

THE GUIVY ZALDASTANISHVILI AMERICAN ACADEMY IN TBILISI

HANDBOOK



2023-2024

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The Guivy Zaldastanishvili American Academy in Tbilisi (the “GZAAT” or “Academy”) was established in 2001 as a private trilingual co-educational high school teaching primarily in English. Its founders drew on the best practices in American education to create a program designed to serve the needs of the predominately Georgian student body and to be taught by well-trained local teachers.

Our mission is to develop knowledgeable, compassionate individuals who are at the same time lovers of their homeland and responsible citizens of the world convinced that nothing national has value unless it is valuable also for all mankind.

Our vision is that the GZAAT experience will develop lifelong learners well prepared for study at the university level and for successful lives and careers. We aspire to remain a model for education in Georgia our graduates leading the development of their country.

- We believe in the fundamental importance of student centered, interactive learning that stresses critical thinking, problem solving and effective communication skills.
- We believe in the need to develop well-rounded individuals with sound values and sound minds who see education as a way to know themselves, to know their world and to change it for the better.
- We believe that knowledge of and appreciation for Georgian culture is a fundamental element of our program and the ethos of the school.
- We believe in the central importance of the classroom teacher and the school community as a participatory, learning environment
- We believe in utilizing the best resources to realize our mission, be they facilities, technology, or educational research.

Faculty

Junior High

English: Ken Goff

Georgian: Ana Abashidze

Russian: Anna Avakova

German: Pati Ramishvili

Social Sciences: Lasha Bezhanishvili

Mathematics: Sophio Chkheidze

Biology and Chemistry: Tea Japaridze, Elene Javakhishvili

Physics: Lela Sisauri

Music: Elene Nizharadze

Art: Eka Chigogidze

Counseling Coordinator of Junior High Program: Nino Mgebrishvili

Physical Education Coordinator of Juiniior High Program: Zviad Kotrikadze

High School

English: Gvantsa Zhuruli, Anthony Schierman, Lela Samniashvili, Khatuna Tskhadadze, Mariam Khidesheli, Manana Mgeladze, Tamar Jejilashvili.

Georgian: Ketevan Topadze, Rusudan Abramidze, Marika Dadiani, Levan Gigineishvili, Mariam Toradze, Ana Kopaliani, Mariam Giorgashvili.

Russian: Irina Chkheidze, Eka Gordeziani, Maia Khadouri, Maia Lordkipanidze.

History: Paata Ramishvili, Nino Mitsishvili, Ketevan Sturua, Levan Ghambashidze, Sandro Mikelashvili.

Mathematics: Irma Chelidze, David Shapakidze, Lasha Kokilashvili, Goderdzi Pruidze, Vasil Godabrelidze, Giorgi Mchedlishvili.

Biology: Nia Chachiashvili, Tea Japaridze, Elene Javakhishvili.

Chemistry: Tamar Mamulashvili, Natia Chachua.

Physics: Ilia Mestvirishvili, Kato Tsuladze, Lela Sisauri.

History of Art: Nino Bakradze

History of Music: Liana Asatiani

History of Religion: Marina Khositashvili

Physical Education: Zviad Kotrikadze, Nino Gelashvili.

Substitute Teacher: Lela Sisauri

College Counseling Team: Ketevan Chikovani, Marika Tsitskishvili, Lia Chkhaidze.

Library: Tamar Gvaramadze, Nato Dvaladze, Mariam Ketiladze.

Coordinator of Outreach Programs: Simon Janashia

Special Programs: Manana Pkhakadze

Doctor: Tinatin Kvantaliani

School Psychologist: Nino Mgebrishvili

Administration: Andrés J. Cruz (Director), Marina Japaridze (Deputy Director), Ia Topuria (Dean of External Relations), Eka Tatishvili (Dean of Students), Tamar Guniava (Administrative Assistant), Lana Vardanidze (Administrative Assistant).

Financial Department: Nana Mikhelidze (Financial Director), Irina Murtskhveladze (Accountant), Salome Siamashvili (Accountant).

Building Superintendent: Tamaz Gujejiani

Network Administrator: Givi Kereselidze

Board of Trustees

Co-Chairmen: Giorgi Bazgadze, Nicholas Zaldastani

Gocha Matsaberidze, Avtandil Tsereteli, Nika Khazaradze, Tamar Japaridze, Donald Thomas, Richard Lussen, Elizabeth Zaldastani Napier.

