AHSS
AMERICAN HIGH SCHOOL SKOPJE

PARENT GUIDE

Everything you need to know to support your child throughout their AHSS journey



THE COOL SCHOOL

AHSS
AMERICAN HIGH SCHOOL SKOPJE

Dear Parents and Guardians,

Welcome to the American High School Skopje community. We are humbled and grateful that you have chosen us for one of the most important journeys in your child's life.
We have created this guide to help you navigate the school year, with useful information about school life, communication, academic expectations, policies and everyday routines.
We hope it will be a helpful reference for you throughout the year.
Thank you for your trust in us.
We are excited to welcome your family to the AHSS community.

AHSS Team

WELCOME

Letter from the Founder

Dear families,

It is my honor and pleasure to welcome you to the American High School Skopje as the founder of the School. I am excited to be working with such wonderful and clever students and it is a privilege to be a part of your families' lives.

When the school was first opened, I was deeply motivated by the idea of having a place that offers the high quality level of education, knowledge and soft skills necessary to prepare students for real life. But I was equally committed to create a safe and comfortable environment in which students would be allowed to be themselves. I am also dedicated to nurturing a sense of togetherness in students, and help them grow up to be true community members. In order to achieve all this, we have created a team of skilled and experienced individuals that truly love learning and the dissemination of knowledge, passionate about creating the future leaders of the community.

And to all girls and boys,
I'd like you to know that...
I pay a lot of attention to your individual personalities and I support the teachers to encourage your free spirit.
I want you to discover your own potential, and when you do that, don't be afraid to explore it and nurture it.
I want to help you create memories of your high school days as an inspiring and warm beginning of a journey towards adulthood.

Study, but have fun while doing it.
Be bold and loud, different, and true to yourself.
Don't judge, don't hate. Accept all for what they are like.
Build better friendships so we can enjoy a better community.
Grow up with integrity.

Be sure you'll move mountains!

Venera Krliu

Welcome note from the Principal

Welcome to American High School Skopje!

We are very happy to welcome you to our school community. Whether you are joining us for the first time or have already been part of AHSS, we hope you will find that our school is a place where you and your child are welcomed, supported, and valued.

At AHSS, we believe that every student has their own strengths, interests, and aspirations. Our role is to help students discover and develop these qualities while providing them with the knowledge, skills, and confidence they need to find their own path and prepare for their future.

We want our students to feel comfortable being themselves, curious about the world around them, and confident enough to ask questions, express their ideas, take on challenges, and learn from their experiences. We also encourage them to be kind, respectful, responsible, and supportive members of our community.

We believe that education is a shared journey, and that a strong relationship between the school and the family is an important part of helping students thrive. We look forward to building that relationship with you and to working together in the best interests of your child.

Thank you for choosing American High School Skopje. We are delighted to have you and your child as part of our community.

Aleksandra Kiraca

Acting Principal

GENERAL INFO

At American High School Skopje, we aim to provide a supportive, engaging and internationally oriented education where students are encouraged to learn, grow and become confident young adults. Here are some of the key features of the AHSS experience:

01 English-Language Instruction

Classes are taught in English using local and international books and teaching resources. This helps our students to develop strong academic English skills while gaining the confidence to communicate effectively in an international environment, which is an important advantage for higher education and future careers.

02 Small Class Sizes

With a small number of students in every class, every student is known, supported and encouraged to participate and grow. Smaller classes allow teachers to provide individualized attention, build meaningful relationships with students and create a dynamic learning environment where every voice is heard.

03 A Student-Centered Approach

Our students are at the heart of everything we do. We encourage curiosity, creativity, collaboration and critical thinking while recognizing that every student learns differently. Our teachers act as mentors and guides, helping students discover their strengths, develop confidence and lead their learning. Beyond academics, we focus on nurturing responsible, compassionate and well-rounded young people who are ready to make a positive impact on the world.

04 ACS WASC Accreditation

AHSS is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), one of the world's most respected accreditation agencies. This international accreditation reflects our commitment to continuous improvement, high educational standards and providing students with a quality education that is recognized beyond our borders.

05 International Baccalaureate (IB) Diploma Programme

As an authorized IB World School, AHSS offers the prestigious IB Diploma Programme in Grades 11 and 12. Recognized by leading universities worldwide, the IB encourages students to become critical thinkers, independent learners and globally minded citizens prepared for success at top universities around the world.

