French, Spanish and Bulgarian languages are available, based on student interest and staffing availability.

English as a Second Language

The English as a Second Language (ESL) program is provided for those students who are non-native speakers of English and are not able to participate fully in the academic program. Once the language level is determined by the ESL team, a student is given assistance at the appropriate level. For elementary students in grades two through five who enter with little or no English, a typical ESL program would consist of focused ESL classes during the language and literacy part of the day. Beyond grade five, students are expected to have enough English proficiency to be able participate in the mainstream program in all subject areas. In grades one to eight, additional English Language Enrichment is provided during the time designated for foreign language.

Information and Communication Technology (Computers)

The school regards computers as an indispensable tool, both for the student's work in school and throughout later life. The objective is to provide appropriate opportunities for the use of computers in the classroom, as well as in the room specifically designated for computer use. Computers offer students significant opportunities for interactive learning and research and for the publishing of their work. Where appropriate, computer use will be linked to the Internet and the school has an Acceptable Use Policy. The use of computers is supported by a developmental curriculum to make effective use of the latest technologies.



Library

The School library has over 14,000 volumes in its collection, which is being constantly expanded. The reference section is supported by computers with CD ROMs, and with access to the Internet. Students in Kindergarten through grade five have a regularly-scheduled library period once a week. In addition, the library is open at other times for research, book exchange and browsing. Students are encouraged to take library books home. If a book is lost or damaged, the parents will be expected to pay for its replacement, including any shipping and custom's charges. The library also operates a "Book Swap" from time to time for the benefit of students.



Resource Center

AAS staffs a resource department to meet the special needs of students. At the beginning of each year, the records of new students are reviewed by the resource department to assure that individual student needs are met. Several times a year a survey is taken of the teaching staff (classroom teachers and specialists) to identify students who are performing either above or below the expected level for their grade and age. The resource team reviews each of these students and appropriate interventions to meet their needs are developed. This may range from encouraging students, by inviting them to do special activities, developing a specific enrichment program, helping the teacher implement strategies in the classroom, assisting the student in the classroom during specific classes or designing a pull-out program to meet the student needs in a specific area. Pull-out programs are designed using alternative teaching methods both to motivate and meet the needs of students with learning differences.

Parents are considered important members of the team educating their child and are included in the development of any individual educational plan for their child. Parents are also invited to ask teachers and principals if they have any specific questions concerning their child. The resource department works hand-in-hand with the parents and classroom teachers guiding the students to reach their potential.

Counseling Services

AAS employs counselors for all students in Grades K-12. The Elementary/Middle School counselor undertakes classroom observations and consults with the teachers about individual student needs. The High School counselor is also involved with college placement and preparation of application materials. Counselors help students adjust to school and the transition between years and develop relevant skills in problem solving, communicating, and getting along with others. The counselors also assist students in the classroom, provide individual and group counseling, and work with

teachers on topics in our Personal, Social, and Health Education program.

In addition, the counselors work with the parents regarding any concerns they may have about their child. When requested, the counselor can conduct parent workshops on such topics of interest to the community.

If you want to discuss any concerns regarding your child's progress or personal development, please feel free to contact the appropriate counselor. Students can be referred to the counselor by parents or teachers. Students may also request assistance for themselves. AAS referral procedures ensure that parents are involved at the earliest stage when the school has significant concerns about student social and emotional needs.

Reports and Grades

AAS uses a wide range of methods to report on student progress.

There are six formal reporting times for elementary students:

- Three formal reports at the end of each trimester
- One mid-trimester interim report on the student as a learner in Sept/Oct
- Two parent/teacher/student conferences (November/March)

There are three formal trimesters for students in grades Pre-K through twelve along with periodic progress reports and winter and spring conferences.

Our philosophy of assessment states: "Assessment at AAS is intended to enhance teaching and learning. Accurate, clear identification of student learning will be made through a variety of assessment methods with consideration of student learning styles. Assessment will guide teaching methods and promote student involvement in learning." For classes through Grade 5, we follow the general international practice of not providing letter grades for performance, but detailed information is given in narrative form. For Grades 6 to 12 there is a formal grading system, using letter grades.



Homework

Homework is a key area in which the partnership between the school and the family can be addressed in a purposeful and practical way. The real value of this part of your child's education depends on this partnership. The purpose of homework is threefold:

- to enable students to internalize concepts, master skills they have studied and stretch their knowledge base;
- to give them the opportunity to develop organizational skills and self-discipline and
- to foster a love of personal reading and writing.



Homework, therefore, could consist of:

- completing work not finished during class time;
- learning math/language facts, and practicing what has been learned;
- starting and completing creative writing tasks;
- developing probing questions for future lessons;
- preparing for tests and projects and
- reading or writing for pleasure.

A general minimum standard of work is expected at each grade level. It is recognized, however, that students differ in abilities and interests, so the staff will make an effort to individualize the program.

It is important that reasonable time recommendations are made. It will be necessary for individual specialist teachers to cooperate with the whole team, so that students are not unduly overburdened or underworked on any particular evening. In general, it is expected that the amount of homework be between 10-15 minutes multiplied by the child's grade level (thus, a grade five student would have between 50-75 minutes of homework on any given night.) Preparation and study in the IB program may require more time.

Parental support for the homework program is very important. We ask that you provide a place and time for the work to be done, and whenever possible, take an active interest in what is being undertaken. If you have any questions, suggestions, or concerns, please set up an interview with the appropriate teacher. It is important that you do this as soon as the need arises to ensure the highest level of cooperation throughout the year.

School Materials

The school provides all basic supplies needed for class. Textbooks are provided on a loan basis to the students. Students are expected to care properly for school materials. All losses or damage will be charged at actual replacement cost (including freight costs and custom's duties). From time to time, each teacher may make special requests for items to be brought in, based on the particular needs of the class. Please try to send items in as requested.

