



# ACS | HILLINGDON INTERNATIONAL SCHOOL

*A passion for achievement*

London, England

Student Handbook  
2009 - 2010

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# General Overview: Introduction

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ACS Hillingdon International School (referred to as ACS Hillingdon) is a co-educational school serving approximately 600 students from ages 4 -19.

This booklet has been prepared to provide you with information that will help you understand our school and take advantage of the opportunities it offers. We intend it to be a guide for both students and parents regarding general school rules and regulations.

The school is organised by three divisions, including a Lower, Middle, and High School. Administratively, a Principal is responsible for each division and the Head of School coordinates the overall school programme.

We inspire our students to become successful life-long learners and responsible global citizens. We promote high standards of scholarship and challenge all members of the community to fulfil their potential. We offer the Advanced Placement (AP) and International Baccalaureate (IB) courses, leading to college and university placement worldwide. As a candidate Middle Years Programme (MYP) School, we are in the process of fully implementing this programme in grades 6 through 10. The positive student learning environment and emphasis on individual attention contribute to successful student outcomes. Our High School full diploma IB graduates have an excellent pass rate and most earn results that enable them to enter their first choice university.

In addition to our strong academic programme, we have a wide range of extra-curricular activities. Many of our students in all three divisions take part in activities after school. Field trips into London, as well as school trips abroad, are a regular feature of ACS Hillingdon.

Please keep this handbook for easy access in case you have a query about school policies or guidelines. Feel free to contact the school when you have questions or comments.

**Main Switchboard:** 01895 259771

**Lower School:** 01895 816811

**Middle School:** 01895 816819

**High School:** 01895 816812

**Main Fax:** 01895 818401

**Web Page:** [www.acs-england.co.uk](http://www.acs-england.co.uk)

To e-mail administrators/teachers/staff:

Type the individual's first initial, then last name followed by @acs-england.co.uk.

# ACS Hillingdon International School

## Philosophy and Objectives

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Since its foundation in 1978 ACS Hillingdon International School has endeavoured to provide a quality education for a multi-national community in the London area. The curriculum is based on internationally recognised principles. Internationalism is the cornerstone of our learning environment.

### Philosophy

- Prepare young people to take their places in a rapidly changing world
- Set high academic expectations in a rigorous and diverse educational programme
- Address and meet the developmental needs of our students
- Foster a sense of belonging and a sense of community
- Provide social, emotional, and academic guidance
- Instil an appreciation, respect, and understanding of cultural values

### Objectives

- Fostering communication and technological skills to navigate in a globalised society
- Motivating students to develop a positive attitude towards life long learning
- Developing responsible international citizens
- Providing meaningful learning experiences that enable students to acquire and apply knowledge and critical thought
- Offering quality educational resources and opportunities to promote the development of students, faculty, and staff
- Delivering programmes that address issues associated with a highly mobile population
- Supporting students in achieving their academic, creative, and physical potential by educating the whole child
- Providing and encouraging students to participate in a variety of new, enriching, and meaningful extra curricular activities
- Creating a caring and cooperative environment within the school community
- Encouraging participation in community service and support of local and international charities
- Offering students opportunities to work collaboratively and independently in support of the community
- Offering students services and resources that support their social and emotional development
- Promoting a partnership with parents to meet the individual needs of our students
- Reinforcing core ethical values by emphasising personal and social responsibility
- Providing opportunities for students to understand, appreciate, and develop sensitivity for all cultures, genders, and ethnicities
- Promoting an awareness of environmental concerns and issues

*(March 2008 – previous revision April 2005)*

# Communication between home and school

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Good communication between home and school is essential. Teachers and Principals will keep parents informed regularly. Likewise, parents are welcome to contact teachers, counsellors or Principals with any questions regarding school-related matters. If you wish to contact teachers during teaching hours, please call the appropriate office to leave a message. Alternatively, teachers can be e-mailed by using the teacher's first initial and last name followed by the formula [@acs-england.co.uk](mailto:@acs-england.co.uk)

## **Change of Address/Telephone Number**

Please notify the Admissions Office with any changes of telephone number (including mobile), address, or emergency contacts.

## **Parental Absence**

Please notify the school if you are planning to take a trip out of town for more than one day. ACS Hillingdon will need details of appointed guardians and emergency telephone numbers.

## **School Cancellation**

Should it be necessary to close school at short notice (severe weather, national emergency or transport strike), there is an emergency system called Clarion Call by which all families will be sent a text via their mobile phones. Please ensure that Admissions has your British mobile phone number. In addition, there will be a general e-mail message sent through the Head of School's Office. Families can also listen to radio stations 97.3 FM, 1152 AM or Sky Channel 0177 for updates.

## **Parent-Teacher Conferences**

Parents are always welcome to arrange conferences at school and, likewise, the school may initiate a conference with parents at any time during the year. During the first and third academic quarters, specific days are set aside for parent-teacher conferences. In grades 1-5, student-led conferences occur during the spring conference. A separate letter is sent home giving full details. Please do not use conference days as vacation time.

## **School Newsletters**

The Principals and Head of School write newsletters to parents on a regular basis. It is the parents' responsibility to make sure they are receiving and reading these updates. As these newsletters are sent via email, parents must ensure that they have given their email address to the Admissions Office.

## **School Website**

The School's website ([www.acs-england.co.uk](http://www.acs-england.co.uk)) has a section entitled "Latest On Campus". It has a password-protected section and all ACS Hillingdon parents will receive this password at the beginning of the school year. Parents are strongly encouraged to access

this site on a regular basis. Amongst other resources it contains library catalogues, student projects, field trip slide shows, and details of our curriculum.

### **Lines of Communication - How to Address Concerns**

If a student is unable to resolve a misunderstanding or problem with a teacher, sports coach, bus driver, etc., the parent should first contact that person. The best course of action is to go directly to the person involved. The school secretaries can assist in setting up appointments. Another effective way to communicate is via e-mail. Most of the time questions/concerns are resolved, but if further discussion is necessary, parents are welcome to make an appointment with the Divisional Principal. The Head of School may also be consulted if the lines of communication have been followed and the issue is still unresolved. Meetings with the Head of School will include all involved as a team to discuss the issue before a decision is reached. Our goal is to promote open communication and a positive climate in our school.

### **Complaints Procedure**

As per U.K. regulations, we are required to have a "Complaints Procedure".

At ACS we recognise the importance of regular interaction between faculty and parents so that student learning and development can be supported consistently. In the circumstance that parents have a complaint, the school will treat it in accordance with its procedure.

#### *1. Informal Resolution*

- a. It is hoped that most complaints and concerns will be resolved quickly and informally.
- b. If parents have a complaint or concern they should, in the first instance, contact their son(s)/daughter(s) teacher. In most cases, the matter will be resolved. If the teacher cannot resolve the matter alone, it may be necessary for him/her to contact the Divisional Principal.
- c. Any complaint made directly to the Divisional Principal will normally be referred to the relevant teacher unless the Divisional Principal deems it appropriate to deal with the matter personally.
- d. Teachers and Divisional Principals will keep anecdotal records of concerns and complaints on the date when they were received and reviewed.

Most complaints will be resolved informally. In the case(s) when this does not happen, parents will be advised that they may follow a formal procedure.

#### *2. Formal Resolution*

- a. If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head of School. The Head of School will decide, after considering the complaint, the appropriate course of action to take.
- b. In most cases the Head of School will speak to the parents concerned, normally within 3 days of receiving the complaint, and will discuss the matter. If possible, a resolution will be reached at this stage.

- c. The Head of School may need to carry out further investigations.
- d. The Head of School will keep written records of all meetings and interviews held in relation to the complaint.
- e. Once the Head of School is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head of School will also give reasons for the decision.
- f. If parents are still not satisfied with the decision, they should proceed to address the issue to the Superintendent who will review the situation using the same procedure as the Head of School. Alternatively, the parents may request a formal Panel Hearing (Stage 3).
- g. If parents seek to involve Stage 3 (following a failure to reach an earlier resolution) they will be referred to the Superintendent who has been appointed by the Board to call hearings of the Complaints Panel.
- h. The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of three persons, a Board member, the Superintendent and another person independent of the management and running of the school. The panel members will be appointed by the Chairman.
- i. If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 2 days prior to the hearing.
- j. The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- k. If possible, the Panel will resolve the parents' complaint immediately, without the need for further investigation.
- l. Where the investigation is required, the Panel will decide how it should be carried out. After due consideration of all the facts they consider relevant, the Panel will reach a decision and may make recommendations which it shall complete within 5 days of the hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decisions of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head of School, the Chairman and where relevant the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003, where disclosure is required in the course of the school's inspection or where any other legal obligation prevails.