Academic Expectations

Students are expected to come to class on time with the required books and equipment. They are expected to complete in a conscience manner all homework and other assignments or project on time. With the special teaching style of GZAAT built around the Harkness table, students are expected to contribute regularly to classroom discussions and the degree to which they do this will be reflected in their grade.

The academic expectations of GZAAT for students are very high and students must organize their time effectively to be successful in the school.

Assessment, Grading, and Reporting at GZAAT

The purpose of assessment is to give an indication of how well students have mastered the course content as well as the relevant skills and abilities outlined by the teacher in the course syllabus. Another purpose is to give students and parents an idea of how the student might improve his/her performance in the subject. At GZAAT the school year is divided into two semesters, which in turn are divided into two quarters each. Students will be assigned grades in every quarter, however, only the semester grades and the year grade (an average of the two semesters) will appear on a student's

transcript. Students will receive grades and, if needed, written comments at the end of the first and second semesters. At the end of the first and third quarters students will receive grades and written comments from all teachers. If there are dramatic changes in student performance between grading periods or whenever a student is not achieving a passing grade parents will be informed and a conference arranged to discuss matters.

Academic Requirements for Junior High

In order to be promoted to grade 9, students should get a passing grade in the following subjects: English, Georgian, Russian, Social Sciences (History and Geography), Mathematics, Biology, Chemistry, Physics, Music, Art, and Physical Education.

Academic Requirements for Graduation

In order to graduate, students must accumulate 25 credits over grades 9-12. One credit is awarded to a student attending a class, which meets for a total of 230 minutes per week for the entire school year. Courses which are held for less than this amount of time will be awarded the percentage of a credit to which they are entitled. These are the credits required for graduation.

Georgian: 4 credits

English: 4 credits

Russian: 3 credits

History: 3 credits

Mathematics: 4 credits

Biology: 1 credit

Chemistry: 1 credit

Physics: 1 credit

History of Art: 0.5 credit

History of Music: 0.5 credit

History of Religion: 0.5 credit

Interdisciplinary Course "Great Ideas": 1 credit

Electives: 0.5 credits

Physical Education: 1 credit

Physical Education

In Junior High physical education is a daily requirement. In grades 9-10 each student will have physical education twice a week. Depending upon the season, students will choose from among the following activities: swimming football (soccer), basketball, volleyball, aerobics, gym, rock climbing and dancing.

In addition, occasional activities will be offered, such as mountain skiing, hiking, summer camps, different trips. Transportation of the students is provided by the Academy. Physical education grades are calculated on the basis of attendance and level of participation.

Grading Scale

Grades at the Academy will be issued in letter form using the following scale:

95-100 %	4.0	A
90-94 %	3.7	A-
87-89 %	3.3	B+
83-86 %	3.0	B
80-82 %	2.7	B-
77-79 %	2.3	C+
73-76 %	2.0	C
70-72 %	1.7	C-
67-69 %	1.3	D+
63-66 %	1.0	D
60-62 %	0.7	D-
59% and below	0.0	E (failing)

Juries

Juries are given in all the 8th, 9th and 10th grade courses at the end of the academic year. A student who fails a jury has one opportunity (in June) to make it up.

Academic Honors Awards and Prizes

Honors are assigned at the end of the academic year and represent an average of the grades for both semesters. Student will receive the Honors Award if they earn a final grade of A- or A in every subject. Although PE is counted in a student's GPA it is not counted for the purposes of Academic Honors. Along with honors school gives prizes in the form of books, money, vouchers, etc.

Academic Probation

A student will be placed on Academic Probation if he/she receives a term grade of D+ or below in several subjects or a failing grade. Students must bring up all grades to the level of C- or better to become eligible to be removed from Academic Probation.

Academic Support

GZAAT is committed to helping students struggling academically.

Academic support for Junior High will be built within daily schedule on a need-based calendar.

All teachers in grades 9-12 will set public weekly hours of extra help for students who are in need of catching up with their studies. Students in academic probation will be placed on a mandatory schedule.

