



PARENT-STUDENT HANDBOOK

Revised - July 2021

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American School Macedonia

Vision, Mission and Belief

School Vision

We will provide an excellent 'American System Type' school education with instruction in English for eligible local and international children by creating a harmonious environment for all students that recognizes, accepts, and treats in an egalitarian manner, students from all cultures, races and religions.

School Mission

We actively encourage our students to embrace learning to the fullest extent. By using varied and innovative teaching and learning techniques, continual assessment, and external standardized testing, the school strives to produce life-long learners who will go on to become knowledgeable individuals, responsible and productive citizens, effective communicators, and critical thinkers.

School Belief

To provide students with a balanced curriculum that is aligned to internationally recognized standards, within a nurturing and pastoral environment that is responsive to their educational needs, interests and abilities, so as to improve student educational achievement.



Please note: Our Vision, Mission and Belief is constantly evolving and changing in step with the needs of our students. If you feel that we need to add, remove or change any part of our Vision, Mission or Belief, then let us know by completing the Stakeholder Suggestion Form that can be found in the school foyer.

School Information

American School Macedonia (ASM) is open from 7.00 am – 3.00 pm Monday through Friday. Please add the school office number to your phone list: +398 2 3063-265. Our fax number is: +389 2 3091 331.

The school office e-mail address is contact@asm.edu.mk

The Principal's mail address is principal@asm.edu.mk

Parents and students wishing to communicate with the school need to do so through the main office address contact@asm.edu.mk and through our office number +398 2 3063-265.

ASM school website – www.asm.edu.mk

You will be able to find a lot of up-to-date information about the school on our website, so please be sure to bookmark our page and check the site from time to time. We also have a [Facebook](#) page and [Instagram](#), so be sure to follow us and keep up-to-date with the latest information.

ASM Structure and School Staff Roles

ASM has a variety of support resources that are available to you and our students. The most important person to know from K through to grade 5 is your child's homeroom teacher. You can contact your child's teacher by calling the school. For students from grade 6 through 12, you can schedule an appointment with any of the teachers through the school office.

ASM also involves other staff members who help families and students succeed in education:

- The Principal is the lead school administrator. S/he serves as the instructional leader of the school and is responsible for the overall school operations.
- The Head of School Administration manages different areas, such as, student grade level placement, student discipline, scheduling, and other support services.
- The Elementary and High school guidance counselors provide leadership for the implementation of the curriculum, counseling for students, and consultation for parents and staff.
- English as a Second Language (ESL) teachers work with students whose native language is not English.
- The Child Protection Leads provide guidance in the event of a child protection allegation or concern. Leads also ensure that all reasonable measures are taken to minimize the risk of harm to children's welfare.
- The IT Helpdesk Lead assists all parents and students in all matters related to the e-school environment.

Please feel free to contact the appropriate staff member with any questions or concerns you may have regarding your child's educational experience.

Registration of New Students at ASM

If you wish to enroll your child in our school, please visit the main office. Parents/guardians will be required to complete and return an Application Form, together with a copy of the child's passport, and the last Report Card.

Students whose native language is not English will be required to take an entry test in English and Math that will determine their level of English and appropriacy for their grade level. This will then be followed by student placement in the appropriate grade according to their language level.

Students who experience literacy and Math difficulties, especially those from grade 2 – 5, will be placed in the appropriate grade according to their abilities to cater for their needs. Should they be placed in a lower grade, they can easily move back into their age-appropriate grade level once they attain the required level of English proficiency. For grades 6 – 12, ASM offers tailored instruction in English language skills through the English as a Second Language (ESL) program for students.

Get involved in the school and attend our events

The first day of the academic year is 1st September, unless it falls on a weekend. This day is an induction/orientation day whereby students and parents come to the school to meet and speak with their child's teacher(s), meet other parents and students from their child's grade and receive information about the forthcoming year.

For new students, we ask that parents and students come to the school for a brief presentation about school procedure. Welcome Packs containing all relevant information are handed out during the presentation.

Welcome Party

In the first or second week of the school year, ASM organizes a Welcome Party for all students, parents and teachers. On top of the induction day that will have taken place on the first day of the school year, the Welcome Party offers a perfect opportunity to meet the teachers, and to meet other parents and students, too. The event is wholly informal but is an excellent way to meet all the members of the school.

Who can enroll

Students who wish to apply to Elementary School (with the exception of Kindergarten) must be foreign nationals.

No such restrictions exist for High School students (from grade 9 - 12). The ASM High School is accredited by AdvancED and by the Macedonian Ministry of Education and Science. Macedonian students are eligible and are encouraged to apply.