# Academic Information

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*Please refer to the curriculum guides for each division. These guides are available on the School's website.*

## **Attendance and Tardiness**

Regular attendance contributes to success in school. The law in England requires all children between 5 and 16 years of age to attend school as long as they are well. If they are sick then the requirement is to send a note informing the school of the reason for an absence. The Principal may grant permission not to attend school up to a maximum of ten days for extenuating circumstances, but this would be highly unusual and could seriously impact the learning process. If permission is not given, or if the maximum of ten days is exceeded, then the family is in breach of the law and the school is obliged to make an annual report of any unauthorised absences to the Government. At our school, Middle and High School students, including students over 16 years of age, may not pass courses if their attendance is inadequate.

We recognise that students may be absent due to illness, bereavement or emergencies. Students are responsible for identifying and completing work missed during absences.

We request that a family's travel plans respect the school calendar. All students are expected to remain in school until a vacation begins and to be present on the day the school re-opens.

For students over 16 years of age, six absences, whether excused or unexcused, per quarter, will normally result in a parent and student conference with the Principal, as well as a warning about possible consequences. Further absences may result in an Incomplete or loss of High School credit.

All students are expected to be at school on time. A telephone call is required if a student is absent or will be late arriving. If a student arrives late, s/he needs to check in at his/her divisional office. Frequent lateness, because of its detrimental effect on learning, will be treated as a disciplinary matter. If a student needs to leave early, the parent must sign their child out of the appropriate divisional office. Parents are urged to schedule doctor, dentist and other appointments after school hours or during vacations where possible.

Students not in attendance during the school day may not attend evening extra curricular activities.

## **Academic Assistance**

For assistance with routine school matters, students may meet with teachers before school, during lunch recess and after school. Prior arrangement may be necessary. Students who require intensive help may need to seek private tuition beyond the school day.

## **Academic Reports**

The academic calendar is divided into four quarters. Report cards in grades 1-13 are sent home at the end of each quarter. Written progress reports for early childhood pupils are sent home each semester. Two quarters comprise one semester.

Divisional report cards and grading procedures are shared and explained at the beginning of each academic year.

Serious concerns about a student's academic performance are communicated to the parents in writing, and include the nature of the concern along with steps that can be taken to improve the situation.

# Grading System and Policy

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The grading system shall be based on the School's philosophy (including the assessment philosophy). The purposes of grades and grading shall be drawn up by the Superintendent in conjunction with the Heads of School.

The purpose of grades and grading is:

1. to provide feedback to students as to their performance in relation to the rubric/standards defined at the school.
2. to provide support and positive direction as to how the work might be improved.
3. to allow students to recognise the nature of their individual development in each subject.
4. to provide frequent and balanced feedback to students so that modification of the teaching and learning process can take place in a timely manner.
5. to provide a basis for the design of future learning and teaching.
6. to provide each teacher with feedback as to the effectiveness of the education they provide.
7. to provide parents with an objective assessment of their child's performance.
8. to provide college/universities with a moderated (reference: grade distributions) view of each individual's performance.

## Graduation requirements

### *Regular Diploma*

A student must earn a minimum of twenty credits in acceptable high school courses and must complete at least one semester of his/her senior year at ACS Hillingdon in order to be eligible for an ACS Hillingdon diploma. The following are required credits:

- 4 in English
- 6 in Social Studies and Foreign Languages\*
- 6 in Mathematics and Science\*\*
- 1 in Arts (Art, Music and/or Drama)
- 2 in Physical Education\*\*\*
- 1 elective

\* at least two credits in the same foreign language and three credits in Social Studies

\*\* at least two credits in each

\*\*\* students are required to take physical education in grades 9-12.

### *Exceptions:*

- a. medical excuse from a doctor
- b. schedule conflict
- c. exemptions given by the High School Principal to seniors with a heavy academic load and extra-curricular sports activity.

There are specific requirements for students to graduate with honours diplomas.

#### *Grade Point Average*

The Grade Point Average is based on a 4.0 point scale. ACS Hillingdon Semester grades earned in grades 11 and 12 are included in calculating the GPA which is based on all grades except P.E.

#### *Weighting of IB and AP Grades*

Grades in AP and IB courses are weighted (i.e., increased) by 0.66. (The un-weighted grade is reported on the transcript).

#### *Grade Distribution*

Each school will keep records of the grade distribution for each High School class so as to provide the reader with the opportunity to moderate their view of individual grades.

#### *Grading Table*

For the purpose of Middle and High School grading, then each school may report according to their philosophy and curriculum. The grading scale for MYP/IBD is 1-7, and the AP grading scale is 1-5. A conversion table is used to translate MYP/IBD and AP grades onto transcripts required for North America. This table is available in the divisional offices.

#### **Additional Fees**

There are a number of fees associated with IB and AP examinations. If students take more than one SAT or ACT test, the cost is the responsibility of the parents. In addition, there are fees connected with university applications and the year of graduation (for example caps/gowns).

#### **Placement of Current ACS Hillingdon Students on Academic Probation**

Students with two or more 2s and/or any failing grades on their report card will be placed on Academic Probation. In all cases of probation, the parents (and student) are notified directly by the Principal of the school. Students on Academic Probation may lose their privilege of participating in extra-curricular activities or on ACS Hillingdon sports teams. An administrator of the school will be assigned to monitor the student's progress during the probationary period. If the terms of probation are not satisfied, the administration will notify the student and parents accordingly and recommend that they find another school.

#### **Homework**

Homework is intended to reinforce work covered in class and to help students develop important habits of self-discipline, organisation and self-reliance. It is suggested that students have a homework diary or planner for recording homework assignments and that parents check this regularly to see that assignments are being recorded and completed. In addition, students should have the telephone numbers of classmates to call regarding homework queries.

Homework is assigned regularly in all classes. Teachers understand that sometimes events at home can prevent homework completion, and a rare miss of this nature, supported by a

written excuse, may be allowed. Parents are notified early if there are concerns about a student's homework patterns. If students have difficulty understanding an assignment, they should ask the appropriate teacher before they go home.

Students are responsible for finding out about, and completing, homework and class work that may have been assigned during any absence from class. If the absence is three days or more, and the student is able to work at home during an illness, parents may call the divisional office or e-mail the teachers directly to request assignments. Make up time for assignments and tests will be allowed where it is reasonable to do so. In cases of extended absence, the Principal will coordinate a make up schedule with teachers and the student.

#### *Lower School:*

What follows are some general guidelines regarding the amount of time lower school students can be expected to spend on homework each evening:

Grades 1 and 2    thirty minutes      Grades 3 and 4    forty-five minutes

#### *Middle School:*

Middle school students average between 1 to 2 hours of homework per night. This time could be used to read a book of choice, organise binders or prepare material for long-term assignments.

#### *High School:*

High school students average between 1 to 4 hours of homework per night (half an hour per subject). Teachers expect homework to be done properly and punctually. Failure to do homework is treated seriously. Late homework will result in a reduced grade. If homework is repeatedly late, after a conference with the Academic Dean, a letter will be sent to the parents. The student may be placed on Academic Probation and possibly dismissed from school permanently if the situation does not improve.

### **Materials/Supplies**

The school loans textbooks and workbooks as part of the tuition charge. Students are charged for lost or damaged books. Materials the student is responsible for providing are conveyed through different means in each division.

### **Scheduling**

Parent or student requests for schedule changes must be completed within the first ten school days of each semester in order to receive full high school credit.

### **Standardised Testing**

Standardised tests originate from external sources (not the school) and are administered for the purpose of comparing scores. Students have the opportunity to take various standardised tests where appropriate during the year. In grades 4 through 9, a week is devoted to administering standardised tests. These normally take place in the autumn of each year. In the High School, the schedule for standardised tests is published at the start of the year and repeated periodically. Results of standardised tests are always shared with the parents.