Sometimes parents decide that it would be good to have an outside tutor for most or all subjects without consulting the school. In most cases such tutoring is unnecessary, costly and at odds with procedures or methods used in the classroom. Although teachers cannot tutor their own students they are always ready to consult with parents about these matters and can discuss in what areas tutoring may be helpful. It is always best to consult with the classroom teacher before engaging a tutor.

Extracurricular Activities

The Academy offers a wide variety of optional extracurricular activities and encourages all students to take part in these. Clubs offered in the past included the Academy newspaper, Community Service, Art, Photography, Music, Chess, Debate, Drama, Movie, Theater Lovers, Antiquities, and others depending upon student/faculty initiative. Students should think about building their CV by participating in a variety of these activities, as extracurricular activities are a factor in college admissions.

Grades and College Admissions

In the US, in many schools in Europe, and increasingly in the UK, a student's GPA (Grade Point Average) is one of the most important factors in his/her college admissions chances. The GPA is calculated from freshman year onward, so every grade a student gets counts toward this average.

Grades and Tuition

Inasmuch as the Academy and a student's representative (a person who signs the Agreement on Provision of Educational Services) agree on a tuition fee different from the basic one, a student should maintain a C average as a condition for keeping tuition at the same level.

Faculty Advisors

Every student will be assigned a faculty advisor who will meet with his or her advisees throughout the year on regularly scheduled sessions. Students must attend these sessions and attendance will be taken. Failure to attend represents a class cut. It shall be the responsibility of the advisor to orient new students, to get to know each advisee well, and to counsel them on all matters pertaining to study habits, behavior, and overall academic achievement. Advisors will be the first point of contact with the parents, and should talk to them at least once a month. Advisors will distribute report cards at assigned times.

Junior High will have a strong component of Advisory Program with daily meetings from Monday through Thursday.

SCHOOL RULES

Beliefs about Student Behavior

At GZAAT we feel that our mission is to create not only a community of scholars but also a community of principled and caring individuals. It is our belief that to achieve this goal all teachers as well as administrators must continually stress and model these values. Such values should also be known and supported by parents. We feel that the following values are of fundamental importance for our community:

Trust, Respect and Compassion

Self-Discipline and Teamwork

Honesty and Integrity

Commitment to Excellence

Responsibility

Service to others

Disciplinary Procedures

Dean of students and/or director/deputy director will verify the incident, collect information, handle the party or parties in question, and call the disciplinary committee. Dean of students will record the proceedings of the committee and will keep student records and documents relating to disciplinary matters.

The disciplinary committee will be made up of the director, deputy director, dean of students, psychologist, the grade level advisor of the student and at least three staff members. Staff members volunteer at the beginning of each school year and serve a one-year term. The disciplinary committee will review the evidence presented by the dean of students and the written statement/s of the individual/s involved in the incident. They will interview the persons in question and other persons as they see fit. They will discuss the case in terms of school rules, severity of the incident and past disciplinary issues if applicable.

Recommendations of the disciplinary committee go to the director for his approval. Upon approval, the director will directly notify the student and parents of the decision both orally and in writing. A copy of

the decision will be placed in the students file by the dean of students. In the case of expulsion, the chairman of the board of trustees must be notified before final action is taken.

Violation of School Rules and Disciplinary Procedures

Violations of behavioral standards are divided into three categories. Category one rules are the most serious and may lead to suspension in the case of 8 and 9 grade students and expulsion (and therefore, termination of the Agreement on Provision of Educational Service) in the case of 10-12 grade students. Category two rules represent major violations of school rules and in most cases will lead to suspension for 8 and 9 grade students and suspension or even expulsion for 10-12 grade students. Such violations will be discussed by the school's disciplinary committee. Students will be placed on disciplinary probation and a behavioral contract will be created. Category three rules are less serious in nature but represent important disruptions of the school environment. Category three rules will be handled by the administrative staff and will involve a range of punishments and possibly the creation of a behavioral contract.

An accumulation of offences may result in increasing levels of punishment up to and including Category One Violations.

Category One Violations

- Bringing weapons or explosives to school or to school events.
- Aggravated assault directed against a member of the school community.
- Harassment or bullying (see end of this section).
- Stealing money or personal property from members of the school community.
- Possession and selling of illegal drugs; being under the influence of drugs.
- Vandalism of school property or the property of others or the defacing of school property
- Hacking or disrupting school computers.