A DAY AT AHSS

01 School Hours

AHSS operates on a single-shift schedule where classes begin each morning at 8:00 a.m., providing students with a consistent daily routine. Depending on each student's timetable, including elective subjects and extracurricular activities, the school day concludes no later than 3:30 p.m.

02 Office Hours

The School Administration Office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m. During these hours, parents may contact the school or schedule a meeting for administrative matters, enrollment inquiries, attendance, documentation, tuition and general support. Teachers are available for meetings and consultations during their designated office hours, shared with parents separately.

03 Classroom Organization

Each class has its own homeroom classroom, creating a familiar and welcoming environment where students spend most of their school day. Students move to specialized classrooms only for subjects that require specific equipment or learning spaces.

04 Physical Education

Physical Education classes take place in a nearby sports hall. For students' safety and convenience, AHSS provides organized transportation to and from the sports hall for every Physical Education lesson.

05 Breaks and Meals

Students have two breaks during the school day: Breakfast Break and Lunch Break. Students are welcome to bring food from home and take their break in the Lounge Room or in the yard. During the breaks, students are also permitted to leave campus to purchase food from nearby markets, cafés, bakeries and restaurants before returning to school for their next classes. This opportunity allows students to develop independence while continuing to follow the school's expectations for responsible behavior and punctuality.

06 Campus Plan

Being a part of the UACS Campus, which consists of four floors, AHSS is located on its first and second floor, designed to provide students with a comfortable and organized learning environment. Grade 9 classrooms are located on the second floor, while students in Grades 10, 11, and 12 are based on the first floor. Administrative and teachers' offices are on both floors. Aiming to provide an accessible environment for all, the building is equipped with an elevator and an accessibility ramp, ensuring freedom of movement throughout the campus.

07 Shuttle Service

AHSS offers a shuttle service to support students' daily commute from home to school on time. The service is available for an additional fee and follows a predefined route and schedule. Detailed information about available routes, pick-up points, schedules and fees is provided to families upon enrollment or upon request.

CONTACT INFORMATION

Open and timely communication is an important part of the partnership between school and home. Whether you have a question, need support, or would like to schedule a meeting, our team is always happy to assist you.

AMERICAN HIGH SCHOOL SKOPJE

ADDRESS

Treta Makedonska Brigada 60
1000 Skopje, North Macedonia

PHONE

+389 2 2469 993

EMAIL

info@ahss.edu.mk

WEBSITE

ahss.edu.mk

Staff Guide

At the beginning of each school year, parents receive a Staff Guide containing the names, photographs, roles and contact information of all members of the AHSS team. This guide is designed to help families easily identify and connect with the appropriate staff member whenever they have a question or need support.

COMMUNICATION

Communication with Parents

Our primary communication channel is email. Parents receive regular updates about school news, announcements, schedule changes, events, reminders and academic information. Students also receive relevant information on their email accounts. For urgent or personal matters, the school administration will contact parents by phone. Homeroom teachers communicate regularly with families regarding class activities, student progress, attendance and other class-related matters, via email or phone. During busy periods of the school year, you may receive several emails. While we always aim to communicate efficiently, we believe it is important to keep families informed about school life.

Whom to Contact

We want to make it easy for you to reach the right person whenever a question or concern arises. In most cases, contacting the appropriate staff member first helps ensure that your inquiry is addressed quickly and efficiently.

QUESTION ABOUT...	PLEASE CONTACT...
Academic concerns and attendance	**Homeroom Teacher** kristiana.shijakova@ahss.edu.mk / milos.andonovski@ahss.edu.mk ksenija.bojchevska@ahss.edu.mk / sofija.chupovska@ahss.edu.mk stanisa.veljkovic@ahss.edu.mk / jagoda.iljov@ahss.edu.mk daniela.sandeva@ahss.edu.mk / ana.golejshka.dzikova@ahss.edu.mk ana.trajkovska@ahss.edu.mk / pane.perunovski@ahss.edu.mk
Curriculum and learning process	**Academic Coordinator** radica.stojanovska@ahss.edu.mk
Administrative and organizational support	**Administration** nakova@ahss.edu.mk / ajaki@ahss.edu.mk
Emotional support and discipline	**School Psychologist** psychologist@ahss.edu.mk
IB DP questions	**IB DP Coordinator** ana.trajkovska@ahss.edu.mk
Formal complaints and discipline	**Principal** aleksandra.kiraca@ahss.edu.mk
Tuition	**Finance Office** emilija.g.apostoloska@ahss.edu.mk

ACADEMIC PROGRAM

What We Believe

Every student has the ability to learn, grow and succeed. Our role is to provide a safe, supportive and engaging environment where students feel encouraged to reach their full potential. We believe that learning is most effective when it combines structured teaching with hands-on experiences, independent work with collaboration, and academic knowledge with the development of critical thinking, communication, problem-solving and responsibility.