# Day-to-Day Procedures

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## School Hours

The standard school day is from 8:30am to 3:10pm. Any parent coming to school to pick up their child is asked to contact school if they will be delayed. Students staying after school must be in supervised activities with an adult. Students who stay after school must sign up for late buses as established by their division. ACS Hillingdon is a 'Closed Campus'. Students are not permitted to leave school during the day without authorisation or adult supervision. Students leaving early must have a pass issued by the divisional office. This pass must be presented to security upon departure and retained in case local truancy officers ask to see it.

## Dress Code

The personal appearance of ACS Hillingdon students should reflect a respect for the school and the international community so that individual student dress does not distract from the learning process. ACS Hillingdon is a place of work and study and therefore appropriate dress is neat, clean, modest and in good repair.

- Dress that does not meet with the general expectations of the school will not be permitted.
- Hairstyles and make-up are expected to be similarly appropriate.
- Hair colour must be natural looking.
- Moustaches and beards are not acceptable.

If there is any doubt, students should check with their Principal whose decision will be final.

In order to provide parents and students with guidance as to what is appropriate, the following points make the school's expectations clear:

*Tops should be:*

- Neat
- Modest and appropriate for school wear (spaghetti straps and bare midriffs are not allowed).
- Without printed messages that promote alcohol, drugs, tobacco, inappropriate language, promiscuity, violence or cultural messages not shared by everyone in the community.

*Trousers should:*

- Fit properly at the waist
- Be in good repair
- Be of appropriate length: they should not drag along the floor.

*Shorts:*

- Athletic shorts may only be worn during sports activities.

*Skirts/dresses should be:*

- Appropriate in length for school wear.

*Hats or Baseball caps:*

- May not be worn inside the building.

### *Body Piercing:*

- The wearing of rings or studs or any other jewellery in the eyebrow, nose, tongue or navel is not permitted.
- Earrings should be limited in number.
- Cultural exceptions will be accepted.

### *Footwear:*

- Shoes or trainers are regarded as the normal footwear
- Casual beach shoes/flip flops will not be accepted.

### *National/religious dress:*

- Students are permitted to wear national/religious dress as long as it meets the school's dress code requirements on neatness and cleanliness.
- The wearing of such dress should not keep the student from participation in the curriculum.

### *Field Trips*

- Students attending field trips with the school are expected to adhere to a specific dress code unless otherwise instructed by the teacher responsible for the trip.
- In Middle and High School a specific dress code will be the norm. Boys are expected to wear trousers (no jeans), shirt and tie, jacket, sports coat or sweater. Girls are expected to wear dresses, skirt, trousers (no jeans), blouses and sweater/jacket.
- It is the Principal's responsibility to decide on the appropriate dress code for each field trip.

Students who are inappropriately dressed for school may be asked to return home to assume appropriate attire. In order to save a student from embarrassment, parents are requested to see that their children are appropriately dressed.

### **Physical Education (PE) Clothing**

Students in Pre-K and Kindergarten should wear suitable clothing on PE days, i.e., no dresses, no clothing with protruding zippers or metal studs, no baggy or big pocket type clothing.

All students from Grade One onwards require the following clothing for PE:

- T-shirt and shorts
- Track suit /warm ups when appropriate
- Indoor trainers (shoes that are not worn outside).
- Appropriate shoes for outdoor lessons. It is recommended that studs or cleats are worn for all grass-based activities.
- Athletic socks.

Mouth guards/gum shields are strongly recommended for rugby and hockey classes. Shin pads are strongly recommended for soccer and rugby lessons.

PE clothing must be kept reasonably clean. The school recommends that the clothes be taken home after the last PE class of the week and returned clean on Monday. All students should label their clothes and shoes with washable tags.

### **Photography/Filming**

Students need permission from the Principal to film, record or take stills on campus. Teachers have the right to ask students for their camera/recorder so it can be turned into the office. The Principal will speak to the student and family, if necessary, before returning the equipment.

### **Food and Drink**

A student may choose to buy lunch or bring it from home. We are proud of our new Catering Facilities and information regarding how to purchase school lunch will be shared with parents at the beginning of the academic year and/or at the time they enrol. Alternatively, students may bring a packed lunch from home (no soft drinks or energy drinks, please). Milk and water are both provided free of charge to all students at lunch-time. All students should also bring a HEALTHY snack from home each day. Only Middle and High School students have access to food before school in the cafeteria. Food and drink must be consumed in the designated areas only. Gum is not allowed because of the damage it does to the appearance and upkeep of the school.

Across England, schools are introducing a wide range of policies and procedures to meet the needs of anaphylactic children. ACS International Schools, as part of its policy of making the school environment safe for students, will take steps to exclude as much as possible allergy causing products from school menus and snacks or foods provided. Steps taken to support this policy will include information and awareness programmes, avoidance of using particular ingredients and emergency response protocols. The School cannot guarantee an allergic free environment.

In order to ensure the safety of anaphylactic children, the cooperation of the entire school community is required. A partnership among school, parents and medical professions in which agreement can be reached on issues such as excluding nuts and nut products from packed lunches will drastically reduce the risk of potential tragedy.

### **Library**

Each division has its own library. Teachers may give assignments that require the use of library books or students may want to check out books for their own personal enjoyment. Students should be certain to return books on or before the due date, as other students may wish to borrow them. If a student should lose or misplace a borrowed library book, s/he will be given a period of time to recover it. If at the end of that time the book is still missing, the student will be asked to provide the purchase price of a replacement.

### **Lost and Found**

The Lower, Middle and High Schools maintain separate lost and found repositories. Students should check with the appropriate secretary if they have lost anything. Lost property in the

gymnasium may be located through the PE staff. To ensure a speedy return of lost possessions, please label all personal belongings where possible. Periodically, lost items will be donated to charity, after published notice to parents.

### **Trips and Sport Team Travel**

As part of the curriculum, field trips are arranged to local places of interest: art galleries, theatres, concert halls, historic buildings, museums and factories. The field trips are considered part of the course content and participation is expected. For those students who participate in sports, ACS Hillingdon requires that all student athletes travel to away competition as part of an official campus entity via the appointed method of transportation. It is expected that student athletes and students on field trips will travel both to and from the competition/field trip location with the team/school group.

For all trips, students are to maintain good behaviour and follow dress code and school rules. Parents will be notified in advance and given all available information. The school fees cover the cost of all day trips. The cost of extended field trips must be met by the parents. The costs of these trips vary approximately from £200 to £600.

Inappropriate behaviour on school trips will have more serious consequences, including suspension and/or the immediate return home at the parents' expense. At the discretion of the administration, students may be barred from future trips. In the case of any overseas trip where deposits or additional fees apply, payments may be forfeited.

On all field trips, the completed field trip form must be returned to the school with current contact numbers and details supplied. The trip group leader or designated teacher will be responsible for dispensing any medication. No medication may be carried by students on school trips.

Once again, in all but exceptional cases, with prior agreement in writing, students must return with the team/school group.

### **Lockers**

On the first day of school, Middle and High School students will be assigned a locker (or home room) in which to keep books, coats and other personal property. There will be a charge to replace lost locker keys/combination locks. The school is not responsible for lost or stolen items.

### **Valuables**

Valuables should not be brought to school. Laptops, mobile phones, electronic equipment and other personal items of value are carried to school exclusively at the student's risk. While lockers are provided, the school is not responsible for damage or loss of these items.

All electronic items, including mobile phones, must be turned off during class time. These items may be used before and after school, during breaks and at lunch.

Headphone use in class is not appropriate.

## **Backpacks**

Students may use backpacks to transport school supplies and equipment between home and school; however, backpacks must be stowed during the school day in the provided lockers (or homerooms). Backpacks may not be allowed in classes, as they may be a safety and security hazard. All backpacks and sports bags should carry an ACS Hillingdon issued identification tag.

## **Student Guests**

Lower School - Former ACS Hillingdon students who are currently in grades 2, 3 or 4 are welcome to attend as a student guest for one day. We cannot accommodate younger children or children who have not previously attended our school.

Middle School - Student guests may make a one-day visit with prior permission of the Principal.

High School - Student guests may make a half-day visit with prior permission of the Principal.

Student visits are a privilege. In all three divisions, requests for visits must be made 24 hours in advance. Last minute requests will not be approved.

All visitors must provide relevant medical information and contact details in case of an emergency. If bus arrangements are required, the parent must contact the Transportation Coordinator at least 24 hours in advance. Visitors will need to follow security procedures.