Education Outside the Classroom

The Anglo-American School encourages field trips designed to support or reinforce the school's program of studies or to introduce or extend student knowledge about Bulgaria. The students go on trips to sites in and around Sofia and longer trips with overnight stays in different parts of Bulgaria. This aspect of our program is very important, and it is assumed that all students will participate in these trips. The only additional costs to parents relate to meals and overnight accommodation. If this is likely to cause any parents financial difficulty, they should write, in confidence, to the Director. All parents will be notified of field trips in advance. The vehicles used for field trips have to meet the school's safety standards. Part of the school-parent agreement document covers your permission for your child to go on such trips. There will be a special permission form for overnight stays. It should also be noted that all school policies and procedures also apply while students are participating on a field trip.

Attendance Policy

Regular daily attendance in class contributes to the school's instructional goal of developing traits of punctuality, self-discipline and responsibility in students. Interaction between students, their peers, teachers and their involvement in the total school environment are critical components of the learning process. Each day's lesson is built on those activities that took place on previous days. Whenever a student misses a class, for whatever reasons, that experience can never be completely made-up. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussions or the loss of information acquired through an explanation. If the student is not present in his/her classes, that individual is not maximizing personal learning. As a general practice students will have the same number of days to make up work as they missed.

In the event an absence is planned ALL students are responsible to arrange with their teachers for the completion of missed work using the "planned absence form" (for grades 6-12) and written communication for ES students.

Colleges and universities regard daily attendance as a reflection of student motivation and work ethic. Board policy and the administration of The Anglo–American School fully supports the notion that students should be in attendance at least 90% of the academic year. The teachers and administration will take an active role in notifying parents should any attendance issues occur. Students may be excused several days per year as part of the school's traveling sports teams or other outside-of-school activities. These event days will not count towards the suggested 90% attendance policy.



Tardies

When a student is tardy to class the teacher often has to repeat directions and bring the student to the same level as the rest of the class. Not only does this create a problem for the teacher, but it also denies those students who made it to class on time the opportunity to maximize their learning during class time.

Students arriving late to school in the morning **MUST** get a pass to class from the receptionist before proceeding to their room for the day. Excessive tardies may require corrective administrative action.

Absences Due to Sickness

If a student is absent due to an illness, please notify the office at 02/923-8810 before 9:00 A.M. on the day of the absence. When the student returns to school, he/she should bring a note to the registrar from the parent verifying the absence. If a student becomes ill during the school day and the nurse or administration believes the student should go home, parents will be contacted and informed of the situation. It is the parent's responsibility to pick up the child. Under no circumstances will a student be allowed to leave school without officially checking out with the respective Principal. In most cases due to illness, the school nurse must agree.

Early Departure

There may be times when students need to leave in the middle of the day. This may **only** be authorized by a parent/guardian. All students leaving early must have a pass from the receptionist to leave the campus. Students without passes (accompanied **or** alone) will not be allowed to leave school premises.

Students wishing to complete the trimester or year early may not receive credit for the trimester or year if they leave more than two weeks prior to the end of the trimester, unless compelling evidence for receiving credit is presented to the administration. Early departures affect student learning. Middle and High School exams are scheduled in the last two weeks of each trimester.

School Conduct

The Anglo-American School provides a learning environment that is orderly, supportive, safe and conducive to learning. The students, parents and staff must share the responsibility for creating this positive environment. The ultimate goal of the student Code of Conduct is to assist each student in the development of self-discipline and to learn to accept responsibility for their personal actions. Flexibility will be a key ingredient in relating to our expectations of a student body which ranges in age from 3 to 18.

AAS Student Profile:

AAS Students work towards being IB learners and are....

- Knowledgeable Inquirers;
- Thinking Communicators;
- Principled and Open Minded;
- Caring and Balanced;
- Risk Takers and Reflective.

Student Code of Conduct

We believe that if students abide by the following code of conduct, they will avoid all unnecessary rule violations and consequences that would arise from such violations.

Students at the Anglo-American School of Sofia understand and agree to the following code of conduct.

- You have the right to free speech, if that speech is not used to inflame, incite, defame or humiliate;
- You have the right to an excellent education. You need to maintain your focus, do your own assignments, keep up with your work, and seek help when needed;
- If you are a guest in Bulgaria, you need to identify and respect local mores and customs and obey the local established rules and regulations;
- A school of students representing many cultures and nationalities requires a respect for and tolerance of diversity.
- We support modern technology. Use of technology devices in school for



instructional purposes will be at teacher discretion and subject to confiscation if not being used appropriately;

- Maintain your good health by abstaining from drugs, tobacco and alcohol. Using any of these addictive substances on campus or at school events is strictly prohibited;
- Respect yourself. Use your personal freedom to dress for success, appropriate for your age, and to demonstrate respect for all others who will observe you;
- You should respect all property. You should not take or use another person's belongings without permission. Respect for property includes the information, work and ideas of others. You should not use the words or ideas of others without establishing credit for same. Respect for property includes the buildings and grounds which house AAS;
- You should respect the personal space of all others. You should not hit, compromise, intimidate, bully or assert undue influence on another person against his or her will. Aggressive horseplay is inappropriate;
- Many areas of the school (such as playgrounds, labs, fitness room, etc.) have unique and special rules governing their use. Students are frequently involved in the formulation of these rules and it is expected that all members of the community will actively assist in adhering to these rules.

AAS students are part of a family of learners, working together. Repeated violations of the above code of conduct demonstrate an unwillingness to remain a part of the AAS family of learners. Such a decision would be made with the Director in communication with parents.

School rules apply to all students at any time during transit to and from school and while participating in any school-sponsored activity or trip. If a student feels threatened by another person at any time, the student should report such behavior to any teacher or school administrator.

As a vibrant community of learners who will be responsible citizens of the future we believe that we should all work together to ensure that learning is enjoyable, fun and challenging. To do this we believe we all have certain rights, which are:

- the right to learn;
- the right to be safe and healthy; and
- the right to be respected.