Category Two Violations

- Academic dishonesty (see end of this section).
- Insubordination to a GZAAT staff member
- Being under the influence of alcohol or possessing alcohol on campus or at school events (see end of this section).
- Gambling on school grounds.
- Use of obscene language directed at a member of the school community.
- Possession of obscene materials at school.
- Smoking on school property or at school events.
- Inappropriate displays of affection at school or school events.
- Persistent classroom and/or school misbehavior.
- Any other violations that the administration feels are punishable under the spirit of category 2 rules.

Category Three Violations

- Disruptive classroom behavior
- Leaving school grounds without permission
- Cutting of class or chronic tardiness
- Using cell phones or music devices during class time.

Disciplinary Probation and Behavioral Contracts

If the students guilty of category one or two violations remain in the school, they will be placed on disciplinary probation. In some cases, such students will be placed on a behavioral contract. A behavioral contract will specify what behavior/s will be corrected and how the contract will be monitored. Contracts will specify a time frame in which the behavior will be modified. The contract will be signed by the student and a parent or guardian.

Contracts will specify what kind of disciplinary action will follow non-compliance with the terms of the contract. The dean of students will monitor compliance with contracts and will refer the cases of students who have violated contracts to the director/deputy director and the disciplinary committee. The dean of students will also notify parents of such actions.

If a student is on disciplinary probation and is applying for university admission this information will be recorded on the university application.

Disciplinary Appeal Process

A student can appeal a decision, in which exclusion is recommended. The student will put in writing his appeal and state the reasons why he/she feels the decision was in error. This letter will be forwarded to the director who will convene the Board of Trustees. A decision by the Board of Trustees is final. Parents and students should note than any attempt to lobby faculty or Board members in appeal cases will automatically result in the termination of the appeal.

Academic Honesty

Academic honesty implies that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/ or skills that he or she does not possess. The well-being of the school community depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In that regard students who attend GZAAT are ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's understanding of the issue of academic honesty is fundamental to his or her success at this school, in institutions of higher learning and in life.

Academic dishonesty includes, but is not limited to:

- Taking and copying assignments of another student and presenting them as their own.
- Giving information or answers from a quiz or test to other students.
- Plagiarizing intentionally all or part of someone else's work and turning it in as one's own. This includes work from fellow students, the Internet, books, magazines or other sources.
- Failing to cite research sources properly.
- Submitting work produced by former students or purchased from an outside source.

- Fabricating or inventing information or sources.
- Using any portion of a paper, project or assignments submitted for another course unless expressly permitted to do so.
- Copying from another student or knowingly allowing another student to copy from you during a test or quiz.
- Bringing in to a test or quiz unauthorized materials and using them.
- Communicating with another student either verbally or electronically during a test or quiz unless expressly allowed to do so.
- Lying, cheating or stealing or being deceitful about one's academic work.

Disciplinary Consequences

The teacher who becomes aware of an issue of academic dishonesty shall report the incident and submit it to the director. If a teacher observes such an issue during a test or quiz he/she shall immediately pick up the test or quiz. If plagiarism on a paper or assignment is in question the teacher will be asked to supply evidence to document the charge. Disciplinary consequences are as follows:

- The student will receive an E on the assignment or test; no make-up will be allowed.
- A second offense will come before the Disciplinary Committee and depending on the nature of the offense will result in a more severe punishment.

The School's Obligation Regarding Academic Honesty Issues

- To clearly explain the academic policy and provide examples for student and to clarify the rules as requested.
- To make information on this policy readily available to parents in documentary form and in meetings.
- To clearly instruct the students in the details, formats and rationale behind the issue of citing sources and the proper use of primary and secondary sources. This will take place at the eighth grade level and will be routinely reviewed in all subject areas. The librarian will also take a leading role in instructing students in this area.

Harassment and Bullying

Bullying can be defined as deliberate, repeated and hurtful behavior by a member or members of the school community against another member of the school community. Such actions can take place at school, during school events, outside of school or electronically (see below). Bullying in any form and at any place is directly contrary to the values and beliefs of GZAAT. We believe that:

- Every member of the school community is entitled to feel valued and respected.
- Every individual is entitled to feel safe and secure.
- Every individual of the school community should be encouraged to express their ideas and feelings without embarrassment.
- Every member of the school community has the responsibility to support these beliefs by showing concern for others.