Upon arrival, student visitors must be introduced to the Principal. Visitors should not be a distraction to the educational process. Each guest will be assigned a student to be responsible for his/her safety, at fire drills, for example.

Visitors are not allowed to participate in extracurricular or evening activities. With prior approval from the divisional Principal (for unique circumstances), students may invite a guest to evening social events.

# Information Technology and Copyright

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## **ACS Hillingdon Acceptable Use Policy for Internet Access**

The information technology services at ACS Hillingdon give students and staff access to global resources through services offered on the Internet. The Internet is a collection of interconnected computer networks around the world sharing information almost instantly. The networks are owned by countless commercial, research, governmental, and educational organisations. The Internet expands classroom, library, and media centre resources by making information, images and even computer software available to students, teachers, librarians and media specialists from places otherwise impossible to reach.

Access to these resources can have an impact on individual and group work in the classroom, collaborative professional projects, curriculum materials, and idea sharing. Internet access also makes contact with people all over the world easier and can bring experts in every content area imaginable into the classrooms, libraries and computer labs of our school. ACS Hillingdon Internet users and their parents should understand that neither ACS Hillingdon nor the faculty can completely control the content of the information obtained from other systems. While we have put into place technical 'firewalls' and 'Internet content filtering tools' along with other protection systems on our computer systems at school, everyone must understand that no system is perfect or foolproof. It is the view of the administration and staff however that the advantages of access to the worldwide web outweigh the disadvantages of possible abuse of the privilege. Parents are encouraged to discuss appropriate use of the Internet at home.

We are making our acceptable use policy for Internet access at ACS Hillingdon clear to our community, requiring students and parents to sign a pledge to the Student Ethical Use Agreement to abide by the terms and conditions contained within it

## **Students' Acceptable Use Policy for Internet Access**

The purpose of the school's connection to the Internet is to support the mission of our school. Internet access is free to all, but students must first have the permission of and be supervised by a member of the ACS Hillingdon professional staff. Access is a privilege, not a right, and entails responsibility. Students are expected to demonstrate responsible use of the privileges of Internet access according to the following conditions.

### *Privileges and Responsibilities*

- ACS Hillingdon computers and Internet access are provided principally for educational related communication, research and other activities
- Computer access will be provided to students who act in an ethical, considerate and responsible manner
- Each student with network access shall be assigned storage space on a file server which will be treated like school lockers
- Users should not expect that files stored on school resources will always be private
- Each student should respect the right of the copyright owners by using proper citation for information and images, sound files or any other computer data

### *Restrictions*

The following activities are NOT permitted:

- Participation in unregulated 'chat forums'.
- Displaying or downloading information or images from the Internet that are offensive, obscene, abusive, objectionable or dangerous. Sensitivity to the diversity of the ACS Hillingdon community will be considered in deciding whether or not material is offensive
- Damaging or altering computers, computer systems, software, networks, or files
- Vandalising, damaging, or disabling the property of another User
- Representing the work of others found on the Internet or from other sources as your own
- Using another person's password, trespassing in another person's folder, work or files
- Breaching the specific guidelines set up at individual locations such as the library or computer lab
- Giving out any personal information about yourself or other member of the school community such as home phone numbers, addresses, credit card numbers or age
- Downloading or use of any unauthorised games or programmes

### **Student Ethical Computer and Internet Use Agreement**

1. I will use Internet access only for educational purposes
2. I will understand that any storage space allotted to me is not necessarily private
3. I will ensure that I have permission from a supervising teacher or staff member to download any materials from the Internet onto any ACS Hillingdon computer
4. I will respect the diversity of beliefs of our community and not create or distribute any information which may be offensive to members of our community
5. I will not participate in public or unregulated chat forums.
6. I will not use the Internet for any illegal purpose
7. I will only use email for school projects using appropriate language and content throughout
8. I will properly cite all references to online materials and respect the rights of copyright holders of articles, images, and sounds
9. I will not tamper with or view any files belonging to any other student or staff member
10. I will not damage or alter any form of hardware or software which belongs to the school
11. I will not release any personal information about myself, staff members, or other students to anyone

12. I will not reveal any passwords or access codes which I have received from ACS Hillingdon to anyone
13. I will not download or use any unauthorised games or programmes
14. I understand that the use of electronic communications is a privilege not a right which may be withdrawn if I violate the principles of ethical computer use

#### *Consequences of Inappropriate Use*

Violation of these regulations may result in the loss of Internet access privileges and/or computer use privileges. Violations may also lead to suspension or expulsion from school.

#### *Disclaimer*

The school does not guarantee the functioning of any computer and shall not be liable for any direct or indirect, incidental or consequential damages, including lost data sustained in the use of any computer or other hardware or software.

Our school policies in this area will be regularly reviewed and revised as necessary. Feedback from all constituent groups in our community will be solicited as policy revisions are considered.

#### *Harassment/Bullying/Cyberbullying*

Refer to School Rules and Regulations in this Handbook.

# Copyright Material

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## Teacher and Student Guidelines for use of Copyright Material

These guidelines are not absolute. It is always wise, if publishing any piece of work externally, that you check to make sure that the materials are not copyrighted. This includes work published on an external website, school intranet, photo slideshows, podcasts or blogs.

### 1. *Copying from print material.*

- ACS Hillingdon holds a copying licence from the CLA (Copyright Licensing Agency).
- All photocopiers in the school have copying rules posted near them.

### 2. *Downloading from Internet*

- Under European copyright regulations, a picture may be downloaded for use in an individual work.
- Anyone may use a picture from the Internet without infringing copyright law.
- A picture may not be downloaded for use in many copies, as in multiple copies for distribution to a group.
- It is also probably acceptable to print a page of an Internet site for personal use without infringing copyright law under the fair dealing section. Any other use of website material requires permission of the website administrator.

It is expected, however, that any one using pictures or other material will always cite the source.

If the picture is found using a search engine (Google, Vivisimo, About.com, etc.) it will be necessary to use the links and find the actual website, so as to locate the correct name of the website and the URL (Universal Resource Locator).

### 3. *Use of DVD and Video*

- Copying of DVDs and videos is an infringement of copyright law, even if it is only to change the format i.e. video to DVD. The exception is material that is legally copied from a TV or radio broadcast.
- Under certain provisions Video and DVDs, including rented ones, may be shown to a class in an educational setting i.e. a classroom with a teacher present.

The school also holds an ERA (Educational Recording Agency) and Open University License for recording and broadcasting radio and television shows to students.

For further information regarding copyright laws in the UK, see [www.cla.co.uk](http://www.cla.co.uk) (Copyright Licensing Agency), [www.teachernet.gov.uk](http://www.teachernet.gov.uk) and [www.ipo.gov.uk/copy.htm](http://www.ipo.gov.uk/copy.htm) (Intellectual Property Office).

# School Rules and Regulations

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## **Behaviour**

The positive climate at ACS is a direct reflection of the behaviour of our school community. Respect for people and respect for property form the foundation upon which behavioural guidelines are modelled. It is assumed that all members of our school community support these principles and will help to promote desirable behaviour. Most behavioural problems are handled by teachers and administrators in school, and parents are kept well informed. However, the school reserves the right to remove, without refund of fees, any student whose behaviour disrupts the academic programme or exerts a negative influence upon other students. All school rules apply on the buses, on field trips and at all school sponsored events.

## **Academic Honesty**

Academic honesty is encouraged among all students. Dishonesty is considered a very serious matter. The first known offence will generally involve the student in a conference with the Principal and the teacher, and contact will be made with the parents. Further offences will be viewed more seriously and would normally result in the student being removed from school. High School students are required to sign an Academic Honesty statement. Academic dishonesty relating to the AP or IB programme may result in losing his/her certificate or candidate status.

Examples of unacceptable behaviour may include, but are not limited to:

- Copying or allowing others to copy information from someone else's work, test paper, homework, computer storage device, etc.
- Unauthorised use of study aids
- Unauthorised prior knowledge of an examination or test
- Unauthorised use of school forms and/or letterhead
- Attempting to pass off someone else's work as one's own
- Falsifying data for academic credit
- Communicating with another candidate in an exam, bringing unauthorised material into an examination room, or consulting such material during an exam
- Copying the language, structure or patterns of thought of another without proper acknowledgement.