Responsibilities of Computer Users

Actions performed or initiated on the computer must reflect honesty, discipline, and respect for privacy that we expect from all of our students. The school's policy in regard to computer use has been outlined by the ICT department at the beginning of the year and is included here. It is assumed that all members of the AAS community agree to this policy. If you (or your family) do NOT agree, please notify our offices.

Introduction

The creation of a large and varied technology environment demands that technology usage be conducted in legal and ethically appropriate ways. It is the intention of The Anglo-American School of Sofia that all technology resources will be used in accordance with all school policies and procedures. Additionally, it is implied that all students will use the provided technology resources to benefit their learning through responsible practice.

Violators of this policy will be dealt with in a manner comparable to situations requiring disciplinary action.

The language of this document is not intended for young learners, but discussion about Internet safety and what we can use the Internet for at school would be appropriate.

Policy Statement

The primary goal of the technology environment is to support the educational and instructional endeavors of students at the school.

General

- Each student is allocated a finite storage space for his/her files. Stored items need to be school-related only;
- Students are restricted from using software that has not been cleared by the Technology Department;
- Use of any technology resource that reduces the efficiency of the system or hinders other members of the school community will be considered a violation of this policy;
- Students must not attempt to modify or access technology resource settings or configurations;
- Cyber bullying will not be tolerated in any form: e-mail, chats, or documents. Evidence will be collected to assist administration and accounts will be suspended and further action taken as needed;
- Inappropriate use of technology resources can result in revocation of user rights.

Privacy

By default you give your consent for your child's photograph to be used for promotional uses, for example: AAS website, AAS brochures, AAS movie clips, AAS Social media channels (Facebook page, YouTube Channel etc.), media interviews, approved partner organization's websites. In all such cases the child's family name will not be stated. If you do not give such consent, please contact Maria Mihailova (mmihailova@aas-sofia.org) and Svetla Stoyanova (stoyanova@aas-sofia.org).



Network Privacy

To maintain network integrity and to ensure the network is being used responsibly and appropriately, the Technology Department reserves the right to review student files and network activity. The Technology Department can take control of any workstation on the school network.

The shared resource folders are open access and students need to be aware that the information is public. Users need to be aware that the Technology Department may conduct maintenance on file servers, mail servers, and workstations, all of which can be accessed remotely.

Copyright

- Students are not to purchase and install software onto workstations on the network;
- Students are not to use or share pirated or illegal material on school resources;
- Copyright is implied for all information (text, data, graphics etc.) published on the Internet. Students will be held responsible for the content of their documents and must cite resources appropriately.

Internet Use

- All students will use the Internet as and where appropriate during their studies at AAS;
- Students will use the Internet as a supervised part of their work;
- Students are encouraged to view the Internet as a resource for research, telecollaboration and communication;
- Students must be aware that selectivity is required to use the information available on the Internet. These research skills will be taught throughout the school year;
- The school recognizes that, under certain circumstances, the Internet can give students access to undesirable information and images. We aim to ensure that students are protected from such information through supervision and the use of Moodle with links to previewed sites that provide as safe an environment as possible. The students are taught to use the facility sensibly and with proper consideration for others;
- Attempts to bypass the school proxy will result in instant suspension of technology privileges;
- Bandwidth intensive software clients such as Skype, Kazaa, Torrent Clients, as well as chat programs, are not to be used at school, unless cleared with the Technology Department.

In general, responsible users of our network will:

- be responsible for their account and its contents at all times;
- not use the network to harass or send offensive information to another person;
- abide by copyright laws;
- access only their own account and safeguard their password.

Social Media Use

The Anglo American School of Sofia realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, The Anglo-American School of Sofia has developed a guideline to provide direction for instructional employees,

students and the school community when participating in online social media activities. It is important to create an atmosphere of trust and individual accountability; keeping in mind that information produced by The Anglo-American School of Sofia teachers and students is a reflection on the entire school community and is subject to the School's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, we agree to abide by these guidelines which will be found on Moodle and the AAS website.

Sports and Cultural Trips

Our school prepares MS & HS sports teams in basketball, soccer, tennis, and volleyball for competition in local leagues. We also participate, through our regional association, the Central and Eastern European Schools Association (CEESA), in tournaments with other international schools in the region. All students Kindergarten through grade twelve are given the opportunity to participate in structured skiing activities in Borovets resort or other nearby ski areas. Many of these programs require extra fees which will be clearly stated before the start of the trip.

Cultural and Other Programs

As well as our sports teams participating in CEESA events, the school will also send representative students to other activities. To date, these have included: Knowledge Bowl, Math Counts, Music Festival, MUN, HOSIC, Robotics and a Cultural Arts program.

AAS values attendance in school, as well as full participation in sports and co-curricular activities. There are 3 'seasons' of activities each year and some of these involve travel to other cities for competitions and conferences. In order to minimize days missed due to these events, the following guidelines have been established:

- All students may travel to only one (1) event per season, provided they meet all eligibility requirements (see pg. 36);
- All costs associated with this travel are to be paid by the students;
- All students are responsible to arrange with their teachers for the completion of missed work using the "planned absence form";
- These guidelines may be adjusted by the Principal on an individual basis.

Further Co-Curricular Activities

Additional activities, offered during the school day and after school throughout the year, give students the opportunity to develop special interests, learn new skills, and socialize. These activities are described as co-curricular, as they are intended to



complement and supplement the regular academic program based on age appropriateness. There are three different sessions within the year. These provide the opportunity for students to continue with some activities throughout the year, and also to gain new experiences by changing activities. There is no additional charge for most of these activities, and bus transportation is provided for these co-curricular events. Details will be available at the beginning of each session.



Co-curricular Guidelines and Policies

The co-curricular program is designed to give students an opportunity to explore activities outside the classroom. These programs vary from cooking to different sports programs. The main goal is for the student to explore areas of interest. Since this program is on a sign-up basis and attendance is voluntary, it is important to keep in mind that, if a student starts a six week course, that individual should see it to completion.