Our Curriculum

The AHSS curriculum combines the State High School Curriculum of North Macedonia with an international approach to teaching and learning. In Grade 9 and Grade 10, all students follow the common curriculum in English, while also studying a second foreign language. Students also choose elective courses, participate in extracurricular courses, and prior to Grade 11, choose to continue with the national curriculum or enroll in the IB DP.

Community Work

Community Hours invites students to get involved, help out and be part of both our everyday school life and our wider community. Whether it's helping with an event, supporting a school project, or contributing to a community initiative, students use their time and skills in meaningful ways. It's also a great way to meet people, try something new and make a positive contribution to the community we are all a part of.

Graduation Requirements

To graduate from AHSS, students must successfully complete all requirements. Students enrolled in the national programme are required to successfully pass the State Matura/ School Matura, and the IB DP students must successfully complete all IB Diploma requirements. IB students have the option to take the State Matura as well, providing them with additional flexibility when applying to universities. Throughout their high school journey, we work closely with students and families to provide the guidance and support needed for a successful graduation and a smooth transition to higher education.

Assessment Philosophy

Assessment at AHSS is about much more than grades. It is an ongoing process that helps students understand what they are doing well, where they can improve and how they can continue to grow. Throughout the school year, students are assessed through class participation, homework, projects, presentations, practical work, quizzes and written tests. Teachers provide regular feedback and encourage students to reflect on their learning, ask questions and take an active role in their progress.

Grading

AHSS uses the American grading system, with student achievement expressed through letter grades and their corresponding numerical values. Grades are based on several assessment elements, including attendance and class participation, tests and exams, essays, projects, homework assignments and overall academic performance. This approach provides a comprehensive picture of a student's knowledge, effort, engagement and progress.

Homework Expectations

At AHSS, we see homework as more than just an assignment to complete, as it is an opportunity for students to continue learning beyond the classroom, helping students strengthen their understanding, practice important skills, stay organized and become more independent. At the same time, students need time for family, friends, hobbies and rest too, so we aim to provide meaningful and purposeful homework that supports learning without becoming overwhelming. Parents can support their children by encouraging good routines, showing interest in their learning and helping them build confidence to manage their own responsibilities.

Exams

Exams are an important part of learning and are combined with other forms of assessment to provide a complete picture of each student's achievement. Students have two exam weeks per semester, with a maximum of two exams per day. Before each exam period, students have a Revision Week, during which the teachers review key topics, answer questions and help students organize their preparation.

Make-up

Following each exam week, a make-up week is scheduled for students who, based on their teachers' assessment, may need to retake or improve an individual test or exam. Teachers provide students with information about applicable assessments, preparation and scheduling.

Academic Integrity

At AHSS, we believe that honesty, responsibility and respect are essential parts of learning. Academic integrity is based on ownership of students' work, giving credit to others when using their ideas or information and always striving to present their own knowledge and understanding. Students are expected to complete their work honestly, whether it is an individual assignment, group project, research paper, or assessment. Teachers guide students in developing good research habits, using sources responsibly and understanding the importance of original work. Building academic integrity helps students become responsible learners and prepares them for future academic and professional success.

Use of Artificial Intelligence

As artificial intelligence is an important part of learning and everyday life, we encourage students to use AI tools responsibly and ethically, as a way to support learning, explore ideas and develop new skills, while understanding that AI should not replace their own thinking, creativity and effort. Students are expected to use AI in accordance with academic integrity principles. Any use of AI tools should be transparent, responsible and follow teachers' instructions for specific assignments. Developing the ability to question, evaluate and use technology wisely is an important part of preparing students for the future.

Plagiarism

We guide our students to take pride in their own work and to respect the ideas and efforts of others. Plagiarism means using someone else's words, ideas or work and presenting them as your own without giving proper credit. That is why we work hard to teach students how to use information responsibly, cite their sources and acknowledge the work of others. Teachers support students in developing good research and writing habits so they can complete their work honestly and with confidence.