## **Dangerous Objects**

Weapons or toy weapons/objects are not allowed on school grounds. Any student in possession of knives, guns or any other weapons will face serious disciplinary action. Students should not bring any razor blades for shaving purposes to school.

## **Harassment/Bullying**

It is a basic entitlement of all students to receive their education free from humiliation, oppression, and abuse. As relationships are the foundation of our transient community, students are encouraged not only to treat others as they would wish to be treated, but

also to protect and uphold the freedom and rights of others. Harassment/Bullying takes many forms. It can be physical, verbal, emotional, racial or sexual. In addition, bullying can also occur via the Internet, mobile phones, iPods and other electronic avenues. Even if these activities take place off-campus and involve ACS students or staff the school reserves the right to take action.

Furthermore, possession or sharing of any type of computer generated or visual display of pornographic material is against the school rules (including pictures on mobile phones).

ACS operates a no tolerance policy towards bullying. Harassment and bullying could result in the suspension or dismissal of the student displaying such behaviour. At any point, the counsellors can be consulted to offer advice or intermediary interventions. At the high school level, our Community Liaison Officer may also be contacted. All disclosures are confidential.

### **Bullying Report Procedures**

1. Student(s) report incident to a member of staff, parents or other students.
2. Member of staff, parent, or other students report incident to homeroom/class teacher. Homeroom/class teacher makes a note of the incident in their logbook.
3. At this point, there are 4 options (to be determined by the homeroom/class teacher):
  - a. No further action is required at this time (if appropriate).
  - b. Homeroom/class teacher contacts parents of reporting student(s) / informs the relevant teachers (if appropriate).
  - c. Homeroom/class teacher reports to the Principal (who also logs the incident).
  - d. Initial reporter, after reporting to homeroom/class teacher, reports directly to the Principal (if appropriate).
4. Once it reaches the Principal's attention, there are three further options (to be determined by the Principal):
  - a. No further action is required at this time (if appropriate).
  - b. Principal invites the reporting student and/or the indicated students involved to a meeting(s) (if appropriate).
  - c. Principal contacts parents of all students indicated in the incident/informs the relevant teachers (if appropriate).
5. If the parents are contacted, there are two further options:
  - a. Principal invites students to a meeting(s)
  - b. Principal invites parents and students to a meeting(s)
6. An individualised Action Plan is formulated.

## **Fighting/Assault**

The school will not tolerate physical fighting or assault. Fighting/assault will result in an automatic suspension from school and will require a parent conference before the student may return to school. Students having difficulties with conflicts are encouraged to seek help from staff as an alternative. Repeated aggressive acts, even after counselling, may lead to the permanent removal from school of the student.

## **Public Display of Affection (PDA)/Inappropriate Sexual Exposure or Activity**

Inappropriate displays of affection, including prolonged kissing, intimate contact, and/or exposure of intimate body parts, are not acceptable behaviours. Any inappropriate sexual exposure or activity is viewed very seriously and may result in expulsion. The school reserves the right to call the authorities.

## **Damage to School Property or Fire Alarms**

Any student found causing damage to school property through inappropriate behaviour will be sent immediately to the Principal. If the damage is not easily corrected by the student, he/she will be expected to meet the cost of replacement or repair, and further disciplinary action would normally be taken. Any misuse or damage to fire alarm call points will have serious consequences and may result in the student being recommended for expulsion.

## **Personal Honesty**

ACS Hillingdon promotes respect for the individual by advocating an atmosphere of trust and respect. Theft of money or the property of others is unacceptable and may result in immediate suspension or expulsion. The school will emphasize and encourage honest and trustworthy attitudes; therefore, incidents of lying may result in disciplinary action.

## **Tobacco, Alcohol and Illegal Substances**

Substance abuse in any form is treated very seriously at ACS:

Possession, purchase, sale, passage, or being under the influence of drugs during school hours or any school-related activity is strictly prohibited. The school reserves the right to expel any student in breach of this rule.

No student is allowed to purchase or consume alcoholic beverages or smoke at any time during school hours or under school supervision, including the school bus, field trips, school dances, extracurricular activities, overseas excursions and trips with sports' teams.

If a student is discovered purchasing or consuming alcohol or tobacco during the above mentioned times, s/he will automatically be suspended for a minimum of three school days. The student will be re-admitted only after a conference including parents, student and Principal. Counselling may be required, and the Community Liaison Officer will be consulted.

If the offence takes place on an overseas trip, or overnight, the student may be sent home, and will normally be ineligible for future school trips. If the offence takes place during a

sports trip, the offending student will normally be dropped from the athletic programme for a period of time as determined by the Head of School.

These topics are important educational issues, which should be addressed at home as well as at school. They are an integral part of our health education curriculum.

### **Consequences for Inappropriate Behaviours:**

These are the disciplinary measures that may be applied depending upon the situation or circumstances. The school reserves the right to assign consequences.

#### *Loss of privileges:*

Students may be given a warning when a teacher or administrator feels that an infraction of a school rule has taken place. In addition, if the student abuses a school privilege, he may lose that privilege for a period of one week to one semester, depending on the seriousness of the infraction or if there has been a previous warning to the student. Parents will be contacted if a privilege has been revoked.

#### *Detention:*

School administration may assign detention. Parents will be contacted.

#### *In-school suspension:*

Students who have a one day in-school suspension will be required to be at school for the entire school day. Parents will be notified, a conference will be held, and the student will not attend classes on that day. The teachers will provide all assignments so the student is required to be in the assigned room/office by 8:30 a.m., with all books and a packed lunch. Daily fee of hiring a supervisor will be charged to the parent at the current substitute teacher rate.

#### *Out-of-school suspension:*

In cases of serious infractions the school reserves the right to remove the student from school. The Principal has the authority to suspend a student for up to three days. The Head of School has the authority to suspend a student for up to one week.

When a student is to be suspended for in or out of school suspensions, the following regulations will be observed.

1. The student will have the opportunity to explain his/her point of view.
2. The parent will be telephoned and informed that the student is to be sent home.
3. A written notice of the suspension, for the reasons thereof, and the duration will be sent home or handed to the parent on the day of the dismissal.
4. A parent conference will be held.
5. Students are responsible for all work missed during suspension.
6. If the parents feel that the suspension is not justified, they have the right to refer the matter to the Head of School as explained in the Complaints Procedure.

### *Expulsion:*

Expulsion may result from any criminal behaviour or any action prejudicial to the safety of any members of the student body and staff of the school, or from a persistent refusal on the part of the student to fulfil his/her academic and behaviour obligation at the school, or to receive sufficient benefit from the school programme in the judgement of the Head of School and/or the Superintendent. The school reserves the right to expel without refund of fees.

A non-exhaustive list of the sorts of behaviour that could cause exclusion includes:

- Physical assault against students or adults
- Verbal abuse/threatening behaviour against students or adults
- Offensive language
- Bullying/Cyberbullying
- Racial abuse
- Sexual misconduct
- Drug and alcohol misuse
- Damage to property
- Theft
- Persistent disruptive behaviour
- Parental behaviour
- Persistent plagiarism

The school's exclusion policy covers behaviour during and outside of school time and/or off school premises. A student's behaviour outside of school can be just as damaging to the school and the student as behaviour at the school.

### **Placement of Current ACS Hillingdon Students on Social Probation**

Current ACS Hillingdon students may be placed on Social Probation. In all cases of probation, the parents (and student) are notified directly by the Principal or Head of School. Parents may be asked to provide psychological testing. The terms and conditions, and timeline of the probationary period are clearly identified, and regular reports are sent home to keep parents well informed. Students on Social Probation may not be allowed to participate in extra curricular activities. If the terms of probation are not satisfied, the administration will notify the student and parents accordingly and recommend that they find another school.

# Facilities Usage

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## School Days

All parents and visitors are reminded to sign-in and out at Reception on every visit to the campus.

Visitors need to observe the following:

- Any illness, injury of accident must be reported to the school office
- As a visitor, you have a legal responsibility to care for your own and others' health and safety.
- If the fire alarm sounds, leave the building by the nearest exit and report to the assembly point.
- The school operates a no smoking policy, which we ask you to respect.
- The school accepts no responsibility for any loss of, or damage to, visitors' property.
- Visitors are requested not to enter classrooms or teaching areas except by prior arrangement.

Students must always be accompanied by their parents or another adult when on the school grounds. Please help us protect our children and preserve our ageing trees and bushes by not allowing children to play or climb in them.