Completion of a commitment is particularly true for team sports, which teach not only skills and sportsmanship, but also the importance of perseverance and being able to work with other students and the coaches. Students who commit to a team sport must follow through to the completion of the course, unless compelling and extraordinary circumstances prevent them from honoring their commitment to the team and to the school. If a student does drop off the team for reasons not compelling and extraordinary, he/she will be not be eligible for any team sports during the remainder of the school year. He/She will still be responsible for any monetary costs the sport's team incurs including, but not limited to, air flights and hotel reservations.

Families in Transition

AAS counselors offer a Families in Transition program to support students, parents, and teachers in the process of coming to, assimilating in and moving from AAS and Bulgaria. The program aims at both school and home by giving information, developing activities and facilitating discussion of ideas and sharing of experience among parents and teachers.

The key objectives of the program are to:

- help the students settle into Bulgaria and life at AAS and to establish friendships;
- develop a knowledge and understanding throughout the school of the different cultures of the students, and of Bulgaria as our host nation;
- support students who remain behind when their friends transition out of Bulgaria;
- inform parents of recent research into the challenges faced by children who are globally mobile and
- help students deal with the benefits and difficulties they may experience due to being globally mobile.

Traveling on the School Bus

AAS provides an optional bus service. Buses are limited to certain geographical areas and the number of students that a bus may hold. The school may not be able to accommodate all bus requests from students or from students who may move to new housing during the school year. The first priority in providing this service is to ensure the safety of the children.

It is important that the actual journey for your child be as short as possible. To allow all students to arrive at school on time, students should arrive at the bus stop 5 minutes before the scheduled pick-up time. Parents will be informed of the approximate bus pick-up times.

The driver has instructions to wait one minute and no longer at each stop. Parents should wait with and for their children. Younger students will not be dropped off, if there are no parents waiting for them. In this case students will be brought back to school and parents will have to pick them up.

Although every effort is made to adhere to this schedule, traffic and weather conditions may cause the bus to come a few minutes earlier or later than planned. During the winter months when there is snow and ice, parents may have to bring their children to a main road for pickup (winter pickup points), if they live in a hilly area or on a narrow street.

Children must take the same bus home daily and will not be allowed to call two different locations as a residence. A child who would like to have a play date after school with another child who rides a different bus can do so only if prior permission is given via email/letter/telephone by the parents by 12:00 noon of the day in question and provided there is space on the bus.

Each bus has an assigned Bus Monitor for supervision of the students. Procedures and



rules have been established to assist us in providing safe transportation to and from school and are printed below. Please review them with your child and encourage children to follow these rules. In the event that infractions occur, parents will be notified initially through a "Bus Behavior Form." Repeated infractions may result in suspension (as needed) or expulsion from the bus.



Bus Rules

- All instructions from the Bus Monitor must be immediately followed;
- Stay seated with seat belt properly fastened at all times;
- Talk quietly and be ready to listen to instructions;
- No eating, drinking, or chewing gum on the bus;
- Keep your hands and feet to yourself;
- Do not open bus windows, unless given permission by the bus monitor, or interfere with any part of the bus;
- Students may be assigned specific seats on the bus at the discretion of the bus monitor;
- At all times behave with respect for others.

It is a condition of the school's acceptance of a child on a school bus that a parent reads the above and accepts the rules for the child and the obligations for the parents. A form will be sent home in the beginning of the year with the students for parents to sign and return to the school.

Arrival or Dismissal of Students

Please notify the school, if a bus change has to be made, during the course of a school day. Unless the school is notified via email/letter/telephone about a change of routine, your child will be required to comply with his/her regular dismissal procedure.

Bus Departures

Buses depart the school at 3:10 P.M. (4:10 on co-curricular days). The driver has instructions to wait one minute and no longer. Parents should arrive at the bus stop 5 minutes early (like in the morning). If a bus student would like to go to another student's home which is on a different bus route, the school must be notified via email/letter/telephone no later than 12:00 noon on the day giving permission. Allowing another student on the bus may depend upon the space available on that bus. Students who are not bus riders, including athletes, will only be able to take advantage of the school's bus service under special circumstances upon the approval of the administration and signing a letter releasing the school of any liability.

Dogs and Other Pets

Leashed or unleashed dogs and other pets are not allowed on the campus.

Food and Beverages

Food and beverages may be consumed in the classroom only with the teacher's permission. No food and beverages are allowed on the bus. The consumption of soft drinks, such as colas and other carbonated beverages, is discouraged.

Daily Schedule

All students in Kindergarten to Grade 12 are required to be present at the school by 8:25 A.M. and are usually free to leave after 3:00 P.M. Supervision is provided for arriving students from 8:20 A.M. onwards, and up to 3:15 P.M., unless your child is engaged in a sports or co-curricular activity after school.

Changes in Travel Arrangements for the Beginning and End of the School Day

Parents must notify the school by 12:00 noon in writing or by telephone of any changes in travel arrangements. (e.g. a different driver or not going home on the regular bus). Unless the school is notified, the children will not be allowed to change from the regular procedures. Verbal notification to either the bus monitor or the classroom teacher will not be an acceptable form of communication.

Indoor Shoes

Elementary students must have a pair of suitable indoor shoes to keep at school to change into upon arrival and after recess. It is important that these be suitable for outside wear in the event of emergencies and for emergency drills (i.e. these should not be slippers).

Knapsacks/Bags, Snack and Lunch Containers

Students will need knapsacks/bags in which to carry clothes, books and other items. They will also need a secure and sensible container for their snacks and lunches. Please remember that all such bags and containers should be such that they can be stored easily and tidily. Also, please make sure your child's name is written on personal items. The school is not responsible for lost items, but will try to aid in their recovery.

Changing for Physical Education (P.E.)

- Preschool to Grade 3 come to school in their P.E. clothing on their P.E. days.
- Grades 4 to 10 bring their P.E. clothing to school and change at the beginning and end of P.E. class, unless they have P.E. last period, in which case they can wear their P.E. clothing home.
- P.E. clothing – track/sweat suits, shorts, T-shirts, suitable footwear to run around in sneakers/trainers (indoor P.E. trainers can also be indoor shoes).

