



Alexander B. Cummings

Model Science and Technology School



STUDENT HANDBOOK

Mission

Our mission is to inspire and educate students to be responsible, innovative, creative, personally successful, nationalistic, and willing to provide voluntary services to community and nation.

Vision

Education at ABCMSTS will prepare students for lifelong learning, productive citizenship, and personal growth. The vision of ABCMSTS is to lead an educational reform agenda in Liberia. Our program will encourage students to use technology to learn holistically through collaboration with colleagues, family, businesses and community. Students will learn in an innovative and professional environment fostered by the use of advanced learning methods and technology through the implementation of relevant and rigorous curriculum in which skills development and national pride are emphasized.

Core Values

The core values of ABCMSTS are **Trust, Respect, Responsibility, Accountability, and Service.**

- **Trust:** students will learn to trust themselves, their colleagues, teachers, family members, and the community.
- **Respect:** students will treat themselves, adults working with the school, the community, their parents, and others with respect, tolerance, kind heart, and a serious concern for their well-being.
- **Responsibility:** The educational environment will encourage students to be responsible and take responsibility of their own learning.
- **Accountability:** Students will be accountable during every stage of the educational process. They will be required to give account of what they have been taught, what they have learned, and services they are required to undertake within the community.
- **Service:** We believe that we are interdependent on each other, our community, and our nation, and are prepared to render voluntary services to help develop our community and nation.

Student-Parent-Staff Responsibility

Responsibilities of Students

- To attend school and classes regularly and on time
- To be prepared for class with appropriate materials and work
- To know and obey school rules and regulations
- To respect the rights of school personnel, fellow students, and the public in general at all times
- To demonstrate pride in the appearance of school property including buildings and grounds

Responsibilities of Parents

- To provide student with all necessary school materials, encourage and monitor student studies in school and at home
- To visit school periodically and to participate in conferences with teachers, administrators regarding the academic and behavioral status of their children
- To provide the school with current information regarding address, phone numbers, medical information, and other facts which may help the school to serve their children
- To become familiar with school's policies, rules, and regulations.

Responsibilities of Staff

- To consider the personal worth of each individual student as a single, unique, important human being.
- To equip each learner with the knowledge, skills, attitudes and values required for successful living.
- To hold students accountable for the studies and actions at all times.
- To keep parents and students informed with timely or periodic reports relating to the student/school experience.
- To model communication that encourages mutual respect and problem-solving within relationships.

Visits to School

Parents or guardians wishing to visit a class should make arrangements in advance with the teacher and the principal for a mutually agreeable time. All visitors must register in the school office and wear the badge identifying them as visitor.

The principal of the school has the right to prohibit the entry of any person from the school site when there is reason to believe the presence of such person would affect the good order of the school.

Attendance

Education is an opportunity and a right. If students do not exercise their right to attend school, they have limited their opportunity for the basic education necessary to become mature, knowledgeable and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in a student's success in school.

Absences

1. Excused absences
 - a. Absences may be verified by the principal, physician, doctor or nurse
 - b. Absences listed below will be excused when verified.
 - i. Illness reported by parents (1 day)
 - ii. Quarantine directed by health officer
 - iii. Illness reported by parents - Medical reasons (2 days + proof required)

Consequences

Less Serious Offences	Serious Offences
Step 1. Warning Step 2. Detention and/ parent conference In school suspension Step 3. Suspension Step 4. Suspension and/ or expulsion	Suspension and/or expulsion

Expulsion	Expulsion, Unless Particular Circumstances Render Inappropriate	May be Expelled (Discretionary)
Act must be committed at school or school activity. <ol style="list-style-type: none"> 1. Firearm Possessing firearm. Selling or otherwise furnishing a firearm. 2. Brandishing a knife at another person. 3. Unlawfully selling a controlled substance. 4. Committing or attempting to commit a sexual assault. 5. Possession of an explosive. 	Act must be committed at school or school activity. <ol style="list-style-type: none"> 1. Causing serious physical injury to another person, except in self-defense. 2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the student. 3. Possession and/or use of any control substance like marijuana, cannabis, and etc. 4. Robbery or extortion. 5. Assault or battery, or threat of, on a school employee. 	Acts committed at school or school activity or on the way to and from school activity. <ol style="list-style-type: none"> a. Inflicted physical injury. b. Possessed dangerous objects. c. Possessed drugs or alcohol d. Sold look alike substance representing drugs or alcohol. e. Committed robbery/extortion. f. Caused damage to property. g. Committed theft. h. Cheated on a formal exam/midterm i. Used tobacco j. Committed profanity/obscenity/vulgarity. k. Disrespected/disrupted or defied school staff. l. Possessed or sold drugs. m. Received stolen property. n. Possessed imitation firearm. o. Committed sexual harassment. p. Harassed, threatened or intimidated a student witness. q. Committed hazing. r. Engaged in an act of bullying, including committed by means of an electronic act, directed specifically toward a pupil or school personnel

Electronic Devices (excluding cell phones)

Radios, tape recorders, MP3players, electronic games, cameras, and other devices which might disrupt school are not permitted at any time, any place, in or out of class. On first offence, the item will be confiscated and parents or guardian asked to pick it up. On the second offence the item will be confiscated for the remainder of the school year, student will be suspended and placed on the no electronic device list.

Dress Code

Students are expected to dress neatly and appropriately at school every day.

There will be no sagging (Sagging is when student's belt/waistband is under the buttocks when a student is sitting; belt/waistband is below the top of the buttocks when student is standing; or when undergarments/pants are visible).

There will be no alteration to school issued uniforms. Students in violation will be required to purchase a new set of uniform before being allowed into the classroom.

Cell Phone Policy

Students are allowed to have one cell phone on their person; however it must not be out, or visible to staff from gate-to-gate while on campus or in the classroom. It must be kept in the "OFF" position during school hours.

1. First offense the student will receive a warning and the phone will be confiscated until the end of the school day.
2. Second offense the phone will be confiscated, detention issued, and the parents will be required to pick it up.
3. Third offense the phone will be confiscated for the remainder of the school year, the student will be suspended and placed on the "NO Cell Phone" list. Further violation may result in expulsion from the school.

While preparing our students to integrate in society as good citizens they are expected to observe the following:

Code of Conduct

Once students are on campus, they are to remain until dismissal. All students must identify themselves upon request.

- Come to class every day and on time.
- Come to class prepared to learn at all times.
- Complete assignments and homework on time.
- Work independently when independent work is assigned.
- Work cooperatively when group work is assigned.
- Study on campus and at home every day.
- Exercise reasonable care for school property.
- Show respect for others and do not disturb class.
- Show progress reports, report card, and behavioral referrals to parents.
- Remain in your seat at all times in the classroom except with permission to do otherwise.
- Profanity, abusive language, threats and harassment will not be permitted.
- Theft, and vandalism will not be permitted.
- Students may not engage in public displays of affection (kissing, fondling, caressing, rubbing, extended hugs, touching inappropriately, etc.).