## Weekends/Holidays

Unless there is a weekend school event, school grounds are closed from Saturday noon until Monday morning.

Any car entering school grounds for Saturday morning activities will be required to stop at Security and collect a car pass. This pass must be displayed in the car and returned to Security upon departure.

Buildings, classrooms, and other educational rooms are not open, unless prior arrangements have been made with the Head of School. Again, students must be supervised by an adult at all times, and appropriate conduct is expected.

## Pets

No pets are allowed on campus. Exceptions to this must be approved by the divisional Principal and the purpose of the visit must be educational.

## Mobile Phones

As per UK law, hand-held mobile phones may not be used by drivers whilst in transit on school grounds.

# Transportation

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ACS Hillingdon is able to operate a daily bussing service for pupils in pre-kindergarten through grade 13 covering a radius of nearly 20 miles.

The main entrance is **only** open to buses from 8:00 to 8:45am every morning to ensure safety. Also from 2:00pm the West Wing parking lot is blocked off daily for our buses only.

## **ACS Hillingdon Bus Rules**

Parents, for the safety of all those who ride the school buses, please review the following rules with your children:

- Students must sit down, adjust their seat belts if necessary, and fasten them securely. The seat belt must remain properly fastened for the duration of the trip and until the bus comes to a complete stop at the drop-off point. (Wearing seat belts is a legal requirement, and disregard for this may result in suspension from riding the bus.) Students, who, for any reason, have difficulty buckling their seat belt, should seek assistance from the driver.
- Students should show respect and consideration for the driver, other passengers, and belongings, thereby helping to make the trip pleasant and safe for everyone. Students should help to ensure the noise level is not too high.
- Students should help to keep the bus clean. (No eating, drinking, or smoking is allowed on the bus at any time.)
- Students are expected to comply with the bus driver's instructions. In the event that behavior of a student is considered by the administration to jeopardise the safe running of the vehicle, ACS Hillingdon reserves the right to remove the student from bussing.

## **New Bussing Arrangements**

We would appreciate your assistance by informing the admissions office of your address as soon as possible. Please be aware that late August is our busiest time, and therefore requests may take from one to two weeks to arrange.

## **Change of Address**

Once the school year has started, a minimum notice period of 5 school days will be required for any bussing changes. However, all requests (which should be made via the Transport Office) will be met as soon as possible. In the meantime, the responsibility for making transportation arrangements rests with the parents.

## **Absence due to Illness or Holiday**

If your child is unwell and will not be riding the bus to school, please call the contractor before 7:00 a.m. and let them know of the absence.

If you are away when school is in session, and will not require bussing, kindly give the Transport Office one week's advance notice.

### **Door to Door Bus Service**

We make every effort to collect students from their doorstep, but some roads are inaccessible to our school buses. In such cases, we will collect students from the closest and safest possible point to their homes.

### **Door to Door Pick Up**

Just prior to the commencement of school, the Transport Office will send cards to all families, informing them of their route number and approximate pick up time, first morning only. The timing of buses quickly falls into predictable patterns.

Please have students ready at the pick up time; some roads are a 'no waiting zone'. In any case, we cannot wait for longer than two minutes at any one house. Waiting for two minutes at every house on the route will make the bus late for school. School begins at 8:30 a.m.; so all buses need to arrive by 8:30 a.m. promptly. Please be patient if we are running behind schedule. Sometimes this is due to a breakdown, a new or substitute driver, a new family on the route, students who are late, the weather, road works, or simply traffic.

### **Door to Door Afternoon Drop Off**

If a Lower School pupil who normally rides the bus is being collected by car after school, it is necessary to send a note in to the child's teacher. Parents or guardians of Lower School students must make themselves visible to the bus driver, as the driver has to sign to say that he has seen a responsible person receive your child.

In the event that parents are clearly not home, the driver will call the contractor, who will call the transport office for instructions. As a general rule, the child will be re-routed back to school. Children at school after hours, waiting for a parent or guardian to collect them, will be with security in the security lodge.

All parents of younger students are advised to have an emergency plan in place in the event that the child, in spite of these procedures, is inadvertently left unsupervised at home.

### **Shuttle Routes Pick Up**

Shuttle times given are leaving times from pick up points. Drivers are not allowed to wait once the quoted time has arrived. Shuttle routes, contractors, and pick up times are available.

### **Late Bussing**

In order to enable students to participate in after school activities, we offer late buses Monday through Thursday. Late buses depart at 5:00pm and drop students off at various locations. If the school offers other late bus services, parents will be notified in advance. In the past, on certain designated days a "late late bus" has been arranged for middle and high school students and departs at 6:00pm, and goes to a few selected stops. Students in Lower and Middle School riding late buses must be collected from the bus drop off points by a parent or guardian. The drop off times vary due to the number of activities and the

number of students involved on any given day. Arrival times are only approximations, and we advise parents to arrive 15 minutes before the scheduled time.

For a listing of late bus and late/late bus drop-off locations and approximate arrival times, please contact the Transport Office.

Parents or guardians of Lower School students must make themselves visible to the bus driver, as the driver has to sign to say that he has seen a responsible person receive the child. In the event that a parent is delayed, Lower and Middle School students will be re-routed back to school where they will be met by security, to await collection by parent or their representative who has been notified by security.

The late bus services at ACS Hillingdon are a privilege to the students. To make this the best service possible and to ensure that students are safe, the Transport Office and the School need to have the full cooperation of parents and pupils.

### **Signing up for Late Bus**

Lower School students are signed up for the late bus via the permission slip when they register for an after school activity. Middle and High School students sign up daily during homeroom. If they have not signed up by 10:30am, they may not be able to ride the late bus.

### **Missing the Regular After School Bus or Late Bus**

It is a very rare occasion when a child misses a bus. However, should it occur, we will keep the child at the school until a parent arrives to collect him/her, or until a parent calls the school and makes other transportation arrangements. Obviously, every attempt will be made to contact parents should this happen, but we may not be able to reach you. For example, you may be waiting at a late bus drop-off point without a phone.

### **School Bus Transfers**

The purpose of our bus service is to take students to and from school, and our buses generally travel at, or very near, capacity. However, sometimes a request for a student to travel home or into school with another ACS Hillingdon student on a different route can be accommodated, providing the student is travelling and there is space on the bus.

Arrangements can only be effected in the following way:

- The parent or person who is responsible for the child making the change must notify the Transport Office at least 24 hours in advance of the day the change is requested by Phone (01895-816803) or Fax (01895 818416) or Email [doliver@acs-england.co.uk](mailto:doliver@acs-england.co.uk). If the student is in the Lower School the parent must also notify the Classroom Teacher of the Request.
- The same parent must call the Transport Office before noon on the day the transfer is requested to confirm the change.
- Remember: no confirming call - no transfer

If the change is not possible, parents will need to make other transportation arrangements for their children.

## **Suspension From Riding the Bus**

Please remember ACS Hillingdon bus rules. Students who do not comply will be removed from the bus for 1 week. If inappropriate behaviour continues, students will be removed permanently. Use of the school bus is a privilege - not a right.

## **Signature Required**

During the August mailing there will be a form sent home that requires all parents, and Middle and High School students to sign that they have read the bussing information and understand the importance of wearing seat belts.

## **Procedure to Follow in an Emergency**

In the interests of the safety of those on the bus, parents cannot telephone drivers directly. However, each bus is equipped with either a radio or a mobile telephone so that the driver and contractor can communicate. Thus, it is possible for you to send a message in an emergency through the contractor to your child's bus.

If your child is en-route on a bus, and you have an emergency, contact the contractor directly. Contractors' addresses and telephone numbers are available from the Transport Office.

For other emergencies or problems, or if you are unable to reach the contractor, follow this procedure:

Call Mr. David Oliver, Transport Coordinator.

01895-816803 (Direct line to Transport Department)

01895-259771 (ACS Hillingdon switchboard)

Call the ACS Hillingdon telephone number above and speak to either the appropriate Principal, the Head of School, or Security.

School hours are from 8:00 a.m. - 5:00 p.m. Callers outside these times will hear a recorded message. By holding the line, your call will be answered by a security officer.

## **Students Travelling Home with Parents Other than their Own**

Students may only travel home by car with other parents if the divisional office has permission in writing from the parent of the student making the change.