- Bullying can take a number of forms such as:
- Physical assault on another person.
- Verbal abuse and name calling of a demeaning and threatening nature.
- Verbal or written comments demeaning, for instance, another's intellectual capacity, appearance, clothing, race, religion, sex, etc.
- Theft, damage or destruction of another's property or possessions.
- Cyber-bullying which is defined as bullying carried out by electronic means inside or outside of school. This may take the form of phone calls, SMS's, emails or comments via chat rooms or Internet sites.
- Sexual harassment which can be defined as touching, grabbing, comments about another's body, sexually suggestive remarks, displaying obscene materials or making verbal comments of an obscene nature.

Penalties for Bullying and Harassment

- On the first report of bullying, the incident will be verified by the Dean of Students and referred to the director. A conference will be held with the student and a conference with the parents or guardian may be requested. A note will be placed in the student's file. If the director feels that the incident was of an especially offensive nature, he can refer it directly to the Disciplinary Committee.
- A second offense will be taken up automatically by the Disciplinary Committee as a category two infraction. Suspension for 8 and 9 grade students and suspension or recommendation for expulsion for 10-12 grade students are possible outcomes. If the student remains in the school, he/she will be placed on a behavioral contract signed by the student and the parent.
- A third offense will be heard by the Disciplinary Committee and will be grounds for expulsion for 10-12 grade students.

The School's Obligations Regarding Bullying

- The school will inform students about the bullying policy through advisories, providing examples as needed and answering students' questions. Students will also be instructed on how to act when they feel they are the victims of bullying or witness others being bullied.
- Information about bullying will be provided to parents in written and electronic form.
- The expertise of the school psychologist will be employed to offer counseling and strategies for students and teachers to deal with bullying.
- The school will use all data collected to pro-actively deal as much as possible with problem situations.
- It should be remembered, however, that acts of bullying are clearly the responsibility of individual students and the school cannot in any sense be held liable for the occurrence of such offenses.

Alcohol Use and Smoking at School Events and on Trips

The use of alcohol and smoking are not allowed on the school campus. The same rules also apply to students who take part in school trips and school sponsored events off campus. Violations of these rules are viewed as category two offenses regardless of where they occur. Students should be clear that being away from school on a school function does not mean that these rules are relaxed or ignored. Students who violate this rule on school trips or functions will, in addition to penalties decided upon by the Disciplinary Committee, be barred from participating in school sponsored trips or events in the future.

Detention

Detention, the retention of a student after school, is a mechanism through which the Academy may punish a student for inappropriate behavior. If a student is issued a detention, that detention takes priority over any other activity the student may be involved with.

Suspension

Suspension is the barring of a student from school for a specific length of time, the consequences of which can be severe. A student must do all assigned work during his/her suspension period. Students on suspension are barred from attending any club activities, after school events or trips.

Behavior and Tuition

Inasmuch as the Academy and a student's representative agree on a tuition fee different from the basic one, a student is expected to behave in an acceptable manner. Such student who is placed on disciplinary probation will have his/her tuition agreement reviewed and possibly rescinded by school administration at the end of the school year

ATTENDANCE

Our Belief

Class time is a fundamental resource of the educational process. Things that disrupt the flow of instruction and student learning such as habitual absences and tardiness should be addressed by the school with the utmost seriousness. This is especially true of a learning environment such as GZAAT which stresses the importance of an inter-active method of teaching and learning. It is essential that students and parents understand our policies in this area and that they make every effort to comply with them fully.

Punctuality and Tardiness

- All students should be in their first period class by 8:50 and class will begin at 9:00. Students should bring all book and necessary materials with them to class. If a student does not bring to

class the materials prescribed by the teacher and must return to his/her locker to get these materials this will be recorded as a tardy.

- Missing the school shuttle bus will not be an excuse for being tardy.
- If students arrive late they will check in reception area.
- Students leaving school while it is in session must have written permission and sign out with the main office.

Students late to any class during the school day will be marked as Late. Three times Late will be counted as one Absence.

Students leaving the school at any time before 2:30 pm will be considered Early Release. Three times Early Release will be counted as one Absence.