Emergency Plans

The School has developed an Emergency Procedures Manual that is regularly reviewed. Evacuation drills, including the proper use of the external fire escape stairs, will take place as and when appropriate. We have an emergency phone tree and SMS notification system – therefore, it is essential that parents maintain updated home and office addresses and phone numbers, as well as medical information and alternative contacts with the School for use in case of emergency situations.

Lost and Found

The school maintains a “lost and found” box. If something is missing, please have your child check the classroom and then, if unsuccessful, the lost and found box. Items unclaimed after one month will be donated to charity. If you notice that your child does not bring an item home, please do not delay in communicating with the homeroom teacher or the receptionist, as it is often very difficult to follow up on such losses some time after the event. It is advisable to write your child's name in permanent pen on inside tags of all clothing and other belongings.

Student Health

The school employs a full-time Nurse who reports to the Director. The Nurse's office is on the bottom floor near the gymnasium. Our nurse checks on students for general health issues, including head lice and communicable diseases. She also treats students who are injured. In cases of serious injury, students' parents are contacted and, if requested, our nurse will take the student to the an emergency care facility.

Accidents and infirmity visits are summarized daily for school administration in an effort to identify trends and to improve health and safety throughout the school.

The school does not administer medication unless authorized in writing by a parent. All medicines must be handed over to the nurse.

Head lice are a common, recurring problem in any school setting – if we (the school nurse) identify a child at school with lice, the parents will be contacted and asked to take their child home immediately. Students will not be allowed in school with nits (eggs), alive or dead, in their hair and must visit the Nurse's office when returning to school.

Please make sure we have up-to-date health records – allergies, immunizations, etc. Also, we need to have up-to-date emergency contact numbers.

School Lunches

The school has arranged a contract with a caterer to provide hot lunches for all Kg.–Grade 12 students. These lunches must be ordered and paid for in advance on the internet (www.gasbg.com). All children should bring their own lunch, as well as a snack, for those days when lunches are not purchased from the cafeteria.

Philosophy

The Anglo-American School offers a college preparatory curriculum within the framework of the International Baccalaureate Diploma Program for students in grades 11 and 12. It is expected that all students will follow this program at the High School level.

High School Admission Regulations

Grade placement is based on receiving the official translation of previous school records. Transfer students will only be eligible to earn the IB Diploma if the courses AAS offers match the previous school IB program. In addition, the age of new students as of September 1 should normally be as follows:

- Grade 9 = 14 years
- Grade 10 = 15 years
- Grade 11 = 16 years
- Grade 12 = 17 years

In addition to school records, students are required to submit copies of passports and visas, and completed AAS application forms. The school administration's decision on all placement and admission determinations will be final.

No admission application shall be considered complete until the school receives all required documentation.

Students in grades 9–12 must be in a position to successfully complete a college preparatory academic program, in order to earn an AAS diploma. This is determined by evaluating a combination of the following: previous school records, recommendations from the school or counselor, information from parents, diagnostic tests administered by AAS for grade level placement in math and foreign language and testing as needed for English language proficiency. Students should be no more than eighteen months older or younger than the average age for their grade and less than twenty years of age when they graduate. For entry into the IB Diploma Program in grade eleven, students must demonstrate an appropriately advanced proficiency in writing and mathematics as determined by current grades and/or placement testing.



English-as-a-Second Language (ESL) students will be tested to determine their English proficiency. Beginning ESL students are not eligible for enrollment in grades nine through twelve. Students with acceptable English speaking, reading and writing abilities will be admitted, as long as all admission requirements are met. Grade level placement will depend upon age and degree of English ability.

AAS Graduation requirements

English	4.0 Credits	English 9, 10 English IB A1-1 English IB A1-2
Mathematics	3.0 Credits	Geometry or Algebra I Algebra II IB Group 5 Course
Science	3.0 Credits	Biology or Physical Science Chemistry IB Group 4 Course
Social Studies	3.0 Credits	World History Comparative Government IB Group 3 Course
Fine Arts	.5 Credit	Fine Arts
Foreign Language	3.0 Credits	Foreign Lang. I Foreign Lang. II IB Group 2 Course or Bulgarian Lang. A1
Computer Technology	.5 Credit	Computer Tech.
Physical Education	2.0 Credits	PE9, PE10
Senior Project	1.0 Credit	Creativity, Action, Service Theory of Knowledge Extended Essay
Others	4 Credits	Any course beyond required classes
Total:	24 Credits	

AAS Graduation Requirements

*Students who transfer into AAS during their HS years may have certain graduation requirements waived by the Director.

*Note

All IB courses are 2 years in length. See IB Coordinator for further clarification.

IB Curriculum

Diploma candidates must complete course work, and pass the examinations in 6 areas.

Subject Area

Group 1: Language A1

Group 2: Second Language

Group 3: Individuals and Societies

Group 4: Experimental Sciences

Group 5: Mathematics

Group 6: The Arts

Choices at AAS

English, Bulgarian

French, Spanish

History, Business Management

Biology, Chemistry, Physics

Math Standard or Higher Level

Visual Arts, Theater

Students must choose one course from each group. However, where available in the schedule, students may take a second course from Groups 1-4, instead of a Group 6 course. Diploma candidates take six **academically rigorous** 2-year long courses chosen from the IBDP groups: 3 subjects at the higher level (HL) and 3 at the standard level (SL).

Other Requirements

IB Diploma candidates are mandated by the IBO to complete the following requirements:

Theory of Knowledge (TOK)

This course provides students with the opportunity to develop a critical awareness of what they and others know, through analysis of concepts and arguments, and the basis of value judgment. Assessment is based on an externally marked essay and a presentation, marked internally by the teacher.