Attendance

Regular attendance and punctuality are important parts of student success, as they allow students to stay engaged with their learning, participate actively and develop responsibility. Parents are expected to inform the school when a student is absent. Absences may be excused when there is a valid reason, such as illness, medical appointments or other approved circumstances. For longer absences, parents should communicate with the school in advance and medical documentation may be required when appropriate. Students who arrive late or need to leave school early must follow the school procedures and have parental approval. Good attendance is a shared responsibility between students, parents and the school, and helps students make the most of their high school experience.

THE IB DIPLOMA PROGRAMME

The International Baccalaureate (IB) Diploma Programme is a challenging and rewarding two-year programme for students in Grades 11 and 12. It is designed for curious, motivated learners who enjoy asking questions, making connections across subjects and developing skills that prepare them for university and beyond. At AHSS, students can choose between continuing in the National Programme or enrolling in the IB Diploma Programme, depending on their interests, goals and future plans.

National Programme or IB

Both pathways provide students with a strong secondary education and lead to graduation. The National Programme follows the Macedonian curriculum, while the IB Diploma Programme offers an internationally recognized curriculum with a strong emphasis on critical thinking, research, communication and independent learning.

Beyond the Classroom

The IB is much more than a collection of subjects. Through Creativity, Activity, Service (CAS), students explore their interests, develop new skills, and give back to their communities. The Extended Essay (EE) challenges students to carry out independent research on a topic of their choice, while Theory of Knowledge (TOK) encourages them to think critically about how knowledge is created, evaluated, and shared across different disciplines. Together, these core elements help students become confident, reflective and engaged learners.

How Parents Can Support

The IB encourages students to become increasingly independent, but family support remains essential. Parents can help by encouraging good study habits, helping students manage their time, celebrating their progress and offering encouragement during busy periods. Open communication with teachers and the IB Coordinator also helps ensure that students receive the guidance they need throughout the programme.

A Passport to Universities Worldwide

The IB Diploma is recognized and respected by universities around the world for its academic rigor and its focus on developing well-rounded, independent learners. While university admission always depends on each institution's requirements, the IB provides students with a strong foundation for higher education both in North Macedonia and internationally.

STUDENT WELLBEING

At AHSS, we know that students learn best when they feel safe, supported and accepted for who they are. High school is a time of growth, change and new experiences, and while it brings many exciting opportunities, it can also present challenges. Our goal is to ensure that every student feels that they belong, that their voice matters and that there is always someone they can turn to.

Counseling Services

Our school psychologist Petar Daneski and pedagogue Natasha Angjeleska are here to support students throughout their high school journey. Whether a student is facing academic pressure, friendship difficulties, personal challenges, or simply needs someone to talk to, our support team provides a safe and confidential space to listen, guide and help.

Personal Growth and Resilience

Looking after emotional wellbeing is just as important as supporting academic success. Throughout the school year, students take part in activities and conversations that encourage self-awareness, resilience, healthy relationships and emotional balance. We want our students to know that asking for help is a sign of strength, not weakness.

Anti-Bullying Policy

Every student has the right to feel respected and safe at school. We do not tolerate bullying, harassment or discrimination in any form. If concerns arise, they are addressed promptly, thoughtfully and with care for everyone involved. Our aim is not only to resolve problems but also to help students learn empathy, responsibility and respectful ways of interacting with others. All reports are handled with care, confidentiality, and respect.

GENERAL REPORTING

Email: reportviolence@ahss.edu.mk

Reporting Phone: +389 77 306 235

Anonymous Report Form: link to be inserted

Contact Persons

Petar Daneski, Psychologist	psychologist@ahss.edu.mk
Natasha Angjeleska, Pedagogue	natasha.angjeleska@uacs.edu.mk

Child Protection

The wellbeing and safety of our students are at the heart of everything we do. AHSS has designated Child Protection Officers, who follow clear Child Protection procedures to ensure that every student is protected, supported and treated with dignity. All members of our staff share the responsibility of creating an environment where students feel secure, valued and confident to speak up if something is wrong.

Child Protection Officers

Sandra Nakova	nakova@ahss.edu.mk
Petar Daneski	psychologist@ahss.edu.mk

Digital Wellbeing

Today's teenagers spend a significant part of their lives online. We help students develop healthy digital habits by encouraging responsible technology use, respectful online communication and critical thinking about the information they encounter. Our goal is to help them enjoy the benefits of technology while understanding how to stay safe, protect their privacy and maintain a healthy balance between their online and offline lives.