Absences

There are two categories of absences, excused and unexcused.

An excused absence is one due to be illness, doctor's appointment or family emergency only

When the school notes the absence of a student and has received no prior notification, the parent or guardian will be contacted immediately by the office.

- If absence from school is unavoidable for urgent family reasons, a parent or guardian should obtain permission in advance
- Family holidays and trips should not be arranged during school time. Such absences will be unexcused.
- If a student is ill, parents must inform the school by phone as soon as possible and must send a note of explanation no later than 3 days after the absence. Otherwise, absences will count as unexcused.
- If a student is absent for two or more school days in a row, a doctor's note should be provided by the parent to the office within 3 days. Otherwise, absences will count as unexcused.
- Students who are not present in school during the majority of the school day may not attend any school-related activities or clubs after school.

Work missed through absences

If students are unable to attend school for reasons as stated above, the following procedures will apply:

1. Students are responsible to find out what assignments are missing. This can be done via Moodle at www.gzaat.org or by contacting the teacher.
2. It is the responsibility of the student to arrange immediately with the teacher a convenient date to make up missed assignments. If the assignment, test etc., is not completed by the date agreed upon, the student will be penalized

3. On the rare occasion when students will be unavoidably absent over a lengthy period (5-10 days), parents are encouraged to contact teachers in advance for details regarding work or material to be covered.
4. For verified unexcused absences or for students serving suspensions, teachers will not give make-up tests, and the student will receive an "E" for all work (homework, tests, and presentations) missed that day.
5. When a student knows in advance that he/she will be absent, it is the student's responsibility to make arrangements concerning assignments before the absence. If the teacher prefers that the student complete a test before the absence, the student will be required to do so.

When a student accumulates 20 absences (both excused and unexcused) whether by being absent full days or by accumulating instances of Late or Early Releases, the students will be placed on Academic Probation and the credit for all his/her courses will be automatically suspended. In order to recover Academic Credit, the student will have to complete an individual plan designed by the Academic Committee. Upon satisfactory completion of said plan, the credits will be reinstated.

In semester long courses, the same process will apply after 10 absences.

Library Regulations

The Donald W. Thomas Library of the GZAAT offers its patrons a refined environment for independent learning, collaboration, and mindful leisure. Patrons have access to a wide range of resources - all required textbooks; a collection of English, Georgian, & Russian books and eBooks; an electronic database, JSTOR (English-language periodicals, reference, multimedia, and primary sources); audio & video materials; a collection of board games; computers; drawing pads; an electronic catalog; the Internet, and printers, as well as training on various issues of information literacy. Daily professional help by the Librarians is available in selecting, evaluating, and locating materials in the Library and on the Internet, planning and composing research assignments, assistance in the use of computers and other equipment.

Open Hours: Monday through Thursday 8:30-16:45, and Friday 8:30-16:00.

The Library welcomes all GZAAT faculty, staff, and students as its patrons. They have the privilege of using the Library as long as they comply with the rules outlined in this Policy and Textbook Policy.

Textbooks:

Textbooks are provided in the Library on the conditions described in detail in the Textbook Policy, which is posted on the school website; the Library door, as well as emailed to all students at the

beginning of the academic year.

Library items are available for loan on the following conditions:

- library patrons may check out as many books and for as long a period as needed if there are no competitive requests from other patrons; in case there are such requests, arrangements shall be made by the librarians to accommodate all in the best way possible;
- eReaders, such as Kindle, Nook etc. are available for loan on the same terms as the Library items;
- board games are reserved for internal use;
- library items may be put on hold in case they are not readily available;
- upon request, some library items shall be held on reserve and may not be removed from the Library for a specified period of time;
- the borrowed items may be checked in to the librarians or dropped at the designated book drop area (marked with the BOOK DROP sign);
- In the event of not returning the borrowed items in time the librarians should be informed in advance so that they could make sure a patron may keep them longer without violating other patrons' right to use the Library resources equally efficiently;

The GZAAT community is encouraged to suggest resources for purchase – for their specific projects or just enrichment of the Library collection. Please email your acquisition requests at thomaslibrary@aat.ge.