Tuition Fees

For new students, a deposit of € 500 is to be paid upon enrollment.

Payment procedures in Elementary School

American School Macedonia offers the following payment plan for parents. Please review the options for payment below and choose your preferred payment option.

- **Option 1:** The first is to pay the complete cost of tuition no later than August 25th, 2021. In this case the cost of tuition will be € 4,345.
- **Option 2:** The second is to pay in two installments: the first installment no later than August 25th (€ 2,225) and the second installment being due in mid-January 2022 (€2,225).
- **Option 3:** The third is to pay in three installments: the first installment no later than August 25th (€ 1,515), the second installment by mid-January (€ 1,515) and the third and final installment being due by mid-March 2022 (€ 1,515).

Payment procedures in High School

Please review the options for payment below and choose your preferred payment option.

- **Option 1:** The first is to pay the complete cost of tuition no later than August 25th 2021. In this case the cost of tuition will be € 3,740.
- **Option 2:** The second is to pay in two installments: the first installment being no later than August 25th (€ 1,920) and the second installment being due by mid-January 2022 (€ 1,920).
- **Option 3:** The third is to pay in three installments: the first installment being no later than August 25th (€ 1,320), the second installment being due by mid-January (€ 1,320) and the third and final installment being due by mid-March 2022 (€ 1,320).

Please be aware that students cannot attend classes until the proper payment is received. Attendance of one day during the quarter requires payment for the entire quarter. If a student withdraws permanently during the school year, only the upcoming whole quarter's tuitions are refundable. For example, if a student withdraws in the middle of the second quarter, only 3rd and 4th quarter tuitions are refundable.

General Schedule

The school day is divided into six teaching periods, each of forty-five minute duration.

The school day begins promptly at 9.00am and students are expected to arrive at least ten minutes prior to the start of the first class.

Between each period there is a five-minute gap. This is not to be regarded as break time but preparation time for the next class. There is a fifteen-minute mid-morning break after the second period where students may have a snack and a drink if they so wish. The lunch break is after the fourth period and is thirty minutes in length.

The school day ends at 2.30pm, and students are expected to leave their classes in a quiet and orderly fashion once dismissed by their teacher.

Class and Break Schedule

Class Period	Class Time
Period 0 (<i>Selected High School Classes only</i>)	08.00 – 08.45
Period 1	09.00 – 09.45
Period 2	09.50 – 10.35
BREAK	10.35 – 10.50
Period 3	10.50 – 11.35
Period 4	11.40 – 12.25
BREAK	12.25 – 12.55
Period 5	12.55 – 13.40
Period 6	13.45 – 14.30
Period 7 (<i>Selected High School Classes only</i>)	14.45 – 15.30

General information

Supplies/Materials/Issuing of School Books

On the first day of school each of the teachers gives each parent a supply list for each subject, listing required supplies/materials that students need to bring with them to class. Please make sure that your child has these supplies and brings them with him/her to the appropriate class.

The school provides all students with textbooks. Their teacher(s) will give students their books during the first and second week of the school year. Books are only issued to students who have paid the first semester tuition payment. It is the student's responsibility to look after the book throughout the academic year. All school textbooks are to be returned to the teacher who issued them at the end of the academic year. Damaged or lost books will require that the student pay 50 euros (per book) to the school.

General Attire and Appearance

American School Macedonia requires that all students in grades one through twelve wear the ASM uniform. Wearing the school uniform is mandatory. In the event that a student is waiting to receive an ordered school uniform, that student may wear clothing of their choice that is appropriate for school.

We expect all students to attend school in a clean, well-groomed fashion. Likewise, boys are expected to be clean-shaven, with short hair, not dyed, and are not to have any piercing or tattoos. Girls are expected to appear with no make-up and are permitted to have only one piercing per ear, no nose piercing and no tattoo.

More information on ASM's Uniform Policy, Procedures, Uniform Notes and Uniform Passes can be found in our [Student Discipline Policy](#).

Physical Education Dress Code

Appropriate sneakers for use ONLY at P.E., sport's shorts and an ASM T-shirt. The school will provide students with one T-shirt for P.E. and they are expected to wear this for all P.E. classes. Should parents wish to purchase extra T-shirts, they may do so from the school office. In the event that a student is waiting to receive an ordered P.E. shirt, that student may wear clothing of their choice that is appropriate for P.E. classes.

Monitoring Your Child's Academic Progress

Parents have access to our electronic rollbook, SchoolTool. SchoolTool is a web-based program that assists parents in tracking their child's progress. It enables parents to see their child's daily grades in each subject, their absences and tardies, see the title of each lesson taught, and see assigned homework assignments and tests/quizzes.