Peer Relationships

Friendships are an important part of the high school experience. We encourage students to build relationships based on kindness, respect, trust, and inclusion. Through everyday interactions, group work, school events and service activities, students learn that a strong community is built by supporting one another and appreciating different perspectives.

Code of Conduct

Our Code of Conduct outlines the values and expectations that guide everyday life at AHSS. It encourages students to act with integrity, take responsibility for their actions, show consideration for others and contribute to a safe and welcoming school environment.

Respect

Respect is one of the foundations of our school community. Students are expected to treat classmates, teachers, staff and visitors with courtesy and empathy, while also respecting differences in opinions, backgrounds and experiences. We believe that respectful communication creates stronger relationships and a better learning environment for everyone.

Classroom Expectations

Every classroom should be a place where everyone feels comfortable, respected and ready to learn. Students are expected to arrive on time, come prepared, participate actively, complete their work to the best of their ability and contribute positively to classroom discussions and activities. Just as importantly, they share responsibility for maintaining a clean, welcoming learning environment by caring for their classroom and treating school property, equipment and resources with respect.

Classroom Rules

01 No Food or Drinks
Eating and drinking (except for water) are not allowed in order to maintain cleanliness and avoid distractions.

02 No Mobile Phones
Phones must be switched off or kept out of sight unless permitted for educational purposes.

03 Academic Integrity
Plagiarism, cheating, and copying others' work are strictly forbidden. Students must submit original work and properly credit all sources.

04 Respectful Language
Swearing, insults, and offensive language are not tolerated. Students must communicate respectfully with peers and teachers.

05 Punctuality is Key
Arrive on time for class. Frequent tardiness will result in consequences.

06 Come Prepared
Bring all necessary materials (books, notebooks, writing tools) and be ready to engage in learning.

07 Follow Instructions
Listen carefully and follow teachers' instructions promptly and respectfully.

08 Stay Seated & Engaged
Remain in your seat unless given permission to move. Avoid unnecessary disruptions.

09 Respect Others' Opinions
Everyone has the right to express their thoughts. Disagree respectfully without interrupting or mocking others.

10 Take Care of Classroom Property
Treat desks, chairs, whiteboards, and other school materials with care. Vandalism will not be tolerated.

11 Raise Your Hand
Speak only when called upon to ensure an orderly and respectful discussion.

12 Keep the Classroom Clean
Dispose of trash properly and leave the classroom neat at the end of each lesson.

13 No Bullying or Harassment
Any form of bullying, discrimination, or harassment will result in serious consequences.

14 Use Technology Responsibly
If using digital devices, they must be used for learning purposes only.

15 Active Participation is Expected
Engage in class discussions, activities, and group work to maximize learning.

Buddy Program

Starting at a new school can feel overwhelming, which is why every new AHSS student is welcomed through our Buddy Program. Experienced students help newcomers find their way around the school, answer questions, introduce them to classmates and make those first days a little easier. Often, what begins as a helping hand grows into a lasting friendship. This program is being organized by the Student Council, supported by the school psychologist Petar Daneski and teacher Kristiana Shijakova, also members of the Council.

How Parents Can Help

Parents are our partners in supporting every student's wellbeing. The most important thing you can do is stay connected with your child, listen without judgment, encourage open conversations, celebrate successes and be present during difficult moments. We also encourage regular communication with teachers and the school support team. Together, we can recognize concerns early, celebrate progress and ensure that every student feels supported both at home and at school.

SAFETY

A safe environment allows students to learn with confidence, build meaningful relationships and enjoy school life. At AHSS, safety is part of everyday life and is supported through clear procedures, attentive staff and open communication with families.

Safe School Environment

All visitors are required to check in at reception upon arrival. Staff members supervise students throughout the school day and school procedures are regularly reviewed to ensure a secure and welcoming environment for everyone.

Preparation is vital

While we hope they are never needed, the school has clear procedures for emergencies and medical situations. Students and staff regularly participate in emergency drills to become familiar with safety procedures. If a student becomes ill or is injured during the school day, appropriate care will be provided, parents will be contacted promptly and emergency services will be called if necessary. Parents are asked to keep the school informed of any medical conditions, allergies, medications and emergency contact information.