## **Student Driving Privileges**

Most students travel to school on our bus service. Special permission is required if students wish to drive a car to school. Driving privileges are only given to students in the senior class (Grade 12/13). In cases with unique circumstances, the Head of School and/or HS Principal may allow non-grade 12/13 students driving privileges.

An ACS Hillingdon driver's application form must be completed by the parents stating they accept full responsibility and that the school cannot be held liable for any accident or injury suffered by the student coming to/from school, and that, in cases of private cars, the

student has a full valid UK Driving License and the legally required insurance. This driver's application form, with a passport-sized photograph, must be submitted to the High School Principal for approval. Parking at school is very limited, so permission to drive private cars is regulated closely. Learner drivers are not allowed on campus.

Private student cars are to be used only to come to and return home from school. Trips out of school may not be made during the school day. Once parked on school property, student cars are not to be visited or opened until departure for home unless prior permission is obtained from the High School office. If the school's parking lot is full and the student parks near to the school, the student is not able to leave campus to go to the car as indicated above.

Students are reminded that this privilege can be withdrawn at any time by the school officials.

### **Taxis and Unregistered Vehicles on Campus**

Due to security issues, taxis or unregistered vehicles may be restricted from driving on campus. The decision regarding taxis on campus is at the discretion of the Head of School.

### **Vehicles and Emergency Drills**

In the event of emergency drills during school hours, vehicles will be held at the security lodge. Should a drill occur just before or just after school hours when there is considerable traffic congestion, it may be necessary for vehicles to bypass the school and keep moving as advised by security or the Transportation Coordinator.

# Athletic Programme

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## High School

### *Philosophy*

The Athletic Department at ACS Hillingdon provides an exceptional educational experience for our students. We offer the opportunity for students to be successful both as individuals and as team players.

ACS Hillingdon is a full member of the International Schools Sports Tournaments (ISST). This organisation offers tournament competition at the end of each season throughout Europe.

**Fall Season** September-November

Sports offered: Varsity and Junior Varsity Cross Country, Soccer and Volleyball.

**Winter Season** November-March

Sports offered: Varsity and Junior Varsity Basketball, Rugby, Swimming and Dance team.

**Spring Season** March-May

Sports offered: Varsity and Junior Varsity Baseball, Softball, Tennis, Track and Field and Golf.

### *Eligibility*

Any student may participate in athletics, but eligibility to play games and travel will be determined with regular consultation of faculty and the Principal, based on academic and behavioural considerations. Pupils with two or more Ds and/or any failing grades will be placed on Academic Probation. Students on Academic or Social Probation will not be allowed to play on ACS sports teams.

No student over 19 on September 1st during the school year to follow that date will be allowed to participate in ISST competitions.

A student may participate only if he/she and parents have signed the ISST rules and guidelines.

All ACS Hillingdon school rules must be observed at all times to maintain eligibility.

### *Hosting Responsibility*

During the year there will be various sports trips to American/International Schools in Europe. On these trips students will be housed with the families from the host school, and in return ACS Hillingdon student athletes are expected to house visiting athletes. This is an essential part of the sports programme.

## **Middle School**

### *Philosophy*

Opportunities are provided for all students who wish to participate in team sports. ACS Hillingdon is a member of the London International Schools Association (LISA) Middle School Athletic Programmes, which promotes inclusive programmes for Middle School students.

#### **Fall Season** September-November

Sports offered: Cross Country, Soccer and Volleyball.

#### **Winter Season** November-March

Sports offered: Basketball, Rugby, Swimming, and Dance Team.

#### **Spring Season** March-May

Sports offered: Softball, Tennis, Track and Field and Golf.

### *Saturday Morning Activities*

Throughout the year, there is a Saturday morning activity programme available at an extra cost to students in the Lower and Middle school divisions.

### *Policy of Involvement*

All interested Middle School students may be a member of a Middle School team, with the exception of grade 5 who are not eligible for every sport.

Students in the 8th grade of the Middle School may be considered for High School teams under certain circumstances. This decision will be made in consultation with the parents, coaches, Athletic Director, Middle School Principal and High School Principal.

## **Middle and High School Athletic Code**

All student athletes are expected to adhere to the School Rules and Regulations as outlined in this handbook. Regulations specific to athletic activities are as follows:

### *Attendance*

Attendance at practice and athletic events is required; possible exceptions are approved academic responsibilities, illness or family emergencies. Whenever possible, the coach should be informed prior to the practice to be missed. Failure to do so may result in disciplinary action by the coach ranging from a reprimand to expulsion from the team.

In addition, athletes are expected to be in school on days of games, trips and the day after returning from an athletic trip. Athletes not in class on the day of an event will not be permitted to compete. Athletes who have a scheduled PE class on the day of an event and do not actively participate in that class are ineligible to participate in the event.

### *Dress Code*

Athletes travelling to away games are to dress in neat, clean and presentable clothes. The coach will communicate any special dress considerations when travelling overseas.

### *Athletic Equipment*

Athletes assume all responsibility for equipment issued to them during the season and will be fined for any lost or damaged items. Issued equipment will be worn or used only when participating in inter-scholastic events. No equipment will be taken without permission of the coach. Shin pads and cleats are required for soccer and rugby. Rugby players must also have mouth guards/gum shields.

### *Student Conduct and Behaviour*

Athletes are expected to conduct themselves in a respectful and cooperative manner at all times. All school rules and expectations apply. Inappropriate behaviour will result in disciplinary action.

### *Violation of the Code*

If a violation of the athletic code occurs during an away sports trip, the coach will make one of the following decisions:

- Allow the athlete to remain on the trip, but not take part in the activities.
- Send the student home at the parent's expense.

Regardless of the action taken, upon returning to ACS Hillingdon, the athlete will normally be ineligible for future school trips. The offending student will normally be dropped from the athletic programme for a period of time as determined by the Head of School, and future participation in any school activities will be evaluated. Further disciplinary steps may be taken.

## **Lower School**

### *Clubs and Sport*

Our after school activities vary from year to year. Lower School teachers offer clubs in both the fall and spring to students in Grades 1 through 4. In addition, the Athletic Department offers soccer to grade 4.

### *Saturday Morning Activities*

Sporting activities are available for an additional fee on Saturday mornings at the school. This programme is designed specifically for Lower and Middle School students and it is an ideal opportunity for students and parents to become involved in the ACS Hillingdon community.

# Student Welfare

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## Personal Counselling Services

A school counsellor is available to assist students in each division. Counsellors provide a diverse range of services. In particular, the counselling programme is designed to address issues of adjustment that occur as a result of moving to new countries and schools.

If individual counselling is desirable, a student may be referred in several ways. Teachers, as well as parents, may suggest that a student see the counsellor. Parents may make referrals over the phone or by appointment. A student may ask to see the counsellor by filling in a student referral form. All referrals are treated confidentially.

Once a referral is made, a student will be seen for an initial assessment, and additional visits will be scheduled as needed. Parents may be contacted if the child needs additional counselling. The focus of all counselling sessions is on problem solving and skill building. At times, the counsellor may suggest that parents seek further assistance outside of school. In these cases, names of counselling agencies or organisations can be provided.

Counsellors and medical officers must advise students that they may not always be able to keep information provided to them confidential. Such officers may respect the confidentiality of information unless it is necessary to stop unlawful activity or prevent harm to the student or others. Such circumstances override the obligations of confidentiality.

## Child Protection

The school takes seriously its responsibility to safeguard and promote the welfare of children and to promote work with other agencies to ensure adequate arrangements within the school to identify, assess and support children who are suffering harm. ACS Hillingdon will follow the Child Protection Procedures published by our local county council. The school must make a referral of any allegation to the Child Protection Unit. The school will then be advised of the procedures to follow. This is an independent analysis and the school does not control the time frame.

The school community will:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all students know there is an adult in the school who they can approach if they are worried or in difficulty.
- Include in the curriculum opportunities for children to develop skills that will keep them safe and from harm.

## Security

Security officers are on duty on the school campus at all times and will make certain that academic buildings are properly locked during non-school hours. Security officers can be reached outside of school hours through the school switchboard on 01895 816807.

## **Crisis Management**

A Crisis Response Team exists to assist the school to function in the event of a crisis or tragedy that indirectly or directly impacts the people of the ACS Hillingdon community. If you are one of the first to become aware of such a crisis, please inform the Head of School or a Principal promptly.