Creativity, Action, Service (CAS)

CAS is a fundamental part of the IB Diploma which provides students with the opportunity for experiential learning. Students are expected to be involved in a variety of ongoing projects in a range of activities representing the three areas of CAS. Student involvement should be the equivalent of at least 150 hours and must be documented and reflected upon in their CAS folders.

Extended Essay

Students must write a research paper of a maximum of 4000 words on a subject of their choice. Although an independent undertaking, students will be provided with guidance and internal deadlines from the IB Office, as well as being assigned an advisor.

High School Graduation Guidelines

Pay careful attention to the courses listed under graduation requirements. Twenty-four (24) credits must be completed to earn the AAS Diploma. The IB Diploma is external, and students must meet all those requirements as established by the International Baccalaureate Organization. The IB program requires additional credits beyond the AAS Diploma including Theory of Knowledge, Extended Essay and Creativity, Action and Service (CAS) hours.

Full IB Diploma candidate status will be determined on an individual basis in consultation with the IB Coordinator and Principal. As part of the AAS Senior Project, all students will complete some form of CAS, the extended essay and the Theory of Knowledge course regardless of their IB Diploma or Certificate candidate status.



Academic Guidelines and Policies (Grades 9-12)

The Anglo-American School is an IB, college preparatory school. As such, it is expected that all students will be prepared for and understand the time and study commitment necessary to earn the external IB Diploma.

If a student falls behind in his or her studies, and earns either two D- grades or an overall GPA of 1.7 or below during an academic marking period, the Principal will review the grades, may call for a parent conference, and may limit extra-curricular participation in sports or any other activity that may include travel away from our school. This limit may be in effect until the student improves academic performance. If a student is unable or unwilling to complete work to a college-ready and IB-ready standard, there may be further consequences, as determined by Board policy.

A second trimester of two grades of "D-" or lower in academic classes or a GPA of 1.7 or lower in all of one's academic classes may place a student in jeopardy of continuing as a student in good standing at AAS.

AAS faculty and administration are ready to assist all motivated students in improving their grades, and will establish programs, as necessary, to help such students.

Promotion/Retention

Grade 9-12 students who fail a year course will not receive credit for that course. This course must be repeated if it is needed to meet graduation requirements. If this course cannot be rescheduled, the student must seek another course to make up the credit, such as an on-line course from an accredited school or by attending another school in the region. Any course taken as a make-up credit or as any transfer credit must be pre-approved by the school counselor and administration.

To move ahead one grade in the High School program, a student must earn the following:

- To move into grade 10, a student must earn 5 credits, four of which must be English, mathematics, science and social studies.
- To move into grade 11, a student must have earned 11 credits, eight of which must include two years of English, math, science and social studies.
- To move into grade 12, a student must be in position to earn the credits needed to earn a High School diploma. Therefore, a student must have already earned 18 credits. The IB course schedule has no room for courses in physical education or computer science, so these requirements must be met before a student enters grade 11.

Grade Point Average (GPA)

A student's Grade Point Average is based upon all grades earned from an accredited school with a curriculum similar to AAS or other international schools. AAS does not rank students. The numerical equivalents for determining grade point average are shown in the chart below.

Students in grade 11 and 12 take a full complement of International Baccalaureate Diploma Program courses. Higher level courses completed with a grade of C- or higher will be awarded one (1) additional quality point for the purposes of computing the student's cumulative grade point average. Standard level courses completed with a grade of C- or higher will be awarded one-half (.5) additional quality point. Additional point values do not impact any earned letter grade; quality points are only an adjusted point value for purposes of the official AAS transcript at the end of grades 11 and 12.

Letter Grade	Percentage	Points		Letter Grade	Percentage	Points
A+	100-98	4.0		C	77-74	2.0
A	97-94	4.0		C-	73-70	1.7
A-	93-90	3.7		D+	69-68	1.3
B+	89-88	3.3		D	67-64	1.0
B	87-84	3.0		D-	63-60	.7
B-	83-80	2.7		F	59-0	0
C+	79-78	2.3				

Trimester Exams

Final trimester exams are a regular and required part of the academic life at the AAS. Final exams are typically given the final week of each trimester. Since teachers must write, administer and correct final exams, every effort should be made to make sure that the student is present for these exams.

Auditing

A student may audit a course depending on space availability and on approval of the parents, teacher, and Principal. The student will be required to attend all classes, complete all homework and classroom assignments. The student may be exempt from taking any major examinations, depending on advanced notification and approval of the teacher. The student will **not** receive a credit, but the class will appear on the transcript followed by "audit—no credit".

Dropping and Adding Courses

No courses may be added by a student after the first three weeks of the course, and then it must be approved by the teacher, counselor, parent, and Principal. Students who withdraw from a course after this period of time without the teacher, counselor or Principal's approval, or are removed for disciplinary reasons, will receive a W/F (Withdrawal/Fail) on their report card with no credit. In special circumstances, such as inappropriate placement the student may withdraw from a class without penalty. Forms for changing elective courses are available in the respective guidance offices. Approval to change will depend on class balance and current enrollment. Class changes in the IB Program may only be made through the IB Coordinator.

Athletic Guidelines

The athletic program is an integral part of the educational process by providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in these activities is a privilege offered to and earned by students. Participants are representatives of their school and community and their conduct is expected to exemplify high standards at all times. The merits of competing as an individual or on a team, the physical development and athletic skills attained, along with the increased maturity of working with and for others, are possible goals within the reach of every student.

One of many factors needed to provide such an atmosphere is the "Athletic Code of Conduct". This code is intended to aid our athletes in bettering themselves, in developing a sense of responsibility and in attaining a sense of pride from a job well done.

Athletic Code of Conduct

Being a part of the Middle School and High School athletic experience requires commitment of time, energy and patience. A student-athlete has responsibilities both on and off the field.