Working Together

If a student needs to leave school during the day, a parent or guardian should notify the school in advance whenever possible. We also encourage students and parents to share any concerns related to safety, wellbeing or school life. Open communication allows us to respond quickly, work together and ensure that every student feels safe, supported and cared for.

STUDENT LIFE

High school is more than classes and exams and that is why we encourage students to explore their interests, build confidence, form friendships and make the most of their time at school.

Students can get involved in clubs, projects, competitions, sports, Erasmus+ projects, international exchanges and community initiatives. These experiences help them develop leadership, communication, creativity, collaboration and problem-solving skills while becoming more independent and engaged members of their community.
The Student Council gives students an active voice in school life. Student representatives share ideas, represent their classmates and help organize events, campaigns, charity initiatives and other activities. Through their involvement, students learn to take initiative, listen to others and work together to make a positive difference.

PARENT PARTNERSHIP

Students thrive when families and the school work together. Parents are encouraged to stay connected throughout their child's high school journey and to communicate openly with teachers and the school whenever support or guidance is needed.
Parent-teacher conferences and individual meetings provide opportunities to discuss academic progress, wellbeing, personal development and goals. Families are also welcome to take part in school events, celebrations, projects and community activities, whether by volunteering, sharing their expertise or supporting school initiatives.
The Parent Council, made up of parent representatives from each class, provides an additional channel for communication and collaboration between families and the school. It gives parents an opportunity to share ideas, provide feedback and contribute to initiatives that support our students and strengthen the AHSS community.

UNIVERSITY & CAREER GUIDANCE

Discovering the Right Path

Not every student knows what they want to study after high school and that is perfectly normal. Finding the right direction takes time, reflection and exploration. Through individual career counseling, aptitude and interest assessments and conversations with our career counselor Jagoda Iljov, students have the opportunity to better understand their abilities, interests, personality traits and potential career paths.

Planning for the Future

Once students begin exploring their options, they receive guidance in researching fields of study, universities and different educational pathways. Through university presentations, visits, meetings with admissions representatives and individual counseling, students gain a better understanding of opportunities available to them both in North Macedonia and abroad.

The University Application Process

Applying to university can be a complex process and that is why we support the students with guidance on researching universities, meeting application deadlines, preparing application materials and completing admissions requirements. Whenever possible, we also help students identify scholarship opportunities and understand the application process for financial aid. We hope that our graduates are equipped not only with excellent academic preparation, but also with confidence, independence and self-awareness to pursue a meaningful future.

Career Guidance

Career guidance at AHSS goes beyond choosing a university. Students are encouraged to explore different careers and understand how their interests, strengths and values can connect to possible professions and future opportunities. Through individual conversations, career-related activities and exposure to different fields and professionals, students can gradually build a clearer picture of the paths that may be right for them and make more informed decisions about their future.

SCHOOLWIDE LEARNER OUTCOMES

01 Effective Communication

AHSS students are expected to:

- Express ideas clearly in spoken and written English.
- Present information logically using appropriate formats and media.
- Participate in academic discussions and collaborate using effective communication skills.

02 Critical and Analytical Thinking

AHSS students are expected to:

- Analyze, evaluate, and interpret information from multiple sources.
- Apply reasoning to solve problems and make informed decisions.
- Support conclusions with evidence.

03 Use of Knowledge and Skills Across Curriculum

AHSS students are expected to:

- Demonstrate proficiency in core academic subjects.
- Transfer knowledge and skills to real-world contexts.
- Integrate learning across different subject areas.

04 Responsible Use of Technology

AHSS students are expected to:

- Use digital tools for research, communication, and creation.
- Evaluate the credibility and purpose of digital content.
- Demonstrate responsible and ethical digital behavior.

05 Teamwork and Collaboration

AHSS students are expected to:

- Participate effectively in group work and shared tasks.
- Show respect for diverse viewpoints.
- Contribute to group decision-making and problem solving.

06 Personal Responsibility and Independence

AHSS students are expected to:

- Organize and manage their time, tasks, and learning goals.
- Reflect on progress and adjust strategies as needed.
- Take initiative and follow through on commitments.

07 Community and Global Engagement

AHSS students are expected to:

- Demonstrate awareness of global issues and cultural diversity.
- Participate in service or community-oriented activities.
- Make ethical decisions that consider community and global impact.