To gain access to the e-rollbook, please visit our IT Helpdesk and obtain a security password.

Grading System

American School Macedonia uses a grading system based on a letter system along with a percentage:

A=90-100%, B=80-89%, C=70-79%, D=60-69% and below 60% is an F or fail.

For cooperation and behavior, we use another system with letter grades:

E=Excellent, VG=Very good, S=Satisfactory, N=Needs improvement, U=Unsatisfactory

In order for this system to work, it is mandatory that there must be at least one grade assigned per week per subject (depending on the number of allocated lessons per week) noted in the e-rollbook for each student. For example, if students have English or Mathematics 5 times a week, they must be graded at least once during that week. If the allocated number of lessons for a particular subject is two per week, students will be graded every second week.

There should also be a regular test at the end of each chapter of the book.

Report Cards

ASM parents will receive report cards documenting their child's academic progress every ten weeks, i.e., four times per year during Parent/Teacher meetings. These meetings are a good opportunity for parents and teachers to discuss the progress of the child.

Advanced Placement Courses (High School)

More and more universities require Advanced Placement (AP) as entry to their courses. American School Macedonia has a selection of high school courses that have been designated AP status.

With AP, students can get a feel for the rigors of college level studies while they still have the support of a high school environment.

After School Activities

The after school activities we offer our students are:

- Art
- English Language Classes
- German Language Classes
- French Language Classes
- Macedonian Language Classes
- English Cambridge Examination Classes (PET, FCE, CAE & CPE).
- Advanced Placement Exam Preparation Classes
- Chess
- Music
- Swimming
- Yoga for Kids

All of these classes usually begin around mid-September.

Homework and Tests

The homework assigned is directly related to classroom instruction and provides an opportunity to either reinforce understanding and skills taught in the classroom, or to independently and appropriately prepare subsequent classroom activities. We believe that homework helps students take responsibility for their own learning. It provides an opportunity outside the classroom to develop constructive study habits. Homework also provides an opportunity to reinforce basic skills.

The actual time required for assignments may vary with the study habits, skills of individual student and course load. Students are encouraged to pursue non-assigned leisure reading at all grade levels as well.

Student Internet Access and Network Access

ASM provides an electronic communications and wireless connection network that allows students internal and external access to the Internet. Access to the ASM network and the Internet is a privilege provided to students solely to support student education, research, and career development, and is therefore subject to certain restrictions.

Bring Your Own Device (B.Y.O.D.)

From the 2017/18 academic year, ASM has chosen to offer a B.Y.O.D. program to students in grades 6 through 12.

American School Macedonia uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, ASM allows personal devices on our guest network and school grounds for students who follow the guidelines regarding B.Y.O.D.

Mobile Telephones

Mobile phones are NOT permitted in the school for all students in grades K through 5. With the introduction of B.Y.O.D. in grades 6 through 12, mobile phones are permitted but must be turned off and given to the teacher at the start of each class. Phones may be collected at

the end of each class. Parents need to be aware that they may not be used within the school premises and that if the phone is lost or damaged whilst in school, the student alone takes full responsibility for the loss/damage.

Student Services

ASM provides services that support and assist all students in maximizing their academic achievement. These services are delivered by Elementary and High School Counselors, Child Protection Leads, the Special Education (SPED) Coordinator, and the IT Helpdesk.

Parents may contact the school for additional information on the student services offered.

Guidance Counselors

The school guidance counselors are key members of American School Macedonia staff who work with students, teachers, administrators and parents to improve the overall education process.

American School Macedonia guidance counselors work with elementary and high school students on immediate issues and future planning.

The fundamental role of school counselors is to assist all students in the areas of academic achievement, social emotional learning and career development. Counselors work collaboratively with school staff to foster a positive learning environment and support student growth.

Child Protection Services

American School Macedonia takes its duty towards all its pupils who have been entrusted to its care very seriously and seeks to provide a school environment where all children are safe, secure, valued, respected, and listened to.

American School Macedonia believes that there is zero tolerance for a child or young person to experience abuse of any kind and recognizes its responsibility to safeguard the welfare of all children and young people, by a commitment to practice that protects them.

Every person involved in ASM has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

IT Helpdesk Services

The IT Helpdesk office assists all stakeholder groups in all matters related to the e-school environment.

Throughout the academic year, members of the IT Helpdesk instruct our stakeholders about the school's e-rollbook (SchoolTool). This enables all parents to see their child's daily grades in each subject, their absences and tardies, see the title of each lesson taught and see assigned homework assignments and tests/quizzes.