- First and foremost is the responsibility to follow and adhere to all school policies;
- Second, if a commitment is made to a sport, this commitment must be followed through to completion, as outlined in the afterschool program;
- Showing respect and a positive attitude to the coaching staff, teammates and opponents is expected at all times;
- As a player, students are not allowed to show displeasure with officiating. Students should be congenial and cordial to all officials;
- Students should avoid conversations or actions that are negative toward the opposing team. Support should be in the form of positive acts toward both teams;
- No swearing, crude comments or gestures are allowed;
- Athletes representing the Anglo-American School should conduct themselves in an appropriate manner in all situations.

Rules of Eligibility

Athletic eligibility will be determined by the Principal. For students to participate in a practice, game or tournament, they must attend all classes the day of practice, game or tournament. Only pre-arranged planned absences will be permitted. The student-athlete must discuss pre-arranged absences with his/her coach by 12:00 noon of the practice day. Students returning from a weekend sporting event must attend classes the next academic day or it will be considered an unexcused absence, unless they have a note from their family doctor stating the nature of the illness. All classroom work missed while attending an athletic event must be made up by the athlete.

Students are eligible for athletics at AAS after the following are received by the Athletic Director:

- a physical health card signed by a Doctor of Medicine and by the student's parents giving permission to participate; and
- student and parent knowledge and signatures regarding this Athletic Conduct Code, which can be obtained from the athletic office.



Administration

Name	Position	Country of origin
Jim Urquhart	Director	Canada
Elise Staevska	Director's Secretary	Finland
Jim Anderson	ES Principal	Australia
Lee Ann Griffin	MS/HS Principal	USA
Shary Marshall	Curriculum Coordinator	USA
Marchella Ignatova	Business Manager	Bulgaria

Administrative and Support Staff

Ivanka Papazova	Receptionist	Bulgaria
Diana Docheva	School Nurse	Bulgaria
Dola Kay	Registrar	Lebanon
Diana Tzvetkova	Financial Controller	Bulgaria
Sonya Krainova	Financial Assistant/ Cashier	Bulgaria
Maria Mihailova	Admissions & Alumni Assistant	Bulgaria
Svetla Stoyanova	Communications Assistant	Bulgaria
Kiril Krainov	Bus Coordinator	Bulgaria
Kiril Stoimenov	Purchasing/Inventory	Bulgaria
Desislava Peeva	Business Office Assistant	Bulgaria
Todor Todorov	Facility Manager	Bulgaria
Todor Kotsev	ICT Systems Manager	Bulgaria
Martin Kotsev	ICT Desktop Support technician	Bulgaria
Daniela Andreeva	ICT Systems Op& DB Specialist	Bulgaria
Ivan Koynov	Maintenance Coordinator	Bulgaria
Krassimir Tzenov	Maintenance	Bulgaria
Spas Petrov	Maintenance	Bulgaria
Plamen Penev	Maintenance	Bulgaria
Vesselin Donchev	Grounds Manager	Bulgaria
Simeon Tzenkov	Grounds Assistant	Bulgaria

Teaching Staff	
ES	Teacher
Pre-School	Jessie Martin (USA)
Kindergarten	Catherine De Coster (UK), Suzanne Evra (USA)
Grade 1	Rebecca Brown (USA) , Sydney Gill (USA),
Grade 2	Lyn Anderson (Australia), Jennifer Wolf (USA)
Grade 3	Nina Martens (USA), Janelle Swan (USA)
Grade 4	Joseph Herr (USA); Damon Rickett (Canada)
Grade 5	Michelle Ryan (USA), Elise Stoffregen (USA)
HS/MS	
MS/Gr 6 Language Arts/	Kathleen Caldwell (USA)
MS/Gr 7 Language Arts/	Richard Thiele (USA)
MS/Gr.8 Social Studies & IB	Mark Reynolds (USA)
MS/HS Math	Diana Boyle (USA)
MS/HS/IB Math	Richard Martens (USA)
MS/6 Math/Science	Diane Nations (USA)
HS/IB Math	Jeremy Wolf (USA)
MS Science, MS Coordinator	Diane Holloway (USA)
HS/IB Chemistry & Physics	Cora Henderson (Canada)
MS/HS/IB Biology	Paul Brecht (USA)
HS/ IB History	Thomas Pindur (USA)
MS/HS/IB English	Pamela McCarthy (USA)
MS/HS English, TOK, MAP	Samantha Rissel (USA)
MS/HS & IB Theatre	Michael Merrick Wilson (UK)
IB Coordinator& IB Math,	Jodis Henderson (Canada)
ESL Program	Milena Kotoupova (Bulgaria) Milena Slavova (BG) Elena Deneva (BG)

Specialists

Art	Mariangela Anastassova (France/BG), William Butler (USA), Ivanka Kitina (CTA, BG)
Bulgarian & Bulgarian Cultural Studies	MS/HS/IB Bulgarian: Rossitsa Anastassova (Bulgaria), ES BCS and BG: Kate Yordanova (BG), Elitsa Kostova (BG), CTA: Petia Elenkova (BG)
ES/MS Counselor	Laura Giosh-Markov (USA)
HS& College Counselor/ CAS Co-coordinator/TOK	David Stephenson (USA)
French	MS/HS/IB: Viliiana Terzieva (BG), Svetla Tzvetkova (BG), ES/MS: Krassimira Pavlova (BG), ES/MS/HS: Galina Grancharova (BG)
Information & Communication Tech.	ICT Manager: Linda Dimitrov (Canada), ES: Ralitsa Tareva (BG/UK), MS/HS: Betsy McDonald (USA)
Library	Kelly Blackwell (New Zealand), Elka Tishanska (CTA, BG)
Music	ES: Mariana Theofilova (BG), ES/MS/HS: Maggie Vassileva (BG)
Physical Education	HS PE & AD/AC: Shelley Wowchuk (Canada), ES: Petyo Gatev (BG), MS: Penka Mincheva-Bolgurova (BG) ES/Gr.5: Kiril Hristov (BG)
Resource	Alisha Dufour (USA), Kalina Belivanova (BG), CTA: Ruslana Anastassova (BG)
Spanish	MS/HS/IB: Carolina Conde (Venezuela)

Classroom Teaching Assistants (CTAs)

CTA to Principals	Meggie Orozki (BG)
Pre-school	Lora Atanasova (BG), Veselka Nikolova (BG)
Kindergarten	Lili Nikolova (BG), Krassimira Chachova (BG)
Grade 1	Luba Krajnak (Slovakia), Guergana Ilieva (BG)
Grade 2	Kalina Stoyanova (BG), Iva Keskinova (BG)
Grade 3	Vicki Peytcheva (BG), Deanna Christova (BG)
Grade 4	Stella Orlinova (BG), Julia Seizova (BG)
Grade 5	Milena Kolova (BG), Ivaylo Genov (BG)
Science	Anna Mitseva (BG), CTA Lab Technician

Please see the fees for studying at the Anglo-American School in Sofia, Bulgaria in the tables below. If you have any further queries, please do not hesitate to contact the school.