Printing, Copying, and Scanning:

- Printing and duplication are available in the library with the assistance of the librarians;
- Scanning as well as technical support is available in the Computer Lab;
- Students shall not enter the Faculty Printing Room.

Working and Relaxing:

The Thomas Library patrons are expected

- to be purposefully engaged in quiet research, reading, or study which does not interfere with other occupants' ability to do the same; and to maintain socially accepted conduct and decorum at all times including when working in groups or playing games;
- not to bring food and/or drinks to the Library;
- to treat the borrowed Library items as well as the Library furniture and equipment with care;
- to pay attention to email notification from the thomaslibrary@aat.ge;

Consequences of Misconduct:

- Those failing to meet the required standards of conduct will be asked to leave, which, in order to avoid disciplinary notes in the library system, they shall do at once and without engaging in an argument with the librarians. They may come back as soon as they feel they have regained self-control;

- Repeated offense will be recorded in the library system as disciplinary notes;
- Accumulated or extreme abuses may result in fines or suspension of membership for a period specified by librarians. Suspension facts will be recorded in the library system as suspension notes. Three suspensions may be considered grounds for a Disciplinary Committee review.

Student Lounges

Students are requested to deposit their trash and to keep the lounges clean. Students should take their personal possession with them to classes or keep them in their lockers; they should not be left in the lounges. Also it should be noted that eating and drinking are not allowed in the lounges.

Cafeteria

The cafeteria will be open from 8:30 am to 4:45 pm. The cafeteria will offer a hot lunch option each day with the menu changing from day to day and week to week. It should be noted that students cannot take food into the lounges or classrooms and must eat either in the cafeteria or outside the building.

Dress Code

Students must be neat and clean at all times. No torn clothing, inappropriate or suggestive clothing, or overalls are allowed. Uniforms are required for opening and closing days, for juries, and for certain special occasions as announced by the Academy.

Electronic Devices

Cell phones are covered under Category Three rules. In addition, cell phones or personal electronic music devices may not be used during class time, or else they will be confiscated. Any device that can be used as a phone can be confiscated at any time during class. Recording devices may only be used with the permission of the person(s) being recorded.

Lockers

Each student is assigned a locker. No personal locks brought from home will be permitted but students must use school issued locks. Lockers should be locked at all times. Locks will be distributed and collected by Advisors.

Computers

Students are encouraged to use computers in the computer room, the library, and in the student lounges. Since wireless computer connections will be available through the new school students can also bring their own laptops or tablets to school. The school, however, takes no responsibility for students' personal possessions such as electronic devices brought to school. Library computers must not be used for games and personal messaging. Office and classroom computers may not be used without permission.

Transportation

Students can arrange their own transportation to and from school or they may use the bus system. The school will provide a shuttle bus service from Saburtalo in the bus area adjacent to the Central Hospital and from Vake in the area adjacent to Turkish Embassy to the campus. Students who miss the school shuttle or wish to depart at other times must arrange their own transportation either with the public bus system which has stops on the main road outside the school or by taxi.

Textbooks

The Academy provides textbooks for all its students free of charge. If, however, a student loses a textbook or damages it to the extent that the library judges that it cannot be used again the student will be charged.

Security Deposit

The Agreement on Provision of Educational Services requires establishing a security deposit with the school. This is to guarantee that possible damages to school property are duly reimbursed. If reimbursement costs exceed the deposit amount a bill will be provided to parents, which should be paid immediately. If damages are not paid for, the school will not release grades or school records. In cases where the amount of damage is high students will not be able to continue attending classes until the outstanding amount is settled. If no damages are done to school property, the security deposit will be returned in full as per the terms and conditions set forth in the Agreement on Provision of Educational Services.

Visitors

Visitors may tour the school and visit classes with the permission of the Administration and the specific faculty member involved. Permission for such visits needs to be obtained in advance. Any filming or interviews must be cleared by the Administration in advance.

Unpaid Bills

The Academy makes every effort to inform the party(ies) of the Agreement on Provision of Educational Services of past due tuition payments. If after repeated communications such bills remain unpaid the school will act according to the provisions of paragraph 33-2 of the Law of Georgia on General Education and the paragraph 4 of the Agreement on Provision of Educational Services.

Gifts

Teachers and administrators are not allowed to accept gifts of any kind from students, parents, or relatives.