08 Social and Emotional Competence

AHSS students are expected to:

- Manage emotions and respond constructively to challenges.
- Build and maintain respectful relationships.
- Make healthy choices that support wellbeing.

TUITION & ADMINISTRATION

We aim to make all administrative processes as clear and straightforward as possible. Important information regarding tuition payments, required documents and school procedures is communicated to families in a timely manner throughout the school year.

Parents are expected to follow tuition payment deadlines and ensure that all required administrative documents, including enrollment contracts and school forms, are completed and submitted on time. The school offers different payment methods and details regarding available options are provided during the enrollment process.

Official school documents, including transcripts and other records, can be requested through the school office. We encourage parents to keep their contact information updated and to communicate with the administration whenever they have questions or need assistance with school-related procedures.

Inquiries

Tuition and Payment	emilija.g.apostoloska@ahss.edu.mk
Transcripts and Contracts	nakova@ahss.edu.mk / ajaki@ahss.edu.mk

FREQUENTLY ASKED QUESTIONS

01 What if my child is sick?

Please inform the Homeroom teacher as soon as possible if your child is absent due to illness. For longer absences, parents should provide any required documentation and communicate with teachers regarding missed work and support needed.

02 How do I contact teachers?

Parents can contact teachers through their official school email addresses, which are available in the Staff Guide and on the school website. Teachers are available to discuss student progress, answer questions and provide support while respecting scheduled teaching responsibilities.

03 What happens if homework is missing?

Students are expected to take responsibility for completing and submitting their work on time. If homework is missing, teachers will follow up with the student and provide guidance on how to catch up and improve.

04 How can I monitor grades and progress?

Parents receive regular updates on their child's academic progress through school communication systems, reports and parent-teacher meetings. We encourage parents to stay engaged and communicate with teachers throughout the year.

05 How do I request a meeting?

Parents can request a meeting with teachers, the counseling team or school administration by contacting the school office or the relevant staff member. We encourage open communication and are always willing to discuss questions or concerns.

06 How are parents informed about emergencies?

In the event of an emergency or situation requiring parent communication, the school will share information through official communication channels. We encourage parents to ensure that their contact details are always up to date.

POLICIES OF THE SCHOOL

At AHSS, our policies help create a safe, respectful and supportive environment for all students. They provide clear guidance on our shared responsibilities, expectations, and procedures, helping ensure that students, parents and staff work together as a strong school community.

Our policies are developed in accordance with applicable local regulations and relevant international standards. They also reflect the requirements and expectations of the accreditations and programs that guide our school, including our commitment to continuous improvement and quality education.

Key policies, including the Child Protection Policy, Anti-Bullying Policy and Code of Conduct, are available on the AHSS website. Parents and students are encouraged to familiarize themselves with these documents, and printed or digital copies are also available upon request through the school administration.

These policies reflect our commitment to student safety, wellbeing, respect, integrity and a positive learning environment for everyone.

ACADEMIC CALENDAR

The AHSS Academic Calendar includes key dates for the school year, such as semester dates, holidays, parent meetings, exam periods, school trips, graduation and community events.

The official calendar is published on the AHSS website and shared with students and families at the beginning of each academic year. Any changes or additional events are communicated in a timely manner through the school's official communication channels.

AHSS JOURNEY AND GROWTH

Every student's journey through high school is unique, but each year brings new opportunities, responsibilities and important decisions. At AHSS, students are supported as they grow academically, personally and socially, from their first days of high school to graduation and the next stage of their education.

GRADE 9

Starting the journey

Students adjust to high school life, get to know the AHSS community, build study habits, learn to manage their time and become more confident and independent. They are encouraged to join clubs, participate in school activities and form new friendships.

GRADE 10

Exploring interests and choosing a pathway

Students continue developing independence while exploring their strengths, interests, and future goals. During this year, they learn more about the National Programme and the IB Diploma Programme and decide which pathway they would like to follow in Grade 11.

GRADE 11

Beginning the chosen pathway

Students continue in the National Programme or begin the IB Diploma Programme, depending on the choice made in Grade 10. They take on greater academic responsibility, strengthen their research and study skills, and explore leadership, project, service and extracurricular opportunities.

GRADE 12

Preparing for graduation and the future

Students complete the requirements of their chosen programme and prepare for final examinations. Students in the National Programme are encouraged to take the State Matura as well. This year also includes university applications, recommendation letters, scholarship opportunities, career planning and preparation for the transition to higher education.