Annual School Fees 2011-2012		
Grade	New Student	Returning Student
Pre-School	€ 6,965	€ 5,350
KG - Gr. 5	€ 17,805	€ 15,805
Gr. 6 - 8	€ 18,715	€ 16,715
Gr. 9 - 12	€€ 19,580	€ 17,580

Bus Service / Optional/	
1 Academic Year	€ 1,335

Breakdown of school fees					
Grade	Registration Fee	Capital Fee	Entrance Capital Fee		Tuition
			New Student	Returning Student	
Pre-School	€ 395	€ 605	€ 1,220	N/A	€ 4,745
KG - Gr. 5	€ 780	€ 2,445	€ 1,220	N/A	€ 13,360
Gr. 6 - 8	€ 780	€ 2,445	€ 1,220	N/A	€ 14,270
Gr. 9 - 12	€ 780	€ 2,445	€ 1,220	N/A	€ 15,135

Invoices

Tuition invoices for the school year will be issued to the billing address specified by parents on their child's Admission Application. The first payment will be due by **June 15th** prior to the start of the new school year.

You will receive two invoices issued in May for the first half of the next school year and in December for the remainder of the year. If there is an unpaid balance, parents will receive periodic statements reflecting the current balance owed, accumulated surcharges and any payments made to date. It is always the responsibility of the parent to ensure payments are made when due. Registration, Entrance and Capital Fees are to be paid in their entirety within 30 days of the date of the invoice. There will be a 10% late payment fee for unpaid amounts.



Capital Fee and Entrance capital fee

AAS intends to allocate the stated part of fees (Capital Fee and Entrance Capital Fee) towards improvement of the school facilities, but retains absolute discretion in allocating to the Capital Fund. The Capital Fee and Entrance Capital Fee represent an integral part of the overall school fees and are not refundable even if the student leaves the school prior to the completion of the school year.

Additional Fees

Additional school fees may be assessed in either EURO €, US \$ or Bulgarian Leva for other purposes, such as: external examination fees, ski week and outdoor programs, or up to 100% of the cost of trips for International athletic or activity tournaments. Such fees will be paid in cash at the cashier's office.

There is an optional Bus Fee that is assessed for the annual amount of € 1335. Service is available for all students.





School Calendar 11-12

www.aas-sofia.org

August	September	October	November
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
December	January	February	March
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April	May	June	July
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Important Dates:

- Aug. 24 First Day of School
- June 21 Last Day of School
- June 1 Graduation
- Aug. 19-22, 23 Pre-service Professional Days
- Sept. 22, Oct. 25, Feb. 10, March 1 Professional Days (Students not in session)
- June 2-5 Queen's Diamond Jubilee, School in session
- Feb. 20-24 Ski Week: Program attendance expected, dates subject to change. This is NOT a holiday week!

Holidays:

- Sep. 23 Bulgarian Independence Day, Sep. 22
- Oct. 20, 21, 24 October Break
- Nov. 24, 25 Thanksgiving
- Dec. 16-Jan. 02 Winter Holiday
- March 2 National Day; March 3
- April 1-15 Spring/Easter Break
- April 8 Western Easter
- April 15 Orthodox Easter
- April 30 School Holiday
- May 1 Labor Day
- May 24-25 St. Cyril & Methodus Day

180 School Days

Anglo-American School of Sofia, P.O. Box 31, Sofia 1784, Bulgaria. Phones: (+359 2) 923 8810, 923 8812. Fax: (+359 2) 923 8859

AAS School Song

There are different kinds of stairways
that each of us must climb.
There are stairways of knowledge
of friendship and of time.

As we climb up to the top
or find our way back down
It's nice to know / that there are those /
who care about us.



So many different faces from so many different places
Our home away from home- Anglo-American School!

In our class we learn about the world
from A to Z
But it's working together
we learn about you and me

And with every step we take
there is a helping hand
Even when / we are falling down /
we're learning to stand.

So many different faces from so many different places
Our home away from home- Anglo-American School!

As we step into tomorrow
the road is ever long
With friendship and with knowledge
we build our bridges strong!
So many different faces from so many different places
Our home away from home- Anglo-American School!

(repeat)

(Text and Music by Laura-Giosh Markov)

AAS is a school that has made a commitment to sustainability. Our building is a model for green technology and living. As such, we ask our community to support this theme as well by reading and adhering to the following pledge:

1. I will plan my use of resources (paper, water, materials) before I start a project.
2. I will print on double sided paper and preview before I print
3. I will not use the printer as a copier.
4. I will place one sided printed paper neatly into the REUSE box and use this paper when possible.
5. I will use the recycling bins correctly.
6. I will turn off computers, monitors, printers, projectors, water tabs and lights when not in use.
7. I will use digital formats when permissible to reduce the amount of paper I use.
8. I will reduce my use of plastics at home and at school.
9. I will take the opportunity to educate others about sustainability.
10. I will encourage others to follow the Sustainability Pledge.



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The Anglo-American School of Sofia
is a diverse, friendly school, which provides a vibrant, quality education,
preparing students to be responsible citizens and life-long learners.

The Anglo-American School of Sofia
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