Steps taken in response to a given incident will be determined by the Crisis Response Team, which is composed of counsellors, administrators and various specialists as needed. First and foremost, the team is concerned with the safety of students. The team provides emotional support to students, staff, and parents by responding to the event in a calm, compassionate, and timely manner. Crisis management plans and contact numbers are in place.

## **Emergency Drills**

The buildings on campus are fitted with fire alarm and tannoy systems. Throughout the year, fire drills take place in order to familiarise pupils with procedures and escape exits. Instructions for fire drills are posted in each classroom. Emphasis is placed upon silence, order and strict observance of the rules. Any student deliberately setting off the fire alarm or a fire extinguisher as a prank may be suspended and may be recommended for expulsion. Any parent on campus during a fire drill needs to exit the building and report to the receptionist on the sidewalk behind the Red Room.

Other drills are conducted using the tannoy system, and everyone on campus must follow the instructions given.

Refer to the Transportation Section of this Handbook regarding emergency drills that occur outside of school hours.

## **Medical Office**

A welfare assistant/nurse is on duty during school hours and until 5:00pm. She is there to assist pupils who become ill or injured during the day. Parents are required to complete the medical forms sent home at the beginning of the year and to keep the welfare assistant/nurse informed of all medical problems, which might affect a student or have a bearing on his/her academic work. Should you need assistance registering with a local doctor, please contact the welfare assistant/nurse.

Several first-aid kits are located throughout the campus (gymnasium, art rooms, science labs, etc.) and certain teachers and members of staff are qualified to administer first aid

## **Considerations**

Please do not send your youngster to school following an illness unless s/he is well enough to participate in all aspects of the school programme, which includes outside activities. Students will not be admitted to evening social events sponsored by the school if they are absent the entire day. It is essential for the welfare of your youngster and the other students in school that s/he does not return to school until s/he has been free of fever or has not vomited or had diarrhoea within the past 24 hours.

## Medication

The school must be informed of any temporary or regular medication taken by students. All medication, including inhalers and epi-pens, must be managed by the school's welfare assistant/nurse.

Students in Middle School and High School may carry their inhalers and epi-pens with them after consultation with the school's welfare assistant/nurse.

### *Administration of Medicines to Students*

The school acknowledges that certain students may require medication during the school day to function as near to their potential as possible. The school also realises that the administration of medication by the parent, legal guardian of the child, or by appropriate medical authorities is not always possible at the prescribed time during the school day.

In this regard, the school will administer medication provided that, and only if, the parent(s) or legal guardian(s) of the student comply with this policy.

### *Parent/Guardian Responsibilities*

- a. The parent(s) or legal guardian(s) will provide the school with a completed Administering Medication form (obtained from the medical office) that includes:
  1. Child's name
  2. Name of medication
  3. Prescribed or recommended dosage
  4. Time to be taken during school hours
  5. Expected duration of treatment at school
  6. Possible side effects if known
  7. Diagnosis or reason requiring the medication
  8. Parent's signature and date.
- b. Medications must be received by the school in the original intact container or package. The pharmacy label on prescription drugs must include the legal requirements and must not be obstructed in any way. Non-prescription medication packages must have the active ingredient and recommended dosages clearly readable.
- c. Medications are to be brought to school by a responsible person. The school reserves the right to determine this responsibility, and this person will as much as possible, be the parent or legal guardian. If this is not possible, the parent/legal guardian will contact the school's welfare assistant/nurse in advance of administering the first dose, advise of the need for the medication, and the method of delivery of the medication will be agreed upon. A written letter stating all information contained on the Administering Medication form must accompany the medication. The appropriate form will then be sent home with the student and must be completed and returned before the second dose is administered. Paracetamol (UK equivalent to Tylenol) will be given only if the parent(s) or legal guardian(s) have signed the form indicating permission for administration.

- d. A new Administering Medication form is to be completed:
  1. Whenever the dosage is changed
  2. Annually, for all medications
  3. For each medication for each child
- e. The school welfare assistant/nurse is to be notified immediately of any changes in dosage or if the medication is no longer required.
- f. Medication for field trips will be provided by the parents and given to the welfare assistant/nurse who will pass this on to the group leader. The medication is to be accompanied by a letter explaining dose and time to be given. All medication should be named and prescribed for that person in the original packaging. Medication stored in the medical office is only to be used during the school day.
- g. All medication must be collected at the end of the school year. Any medication not collected will be disposed of through a pharmacy.

## Immunisation

Please check whether your son/daughter is up-to-date with his/her vaccinations. The UK and USA schedules appear below. If you are following a programme from a different country and need advice, feel free to contact the welfare assistant/nurse. Should any of your children require a vaccination, your family doctor will administer it.

### *British Immunisation Schedule*

2, 3 and 4 months	Hib Diphtheria, Tetanus, Whooping Cough Meningitis C Polio – by mouth
12 months	Measles, Mumps, Rubella (MMR 1)
4yrs 6 months	Diphtheria, Tetanus, Whooping Cough Measles, Mumps, Rubella (MMR 2)
13 years	Tuberculosis BCG
15 years	Diphtheria, Tetanus Polio – by mouth
Every 10 years	Tetanus Polio (for people working with children)

*American Immunisation Schedule*

2,3 and 4 months	Hib Diphtheria, Tetanus, Whooping Cough Meningitis C Polio Hepatitis B
12 months	Measles, Mumps, Rubella (MMR 1) Varicella-zoster (Chicken pox)
18 months	Diphtheria, Tetanus, Whooping Cough Polio
4-6 years	Diphtheria, Tetanus, Whooping Cough Polio Measles, Mumps, Rubella (MMR 2)
11-12 years (if not already received)	Measles, Mumps, Rubella (MMR 1 or 2) Hepatitis B Varicella-zoster (chicken pox)
14-16 years	Tetanus, Diphtheria Polio
Every 10 years	Tetanus Polio (for people working with children)

**Unwell Students**

Please do not send children to school if they have vomited in the morning or have a fever. Paracetamol or Tylenol will only control a fever for a short period of time. Sometimes it is difficult to decide whether a child is well enough to come to school. If you are concerned that they may be ill and you send them in, please telephone the medical room and leave a contact number if you are planning to go out. It can be very distressing for ill children when parents cannot be contacted.

If a student becomes ill at school the parent/legal guardian will be contacted to collect the student. In the event that parents/guardians cannot be contacted then the emergency contact will be informed. Only High School students, 16 years of age and older, may be allowed to go home via taxi and only with permission of parents and the High School Principal. The cost of the taxi will be the responsibility of the parent.

Students requiring a hospital visit may be taken by ambulance or by car, depending on the nature of the problem. All attempts will be made to contact the parent so that s/he can

accompany the child, but if the school cannot contact the parent/guardian, the school will send an escort to accompany the child.

Minor accidents are not reported to parents; however, all head injuries, regardless of how minor, will be reported by phone or letter. A forceful blow to the face or head is regarded as a head injury and will always be reported. Head injury advice will be sent home with the student.

### **Students with Specific Health Needs**

If you haven't already contacted the medical room with a specific health need, i.e. a student with asthma, anaphylaxis (severe allergy) diabetes, or any health concern, please contact us as soon as possible. It is in the interest of your son/daughter and the school community to provide as safe an environment as possible.

An interview may be needed to discuss the health needs of your son/daughter. All interviews are confidential and only shared with other colleagues on a need to know basis for the safety of the student concerned.

## NOTES

## NOTES

## ACS International Schools Mission Statement

ACS International Schools based in London, England were founded in 1967. We serve international and local communities. The schools are non-sectarian and co-educational (day and boarding) for students from 2 to 18 years of age. We educate a multinational student body in accordance with American and internationally recognised educational principles and practices.

We inspire our students to become successful lifelong learners and responsible global citizens. We promote high standards of scholarship and challenge all members of the community to fulfil their potential.

## Our Vision

ACS International Schools will achieve global recognition as the centre of excellence in international education.

And:

- We will provide the opportunity for all to achieve more than they believe they can
- Each campus will receive international recognition for a relevant aspect of education
- We will use opportunities consistent with our values to promote internationalism on a local and global stage
- We will source, recruit and develop leading people in their respective fields
- We will create an environment in our schools where all feel safe and secure and can thrive.

Our energy, innovation and dynamism will take us there.



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**SCHOOLS**  
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